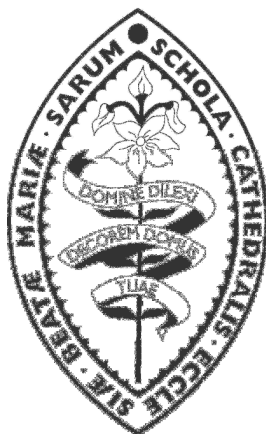


SALISBURY CATHEDRAL SCHOOL LIMITED



Fire Risk (Prevention) Policy

2011-12

Hard Copies: Business Manager's Office, Building & Estates Supervisor, Staff Room, Boarding House

Also on intranet system

SALISBURY CATHEDRAL SCHOOL



Fire Risk (Prevention) Policy

1. Introduction

This policy sets out the approach that the school has to securing fire safety and is based on the following legislation and guidance.

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government “Fire Safety Risk Assessment- Educational Premises.”

The school’s priority is to minimise risk to life and to ensure that there are adequate fire prevention methods in place and, clear organisational arrangements in case of fire. This fire risk prevention policy includes the elimination or reduction of risks from dangerous substances.

2. Responsibilities

The Business Manager is the designated “responsible person” for fire safety as outlined in legislation. Responsibilities throughout the school for fire safety are outlined below:

2.1 Board of Governors

- To consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.
- Approves the fire policy.

2.2 Head

- Collects the red clipboard by the Year 8 steps on exit if not already collected.
- Takes overall control of an evacuation.
- Liaises with the Fire Brigade in the event of an evacuation and arranges for all information regarding missing persons to be relayed to them.
- Provides the all clear to staff upon consultation with the Fire Brigade

2.3 Assistant Head (Pastoral)

- Undertakes Head's duties in his/her absence

2.4 Head Master's Secretary

- Summons the fire brigade upon sounding of the alarm except in pre-planned fire evacuation practice.
- Assists Head in recording pupil's present

2.5 The Business Manager

- Ensures Administrative staff and Estates staff are present during a fire drill/evacuation
- Ensures that the fire policy is kept under review.
- Arranges for regular fire drills to be undertaken and documents the findings of the drill.
- Ensures that a suitable sufficient fire risk assessment is undertaken.
- Provides an update to the Governors on a regular basis regarding the fire risk assessment of the school and annually reviews the fire risk (prevention) policy.
- Ensures that fire prevention and fire precautions are implemented.
- Organises the maintenance and testing of the fire alarm system and emergency lights by a competent person.
- Ensures that all staff receives adequate training and instruction in fire safety and retains training records.
- Ensures that the fire risk assessment is reviewed when there are any material changes to the school.
- Arranges for fire audits to be undertaken on a regular (typically termly) basis.
- Ensures that emergency services have been summoned as necessary.

2.6 The Director of Studies

- Ensures Teaching Staff are present during a fire drill/evacuation

2.7 The Director of Music

- Ensures Visiting Music Teachers are present during a fire drill/evacuation

2.8 The Catering Manager

- Ensures the catering staff are present during a fire drill/evacuation

2.9 The Cleaning Supervisor

- Ensures the cleaning staff are present during a fire drill/evacuation

2.10 Buildings & Estates Supervisor (or Estates Assistant if not on site)

- Ensures that regular testing of the call points and emergency lights are undertaken and recorded.
- Investigates the fire panel in Bishops Palace upon the sounding of the alarm and makes this information known to the Head & fire brigade.

or

- Investigates the fire panel in 60s block upon the sounding of the alarm and makes this information known to the Head & fire brigade.
- Marshalls front of building whilst awaiting fire brigade to ensure nobody enters the building

2.11 School Secretary / Receptionist

- If the Alarm sounds in the Palace the panel should be checked to determine whether the fire or alert is in the Bishops Palace or in the 60s block (see instructions later in policy and by fire alarm panel).
- Collects the class registers, staff signing out book, visitors' book and peripatetic book and accounts for all visitors / visiting staff at the evacuation point. Relays any information regarding missing persons to the Head.

2.12 Business Manager's Assistant

- Summons the fire brigade upon sounding of the alarm if Head's Secretary absent.
- Ring's Devon Block (x324) and Queensgate to tell them to evacuate.

2.13 Gap Assistant in Pre Prep or Pre-prep secretary

- If the alarm sounds in the Pre-Prep alert staff check the panel to determine whether the fire or alert is in the Bishops Palace or in the 60s block (see instructions later in policy and by fire alarm panel).
- Informs the Devon block and Queensgate to evacuate upon hearing the fire alarm. (ext 310)

2.14 House Parent

- Co-ordinates the evacuation of the boarding house.
- Arranges for a termly night time fire drill to be undertaken and documents and actions any findings of the drill.

2.15 Form Tutors

- Account for pupils at the assembly point. Raises hand when their form is accounted for or report any missing pupils to the Head.

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- Gary Slade will account for the Head's form (if appropriate) to enable the Head to carry out other duties.

2.16 All Staff

- Collect the red clipboard by the Year 8 steps if they are the first person passing it and take directly to the astro.
- Attend fire training sessions as required by the school.
- Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions.
- Report any structural defects to the Business Manager which may affect the fire safety of the building.
- Assist pupils as appropriate in any fire evacuation.

2.17 Fire Marshals

- The school has appointed and trained a number of Fire Marshals (Appendix1). These competent persons assist in taking preventive and protective measures (including fire fighting and evacuation).
- Marshals who are also teaching staff are primarily responsible for ensuring the safe evacuation of the pupils they are teaching.
- Where feasible they should also:
 - Check their building/floor to ensure everyone has left and close doors where necessary.
 - Assist other staff in evacuating the premises by ensuring that they use the best available fire exit.
 - Use fire fighting equipment where it is safe to do so.

2.18 Matrons/Prep Duty Teacher (AFTER 4.00 UNTIL 7.30)

- The Matron ensures the boarders/choristers are present during a fire drill/evacuation
- The Prep Duty Teachers ensures the day pupils are present

3. Management Arrangements for Fire Safety

3.1 Fire Risk Assessment

The school ensures that a suitable and sufficient fire risk assessment is undertaken on the school premises and that the findings of the assessment are implemented. Any actions arising from the fire risk assessment are implemented by the Business Manager, if necessary, in consultation with the F&GP & Health & Safety Committee. This risk assessment is reviewed if there are any structural changes to the premises. The last professional risk assessment was carried by John Carley, Close Surveyor in December 2010. Recommendations

have been carried out including updating the smoke detectors in the Bishops Palace and the Boarding House and updating signage. In addition, a new fire alarm system has been installed in the 60s Block. There were some recommendations for fire doors which will be reviewed at the next F&GP Committee meeting in February 2012.

3.2 Fire Safety Audit

Termly fire safety audits are undertaken and the findings communicated to the Business Manager. This system enables the school to have a system of monitoring and a maintenance plan for clear emergency routes and exits (with doors opening in the direction of escape), signs and notices. The emergency lighting, fire detectors, alarms and fire extinguishers are inspected as set out later in this policy by competent persons.

4. Fire Precautions

4.1 Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson. This includes:

- Supervision of pupils
- Security lighting on all entrances; footpaths and building facades.
- Close down procedures for the school site
- School entrance doors are all on key pad.
- Ensuring that internal waste bins are emptied on a daily basis.
- Bin Compound area is in a low risk area.

4.2 Electrical Safety

Arrangements are made to ensure that the fixed electrical installations wiring of the school is inspected on every 5 years.

All portable electrical equipment is subjected to a minimum of a biennial portable appliance test.

Visual inspections of leads are carried out regularly. Qualified electricians are used for any remedial works required.

4.2 Gas Safety

All gas equipment is subjected to an annual inspection by a Gas Safe registered engineers.

4.3 Storage of hazardous substances

All flammable substances such as science chemicals; fuel and maintenance products are stored in 30 minute fire resistant cabinets. The location of such storage is marked on the fire plan in the fire risk assessment.

5. Means of Escape

All buildings in the school are provided with a secondary means of escape. The Bishops Palace is also served by external fire exits from its 1st and 2nd floors. The 60's block is served by an additional exit from its 1st floor. The Boarding House is served by two staircases.

The school aims to ensure that all staircases and doors opening onto the protected routes are so designed that they prevent the spread of fire for 30 minutes. This includes the provision of door closures and automatic door guards where necessary.

The school aims to ensure that all fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessment.

6. Fire fighting equipment

The school provides a suitable number of fire extinguishers and fire blankets as determined by the school's fire risk assessment. All fire extinguishers are checked by a specialist contractor on an annual basis. Nominated staff receive training on the use of fire extinguishers at regular intervals.

7. Fire Detection

The school recognises that early detection of fire enhances the time available for evacuation and reduces the damage caused to buildings. The school is committed to continuing to review and upgrade its fire detection system in relation to recognised standards.

The school has three independent fire alarm systems: The Bishops Palace has an L2 automatic fire detection system. Smoke detectors are linked to an addressable fire panel which is located in the front reception. Additional smoke detectors were added to the system in February 2010 in line with the recommendations of the Fire Risk Assessment carried out in June 2008.

The fire detection and alarm system in the 60's building was replaced in August 2011. An L4 system is now in place with call points, smoke detectors, combined heat detectors and sounders.

The Boarding House has an L2 system which was upgraded in May 2009 in line with the recommendations of the Fire Risk Assessment.

Details of the zones and activation and deactivation of the fire panels are contained in Appendix II.

8. Arrangements for action to be taken in the event of fire

The school provides an action plan in the event of fire for the pupils (appendix iii(a), the boarding house (appendix iii (b)) and the Gap accommodation (Appendix IIIc). The pupil actions plans are displayed on red posters in the classrooms and pupil communal areas. The Boarding House action plan is on display throughout the house. The Gap accommodation has the action plan poster displayed. The gap students from January 2012 will need to sign out and in the building if leaving after 7.30 so that the fire brigade/Head are able to identify if they are in the building during the night. This will be hanging in the Beachamp Tower.

There are also clear fire procedures (Appendix IV) for Front Office Staff, Form Teachers, Boarding House staff and other staff and these procedures are posted in the appropriate communal areas for these categories of staff. These fire procedures and action plans are tested regularly (typically termly) in the form of a fire drill. The drills are organised by the Business Manager and the Buildings and Estates supervisor in consultation with the Head and his secretary.

The outcomes of all fire drills are logged by the Business Manager who will also follow up any action as appropriate. This policy gives clear guidelines of when to contact emergency services ie. The Head's secretary is responsible for alerting the emergency services if she is not aware of a practice fire drill or the Building & Estates supervisor has not identified a fault in the alarm system.

There are signs in classrooms for the pupils to follow

9. Maintenance and testing

The school makes arrangements for the fire alarm system to be maintained and tested every six months in line with the current British standard by a specialist contractor. The service schedule includes the following:

- Service of fire alarm system
- Service and 3 hour discharge of all emergency lights (annually)

Records of maintenance and testing are retained by the Business Manager.

In addition the school undertakes regular weekly testing of call points, emergency lights and sounders as per the routine set out in Appendix V.

10. Training

Information on fire procedures is provided to all staff via the staff handbook. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and via the health and safety committee.

All staff are provided with fire awareness training at induction and during employment. The training is repeated every 3 years. In view of movement of staff and the importance of fire training, a new procedure has been introduced in that all new staff at induction watch a fire awareness training DVD for the interim periods between whole school periodic training.

General Fire awareness is given through this policy which includes action to be taken if they discover a fire; how to raise the alarm; action to be taken on hearing the alarm; location of escape routes and assembly points (signed throughout school); evacuation and roll call procedures.

At the start of the academic year all boarders are shown the fire routes from their dormitory, the importance of ensuring their route is kept clear, how to activate a call point and how to operate the fire exit doors. Support boarding staff are given regular training on the boarding house evacuation drill.

11. Safety of staff or anyone else legally on the school premises (including others working on the school site)

All visitors/ contractors, other than parents/guardians collecting pupils, arriving in the school in term time, are requested to sign in the visitor's book. They are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points. (Appendix VI(a))

During the holiday period the Buildings and Estates Supervisor or Business Manager will be notified of all contractors on site.

12. Use of School Premises outside school hours/ letting of premises

The school's letting agreement covers all details of the school's fire arrangements and the main contact is requested to sign the lettings agreement. For functions outside school hours the group leader / teacher in charge is provided with the school's action plan (see Appendix VIb). Signs are also displayed in the BSR, Undercroft and Blee Room.

APPENDIX I – FIRE MARSHALLS/COMPETENT PERSONS *updated 25.10.11

Fire Marshall	Role	Area	Last date of training
Tony Marchant	Buildings & Estates Supervisor	Bishop's Palace or any area required	11.02.2010. Renewable 11.02.2013
Rod Tait	Houseparent	Boarding House and Devon Block	11.02.2010 Renewable 11.02.2013
Ian Wicks	Assistant Head /Director of Music	Bishop's Palace	21.05.2010 Renewable 21.05.2013
Fi Hobdell	Year 1 Teacher	60's Block Pre-Prep	21.05.2010 Valid until 21.05.2013
Duncan Hodson	Assistant Head/Head of Science	60's Block Lab	24.11.2010 Valid until 24.11.2013
Jane Greenfield	Year 3 Teacher	Bishop's Palace	21.05.2010 Renewable 21.05.2013
Phil Tapner	Gardener	Bishop's Palace or any area required	24.11.2010 Valid until 23.11.2013

APPENDIX II – FIRE PANEL INFORMATION

Boarding House

In the event of a fire call 999 or 112 on a mobile.

The fire alarm control panel is located in the housemistress’ study, mounted on the wall next to the houseparents’ entrance door. The house is divided into 4 zones as follows:

Zone	
1	Ground floor west of main stairs (Houseparents’ downstairs apartment)
2	Ground floor east of main stairs (Boys dorms & common rooms)
3	First floor west of main stairs (Houseparents’ upstairs apartment)
4	First floor east of main stairs & Isard (Upstairs dorms and medical room)

To sound alarms, use the yellow buttons, type in the code 35454. To silence the alarms, type in the number 35453. A buzzer will sound until either it is silenced using 35452 or the panel and all detectors are reset using 35451.



Instructions displayed by the panel

Bishop’s Palace

The fire alarm control panel is located in the main reception between the Business Manager’s and Head Master’s offices.

Instructions are displayed by the panel.



Zone	Location
1	Ground Floor East
2	Ground Floor West
3	1 st Floor East
4	1 st Floor West
5	2 nd Floor East
6	2 nd Floor West

In the event of a fire call the Fire Brigade 999 (may need 9 for an outside line) or 112 on a mobile.

Instructions are displayed by the panel.

When alarm sounds zone lights will indicate in which area the system has been activated.

- No lights but all sounders ringing means fire or associated problem is within the 60s block this means evacuation, unless otherwise told, and to account for all persons. Re-entry only upon advise of person in charge. Please note the panel is only then resettable from within the 60s block.
- Do not silence alarm until fire or problem is located
- When smoke cleared or other problems solved to reset the panel as follows:-

Enter Key Code: 2214

Press ‘Enter’

Press ‘Re-set’

- In the event of fault lights buzzers contact site manager or Bennett & Dean 01722 413303 or 24 hrs 01722 325356.

APPENDIX III (a)

FIRE ACTION PLAN PUPILS

DAYLIGHT HOURS

- If you discover a fire, sound the fire alarm by breaking the nearest red call point
- When the fire alarm sounds (a continuous electric whirring sound), leave the school by the nearest available fire exit
- Proceed in silence and in single file
- Proceed to the Astro. (The Astro can be located when exiting from the front of the building, by turning right, following the footpath and then the Astro is on your right *or* from the rear of the building turn left).
- On the Astro, line up in Form Register Order, in front of the sign displaying your form
- Your Form Tutor will take the Register
- Wait in silence until dismissed by your Form Tutor
- No one is to re-enter the building until the alarm has stopped sounding and you have been told it is safe to return to the building

AFTER DARK

- As above but assemble on the Playground Pitch

**APPENDIX III (b) - FIRE ACTION PLAN
BOARDING HOUSE**

IF YOU FIND A FIRE

- Operate the nearest fire alarm

WHEN YOU HEAR THE FIRE ALARM

- Put on your dressing gown and slippers
- Leave by the nearest fire exit
- Go to the assembly point on Choristers' Green

DO NOT RUN

DO NOT TALK

**APPENDIX III (c) - FIRE ACTION PLAN
GAP ACCOMMODATION**

IF YOU DISCOVER A FIRE

- Sound the fire alarm by breaking the nearest call point

WHEN YOU HEAR THE FIRE ALARM

- Leave the school by the nearest available fire exit
- Proceed to the assembly point - The Astro (**between 0800 and 1730**). (The Astro can be located when exiting from the front of the building, by turning right, following the footpath and then the Astro is on your right *or* from the rear of the building turn left).

Or

The Playground pitch (**between 1730-0800**) located out the front of the building to the left.

- Call 999 to alert the fire brigade or 112 on a mobile.
- Call / wake the Head Master 01722 555308. If not available call the Buildings and Estates Supervisor on 01725 511439 or 07971 516021.

APPENDIX IV - FIRE PROCEDURES

(a) FRONT OFFICE STAFF

When the alarm sounds:

- Ensure that all pupils, staff and visitors immediately evacuate the building
- Collect the class registers, staff signing out book; visitors book peripatetic staff book.
- Proceed to the **FIRE ASSEMBLY POINT – The Astro between 0800-1730**. (The Astro can be located when exiting from the front of the building, by turning right, following the footpath and then the Astro is on your right *or* from the rear of the building turn left).

Or

The Playground pitch (**between 1730-0800**) located out the front of the building to the left.

- Distribute all class registers to form teachers.
- Give Peripatetic register to Head of Music.
- Check off any visitors to ensure all accounted for and report to Head /Assistant Head.
- Business Manager to check admin staff and ground staff present.
- Do not return to the building until the fire officer has given the all clear.

(b) FORM TEACHERS

When the alarm sounds:

- Ensure that all children in your immediate care are escorted safely out of the building using the nearest exit.
- Where possible close all doors and windows.
- Proceed to the **FIRE ASSEMBLY POINT - The Astro**. (The Astro can be located when exiting from the front of the building, by turning right, following the footpath and then the Astro is on your right *or* from the rear of the building turn left).

Or

The Playground pitch (**between 1730-0800**) located out of the front of the building to the left.

- Ensure that your form lines up in silence.
- Obtain your class register from the front office staff.
- Account for your form by using the register.

APPENDIX IV (CONT) - FIRE PROCEDURES

- Report any missing pupils to the Head or Assistant Head.
- Do not re enter the building until you are told to do so by the Head or Assistant Head

Other Staff

- Report to the senior member of staff present at the assembly point (Choristers' Green) and await instructions. Catering Manager and Cleaner supervisor to ensure their staff are present and report to Business Manager.

(c) BOARDING HOUSE STAFF PROCEDURES

Housemistress or duty staff

- Evacuate own children
- Grab fire list with torch, minibus keys and mobile phone.
- Leave the building closing doors
- Proceed to the assembly point which is on Chorister's Green.
- Maintain calm and order at the assembly point
- Phone the Fire Brigade (999 or 112) and report fire (unless a planned drill or known false alarm)
- Contact the Head Master 01722 555308 or. if not available call the Buildings and Estates Supervisor on 01725 511439 or 07971 516021
- Await instructions

Assistant House Mistress

- Evacuate the 4 ground floor bedrooms checking each bed has its covers thrown right back i.e. nobody in the bed
- Ensure children are walking and silent
- Leave the building closing all doors
- Proceed to the assembly point (the Chorister Green) giving direction to the children as necessary
- Assist with registration at the assembly point
- Assist with maintaining order at the assembly point
- Await instructions

APPENDIX IV (CONT) - FIRE PROCEDURES

Housemaster or male duty tutor

- Proceed to De Gruchy dorm and evacuate the 6 first floor dormitories checking each bed has its covers thrown right back i.e. nobody in the bed
- Assess the fire and decide whether to tackle it
- Leave the building closing all doors
- Proceed to the assembly point
- Report on fire, update Fire Brigade, assess situation and make a plan (or if planned drill or known false alarm, silence and re-set fire alarm.
- Move everyone to the Palace if cold or wet
- Take control
- Alert neighbours if appropriate
- Await instructions

APPENDIX V - FIRE ALARM WEEKLY TESTING ROUTINE – BUILDINGS & ESTATES SUPERVISOR LEADS

Location	Routine
Bishop’s Palace	2 persons required – one at call point, one at panel 2 call points checked/ week giving 8-week rotation Emergency lights checked first Wednesday of the month Bells/ buzzers checked in 8 week rotation but also when individual tests carried out during weekly checks.. Holiday times 2 nd person is Head or Business Manager. Call point and bells recorded in red bag outside Business Manager’s office.
60’s Block	2 persons required – one at call point, one at panel. 2 call points checked/ week giving 5-week rotation. Emergency lights and sounder checking as per Palace. Holidays 1 point close to panel tested. Call point and bells recorded in red bag outside Business Manager’s office.
Boarding House	1 person tests due to type of panel. At least 2 call points checked weekly i.e. 5 week rotation. Emergency lights and sounder checking as per Palace. Records stored on 1 st floor adjacent houseparents upstairs door.

The whole system is tested including smoke, heat and 3 hour light running by contractors in t October half term. Any faults found in between are notified and rectified. During the Easter holidays a full check is carried out by contractors (excluding the 3 hour light running by contractor).

APPENDIX VI (a) – SAFETY AND SECURITY ARRANGEMENTS FOR VISITORS & CONTRACTORS

DURING NORMAL SCHOOL HOURS

ON DISCOVERING A FIRE

Sound the alarm by breaking the glass at the nearest call point.

Ensure that those in your immediate vicinity are aware

ON HEARING THE FIRE ALARM

Where possible isolate any equipment you are using and if it is safe to do so close all windows and doors as you leave.

Exit the building as quickly as possible by the shortest route following the signs. Make your way to the assembly area.

Do not stop and collect your belongings.

ASSEMBLY AREA

All weather surface to rear of main school (Astro) if during school opening times. (The Astro can be located when exiting from the front of the building, by turning right, following the footpath and then the Astro is on your right *or* from the rear of the building turn left).

Or

The Playground pitch (**between 1730-0800**) located out of the front of the building to the left.

AT THE ASSEMBLY AREA

Take your instructions from the Head / Fire Marshall in charge.

Make yourself known to the Receptionist who will complete a roll call of all visitors.

Do not return to any part of the school building unless you are told to do so.

**APPENDIX VI (b) - SAFETY & SECURITY ARRANGEMENTS FOR VISITORS/ PARENTS PRESENT IN SCHOOL
OUTSIDE NORMAL SCHOOL HOURS**

FIRE SAFETY

Visiting groups/ helpers at functions should nominate two or more of their members who will take responsibility for:

- controlling the evacuation of the building in case of an alarm
- ensuring that all group members are off the site

FIRE EMERGENCY PROCEDURES

If you discover a fire sound the fire alarm by breaking the nearest red call point

When the fire alarm sounds (a continuous electric whirring sound) leave the school by the nearest available exit

Proceed to the assembly point which is on the **Playground Pitch (proceed out of front of building and to the left)**

Nominated persons should:

- Ensure all members of their party leave the building immediately using designated fire exit routes.
- Assist with the evacuation of any individuals who require it
- Proceed to the assembly point.
-

Note: the fire alarm is not directly linked to the fire station. The nominated persons should contact the emergency services (9) 999 as soon as safely possible or 112 on a mobile phone. The school's address is :

1, The Close
Salisbury
SP1 2EQ

- Check that all members have been evacuated safely and are accounted for.
- Do not allow anyone to re-enter buildings until informed that it is safe to do so by The Fire Rescue Services

Contact Numbers in case of an emergency:

Head Master	01722 555308
Estates Manager	01725 511439, 07971 516021
Business Manager	01264 710059, 07889 179165
House Parents	01722 555307, 07852 169565

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Signed

Chair of Governors

Signed

Head Master

Date November 2011

(Signed copy in Business Manager's Office)

Person responsible for this policy:	Business Manager
Reviewed and updated:	AC Nov 11
Approved by Governing Body:	TBC
SMT approved:	November 2011
Next Governing Body Review:	Lent Term 2012