



ST PHILIP'S SCHOOL

FIRE RISK POLICY

Author/reviewer responsible:	AWT	Last amended:	Sept 2018
Reviewed by:	SMT	Date of authorisation:	Nov 2018
Authorisation by resolution of:	Governors	Date of next review:	Sept 2021

Aims of this policy

To safeguard all staff, boys and visitors from fire, explosion or dangerous substances by the following:

- compliance with all relevant regulation and legislation;
- checks by certified fire safety advisers;
- effective roles and responsibilities with regard to managing fire risk (i.e. the 'responsible person', etc.);
- formal and regularly reviewed fire risk assessment;
- procedures for and frequency of staff training;
- comprehensive and regular fire drills;
- well-maintained fire safety equipment;
- the availability of fire safety information to all staff and visitors.

Requirements of this policy

This policy is compliant with paragraph 12 of Part 3 (Welfare, health and safety of pupils) of the [Education \(Independent School Standards\) Regulations](#), This regulation specifies the duty to comply with the Regulatory Reform (Fire Safety) Order 2005. The School appoints a 'responsible person' for fire safety who adheres to the government's guidance, [Fire safety in the workplace](#).

Certified fire safety advisers

The School employs UK Fire Training to provide comprehensive fire safety advice, including fire risk assessment and annual fire safety training to all staff. The School employs certified contractors to undertake maintenance of its fire-fighting equipment.

Management of fire risk

The School is committed to the effective management of fire risk so as to ensure the safety of its staff, boys and visitors in all parts of the School site. The School takes all reasonable and practicable steps to do so, as outlined in this policy. The responsible person for fire management at the School is the Deputy Head, who coordinates the School's health and safety procedures, appoints fire wardens (all staff) to implement the School's fire action plan and organises regular training, fire equipment maintenance and risk assessments by qualified external agencies. The School's policy and procedures are reviewed annually or in the event of a serious incident.

The School will keep records of the following:

- the fire risk assessment and its review;
- the fire risk policy (i.e. this policy);
- fire procedures and arrangements;
- training records;
- fire practice drills;

- certificates for the installation and maintenance of fire-fighting systems and equipment.

All staff will ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

Fire risk assessment

A fire risk assessment is made by a certified fire safety provider. The latest risk assessment was carried out by *UK Fire Training* in August 2017. As part of their fire safety training, all members of staff are instructed in how to identify and act upon potential fire hazards, particularly within their own departments and classrooms.

Outline of fire safety provision

- Properly-maintained and unobstructed fire escapes.
- Properly-functioning fire doors throughout the building.
- Adequate and fully-maintained emergency lighting.
- An effective and reliable alarm system.
- Adequate fire appliances and training in their use.
- Fit for purpose safety plan that is understood by staff.
- Measures, commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.

Flammable and hazardous substances

Every reasonable effort will be made to minimise the risk of flammable and hazardous substances. Such substances are restricted to designated locations, such as the science laboratory and art room, where they are stored securely in appropriate, non-flammable and clearly labelled, containers in line with COSHH. Separate risk assessments deal with the risks associated with those designated locations.

Staff training

All staff receive regular fire training from UK Fire Training on the appropriate action when dealing with a fire and when marshalling boys in the event of a fire.

Fire drills

Fire drills occur at least once per term. Results and subsequent recommendations are recorded in the Fire Log Book, stored in the School Office. Occasionally the circumstances will be varied, for example an obstacle will be placed in the way of an ordinary fire exit to force evacuation via alternative escape routes.

Fire action plan

The School's fire action plan is displayed in rooms and corridors around the School. See Appendix 1.

Fire evacuation routes

Fire wardens (all staff) should evacuate pupils (in silence) through the safest possible route, these are generally as listed below, although in the event of obstruction a safe alternative route should be used.

Art Room & Basement level exit via the front stairwell on to Wetherby Place.

Forms 3, 4 & 7 exit through the building and the front door on to Wetherby Place.

Form 5 exits immediately into the garden.

Form 6 exits through the internal stairwell and out through *Form 5* into the garden.

Music Room, Science Room and *Form 8* exit onto the external fire escape and through *Form 5* into the garden.

Fire Assembly Point

All staff and pupils assemble in the garden unless it is not safe to do so in which case they will assemble along the pavement on the west side of Ashburn Place.

Duties of all staff and those on the premises

All members of staff, boys and visitors are required to adhere to the School's fire safety and evacuation procedure. In the event of a fire alarm, everyone on site must evacuate the building according to the set procedures and only re-enter on the instruction of the responsible person or the fire brigade.

Appendix 1

FIRE EMERGENCY PLAN

NB The Fire Assembly Point is the Wetherby Place Garden

On discovering a fire

If you discover a fire, raise the alarm at once by pressing the nearest Fire Call Point.

Shout **“FIRE! FIRE! FIRE!”** if necessary and then leave the building immediately, using the nearest safe Fire Exit.

On hearing the Fire Alarm

- Listen carefully to your teacher’s instructions
- Stand behind your chairs in silence
- When told to do so by your teacher, follow them silently to the Fire Assembly Point
- On reaching the Fire Assembly Point line up in form groups in alphabetical order
- Wait in silence before and after your class roll-call

DO NOT STOP TO GATHER YOUR PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY TEACHERS

**DO NOT TAMPER WITH THE FIRE EXTINGUISHERS – THEY MAY SAVE YOUR LIFE, OR
SOMEBODY ELSE’S**