



Fire Prevention Policy

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Summary of changes and reviews

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1.1	Sep 23	Reviewed, responsibilities updated in Annex D.	SB



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FIRE PREVENTION POLICY

Statement of Intent

The risk that fire presents to staff, student and visitor safety in the Wishford Schools Group as well as the risk it represents to the school's properties and business continuity is recognised. Fire management arrangements for a group of schools require strategic planning and financial decisions to be made at the highest level within the organisation. The group is committed to maintaining the highest of standards in fire safety in order to protect its employees, students and visitors who may be affected by its activities. The group will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks. The group seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and students. It is the groups policy, so far as is reasonably practicable to:

- Provide and maintain places of work, accommodation and recreation that have adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, test and maintain suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by the school staff and that provide adequate details to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to school staff, students and visitors.
- Provide management arrangements for identifying and controlling fire risks.
- Provide effective management procedures to respond to and deal with the aftermath of a fire.

Executive responsibility for fire safety lies with the Executive Chairman Mr Sam Antrobus, who is deemed as the principal 'Responsible Person' for the group, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the schools Headmaster/Headmistress and Group Operations Manager. In addition, all school business managers, site managers and designated Fire Wardens have duties as the 'Responsible Person' to the extent to which they have control of the buildings, and the activities operating within them. All school employees have a duty to observe and comply with the school's fire safety policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the school premises. Students and visitors are also required to comply with the fire safety policy. The fire safety policy identifies the responsibilities and procedures in relation to fire safety that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficient.

Introduction

Every school in the Wishford Schools Group is committed to providing a safe environment for its staff, students, visitors and contractors. It is the school's responsibility to provide and manage fire safety systems and procedures. All members of the school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities. The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Wishford Schools Group and to protect its assets.



1 Scope

This guidance is applicable to all premises under the control of the Group/School and details the approach to the control of risk from fire.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

The principal objectives of the Fire Safety Policy are:

- To safeguard all personnel who may be affected by the outbreak of fire at any of the school's premises.
- To safeguard the physical assets of the school, its staff, students, visitors and contractors
- To reduce the incidence of fires
- To minimise the potential for fire to disrupt the work of the school
- To minimise the incidence of unwanted fire alarm signals and malicious false alarms
- To protect the environment
- To minimise the possibility of arson

3 Guidance

3.1 The School has in place procedures for:

- carrying out fire risk assessment.
- preventing fires.
- evacuation in the event of a fire.
- maintaining and checking all fire detection, alarm and fighting systems.
- responsibilities of personnel.

3.2 All fire officers/wardens have the responsibility of ensuring that procedures for their buildings are implemented. This would include highlighting any high risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:

- bringing fire evacuation procedures to the attention of all employees, contractors and visitors;
- providing at least one trained Fire warden in every building and boarding house. All Fire wardens are trained to provide "safety assistance" in the event of a fire.
- Fire Wardens receive regular refresher training.

4 Fire Risk Assessment

4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with school business managers and site managers.

4.2 The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment will be made available on sharepoint and displayed on the Health and Safety notice board.



4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (site managers/competent contractor).

6 Fire Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the school site manager/compliance officer. The alarm will be activated using a different call point each week, where this is practicable and recorded in the fire logbook.

6.3 The fire alarm system will be serviced six monthly by a competent contractor.

6.4 Records of these tests and servicing are to be kept by the site manager.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

7.2 Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system.

8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Records of testing and servicing of emergency lights will be maintained by the site manager/compliance officer.

8.3 Testing of the system will be carried out by a competent contractor on a three monthly basis as in accordance with fire prevention policy.

9 Emergency Procedures

9.1 Written emergency procedures for the school are at Annexes A (during school hours) and B (outside school hours).

9.2 Information must be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

9.3 There must be adequate means of escape for all occupants of the school premises. These



means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the site manager/team to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be escorted by their host.

9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Officer. It is the responsibility of the Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE:

There are to be standing instructions in the form of fire notices in every building which have the emergency contact numbers and the instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their initial workplace induction and should familiarise themselves with the ones in their workplace.

All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring this is to be done by dialling 999 and giving the following information:

- Your name
- Address of school – note that their assumed location will be Corsham, as that is the external point of the Wishford telephone network.

GIVE DETAILS OF ANY RV POINTS AND ANY OTHER INFORMATION PERTINENT TO THE SCHOOL.

9.8 Fire drills will be held regularly in all buildings. Drills in boarding houses will be conducted through the silent hours every term.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Fire Officer for that building.

10 Fire Training

On arrival at Hatherop Castle School all staff will undergo an induction of their workplace in regards to fire risks within their specific building and the site in general.

10.1 Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm.
- action to take on hearing the alarm, including location and use of exits and escape routes.
- action to take in the event of an incident occurring.
- areas of greater risk of fire on the school site.

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Wardens will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures
- how to spot fire hazards.



10.4 Visitors and contractors:

- on arrival at the School ALL visitors and contractors will be made aware of the procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days/events an announcement will be made at the beginning of the event regarding evacuation arrangements.

11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented every member of staff will:

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials, including storage and use of dangerous substances (DSEAR & COSHH)

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken.

11.4 Carryout Portable appliance testing as necessary and maintain a record of these tests.

11.5 Consult regularly with the group operations manager and estates manager.

11.6 Include fire prevention and evacuation procedures during the induction process with all new starters.

11.7 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

Records must be kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the school business manager and fire logs by the site manager/compliance officer.



Annex A: Emergency Procedures – during school hours (08:00-17:00)

Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm or alert a member of staff, who will sound the alarm. If the fire is discovered in areas other than the main school building or nursery (which will therefore not activate the main school alarm), ensure that the School Office is alerted as soon as possible.

Actions on hearing the alarm

Emergency coordinator

The Headmaster will adopt the role of Emergency Coordinator, and will be ultimately responsible for all coordination and subsequent actions taken. In the Headmaster's absence, it will be another member of SLT (to be agreed between those that are available). A guide for the Emergency Coordinator is at Annex D.

Office/support staff

- The School Administrator is to telephone or radio the following areas to alert them to the fire alarm:
 - Changing rooms
 - Art studio
 - PAC
 - If the alarm sounded in the main school, call Head of Pre-Prep and Reception classroom
 - If the alarm sounded in the Pre-Prep, alert the site team to activate the main school alarm
- The School Administrator is to take the class lists, staff list and visitor list to the Assembly Point.
- If any of the areas above could not be contacted, the School Administrator should alert the Emergency Coordinator, who is to send a staff member to notify them in person. The route to these areas should be dynamically risk assessed to ensure it is safe to do so.
- The School Business Manager and a member of the site team (directed by the Site Manager) are to go to the alarm panel.
- The Site Team member will investigate the zone in which the alarm was initiated, to determine whether or not it is a genuine emergency, and radio back to the School Business Manager. They should take with them a torch and map (kept by the fire panel).
- If required, the School Business Manager will be responsible for phoning the Emergency Services then exit the building. Where possible, this should be done using a mobile phone from outside the building, or from a different building to the one with the fire.

If any of the above individuals are not in the office, the senior staff member in the office is to nominate another individual to complete this task.



Teaching staff and pupils

- Teachers are to lead pupils, quickly and in silence, directly to the assembly area (the front lawn), taking the quickest route. Whilst a one-way plan is in place to minimise the spread of COVID-19, the need to rapidly exit the building takes precedence. As such, the one-way routes should be ignored if appropriate.
- Staff are to ensure that staff and children do not collect personal belongings.
- IF SAFE TO DO SO, the following staff are to quickly check (or nominate another staff member(s) to check) the following areas to ensure that no staff or pupils remain in those areas (including classrooms, communal rooms and toilets). In the event of the nominated person's absence, staff in that area should look to take control and/or communicate with other staff in that area to determine who can do what. They are to report to the Emergency Coordinator whether or not areas have been checked.
 - **Lucy Riley.** All nursery rooms.
 - **Ellie King.** South side of the stable yard.
 - **Laura Buck.** North side of stable yard, including the Zone and PAC.
 - **Sally Easterbrook.** Art studio.
 - **Nigel Bailey/Kathryn Donavon.** Gym and changing rooms.
 - **Simon Bristow/Office staff.** Ground floor corridor (on way to panel).
 - **Emily Barrows/Gavin James/Allan Hempsted.** Middle floor.
 - **Chloe Nish/Natasha Jeffery/Teacher in Classroom 8.** Top floor (except boarding areas).
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- Each class is to line up in a row, with children remaining quiet.
- The School Administrator is to give each class teacher a class list.
- Teachers will take the register for their class. If all are accounted for, they are to hold up their class list. If individuals cannot be accounted for, inform the Emergency Coordinator.

Evacuating the pre-prep and PAC

- As these are not linked to the main school building, pre-prep will be alerted by the office staff by telephone or teams. If no member of pre-prep staff is answering, a member of the site staff should be sent to alert them.
- Upon receiving the notification, an emergency call point is to be pressed to activate the alarm in that building.
- Upon exiting the building, if the alarm has not been activated in other pre-prep buildings or the PAC, staff should activate the call point just inside the door then continue to the assembly point.
- If the alarm originates in the pre-prep, they should alert the school office so that a wider evacuation can take place. This can be done by radio, telephone, or a staff member going ahead to the main school building and informing them personally.

Post-alarm actions and dismissal

- In the event of no emergency, the alarm will be deactivated at the direction of the Emergency Coordinator once all staff, pupils and visitors have been accounted for. Staff, pupils and visitors will then be free to return to the school buildings.
- In the event of an emergency, the Emergency Coordinator will dynamically assess the risk, and if necessary, move all individuals to a more suitable location in order to protect the students and enable the emergency services to work unhindered.
- If required by the Emergency Services, the water supplies on site are shown at Annex E.



Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm or alert a member of staff, who will sound the alarm.

Actions on hearing the alarm

Whenever boarders are on site, two members of staff are on duty. One member of staff will act as the Emergency Coordinator.

Emergency coordinator

- The emergency coordinator is to be in possession of the boarding register at all times.
- Upon hearing the alarm, they are to take the register and proceed directly to the Assembly Point.
- Check boarders off the boarding register.

Other duty staff member

- IF SAFE TO DO SO, knock on all dormitory doors and look inside to ensure all boarders have departed.
- Proceed to the fire panel, identify the area that has activated the alarm. Go to that area to determine whether or not it is a genuine emergency. They should take with them a torch and map (kept by the fire panel).
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- If required, phone the Emergency Services then exit the building. Where possible, this should be done using a mobile phone from outside the building, or from a different building to the one with the fire.

Pupils, resident staff and their families

- As soon as the alarm is activated, pick up a dressing gown or coat and make their own way, quickly and in silence, directly to the assembly area (the front lawn), taking the quickest route. Do not collect other possessions. Whilst a one-way plan is in place to minimise the spread of COVID-19, the need to rapidly exit the building takes precedence. As such, the one-way routes should be ignored if appropriate.
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- Each dormitory/family group is to line up in a row, with children remaining quiet.



Post-alarm actions and dismissal

- In the event of no emergency, the alarm will be deactivated at the direction of the Emergency Coordinator once all staff and boarders have been accounted for. Staff and boarders will then be free to return to the school buildings.
- In the event of an emergency, the Emergency Coordinator will dynamically assess the risk, and if necessary, move all individuals to a more suitable location in order to protect the students, keep them warm and dry and enable the emergency services to work unhindered.
- If required by the Emergency Services, the water supplies on site are shown at Annex E.



Annex C: Emergency Procedures – outside term time

Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm, even if you do not believe anybody else to be in the building.

Actions on hearing the alarm

As the number of staff on site is completely variable, there are no specific responsibilities for individuals. The initial action is for all individual to leave the building immediately. Staff will discuss who is known to be on site in order to account for all individuals. The senior staff member will then task an individual to check the fire panel and investigate whether there is a fire. Even if the alarm is deactivated following investigation, people are not to re-enter the building until they have received verbal confirmation.



Annex D: Emergency Coordinator Checklist

	Completed	Time
Alarm activated		
Confirmation that the following areas have been informed		
Changing Rooms		
Art Studio		
PAC		
Pre-Prep		
Confirmation that areas have been checked		
Nursery (Lucy Riley)		
Stable yard South (Ellie King)		
Stable yard North (Sally Pearce)		
Stable yard Zone (Sally Pearce)		
PAC (Sally Pearce)		
Art studio (Sally Easterbrook)		
Gym (Kathryn Donovan)		
Changing rooms (Kathryn Donovan)		
Main building ground Floor (Simon Bristow)		
Main building first floor (Emily Barrows/Gavin James)		
Main building top floor (Rebecca Scott/Natasha Jeffery)		
Confirmation that all pupils have been accounted for		
KG-LR		
KG-JB		
T-JP		
T-NE		
RB		
RC		
1K		
1R		
2P		
2HB		
3J		
3N		
4B		
4L		
5SC		
5TF		
6H		
6C		
7H		
7C		
8		
Staff		
Visitors		



	Completed	Time
Time all registers completed		
Confirmation of whether or not fire existed		
Emergency Services called		
Emergency cancelled		

Notes on incident/notes for emergency services



Annex E: Plan showing supply of water on site

1. Main fire hydrant
2. 10,000 litre water tank
3. Bypass valve for main fire hydrant

