Kensington Park
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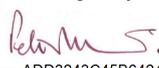
Part of the
Astrum Education Group

FIRE POLICY
AND EVACUATION PLANS

## for BARK PLACE, QUEEN'S GATE and PRINCESS BEATRICE HOUSE

This policy is governed by The Regulatory Reform (Fire Safety) Order 2005

It also has due regard for the latest guidance for schools published in *Keeping Children Safe in Education* (September 2021).

Approved by Headmaster   08 April 2022
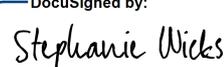
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Approved by Facilities Manager   12 April 2022
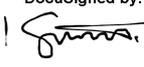
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Approved by Chair of Advisory Board   15 April 2022

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FIRE SAFETY MANAGEMENT POLICY

STATEMENT OF INTENT

Astrum education believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

- Preventing accidents and work-related ill health.

- Compliance with statutory requirements as a minimum.

- Assessing and controlling the risks that arise from our work activities.

- Providing a safe and healthy working and learning environment.

- Ensuring safe working methods and providing safe working equipment.

- Providing effective information, instruction and training.

- Consulting with employees and their representatives on health and safety matters.

- Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.

- Setting targets and objectives to develop a culture of continuous improvement.

- Ensuring adequate welfare facilities exist throughout the department.

- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed: _____   **Date:**_____

Name: _____

1   INTRODUCTION AND SCOPE

1.1   Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property, and severe interruption to normal business activities or opportunities.

1.2   Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on the Astrum Education Group as the occupier.

1.3   This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the Astrum Education Group as the principal occupier. Its requirements extend to all persons at Queen's Gate, Bark Place and Princess Beatrice House including staff, visitors and contractors whether permanently or temporarily engaged.

1.4   Where premises are jointly occupied or Astrum Education Group shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In such premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.

1.5   This fire safety management and fire emergency plan applies to all other staff working in Kensington Park School employed by any other employer. In this respect, other staff will comply with these relevant fire safety arrangements and policy.

1.6   Astrum Education Group , so far as is reasonably practicable and in accordance with legal obligations and standards, in respect of every premises will:
- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- provide a programme of fire safety training;
- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;

  where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2   PRACTICAL FIRE SAFETY ARRANGEMENTS

2.1   As part of a holistic Fire Safety Management System, and in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2   Passive fire precautions are concerned with the physical conditions in premises, which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular, the following:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
- appropriate safe and secure location of building services e.g., gas and electricity;

- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- provision of prominently located fire action notices (e.g., by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
- Education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3   Active fire precautions are those features of the Fire Safety Management System that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems, doors and firefighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- The provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- Quarterly / six monthly / annual premises fire safety inspection will be carried out as required

2.4   The fire safety arrangements are be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involve: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

3   **PLANNING**

3.1   Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety)

A structured approach to determining the risk of fire occurring in a premises is required – this could be from a work activity, maintenance work, accident etc. and this will identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessments are incorporated in the fire emergency plan

3.2   Fire Risk Assessments will be carried out and reviewed annually, or when there is any building alterations, a change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3   The risk evaluation and appropriate control measures taken into account include those practical fire safety arrangements outlined above. The methodology adopted is:

High Risk   =   Work to be completed within 4 to 8 weeks

Medium Risk =   Work to be completed within 6 months

Low Risk   =   Work to be completed within 1 year

3.4   Risk assessments take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the Fire Safety Risk Assessment will be made known to all other responsible persons as appropriate.

3.5   Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) [Appendix 6] will be developed for staff, pupils or service users who have known disabilities that will affect their ability to evacuate the particular premises.

3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation. The contract ensures that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system
- Emergency lighting
- Fire fighting facilities
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.

3.8 Fire Warden and general staff fire training are provided through Astrum Education Group, who conduct a number of courses annually. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available and complete the on-line fire awareness course. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

3.9 Fire evacuation exercises are carried out twice a term **within** individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency and to meet legal obligations. All evacuations are conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Post de-briefing sessions will accompany each evacuation drill.

3.10 Provisions will be made for the safe evacuation of disabled people.

3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.

3.12 All building design works shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the building manager.

3.13 Testing of building passive and active fire evacuation systems are to be conducted by the building manager at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 6.

3.14 Fire wardens will report any faults or problems to their respective Chief Wardens who will forward the details to the Fire Safety Officer / Building Manager.

3.15 A fire safety logbook is kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills - kept in the Facilities Office.

3.16 To help make it manageable throughout the year an annual management cycle is conducted to reflect these elements. The cycle timetable is recommended below with information on each stage follows.

4 ORGANISATION AND CONTROL

4.1 Headmaster will ensure:
- Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.

- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.2 Site Manager with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers then staff should report to the Facilities Manager;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible and its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc;
- confirm that their quarterly premises fire safety inspections address fire safety arrangements;

4.3 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than 3 months and different times day or night or when change over of students during summer schools; this should once per term, but it is often twice termly.

- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date; Kept in the Facilities office
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that the routine fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.4   Employees and students must:

- ensure they are familiar with the emergency plan for their workplace / areas that they use and occupy   and co–operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor/member of staff any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- not to play loud music through head phones which can hinder ability to hear a fire alarm.
- not have any naked flames or candles
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation in or around the building - this includes all forms of smoking and vaping.

5   **MONITORING**

5.1   The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- Number of fires recorded annually / number of fire related incidents.
- Achieving set schedules and time frames (evacuation drills and building audits).
- Measuring the number of Fire Service call outs against cause.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- Annual audit of all fire systems by the Vida fire protection/ Astrum's facilities manager.

6   **REVIEW**

6.1   Annual audit of all fire systems by Facilities Manager. Ascertain compliance with not only statutory provisions but with this Fire Safety management Plan.

6.2 Active reviews will take place quarterly prior to any likely accident or event.

6.3 Reactive reviews will take place following a fire safety event occurring.

6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

7. FIRE EMERGENCY PLAN

All aspects of the plan will also consider out of hours' occupation and identify where there would be differences e.g., personnel, locked doors, different escape routes summer school etc.

7.1 Training and Training Provision

The school will ensure there are:

- Staff trained in the use of fire equipment.
- Staff trained in the use of the fire panel.
- Staff trained for Fire Warden duties.
- Staff identified to register visitors at the assembly point(s).
- Staff identified as having duties specific to the type of evacuation.

7.2 Information Distribution

Staff and students (incl. visitors / contractors) will be given an induction training on fire safety and regular drills which includes:: -

- Instruction walk through
- External fire warden Training
- Emergency exit, route signage, call points and safe refuge area locations
- Fire action Notices location
- Include informing students of an alternative escape route should the main one be blocked or inaccessible.

The Emergency Plan

1. **DISCOVEY OF A FIRE**
   The person discovering a fire should break the glass of nearest alarm call point and alert other staff while leaving the building from nearest exit.
   Trained personnel should tackle the fire only where appropriate and safe to do so.

2. **ON HEARING THE ALARM**
   - Never Assume the Evacuation is a drill
   - On hearing the alarm, students, staff and visitors should:
     - Leave the building by the nearest available exit.
     - Leave the building by the nearest exit using a protected staircase or corridor, following green running sign to nearest exit.
     - Evacuate to the fire assembly point
     - Ensure visitors are escorted from the building to the assembly point.
     - Close any doors en-route to the fire assembly point, given this does not delay your escape.
     - Individuals should not run.
     - Individuals should not stop or return to collect personal belongings.
     - Be prepared to find an alternative route if necessary.
     - Staff should assist this process where possible without putting themselves at risk.

3. **ASSEMBLY POINT –**
   Bark Place: ST PETERSBURGH MEWS
   Queen's Gate: BADEN POWELL HOUSE
   Princess Beatrice House: NORTH GATE WEST BROMPTON CEMETERY

4. **RESPONSIBILITIES**

4.1 **Head Fire Wardens (school building)**

   Facilities Manager and Health and Safety coordinator

   Upon hearing the alarm, the Head Fire Wardens should:
   - if teaching, link your group up with another class
   - Make their way to fire panel located near entrance
   - Investigate alarm from fire panel
   - Find location address and investigate if it is safe to do so
   - Make sure the fire brigade is on their way if there is a real fire

   NB: the fire brigade is called automatically once the alarm is activated, but it is always worth a phone call to confirm.
   - Fire fight if safe to do so using the correct fire extinguishers
   - Report to the fire service on their arrival at front of building

> **Typical information the fire service will want to know:**
>   i.   Is everyone accounted for?
>   ii.   If anyone is missing, how many? What is their usual location? Where were they last seen?
>   iii. Where is the fire? What is on fire? (It may not be apparent)
>   iv.   Are there any hazardous substances involved in the fire or stored in the building (e.g. Chemicals, solvents, liquefied petroleum gas or acetylene cylinders)?
>   v.   Fire related information can be found in fire safety document box located near front entrance
>   vi.   If it is a false alarm or we cannot find the cause, please silence the alarm but do not reset until fire brigade has investigated.

4.2   Senior Assembly Point Fire Warden -

Heads of Lower School/Sixth Form and Heads of Year

Upon hearing the alarm, the Senior Assembly Point Fire Wardens should:

- Report directly to the assembly point rear of building
- Check all pupils and staff are at the assembly point
- Report any missing persons to the Head Fire Wardens at school building via two-way radio /Mobile phone, giving as much information as possible i.e. last known location etc.

4.3   Reception Staff

Reception staff should print off pupil registers and PEEP timetables at 09:00 and 13:30 each day. PEEP timetables must be given to designated teacher at the start PEEPs period.

PEEPs may be required for staff with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e., broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

Upon hearing the alarm, Reception staff should:

- Ensure the reception area is cleared of students, staff and visitors. Once cleared, all doors should be closed.
- Collect print outs of staff registers, visitors and pupil signing out book and take to assembly point. Reception staff should also collect the 'Fire Grab Box' next to the main entrance door.
- Pick up **one** of the two-way radios, located on fire panel.

Once at assembly point, Reception staff should:

- Give their two-way radio to the Senior Assembly Warden
- Hand out pupil registers to tutors
- Check and tick off present staff/visitors (encourage staff to report any absence colleagues to you instead of trying to locate staff themselves)

- Report any missing persons to the Head Fire Wardens (Facilities Manager and Health and Safety Coordinator)

4.4 Traffic Wardens – Bark Place only - *IT manager /Science Technician*

Upon hearing the alarm, Traffic Wardens should:

- Direct staff/pupils to a safe and available exit route, and escort them to the assembly point, following from behind.
- If safe to do so, sweep all rooms that appear on the yellow card in your area as you leave the building, ensuring toilets are also checked on your floor.
- Ensure all hazardous processes and machineries have been isolated, including electric heaters laminators, science experiment's etc.
- Close all doors and fire doors when leaving. You must ensure the final fire doors in your area are closed.
- Report to assembly point and ensure you are marked present with Reception staff on the staff register.
- Collect Hi Vis jacket from reception staff or from Fire grab box located at front or rear exits
- Station yourselves at each end of the assembly point, and stop any traffic at both ends of the assembly point (North /South), including cars and pedestrians, ensuring area is kept safe. You must wear a Hi Vis.

4.5 Classes /Tutor registration /non-teaching staff

Upon hearing the alarm, tutors and non-teaching staff should:

- Direct staff/pupils to safe available exit routes and escort them to assembly point following from behind.
- Where it is safe to do so, sweep all rooms as you leave the building, ensuring toilets are checked in each evacuation area.
- Ensure hazardous processes and machineries have been isolated, including electric heaters, laminators, science experiment's etc.
- Close all doors and fire doors when leaving. You must ensure the final fire doors in your area are closed.
- At the assembly point, please collect your Tutor groups list from reception staff and mark off present students.
- Pupils should line up against Synagogue wall in their Tutor groups. Tutors should take a roll call and report this to the Senior Assembly Warden, reporting any missing pupil's, staff or visitors by raising your hand.
- Tutors should stand in front of their Tutor group and encourage them to be silent and in a straight line, to not hinder register taking of any other tutor group. There should be a clear distance between each Tutor group.
- **TUTORS SHOULD RAISE THEIR HANDS UP IF THERE ARE ANY MISSING STUDENTS FROM THEIR GROUP**

4.6 Students

- On hearing the fire alarm, pupils will be instructed by a member of staff to leave the building in single file and in a calm, orderly manner.
- The teacher in charge of each class will indicate the exit route to be used and everyone must be directed to the assembly point.
- No running is permitted, as it could lead to panic and/or serious injury.
- No talking unless passing on information to a teacher.
- On staircases, everyone must descend in single file. Overtaking of classes or individuals is not be permitted.

- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- Line up in clear, straight lines against Synagogue wall in Tutor groups, where the Tutors will take roll call.
- Report to their Tutor any missing classmates

4.7 Catering Department Designated Person - Head chef

Upon hearing the alarm, the Head Chef should:

- Ensure hazardous processes and machineries are isolated.
- Press emergency stop buttons for both Gas and electric
- Where it is safe to do so, sweep all rooms as you leave the building, ensuring toilets are checked on your floor.
- Encourage staff and pupils to leave via the nearest safe available exit route and escort them to assembly point.
- Close all doors and fire doors when leaving. Ensure final fire doors are closed.
- At the assembly point please report to the reception staff who will give you the catering register. You should ensure all the catering team are at the fire assembly point, and report any missing persons to the Head fire wardens **- Facilities manager and/or Health and Safety coordinator**

5. <u>EVACUATION OF PERSONS ESPECIALLY AT RISK, WITH PEEP OR WHO ARE DISABLED</u>

Disabled students/staff/contractors should complete the PEEP form, [Appendix 6]. All staff should be informed of PEEP Risk Assessments.

5.1 PEEP Designated Person(s) - responsibilities

- The Designated Person will be given a PEEP staff/ pupils timetable. They should make themselves familiar with the person's location around the school during the working day.
- ALL staff should be aware of who the Designated Person is, as well as the individual(s) who needs assistance.

5.2 Upon hearing the alarm, PEEP Designated Person(s) should:

- Direct pupils to the closest safe available exit route and escort them to assembly point following from behind.
- If both PEEP Designated Persons are teaching, link both groups together and one member of staff can take both groups out of the building to the fire assembly point.
- Where it is safe to do so, sweep all rooms as you leave the building, ensuring all toilets are checked on your floor.
- Ensure hazardous processes and machineries have been isolated, including electric heaters, laminators, science experiment's etc.
- If it is safe to do so, the Designated Person should go to the location of the person that requires assistance and help them evacuate the building.

Evacuation chairs may be used if needed and are located on the **first floor landing outside F3** and on the **top landing rear stairwell**. Only trained personnel can use these chairs.

- Lone worker Risk Assessment Plan must be used where an individual has been identifies as 'Especially at Risk'. This person must sign in/out each day, giving details of their working location to reception staff.

5.3 Evacuation Arrangements for Disabled People

- **Evacuation and use of evacuation chairs.**

- o Evacuation chairs must only be used by trained personal
- o A refuge is a temporary safe area that is separated from the fire by a fire-resisting construction- it allows an opportunity for individuals to wait for others who will then help them evacuate. A refuge will have access to a safe route which leads to a fire exit. Refuge areas are clearly marked up with appropriate signage.
- o Disabled individuals should not be left in refuge areas. These are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished.
- o Persons at special risk will have a PEEP and will be designate a responsible person (buddy) to help with evacuation. All designated staff should be evacuation chair trained and fire warden trained.
- o PEEPS Staff /students and designated person must familiarise themselves with the use of the evacuation chair during induction, and every 6 months.

5.4 Visitors and / or Contractors

- The person hosting a visitor should ensure they are logged in and out of a building, using the visitors book located in reception, The hosting staff member should ensure that their visitor is aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

6. <u>YELLOW CARD SYSTEM</u>

The Lower School has been divided into **9** evacuation check areas. Each area has a yellow evacuation card that outline each room requiring inspection. This is summarised in Annex A.

Sixth Form has been divided into 9 evacuation check areas. Each area has a yellow evacuation card which covers each room that need checking. These cards are usually placed at the exit of the sweep area. This is summarised in Annex A.

Fire Marshals in each area should proceed to the nearest exit once they are sure that any areas listed on the card are clear and then proceed to the Assembly Point to hand the Yellow Card to the Lead Fire Marshal.

7. <u>RE-ENTRY TO THE BUILDING</u>

No one is allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

- Senior fire warden will control the re-entering of building for students, staff and visitors, only if safe to do so
- If the emergency services have been called, then the Senior Fire Brigade Service Officer is responsible for giving permission for re-entry to the building

7.1 Contingencies If Not Re-Entering the Building

- Staff and students will remain in the assembly area.
- Senior fire warden will remain at the main building with fire service
- As necessary, Senior Staff will activate Astrum's education critical incident emergency plan.

Annex A - Yellow Card System – Location of Cards

Bark Place: **ASSEMBLY POINT – ST PETERSBURGH MEWS**

- **Card 1 (location second floor rear stairwell on wall)**
  S12 office Toilet, S11 classroom, S9 classroom, S8 classroom, Boys Toilets, Girls Toilets, Corridors

- **Card 2 (location on corridor wall opposite room S4)**
  Terrace, S7 Classroom, S6 Classroom, S5 Classroom, S4 Classroom and Corridors

- **Card 3 (location second floor stairwell wall next to room S1)**
  S2 classroom, S3 classroom, S1 Heads of faculty and Stairwell

- **Card 4 (location first floor stairwell wall nest to F1)**
  F1 classroom, F2 classroom and   F3 office

- **Card 5 (location reception foyer wall next to fire panel)**
  G1 Administration, G2 Headmasters study, Toilet, Meeting Room, Medical Room and reception area

- **Card 6 (location basement stairwell wall bottom of stairs)**
  B1 science lab, B2 science lab, B3 science lab, Prep Room, B5 science lab and B7 science lab

- **Card 7 (location next to staff shower room on wall)**
  B8 Staff Room, Restaurant, Kitchen, Girls Toilets, Boys Toilets, Staff Toilets and Basement

- **Card 8 (location on corridor wall opposite changing rooms)**
  Art Room, Girls Changing Rooms, Boys Changing Rooms and art Corridor

- **Card 9 (location next to single exit fire escape door on wall)**
  G4 Music Room, Office and Drama Theatre

Queen's Gate: ASSEMBLY POINT - BADEN POWELL HOUSE

- **Card 1 (location 4TH floor stairwell on wall)**
  Rooms 16,17,18,19 first aid room Toilets Corridors

- **Card 2 (location on 3th floor stairwell on wall)**
  Rooms 13 ,14, 15, prep room and stairwell

- **Card 3 (location second floor stairwell on wall)**
  Rooms 10, 11, 12, 12a and Stairwell

- **Card 4 (location first floor stairwell on wall)**
  Room 9, toilet and stairwell

- **Card 5 (location first floor stairwell)**
  Rooms 7, 8 and stairwell

- **Card 6 (location stairwell)**
  Room 6 and toilets

- **Card 7 (location next to staff room on wall)**
  Staff room staff toilet and rear outside area

- **Card 8 (location on corridor wall near art room door)**
  Art Room, dark room art Corridor, staff toilet pupil's toilet

- **Card 9 (location next to common room door on wall)**
  Room 1, canteen, common room

Fire Safety Management Processes

The table below details the different elements of the key areas that are at the heart of Fire Safety Management processes:

Fire Safety Systems Maintenance	Building Design and Alterations	Fire Warden Management	Fire, Evacuation, Drills	Fire Safety Inspections and Audits
• Statutory Compliance • Condition Assessment • Fault Management • Corrective Maintenance	• Fire Safety Design Standards • Premises Design Documentation and Handover Certification	• Coordination • Training • Fire Extinguishers • Fire Safety Awareness • Induction • Database of training and publishing details of those trained	• Drills take place twice per term • Plus night time drills • Annually - Fire Safety Training • Induction for new staff	• Each Premises • Fire Safety Risk Assessment • Housekeeping • Maintenance Records • Insurance Requirements

Appendix 2

FIRE SAFETY MAINTENANCE CHECKLIST

Daily Checks (not normally recorded) night duty staff				
Escape Routes	**Yes**	**No**	**N/A**	**Comments**
Can all fire exits be opened immediately and easily?	☐	☐	☐	
Are fire doors clear of obstruction?	☐	☐	☐	
Are escape route clear?	☐	☐	☐	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	☐	☐	☐	
Escape Lighting				
Are luminaries and exit signs in good condition?	☐	☐	☐	
Is the emergency lighting and signs working normally?	☐	☐	☐	
Fire fighting Equipment				
Are all fire extinguishers in place?	☐	☐	☐	
Are all fire extinguishers clearly visible?	☐	☐	☐	
Are all fire hydrants accessible for the fire service?	☐	☐	☐	

Weekly Checks				
Escape Routes	**Yes**	**No**	**N/A**	**Comments**
Do all emergency fastening devices work correctly?	☐	☐	☐	
Are fire doors clear of obstruction?	☐	☐	☐	
Are all external escape routes clear?	☐	☐	☐	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	☐	☐	☐	
Did staff and all others hear the alarm working?	☐	☐	☐	
Did any linked fire protection system operate correctly?	☐	☐	☐	
Did visual alarms, pagers or vibrating pads work?	☐	☐	☐	
Do voice alarms work and was the message understood?	☐	☐	☐	
Escape Lighting				
Are charging indicators visible and illuminated?	☐	☐	☐	
Fire fighting Equipment				
Are all fire fighting equipment in working order?	☐	☐	☐	
Are all fire extinguishers mounted 1 - 1½ metres?	☐	☐	☐	

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Monthly Checks

Escape Routes	Yes	No	N/A	Comments
Do all electronic release mechanisms work correctly?	☐	☐	☐	
Do all automatic doors "failsafe" in the open position?	☐	☐	☐	
Are all self-closing devices working correctly?	☐	☐	☐	
Are all door seals and intumescent strips in good condition?	☐	☐	☐	
Are all external stairs in good condition and non-slip?	☐	☐	☐	
Do all roller shutters for compartmentation working correctly?	☐	☐	☐	
Do all internal fire doors close against their rebate / stop?	☐	☐	☐	
Escape Lighting				
Do all luminaries and exit signs working when tested?	☐	☐	☐	
Are emergency generators working correctly?	☐	☐	☐	
Fire fighting Equipment				
Is the "pressure" in stored pressure extinguishers correct?	☐	☐	☐	

Three Monthly Checks

General	Yes	No	N/A	Comments
Are emergency tanks / ponds at their normal / correct level?	☐	☐	☐	
Are vehicles blocking fire hydrants or access to them?	☐	☐	☐	
Additional items from manufacturers requirements?	☐	☐	☐	

Six Monthly Checks

General	Yes	No	N/A	Comments
Has the emergency evacuation lift (if fitted) been tested?	☐	☐	☐	
Have sprinkler systems been tested by a competent person?	☐	☐	☐	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	☐	☐	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☐	☐	
Escape Lighting				
Do all luminaries work for a third of their rated value?	☐	☐	☐	

Annual Checks

Escape Routes	Yes	No	N/A	Comments
Do all fire doors work correctly?	☐	☐	☐	
Is escape route compartmentation in good condition?	☐	☐	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☐	☐	
Escape Lighting				
Do all luminaries operate on test for their full duration?	☐	☐	☐	
Has the system been checked by a competent person?	☐	☐	☐	
Fire fighting Equipment				
Has all equipment been checked by a competent person?	☐	☐	☐	

Miscellaneous

	Yes	No	N/A	Comments
Have dry / wet risers been tested by a competent person?	☐	☐	☐	
Has smoke control systems been tested by a competent person?	☐	☐	☐	
Has external access for the fire and rescue service been checked for availability at all times?	☐	☐	☐	
Have any fire fighters switches been tested?	☐	☐	☐	
Are fire assembly points clearly indicated by signs?	☐	☐	☐	

FIRE SAFETY TRAINING PROGRAMME

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per term to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	One training session per year
Fire Wardens:	Training last three years but One training session per year specific to their duties
Managers:	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raise the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks of storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy in and surrounding the building
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

STAFF FIRE SAFETY TRAINING RECORD

Date: _____ **Duration:** _____

Given By: _____ **Session For:** _____

Subjects Covered

☐ The significant findings from the fire risk assessment and fire safety policies

☐ What to do on discovering a fire

☐ How to raising the alarm, including the locations of fire break glass points

☐ The action to take upon hearing the fire alarm

☐ The evacuation procedure for alerting guests, residents and visitors including, where
appropriate, directing them to exits and assembly points at a place of total safety

☐ The arrangements for calling the fire and rescue service

☐ The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment

☐ Knowledge of escape routes including stairways and especially those not in regular use

☐ How to open all emergency exit doors

☐ The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat,
keeping escape routes unobstructed

☐ Where appropriate, isolating electrical power, gas supplies, stopping machines and processes

☐ The reasons for not using lifts

☐ The safe use, risks from storing and working with highly flammable/ explosive substances

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- ☐ General fire precautions, fire awareness and good housekeeping practices
- ☐ The no smoking policy in and surrounding the building
- ☐ Special provisions for assisting disabled people and any training needed
- ☐ Identifying fire hazards and fire incidents reporting procedures; and
- ☐ Equipment fault reporting procedures.

Names of those attending:

PRINT NAME	FACULTY OR WORK AREA	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Trainer's Name: **Date:**

Signed: **Position:**

Appendix 4A

STUDENTS FIRE SAFETY TRAINING RECORD

Date:		Duration:		Given By:	
Session For:					

Subjects Covered

☐ What to do on discovering a fire

☐ How to raise the alarm, including the locations of fire break glass points

☐ The action to take upon hearing the fire alarm

☐ The evacuation procedure for alerting students and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety

☐ The arrangements for calling the fire and rescue service

☐ Knowledge of fire detectors in the studios and how they work

☐ Knowledge of escape routes including stairways A and B and especially those not in regular use

☐ Walk through of all floors showing escape route, call points, refuge points, smoke/heat detectors and assembly point.

☐ How to open all emergency exit doors (automatic unlock with alarm)

☐ The importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed

☐ Shown how to line up at assembly point (in floors)

☐ The reasons for not using lifts,

☐ Playing loud music through head phones and sleeping with head phones on at night

☐ General fire precautions, fire awareness and good housekeeping practices

☐ The no smoking policy in and surrounding the building

☐ Special provisions for assisting disabled people

☐ Identifying fire hazards and fire incidents reporting procedures; and

☐ Equipment fault reporting procedures PAT testing of personal equipment and keeping invoices on new equipment.

Appendix 5

EMERGENCY EVACUATION QUESTIONNAIRE (PEEP)

Name:		Job Title:		Department:		Date:	
Where are you based for most of the time: Building:				**Floor:**		**Room:**	
Brief Description of Duties:							

Why you should fill in the form?

As your employer, Astrum Education Group has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

    a)   if you require information about our emergency egress procedures;

    b) if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a "Personal Emergency Egress Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. To do this, it will involve you, your manager and the person(s) in charge of the building(s) in which you work. ***But don't worry - we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.***

LOCATION

1.   Will your job/learning take you to more than 1 location in the building in which you are based?   **Yes / No**

      If Yes, then please give details ……………………………………………………………………………………………………

2.   Will your job take you to different buildings: **Yes / No**

      If Yes, then please give details ……………………………………………………………………………………………………

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

4.   Are you aware of the emergency egress procedures that operate in the building(s) in which you live/ work ?   **Yes / No**

5.   Do you require written emergency egress procedures?   **Yes / No**

   5a.   Do you require written emergency egress procedures to be supported by an interpretation?   **Yes / No**

   5b.   Do you require emergency egress procedures to be in Braille?   **Yes / No**

   5c.   Do you require emergency egress procedures to be on tape?   **Yes / No**

   5d.   Do you require emergency egress procedures to be in large print?   **Yes / No**

6.   Are the signs which mark the emergency exits and the routes to the exits clear enough?   **Yes / No**

EMERGENCY ALARMS

7.   Can you hear the fire alarm(s) provided in your place(s) of work?   **Yes / No / Don't Know**

8.   Could you raise the alarm if you discovered a fire?   **Yes / No / Don't Know**

ASSISTANCE

9.   Do you need assistance to get out of your place of work in an emergency?   **Yes / No / Don't Know**

   If **NO**, please go to question 13

10.   Is anyone designated to assist you to get out in an emergency?   **Yes / No / Don't Know**

   If NO, please go to question 12. IF YES, give name(s) and location(s)

   name(s):   ……………………………………………………   location(s): …………………………………………

11.   Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)   **Yes / No / Don't Know**

   11a.   Are you always in easy contact with those designated to help you?   **Yes / No / Don't Know**

12. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

   Yes / No / Don't Know

GETTING OUT

13.   Can you move quickly in the event of a fire?   **Yes / No / Don't Know**

14.   Do you find stairs difficult to use?   **Yes / No / Don't Know**

15. Are you a wheelchair user?   **Yes / No / Don't Know**

<u>Please remember: we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work/live.</u>

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Please return completed form to :-   **School Nurse/ Facilities Manager / HR**

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name:		Job Title:		Department:		Date:	
Where are you based for most of the time: Building:				**Floor:**		**Room:**	
Brief Description of Duties:							

DESIGNATED ASSISTANCE:

ASSISTANCE METHODS/TECHNIQUES:

EQUIPMENT PROVIDED: