



SHERFIELD SCHOOL

Fire Safety Policy

This policy applies all pupils in the school, including in the EYFS

Created	September 2019
Reviewed	July 2023
Annual review	July 2024
Head of School (Interim)	Neil Richards

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Head of School:	Neil Richards
Chair of Health and Safety Committee:	Bursar
Lead Person for Fire Safety ("the competent person"):	Mark French
Fire Wardens/Fire Marshals:	Mark French (Main School) Oliver Bailey (Boarding House)

ADDRESS OF PREMISES

**Sherfield School
Sherfield On Loddon
Hook
Hampshire
RG27 0HU**

Sherfield School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 400 pupils/students and 70 staff on the school site, and up to 50 pupils/students and 6 staff in the Boarding House.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages Basingstoke Fire Protection to undertake its Fire Risk Assessment (FRA). This is undertaken annually and also at any time when there is a significant change to the building or the way it is used.

Date of last external Fire Risk Assessment: 24 May 2022

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meeting is to be determined by the School Business Manager in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment; All boilers are gas fired and are serviced annually by Anchor Maintenance Ltd
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff ensure that chemicals used in kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen are regularly checked.
- Science: electricity and gas services within the labs and prep rooms are regularly checked. A cut-off mains switch for both gas and electricity is installed in each science laboratory where gas is present.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. . Chargers for lap tops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, and office. Pupils should not be left unsupervised with computers.

- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The Facilities Manager liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- There are adequate fire escapes in all school buildings
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers.

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to The Facilities Manager and School Business Manager
- Average evacuation time in standard drills is 3 minutes [Main School including Buckfield House, Prep School and Nursery] and 2 minutes [Boarding House] and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 2 minutes [Main School including Buckfield House, Prep School and Nursery] and 2 minutes [Boarding House].
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

DETAILED EVALUATION

1. The school premises are used for educational purposes and occasional public events and lettings.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by Basingstoke Fire Protection with a visual check performed monthly
- Maintenance of fire alarm system is undertaken annually by Basingstoke Fire Protection.
- Maintenance of emergency lighting is undertaken annually by Basingstoke Fire Protection
- Maintenance of fire detection equipment is undertaken annually by Basingstoke Fire Protection

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs at the back of the school building which are easily accessed from the first and second floors.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation. In boarding, there is at least one fire drill per year at a time when boarders would normally be asleep.

5. There are fire alarms, and heat and smoke detectors on every floor.

6. Emergency lighting is in place for all floors and exits. These are checked half termly by the Facilities Team. They are also checked visually with the weekly fire point tests. They are tested by Basingstoke Fire Protection twice a year.

7. There is a detailed Fire Emergency Plan for the building

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located Facilities Office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal emergency evacuation plan (PEEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. The premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival.

13. Alarm systems are linked across the whole school site, with the exception of the boarding house, which is a stand alone system; When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.

14. Fire alarm panels are situated in each building, with the master panel located in Buckfield House.

15. The fire brigade is called automatically via an off-site monitoring system.

16. The Facilities Manager liaises (or in his absence, a member of the facilities team) with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

ARSON: THREE POINT ACTION PLAN

1. Deter unauthorised entry onto the site by
 - An intruder alarm system which is activated once the premises is vacated
 - Ensuring that all windows are closed and locked once the premises is vacated
 - Preventing unauthorised entry to the building by use of video door entry system.
2. Reduce the opportunity to start a fire by ensuring that
 - Refuse containers are not accessible to the road
 - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
 - Making sure all fire doors are closed
 - Ensuring that any flammable materials are returned to locked cabinets after use.
 - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
 - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the Basingstoke Fire Protection

Annually

- All fire-fighting equipment is checked annually by Basingstoke Fire Protection
- Portable electrical equipment is inspected annually and PAT tested by a qualified person Thunder T Services Ltd
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch.

Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Role of Form Tutors:

- Registers are to be taken by form tutors or Classes are to be registered by the member of staff teaching them at the time. Class lists will be provided by the front office staff at the roll call point
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.
- the event of any pupil being unaccounted for, it is the responsibility of the tutor to make every effort to contact the person(s) by phone and report any findings to the person in charge immediately.

Role of teaching staff who do not have a tutor group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).

- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups, interact with their phones or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

Role of members of the front office

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
 - A list of each member of that particular group
 - Information of whether each pupil should be present in the building
 - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- To ensure that a current list of pupils who are registered absent from School at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any tutor being absent from College, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Person in charge at the roll call point

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.
- Liaise with the fire brigade on its arrival.

APPENDIX 1: FIRE EVACUATION PROCEDURES

Fire Evacuation Procedures

On hearing the fire alarm:

Evacuation and assembly

Escort the pupils under your supervision out of the building calmly and quietly, via the nearest exit and assemble as follows:

- Nursery in the Nursery Car Park
- Pre-Reception to Year 2 on the field at the back of Lydney
- Year 3 to Sixth Form on the fountain lawn in tutor groups
- Boarding House Residents and Staff to assemble in the boarding house car park
- The remaining staff assemble as follows:
 - Remaining staff and Visitors on the gravel to right of the terrace (sports hall side)
 - Catering Team to assemble on the field at the back of Lydney
 - Staff who sign in at the Nursery to assemble in the Nursery Car Park

Buckfield Terrace			
Head	Deputy Head	Bursar	
	Head's PA	Admin	

Other Staff And visitors	Sixth Form	Y11	Y10	Y9	Y8	Y7	Y6	Y5	Y4	Y3

Lydney Field
Head of Junior Prep

Catering	Y2	Y1	R	PR

Roles and communication

Class Teachers and Form tutors

Keep their pupils quiet in line and check registers.

Facilities Manager checks fire panels and source of alarm if safe to do so. Reports back to terrace to confirm to the Head it is safe to re-enter building or otherwise. Liaises with fire service as required. One member of the facilities team to remain at the panel at all times.

Admin Team to evacuate with pupils' registers, visitor sign in book and pupil sign in book. Senior Administrator to distribute emergency registers to class teachers and form tutors. Receptionist to verify all visitors signed in the visitors' book and pupils signed in/out.

Head's PA and/or Deputy Head's PA to evacuate with staff sign in sheets, verify all signed in staff and ensure all are accounted for with admin support.

Bursar verifies all catering staff accounted for.

Class Teachers & Form Tutors register their tutees with paper registers from the receptionist.

Head of Prep verifies all pupils and staff (signed in electronically) accounted for in Years PR-4 and confirms to Head.

Deputy Head verifies all pupils accounted for in Years 5-13 and confirms to Head.

Nursery Manager verifies all pupils accounted for in Nursery and confirms via hand held radio to Head's PA.

In the event of one of the above role holders not being in school, alternative role holders as follows:

- Head - Deputy Head
- Deputy Head - Head of Seniors
- Head of Prep - Head of Senior Prep
- Head's PA - Deputy Head's PA
- Senior Administrator - Receptionist
- Facilities Manager - Facilities Team member on duty
- Class Teachers/Tutors - the person allocated to cover that day's registration

Additional Notes

Remote Locations

Pupils and staff at remote locations should leave their registers with reception prior to departure:

Fixtures, Forest School, MUGA Pitch, Front Field Pitch, Trips

During After School Clubs

The person on duty responsible for the club evacuates with the pupils and performs the role of the class teacher or tutor, assembling on the fountain lawn

Morning Supervision (Dining Room, EYFS, Library)

The person on duty responsible for these areas evacuates with pupils and their register and performs the role of the tutor or class teacher

PE Teacher to leave a register at Reception of pupils on the MUGA.



Fire Evacuation Report – Boarding House

Date	
Time of evacuation	
Evacuation time <i>(from start of bell to assembly and registration of all pupils and staff at muster point)</i> Estates to record and report to Head	
Status <i>(eg Smoke detector activated in chemistry – false alarm)</i> Estates to record and report to Head	

Observations:

Action points:

Signature: (Head Master or Head of Boarding):

Date: