



FIRE PREVENTION POLICY

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Signed: Seren Wildwood
Clerk of School Committee

Sibford School Fire Prevention Policy applies to all parts of Sibford School. The policy complies with the Independent Schools Regulatory Framework, the National Minimum Standards for Boarding and statutory guidance on Early Years Foundation Stage and with current statutory requirements.

RESPONSIBILITY

The School recognises its legal responsibility to complete a fire safety risk assessment, as part of its overall responsibility for the Health and Safety of all those who live in, work at, or visit the school.

It is the responsibility of the **Business Manager** to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings.

It is the responsibility of the **Facilities Manager** to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the school and that all gas and electrical appliances are monitored for safety on a regular basis.

The **Fire Officer** may visit the school for inspection, giving written notice of his intention to inspect the premises. The **Facilities Manager** records his visits and acts in accordance with the advice received in the fire safety report.

It is the responsibility of **all employees** at the school to take reasonable precautions to prevent fire.

All visitors to the school are required to sign in at Reception, where they are given a copy of fire evacuation procedures on their visitors' badge.

When running an event in school, it is the responsibility of the **person leading the event** to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

FIRE HAZARDS

The following general fire hazards have been identified:

- a) Smoking
- b) Electrical Equipment
- c) Naked flame and gas appliances
- d) Portable heaters
- e) Laboratory equipment
- f) Lightning
- g) Flammable / combustible substances
- h) Arson

TO REDUCE RISK OF FIRE

- a) Smoking
 - The school is a non-smoking site. Smoking is not allowed on any part of the school site.
- b) Electrical equipment
 - Electrical equipment is PAT tested as per the testing schedule. (see PAT Procedures).

- The computer system is programmed to shut down each evening at 6.00 pm.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.

c) Naked Flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas.
- Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency.
- The kitchen and Food Tech areas are covered by separate risk assessments and safe codes of practice.

d) Portable heaters

- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

e) Laboratory equipment

- All laboratory equipment is regularly inspected and maintained in good working order by Science staff, or labelled clearly as unserviceable.
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision. All potentially hazardous equipment and procedures are used / carried out with strict adherence to CLEAPSS guidelines.

f) Flammable / combustible materials

- All new school furniture conforms to British Fire Safety Standards. Flammable or combustible materials are stored in accordance with COSHH (see CoSHH Policy & Procedures).
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers / storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

g) Arson

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day.
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called.

FURTHER MEASURES FOR FIRE SAFETY

- Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times (e.g. lunch queue) supervising staff will ensure that bags are not left in corridors or doorways.
- Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO₂) are located around the school site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The Business Manager conducts a 'walkabout', to check for clear signage.

IN THE EVENT OF FIRE

- Evacuation procedures are regularly practised at different times of the day and night, every term.
- Fire notices are distributed throughout the buildings.
- Escape routes are clearly marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.

ARRANGEMENTS FOR PEOPLE WITH DISABILITIES

- If a pupil, employee or other person with a disability joins or visits the school, an assessment of need is made prior to his/her arrival and a risk assessment is carried out according to individual need.
- All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the individual.

LONE WORKING

- As the school is also a place of residence, staff are encouraged to inform the resident boarding staff if they are planning to work at times when the school is not normally occupied. They should give times of arrival and departure.
- Lone working is discouraged and it is recommended that staff work during the holidays only at those times when the office or reception is staffed.
- Resident staff are all trained in fire procedures.

OTHER USERS OF THE SCHOOL SITE

- Any organisation or group hiring school premises for their own use holds their own fire drills at different times of the day, using the regular evacuation procedures.
- Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.