



# King's Schools

TAUNTON

## **FIRE SAFETY & PREVENTION POLICY**

This policy is applicable to all pupils including those in EYFS

### **Responsibility**

**Individual:** Director of Finance and Operations

**Council Committee:** Finance & Estates

### **Review**

**Last review date:** May 2020

**Next review date:** May 2021

## INTRODUCTION

This Fire Safety and Prevention Policy is a Joint King's Schools Taunton document covering both King's Hall School (KHS) and King's College Taunton (KCT).

## FIRE AND EMERGENCY PROCEDURES

Fire is probably the most serious hazard in any school and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within most buildings there are automatic sensing and warning devices, they are linked to an addressable system which automatically reports faults. Fire alarms are tested weekly during term time and once during academic breaks. Alarms are tested weekly during long periods of occupation outside term time. False alarms or actual fire incidents are recorded in a log and reported to the Health & Safety Officer

There are a full range of fire extinguishers at numerous points around each school with powder or CO<sub>2</sub> extinguishers in areas where there may be a danger of electrical fires. These extinguishers are checked annually under contract and inspection certificates are held by the Health & Safety Officer. In order that small fires are tackled at the early stages a number of staff receive fire extinguisher training. The school hold only fire extinguishers which comply with European standard EN3 (BS7863). These extinguishers have red bodies with a zone of appropriate colour to indicate contents,

### Fire Extinguishers

- Black (CO<sub>2</sub>) - Class **B** and **E** fires
- Blue (Powder) -Class **A, B, C** and **E** fires
- Cream (Foam) - Class **A** and **B** fires
- Red (Water) - Class **A** fires
- Yellow (wet chemical) - Class **A** and **F** fires
- Fire Blankets – Particularly useful for smothering oil/fat pan fires (Class **F**) or for wrapping around a person whose clothes are on fire.

### Classification of Fires

- Class **A** – ordinary combustible fires
- Class **B** – Flammable liquids
- Class **C** – Flammable gases
- Class **D** – Metal fires
- Class **E** – Electrical fires
- Class **F** – Cooking oil/fat fires

Whole school day time fire drills are held each term in KHS and annually in each separate teaching building in KCT. Staff must join in with pupils in evacuating buildings in a safe, quiet and controlled manner.

## **Boarding Areas**

It is the responsibility of the Head of Boarding (HoB-KHS) in KHS and each Housemaster/Housemistress (HSM) in conjunction with the Head of Boarding (HoB-KCT) in KCT to ensure that housekeeping within boarding areas is such as to minimise the risk of fire and to minimise the hazard should a fire occur. HoBs/HSMs should pay particular attention to curtains and other forms of wall decoration near lamps or hot surfaces. Attention should be given to ensuring that fire doors with automatic closure devices are in good repair and that no standard fire door is wedged open and that such doorways are not obstructed by furniture. Careful attention should be given to all electrical devices and extension leads to ensure their safety. A fire risk assessment is completed for the whole school including the boarding house in KHS and for each separate building (including boarding houses) in KCT. These risk assessments are reviewed annually or when there is a significant change.

In KHS it is the responsibility of the HoB-KHS to carry out night time fire evacuation drills during each school term and to notify the Health & Safety Officer when these have taken place, together with any comments or observations on the procedure or any faults with the fire alarm panel or detection units. The Health & Safety Officer maintains a record of all drills and will arrange to have any defects rectified. In KCT the HoB-KCT has this responsibility in conjunction with each HSM and the Health & Safety Officer who maintains the records. See Appendix A – Fire Drill Record Sheet

In the event of a fire alarm sounding or the report of a fire there is a set protocol throughout each school that is followed. A record of all incidents when the alarms have sounded is kept by the Health & Safety Officer for both schools. Reports are completed after a test, fire or false alarm.

## **Emergency Plan**

Based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting in either School, an Emergency Plan is a part of the Fire Risk Assessment.

The aim of this plan is to ensure that buildings can be safely evacuated and varying routes of evacuation are included. Any applicable information can be available to the emergency services if called. Site plans are available in each Reception when needed.

An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to the School. Visitors attending a function or meeting will be briefed prior to the commencement of the activity and Visitor Badges have summary evacuation details printed on the reverse.

Specific briefings are held during the Summer Academic Break for the organisers and participants of the OISE Summer School at KHS and the Cricket Festivals at KCT.

### Fire Safety

This Policy is the overarching management policy for Fire Safety in both KHS and KCT. The following paragraphs describe this overall management:

- In KCT each boarding house and each school building has a Fire Risk Assessment document which lists all risks and includes actions to prevent risks becoming reality (prevention).
- In KHS the whole school has a single full Fire Risk Assessment document which lists all risks and includes actions to prevent risks becoming reality (prevention).
- Fire procedures and training are in force throughout both schools.
- All pupils, staff and visitors are covered by this Policy.
- Fire drills are performed regularly.
- The schools have a designated Fire Prevention Officer (the Health & Safety Officer)
- The schools take seriously their responsibilities for maintaining all aspects of fire prevention and protection including (but not limited to) the correct maintenance of fire routes, fire doors, external fire escapes, firefighting equipment, signs, notices, emergency lighting, fire detectors, fire alarm systems.

### Fire Risk Assessments

Fire Risk Assessments for all areas of the schools are available for inspection. In KHS the document is held by the Operations Manager and in KCT the individual documents are held in each specific area including the boarding houses and separate teaching areas.

Each Fire Risk Assessment takes into consideration everyone who may be on the premises, whether they are employees, pupils, parents, visitors or members of the public.

All hazardous substances and other potential or actual hazards and potential fuel for fire are incorporated into these Risk Assessments.

In KHS Fire Risk Assessments are completed by House Parents and Heads of Departments and are supported by the Health & Safety Officer and the Operations Manager. In KCT they are completed by Heads of Departments of separate buildings and HSMs with the help of the Health & Safety Officer. A file is kept and reviewed annually or when significant changes take place.

## Fire Alarm Activation Procedure

### Alarms Sounding

- On hearing the fire alarm, all persons must evacuate the building, using the nearest safe exit and proceed to the designated assembly point.
- A roll call must take place for pupils and staff.
- A responsible person will check the fire panel and locate the zone where the activation has taken place. **Do Not** Silence or Reset the Alarms.
- The indicated zone **must** be checked, if confirmed to be a false alarm, no action is necessary. If the premises cannot be checked, or a fire is detected, **Dial 999**.
- Once the alarm and Incident have been dealt with the responsible person **must** silence & reset the panel and allow all persons to re-enter the building.
- The activation/Incident must be recorded on the fire alarm record sheet located near the fire panel.

### Confirmed Fire

- The person discovering the fire **must** activate the nearest Call Point. On hearing the alarm ensure that everyone is evacuating the building.
- Go to the Fire alarm panel and locate the relevant zone & detector causing the activation. **Dial 999** to report the fire. **Do not** silence or reset the alarms.
- All persons **must** leave the building by the nearest exit and make their way to the designated assembly point.
- **Do not** re-enter the building.
- All persons at the designated assembly point must be supervised and a roll call taken. List person's **not** present and possible location. Notify the fire officer of persons not actually present.
- If the Incident becomes prolonged move personnel from the assembly point to a safe area.
- Once the Incident has been dealt with and the premises handed back, reset alarms and enter incident on the fire alarm record sheet located near the fire panel and complete an Incident form.

**Five Steps to Completing a Fire Safety Risk Assessment.**

- Identify Fire Hazards. How could a fire start, what could burn?
- Identify People at Risk. Persons on site
- Evaluate and Act. Remove and reduce the risk, protect premises and people from fire
- Record, Plan and Train. Record findings, plan how to prevent a fire from starting, train staff and new employees.
- Review. Keep under regular review, note any significant changes. Inform people of changes.



## 5 Steps Of Fire Risk Assessments

A regular review of fire risk assessment of a premise is very important.  
Written record of fire risk assessment is necessary if a business has 5 or more people.

### Carrying out the assessment

- 1 Identify the fire hazards.
- 2 Identify people at risk.
- 3 Evaluate, remove or reduce the risks.
- 4 Record your findings, prepare an emergency plan and provide training.
- 5 Review and update the fire risk assessment regularly.

### Factors to be considered

- 1 Emergency routes and exits.
- 2 Fire detection and warning systems.
- 3 Fire fighting equipment.
- 4 The removal or safe storage of dangerous substances.
- 5 An emergency fire evacuation plan.
- 6 Staff fire safety training.
- 7 The needs of vulnerable people, eg the elderly, young children or those with disabilities.
- 8 Providing information to employees and other people on the premises.

- Appendix A (Fire Drill Recording Sheet)

 King's Schools TAUNTON	<b>Fire Drill Report</b> <b>Regulatory Reform (Fire Safety) Order 2005</b>	YEAR:
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<b>Building/Premises:</b>	
<b>Date:</b>	
<b>Time:</b>	

DETAILS	Yes	No	N/A
Did the Fire Alarm sound correctly?			
Did all final exit doors open easily and immediately?			
Was a register taken at the designated fire assembly point?			
Was the fire drill witnessed by the Safety Officer?			
Were any disabled or sensory impaired persons involved?			
Did all fail safe locks/barriers operate correctly?			
How long did it take to evacuate the building School/Service/premises?	<b>Time</b>		
Approximate number of persons evacuated from the building?	<b>Total</b>		

Observations / Comments	Action	Date Completed