

# Fire Safety Policy (Including EYFS) - Whole School

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<b>References (including legal and others eg ISBA).</b>	H & S At Work Act 1974; Regulatory Reform (Fire Safety Order) 2005; The Management of H & S at Work Regs 2002.
<b>ISI Reg:</b>	Para 11, Part 3 ISSR; Standard 9 NMS & Appendix A NMS; EYFS 3
<b>Other related policies and documents:</b>	First Aid Policy; H & S Policy; Major Incidents Plan; Risk Assessment Policy; Risk Management Policy; Smoking (policy (Adults)); Visitors and Strangers on Site Policy (inc supervision of ancillary workers, contractors and unchecked staff).

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## **I. Policy Statement**

Woodbridge School strives to create and maintain a working environment safe from the risks of fire, in compliance with legislation of specific relevance to fire safety.

- Health and Safety at Work Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 2002

The following appendices form the structure of the Fire Safety Policy:

Appendices 1-8 Refer to the Senior School and Appendix 9 to the Prep School

### **Appendix 1**

Glossary of Terms

### **Appendix 2**

Woodbridge School - Senior School Fire Plan

### **Appendix 3**

Woodbridge School – Senior School Fire Protection Policy Staff

### **Appendix 4**

Woodbridge School - Senior School Teaching Staff Emergency Procedure

### **Appendix 5**

Woodbridge School – Senior School Teaching Staff Emergency Evacuation Procedures

### **Appendix 6**

Woodbridge School – Senior School Non-Teaching Staff Emergency Evacuation Procedures

### **Appendix 7**

Woodbridge School – Senior School Pupils Emergency Evacuation Procedures

### **Appendix 8**

Woodbridge School - School House Emergency Procedures for Staff

### **Appendix 9**

Woodbridge School - School House Emergency Procedures for Pupils

### **Appendix 10**

Woodbridge School Prep - Fire Plan

### **Appendix 11**

Woodbridge School Prep - Fire Protection Policy

### **Appendix 12**

Woodbridge School Prep – Emergency Procedure for non-office Staff and Pupils

## Appendix 13

### Woodbridge School Prep – Procedures for Office Staff

#### **2. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process including consideration at the Health & Safety and the Compliance and Risk Committees, and the Governing Board on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.

**EM – Evacuation Manager**

**FAP – Fire Assembly Point**

**FI – Fire Investigator**

**FRTC – Fire response Team Co-ordinator**

**FW – Fire Warden**

**IC – Incident Controller**

## **Appendix 2**

### **WOODBRIDGE SCHOOL – SENIOR SCHOOL FIRE PLAN**

#### **I Policy Statement**

Everybody working in the School, staff and pupils alike must be familiar with the regulations set out below.

#### **2 Procedures**

##### **a) on Discovering a Fire:**

- Raise the alarm.
- Contain the fire by closing doors to the affected area.
- Evacuate the building.
- Do not attempt to fight the fire unless you have been trained AND it is safe to do so.
- Notify the Incident Controller (IC) in person immediately.

All buildings have manual break glasses fitted adjacent to final exit doors. By physically breaking the glass, the alarm bell/siren will be activated. Where buildings are also covered by smoke or heat detectors, the alarm will activate automatically. However, if a fire is discovered in its early stages the manual system must still be operated.

##### **b) hearing the Fire Alarm (Bell):**

- Close all doors and windows where practical.
- Evacuate the building in a quick but orderly manner and go to the Fire Assembly Point (FAP) by the safest route available.

##### **c) Fire Assembly Point (FAP)**

- The Senior School Fire Assembly Point (FAP) for pupils and their supervising Teaching Staff is located in the Valley. If the Valley is out of bounds due to ground conditions the Assembly Point is located in front of the Chapel.
- All non-teaching staff, visitors and contractors and any teaching staff who are not teaching should assemble on the Chapel Lawn.

Fire escape routes are identified by “Running Man” signs and lead to open air.

Selected staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items but for use only in early stages of fire.

Portable fire extinguishers are located in all buildings, but should only be used to clear a path to an exit. Staff should not attempt to extinguish a fire, unless they have been trained to do so and the fire is minor and poses no threat to occupants of the building.

**Under no circumstances is the building to be re-entered until the IC has given the “all clear”.**

As detailed below and in the event of a fire, the following roles have specific duties and responsibilities:

#### Incident Controller (IC)

Overall responsibility for the management of the incident and liaising with the emergency services.

- Must be familiar with the role prior to incidents.
- Nominate deputies for when they are off site.
- Don High-Vis Vest to be easily identifiable.
- Evacuate the building and proceed to the FAP.
- Check with the Fire Response Team Coordinator (FRTC) to identify if the activation is genuine or false and to check if the emergency services have been called.
- Receive and record information from all nominated parties (Evacuation Manager, Fire Response Team Controller etc.).
- Checking with teaching staff that all pupils are accounted for.
- Liaise with the Fire Service upon their arrival to advice of indicated location of the fire, any hazards/risks that may exist and give names and possible locations of persons that are unaccounted for.
- Use other staff and Wardens to assist in the incident.
- Check the fire alarm is silenced and reset after the incident.
- Determine the safest re-entry point for staff.
- Issue the all-clear instruction either on proof of an accidental activation or on the instruction of the emergency services.
- Ensure a debrief occurs after the incident.
- Record findings of the debrief.

#### Evacuation Manager (EM)

Coordination and management of the registration of all staff (teaching and non-teaching) and liaising with the IC

- Must be familiar with the role prior to incidents.
- Nominate deputies for when they are off site.
- Evacuate the building and proceed to the FAP.
- Notify the School House.
- Notify the duty school nurse (located in School House).
- Send a runner to the school playing fields etc to ensure that they are aware of the fire alarm and to ensure that they follow the fire procedure.
- Check that all support staff and contractors working in the area are accounted for.

### Fire Response Team Coordinator (FRTC)

Management of the fire response team and liaising with the IC

- Coordinates the Fire Response Team in the location of the activation point.
- Assesses the status of the activation (False/Genuine).
- Calls the Fire Service in the event of a genuine fire.
- Updates the IC continuously with progress and status.
- Assists the IC in liaising with the emergency services relating to technical aspects of the site.

### Fire Wardens (FW)

ALL teaching staff and other staff supervising pupils are Fire Wardens.

- Must be familiar with the role prior to incidents.
- Be flexible to the situation as it arises (may be called on to fill other roles and responsibilities by the IC).
- Evacuate the building and proceed to the FAP in accordance with the instructions detailed in Appendix 4.
- Check the areas you move through on route to the FAP paying particular attention for “stragglers” etc. and instruct them to leave.
- Check that fire doors are closed.
- Check toilets in the immediate area of designated classrooms or on the exit rout.
- Never open a door that you have ANY reason to believe may have a fire behind it.
- Assemble pupils, check class register and ensure all persons are accounted for.
- Ensure all pupils under their care are safely evacuated to the FAP and accounted for.
- During the course of any normal day report any issues that may have an impact on fire safety.

## **3 Fire Safety Roles - Training and Responsibilities**

- All staff, as part of their induction, will have watched the National College Fire Safety Training Awareness video and read and understood this fire policy. The duties and responsibilities of fire wardens have been clearly detailed in this document. This training is repeated annually by all staff.
- Fire Wardens should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke, then they should evacuate the building by the nearest exit.
- Fire Wardens, as with all members of staff, should ensure they understand the School Fire Protection Policy and be familiar with the school's fire risk assessments. Any concerns, observations or infractions should be reported to the Director of Operations or the Head of Woodbridge School.

- If Fire Wardens, as with all members of staff, see that any fire exits in any building are not available for use, clear any easily removal obstructions and report regular recurrences to the Director of Operations or the Head of Woodbridge School. If Fire Wardens, as with all members of staff, identify new fire hazards in their building, report them immediately to the Director of Operations or the Head of Woodbridge School.

#### **4 Evacuation Drills and Equipment Tests**

From time to time there will be drills to test the emergency evacuation procedures, together with tests of the audible fire alarm equipment. School House will be subjected to fire drills at times during the silent hours as well as the working day.

**I Policy statement**

The purpose of this policy is to reduce the risk of fire to the Woodbridge School Estate.

**2 Procedure**

- 2.1 All buildings will be subject to an annual Fire Risk Assessment which will be conducted by an appropriately qualified person from an outside body.
- 2.2 All flammable liquids will be stored in approved storage containers.
- 2.3 All storage areas that contain flammable liquids or gasses will be identified by the relevant warning notices.
- 2.4 The storage of combustible materials, e.g. plastics, paper, clothing etc will be kept to a minimum. Work areas and plant rooms will be kept clear of rubbish and other combustible materials. All waste paper receptacles will be emptied on a daily basis.
- 2.5 All work requiring the use of a naked flame or grinding wheel will be subject to the issue of a hot works permit.
- 2.6 All temporary portable electrical heaters will be oil filled radiators. Electric convector heaters should not be used. In the event of gas heaters being used they will be placed at a safe distance from combustible materials.
- 2.7 All buildings will be subjected to a five-year fixed electrical installation survey by a competent person.
- 2.8 All portable appliances will be subjected to an annual inspection and test.
- 2.9 Kitchen areas will be kept clear of grease and oils. Extraction canopies will be subjected to an annual deep clean. Catering equipment will be serviced on a regular basis and will not be left unattended whilst switched on. As well as foam and CO<sub>2</sub>, fire extinguishers suitable for fat fires will also be readily available. A Fire Suppression system is present in the Tuckwell kitchen.
- 2.10 Firefighting equipment will be located in strategic positions throughout the school and be subjected to a thorough annual maintenance check by a competent person. Interim checks will be carried out by the Woodbridge School maintenance team.
- 2.11 All fire alarm systems will be subjected to an annual test by a competent person. Weekly checks will be carried out by the Woodbridge School maintenance team.
- 2.12 All boiler installations will be subjected to an annual routine service.
- 2.13 All fire doors will be fitted with automatic door closers where possible. Fire doors will not be wedged in the open position.

- 2.14 Woodbridge School operates a no smoking policy in all buildings. Smoking is allowed outside the Theatre building between the hours of 7pm to 7am. In these instances, sand buckets may be located in a designated area.
- 2.15 Selected staff will be trained on the use of firefighting equipment.

**Appendix 4****WOODBRIDGE SCHOOL – SENIOR SCHOOL TEACHING STAFF EMERGENCY PROCEDURE**

In the event of the fire alarm system being activated, ALL buildings other than School House will go into full alarm. A fire in any building other than School House will automatically trigger a full evacuation alarm in all buildings.

Alarm sound	What it means	Procedures to follow
<b>Continuous alarm – all alarms</b>	<b>Situation which requires whole school evacuation</b>	<b>Alarm procedure in full</b>

**Please note, there is no “ALL CLEAR” signal. An all-clear situation will be communicated to the assembled student, teaching and support faculty directly by the IC.**

**Alarm Procedure**

1. In the event of an alarm activation, ALL staff and pupils are to evacuate the buildings via the safest route and assemble at the FAP. DO NOT attempt to re-enter any buildings unless expressly instructed to by the IC.
  
2. If a fire alarm is activated, which cannot immediately be confirmed as either a practice or a fault, the Emergency Services are to be summoned immediately.
  
3. As soon as possible the fire response team will obtain the location of the alarm and status (fault or fire) from the fire alarm panel and conduct a search of the location to identify if the activation is genuine. As soon as they have safely located the source they will report to the FRTC. If there is a genuine fire, then the FRTC will notify the emergency services. The FRTC will then notify the IC of the fire condition who can then take the appropriate further action.
  
4. The EM will take responsibility for checking off all visitors and contractors, non-teaching staff and teaching staff not responsible for students at the time of the incident. All of these persons will gather on the Chapel Lawn.
  
5. The EM will dispatch a runner to the school playing field and Tollers to ensure that remote staff and pupils are aware of the fire alarm and respond accordingly.
  
6. On activation of the fire alarm the EM will collect the inventory staff/visitor report and proceed to the FAP. On arrival at the FAP the EM will go to the edge of the area defined for non-teaching staff, carry out role call for all visitors and contractors, and then report to the IC.

**Note.** In the event of an evacuation the senior member of staff in the School Office will bring with them to the FAP the inventory staff/visitor report, the folder

containing, absentee list, signing out book, staff cover sheet and room timetables along with the emergency file including site plan smart phone for connecting to iSAMS and Evolve.

7. At the time of signing in reception staff are to brief all visitors and contractors on the procedures to be taken in the event of an emergency arising.
8. Useful numbers including current named staff and roles and contact details

<b>Fire Safety Role</b>	<b>Organisation Role (if different)</b>	<b>Mobile Tel. No.</b>
Emergency Services		<b>999 / 112</b>
Incident Controller	SS DH Pastoral	07407 347670
Evacuation Manager	Head of IT Services	07947 035061
Fire Response Team Coordinator	Head of Estates	07717 432797
Response Team lead in the Field	Residential Maintenance & Caretaking Supervisor	07900058418
Senior School Head		07789 942389
School Nurse		07900 058410
Director of Operations		07788 363345

**Note.** Although named in this document the above individuals may not always be present in the event of an evacuation. Each staff member will ensure that in their absence a suitable deputy is available. Likewise, roles such as the IC and EM may require deputised assistance in the event of a fire and therefore should ensure that they have other staff available to assist who are aware of the fire procedures and their involvement in them.

## **ALARM PROCEDURE FOR OUT OF HOURS**

The fire alarm is connected to an external monitoring agency. If the alarm is triggered during silent hours or at weekends, the agency will notify the on call nominated responsible person.

## Appendix 5

### WOODBRIDGE SCHOOL – SENIOR SCHOOL TEACHING STAFF EMERGENCY EVACUATION PROCEDURES

All members of staff must know the drill for all areas of the School and must be familiar with 'Emergency Evacuation Procedures for Pupils'.

Staff are responsible for organising the safe evacuation of their pupils, therefore need to be aware of where pupils are at all times i.e. toilets, library, music. When covering an unfamiliar class, consult the class set list to ascertain any absentees, and have it to hand in case of evacuation.

Teachers should make themselves aware of the closest fire exit and safe primary and secondary evacuation routes from all areas of the school. The only preferred fire exit routes are given below:

T23 and T33	Back staircase
All other T rooms	Main staircase
Sixth form seminar rooms	Sixth form staircase

Teachers must be familiar with personal emergency evacuation plans for pupils with disabilities. If a pupil requires assistance during an evacuation stay with them and direct the rest of the teaching group to go directly to the fire assembly point (FAP) and report to the Incident Controller.

#### Types of fire alarm signal

Alarm sound	What it means	Procedures to follow
Continuous alarm – all alarms	Situation which requires whole school evacuation	Alarm procedure in full

**Please note, there is no “ALL CLEAR” signal. An all clear situation will be communicated to the assembled student, teaching and support faculty directly by the IC.**

**The following procedures apply when supervising pupils at any time including activities/clubs during break times (defined as: before 08.40, 10.35-11.20, 12.35-14.20 and 16.20-17.15).**

#### Evacuation Procedures

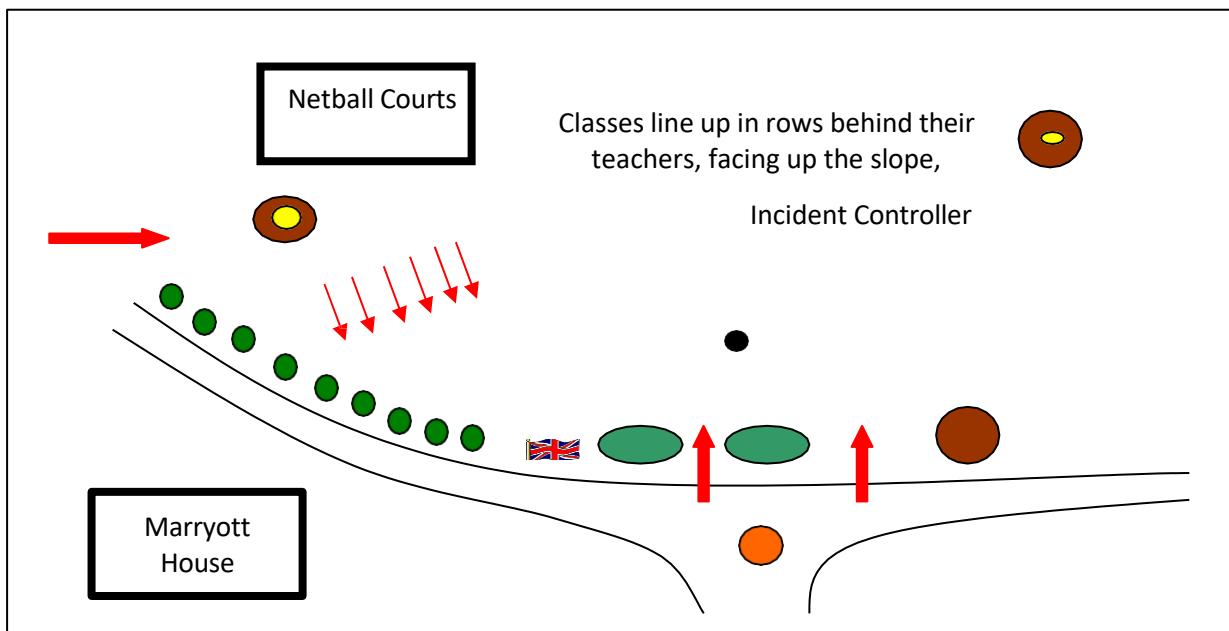
When the alarm sounds:

1. Immediately stop everyone working, inform pupils to switch off electrical equipment and turn off gas taps.
2. Assess the safest and closest fire exit to use and inform pupils.

3. Instructions to be given to pupils before leaving classroom:
  - 3.1 Leave in a quiet and orderly fashion, no pushing, bunching or running
  - 3.2 Do not collect personal belongings
  - 3.3 Do not use lifts in any building
  - 3.4 Proceed directly to the FAP; do not enter other buildings on the way
4. As the pupils leave the room, perform a head count.
5. If applicable isolate gas supply.
6. As you leave the classroom, check that your area is clear and follow at the rear of the group, ensuring that all pupils are vacating the building, closing doors behind them.
7. Report to the FAP avoiding congested routes. E.g.: Ground floor Redstone, if the route is clear, walk via the side of the building and use the outdoor stairs to the 6<sup>th</sup> Form Block Garden; Belstead: exit towards the 6<sup>th</sup> Form Block Garden.

**Fire Assembly Point (FAP) – The Valley, in front of and to the right of the Netball Courts**





## FAP Procedures

1. Take the nearest available position from point A, in the line to point B. Line up your class in a row behind you (towards the valley courts, facing up the slope).
2. Enforce silence from all pupils.
3. Confirm the head count for the pupils you were teaching at the time of evacuation.
4. Where a member of staff is taking an unfamiliar group, the count should be compared to classroom set list.
5. If a pupil is missing, make urgent enquiries about his/her whereabouts. Ask the rest of the group. If the pupil's absence cannot be explained, further enquiries should be made and the IC notified.
6. Do not attempt to make a search for missing pupils.
7. Report all accounted for/absence to the IC to be recorded on master control sheet.
8. In the case of a whole school evacuation, a roll call will be performed to check the presence of all pupils. Once the class teachers have completed the head count and reported unexplained absences, the IC will instruct the school to reform into tutor groups, with Junior House nearest the yellow marked tree closest to the pathway, then Arnott, Burwell, Seckford, and Willard nearest the tree stump. Tutors will then take a roll call of their groups. Groups whose tutors are absent will be checked by the Housemasters or the neighbouring tutors. Tutors report all accounted for/names of unaccounted to Head of House/delegated staff, who report to the IC.
9. Teachers to stay with their classes or their tutor groups until further instructions are given by the IC
10. Pupils will be dismissed from the FAP under the direction of the IC.
11. Pupils should leave quickly and quietly without running and return directly to their classroom.

## **Evacuation Procedures for teaching staff not supervising pupils (also including Visitors and Contractors)**

1. Immediately stop working, make safe any equipment and/or experiments.
2. Leave the area by the safest fire exit; as you travel towards the exit move pupils along in front of you; sweep all rooms passed; close doors behind you.
3. Report to the FAP, gathering on the Chapel Lawn; enforce silence from unaccompanied pupils and colleagues; lend assistance as required.

## **Evacuation Procedures for sports staff using the school playing fields, courts, Tollers etc.**

1. A teaching staff member will be sent as a runner to Tollers to alert sports staff to the emergency.
2. As the pupils leave the field, perform a head count and direct pupils to the FAP by the safest and closest route.
3. Continue with procedure for FAP.



## Appendix 6

### WOODBRIDGE SCHOOL – SENIOR SCHOOL NON-TEACHING STAFF EMERGENCY EVACUATION PROCEDURES

All members of staff must know the drill for all areas of the School and must be familiar with 'Emergency Evacuation Procedures for Pupils'.

All staff should make themselves aware of the closest fire exit and safe primary and secondary evacuation routes from all areas of the school. The only preferred fire exit routes are given below:

T22 and T33	Back staircase
All other T rooms	Main staircase
Sixth form seminars	Sixth form staircase

#### Types of fire alarm signal

Alarm sound	What it means	Procedures to follow
Continuous alarm – all alarms	Situation which requires whole school evacuation	Alarm procedure in full

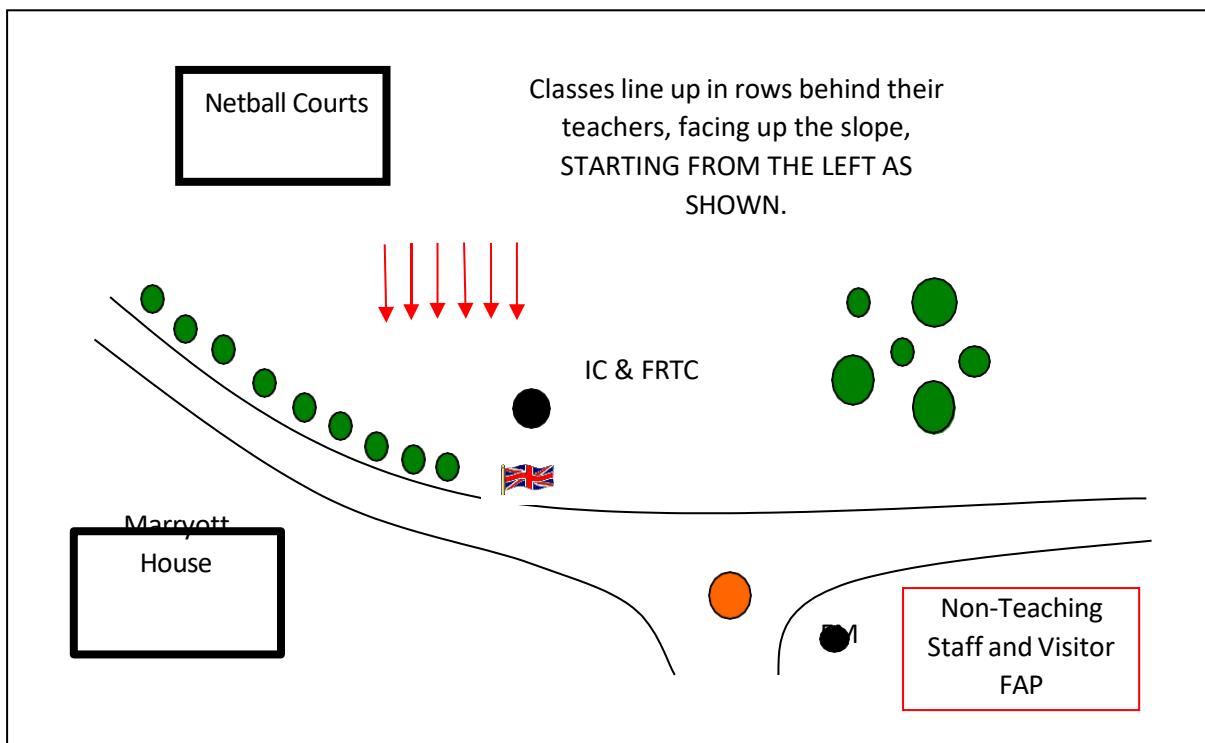
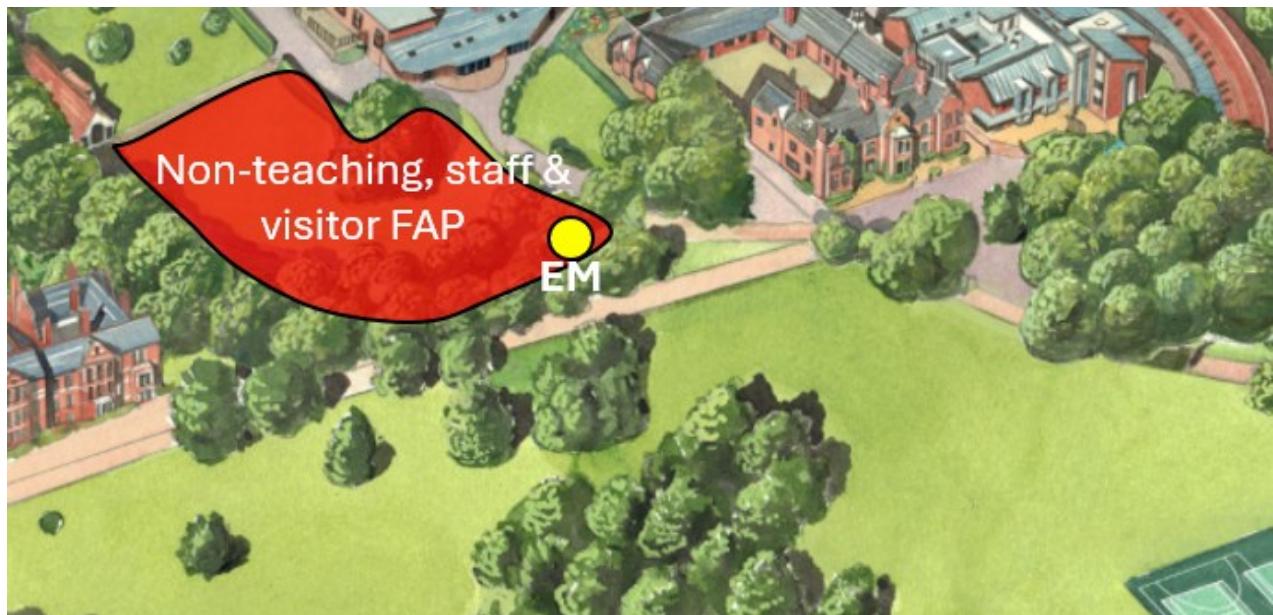
**Please note, there is no “ALL CLEAR” signal. An all clear situation will be communicated to the assembled student, teaching and support faculty directly by the IC.**

#### Evacuation Procedures

When the alarm sounds:

1. Stop working, switch off electrical equipment and gas taps, close windows.
2. Assess the safest and closest fire exit to use.
3. Do not collect personal belongings.
4. Do not use lifts in any building.
5. If applicable, isolate gas supply before leaving the building.
6. If you have visitors with you, escort them to the FAP.
7. As you leave your area, check all pupils are vacating the building, close doors behind you.
8. Walk quickly to the FAP; do not enter other buildings on the way.

## Fire Assembly Point (FAP) – The Chapel Lawn – see diagram



## FAP Procedures

1. Report to your line manager at the area depicted on diagram.
2. Keep conversation to a minimum and await instruction.
3. The EM will roll-call visitors at the FAP.
4. Staff will be dismissed from the FAP under the direction of the IC.
5. Staff should leave quickly and quietly and return to their place of work.

## Appendix 7

### WOODBRIDGE SCHOOL – SENIOR SCHOOL PUPILS EMERGENCY EVACUATION PROCEDURES

Everybody working in the School, staff and pupils alike must be familiar with these procedures.

#### **Discovering a fire**

If you discover a fire shout “Fire” and report its whereabouts immediately to a member of staff, who will sound the alarm.

If no member of staff is on hand and the alarm has not automatically activated, activate the fire alarm manually by breaking a break glass call point located near the building exit.

**On arrival at the FAP ensure that you report your activation of the fire alarm system IMMEDIATELY to the incident controller.**

#### **Types of fire alarm signal**

These are the types of alarm signal which you will hear:

Alarm sound	What it means	Procedures to follow
<b>Continuous alarm – all alarms</b>	<b>Situation which requires whole school evacuation</b>	<b>Alarm procedure in full</b>

**Please note, there is no “ALL CLEAR” signal. An all clear situation will be communicated to the assembled student, teaching and support faculty directly by the IC.**

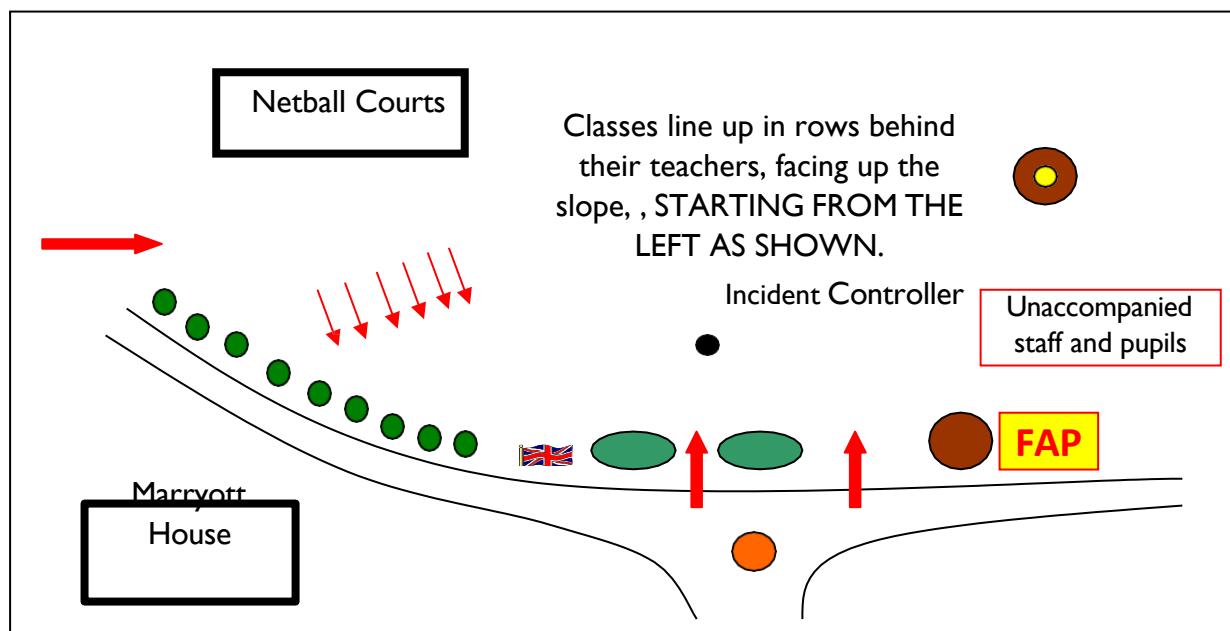
#### **What to do if you hear an alarm:**

In most circumstances you will be supervised by teaching staff and instructed on the procedure to follow. If you are unsupervised the following procedures apply:

#### **On hearing the Alarm**

1. Leave the building by the closest, safe exit and walk as quickly as possible to the **Fire Assembly Point (FAP)**.
2. DO NOT use lifts in any building.
3. DO NOT collect personal belongings.
4. DO NOT run; walk quietly, avoiding bunching and pushing.
5. DO NOT enter other buildings on the way to the FAP.
6. DO NOT re-enter a building until you are told it is safe to do so.
7. If you are outside or during break times and hear the alarm go immediately to the FAP.
8. At the FAP, re-join your class which has just been interrupted. If you are unsupervised, gather in the area indicated below (near the IC) and await further instruction.
9. Remain in the group (teaching or tutor) until further instruction is issued by a senior member of staff.

**Fire Assembly Point (FAP) – The Valley, near to tennis courts- see diagram**



<p><b>MEDICAL EMERGENCY</b></p> <p><b>School Nurse:</b> 07900 058410 01394 615023</p> <p><b>Emergency Services:</b> 999 or 112</p>
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## **Appendix 8**

### **WOODBRIDGE SCHOOL - SCHOOL HOUSE EMERGENCY PROCEDURES FOR STAFF**

#### **I Policy statement**

Everybody working in the School, staff and pupils alike must be familiar with the regulations set out below.

#### **2 Procedure**

Upon hearing the fire alarm sounder:

1. Leave the building in an orderly manner via the nearest exit.
2. Close all doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed directly to the Fire Assembly Point, (grassed area in front of School House).
5. Housemaster/Mistress to call 999 and summon the Fire Service using a mobile phone.
6. Housemaster/Mistress to carry out a roll call of pupils and staff.
7. Do not re-enter School House to look for persons who cannot be accounted for.
8. Housemaster to advise on the situation to:
  - a. Reception during the day.
  - b. The Head during the silent hours and at weekends.
9. When possible the Housemaster/Mistress is to delegate responsibility for the pupils to another member of staff who should move them to a safe, warm and dry location (Dome).
10. Housemaster to liaise with the Fire Service upon their arrival.
11. Do not re-enter School House until the all clear has been given.

## **Appendix 9**

### **WOODBRIDGE SCHOOL – SCHOOL HOUSE EMERGENCY PROCEDURES FOR PUPILS**

#### **I Policy statement**

All pupils living in School House must be familiar with the fire regulations set out below.

#### **2 Procedure**

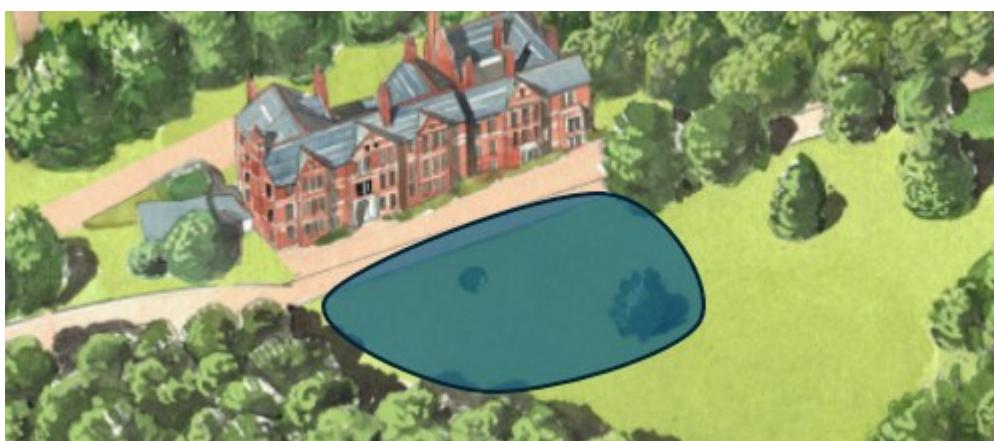
##### **2.1 Discovering a fire:**

Any pupil discovering a fire should shout “fire” and activate the nearest fire alarm call point. Call points are located adjacent to all final exit doors.

No attempt should be made to fight the fire.

##### **2.2 Upon hearing the fire alarm sounder:**

1. Leave the building in an orderly manner via the nearest available exit.
2. Close all doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed directly to the Fire Assembly point, (grassed area in front of School House), where a roll call will be taken.
5. If you have activated the Fire Alarm system them report immediately to the Housemaster/Mistress and tell them of your actions.
6. Do not enter any other building.
7. Do not leave the Fire Assembly point unless directed to do so by a member of staff.
8. Do not re-enter School House until the all clear has been given.
9. Do not run. Segregation doors may be used in an emergency situation.



## **Appendix 10 WOODBRIDGE SCHOOL PREP – FIRE PLAN**

### **I Policy Statement**

Everybody working in the School, staff and pupils alike, must be familiar with the regulations set out below.

### **2 Procedures**

#### **a) Upon discovering a fire**

Any pupils discovering a fire should shout 'FIRE' and report its whereabouts immediately to a member of staff, who will sound the alarm. If no member of staff is available, the pupils will activate the fire alarm system.

#### **b) On Hearing the Fire Alarm Bell**

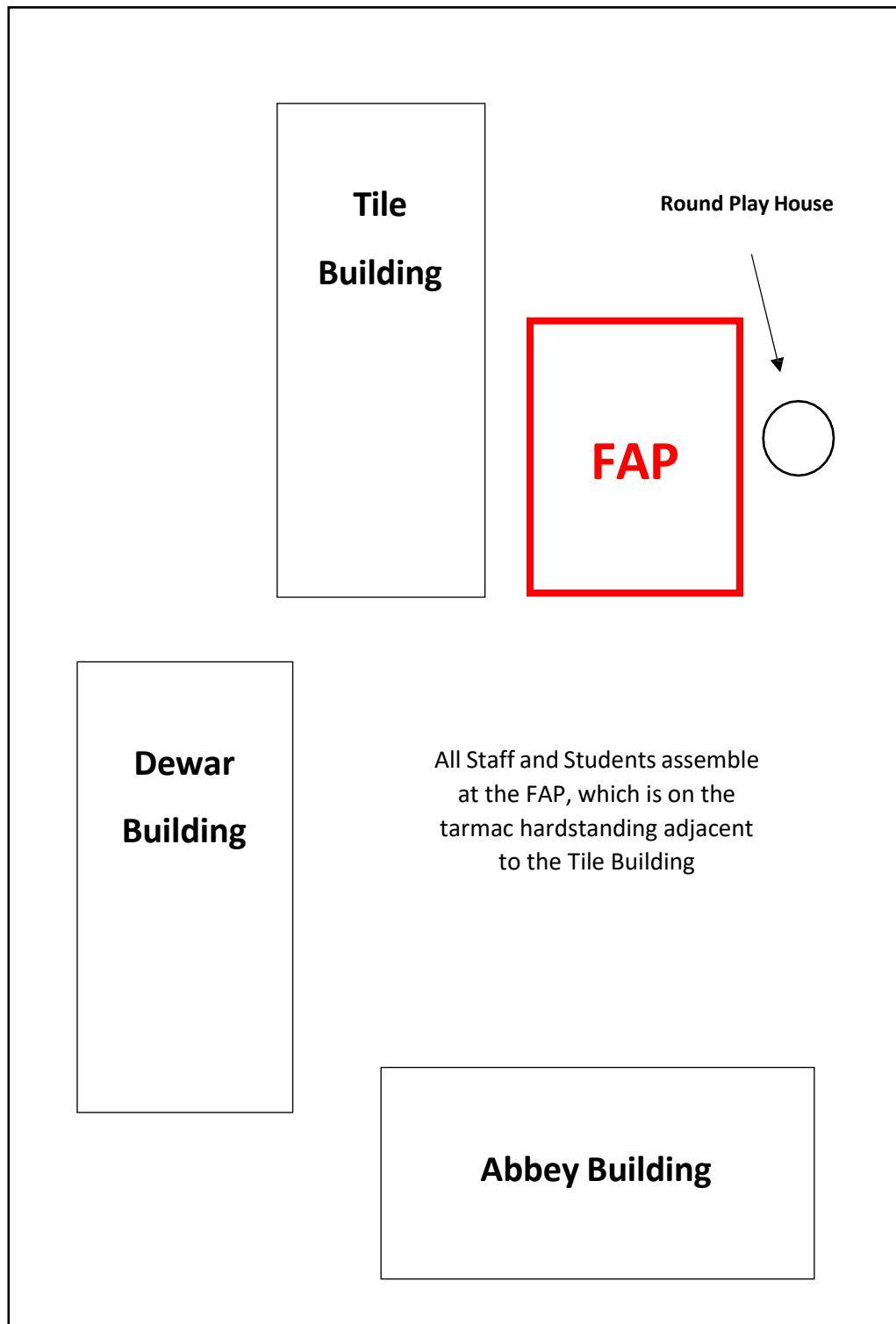
- On hearing the fire alarm bell in the building which you are using, you will leave the building via the nearest door to the outside and walk as quickly as possible, without talking, to the Fire Assembly Point (FAP).
- Leave in an orderly manner. Do not run or talk. It is essential that all evacuees proceed only to the fire assembly point and do not enter other buildings or go somewhere else outside.
- At the Fire Assembly Point (FAP) your teacher will take a roll call. You should stay in your class group. Remain there until further instructions have been given.
- Do NOT attempt to fight a fire unless you have been suitably trained AND it is safe to do so.

#### **c) The Fire Assembly Point (FAP)**

- Outside the Tile Building near the steps down to The Hall. If this area is not safe you will be directed to an alternative Fire Assembly Point on the tennis courts.
- After a fire alarm has sounded teachers take the 'fire' register to the Fire Assembly Point and class teachers check their class is present. If class teachers are not present other members of staff will be asked to carry out a register by the IC. If there is no 'fire' register owing to the classroom being empty, the office staff will have a copy. Staff members will also need to be accounted for.
- The Incident Controller (IC) will then confirm "all present" In the event of missing staff or children and the Fire Investigator (FI) having confirmed genuine fire ONLY the emergency services will be permitted to re-enter the building to conduct a search. If it is a false alarm, then the IC will organise a search with nominated Fire Wardens (FW's) from those present and not currently supervising students.

**Under no circumstances is the building to be re-entered until the IC has given the "all clear"**

**Fire Assembly Point (FAP) - Outside the Tile Building near the steps down to The Hall – see diagram**



As detailed below and in the event of a fire, the following roles have specific duties and responsibilities are as follows:

#### Incident Controller (IC)

Overall responsibility for the management of the incident and liaising with the emergency services.

- Must be familiar with the role prior to incidents.
- Nominate deputies for when they are off site.
- Evacuate the building and proceed to the FAP.
- Check with the FI to identify if the activation is genuine or false.
- Receive and record information from all nominated parties (FI's and FW's).
- Check with teaching staff that all pupils are accounted for.
- Liaise with the Fire Service upon their arrival to advice of indicated location of the fire, any hazards/risks that may exist and give names and possible locations of persons that are unaccounted for.
- Use other staff and Wardens to assist in the incident.
- Determine the safest re-entry point for staff.
- Issue the all clear instruction either on proof of an accidental activation or on the instruction of the emergency services.
- Ensure a debrief occurs after the incident.
- Record findings of the debrief.

#### Fire Investigator (FI)

Identify the location of the activation of the fire system and clarification as to a genuine fire or false alarm.

- to call the emergency services if the incident is genuine.
- Check the fire alarm is silenced and reset after the incident.
- Liaise with the Fire Service upon their arrival to advise of indicated location of the fire, any hazards/risks that may exist

**Note, the FI is the only member of staff permitted to re-enter the building in the event of an activation and this on ONLY to locate the source and status of the alarm.**

- Assess the status of the activation (False/Genuine)
- Notify the IC immediately as to the status/condition of the activation.
- Update the IC continuously with progress and status
- Assist the IC with liaison with the emergency services relating to technical aspects of the site.

#### Fire Wardens (FW)

ALL teaching staff, staff supervising pupils and staff with any other supervisory capacity are Fire Wardens.

- Must be familiar with the role prior to incidents
- Be flexible to the situation as it arises (may be called on to fill other roles and responsibilities by the IC)
- Evacuate the building and proceed to the FAP
- Check the areas you move through en route to the FAP paying particular attention for “stragglers” etc. and instruct them to leave.
- Check that fire doors are closed
- Check toilets in the immediate area of designated classrooms or on the exit route.
- Never open a door that you have ANY reason to believe may have a fire behind it.
- Assemble pupils, check class register and ensure all persons are accounted for.
- Ensure all pupils under their care are safely evacuated to the FAP and accounted for.
- During the course of any normal day report any issues that may have an impact on fire safety.

### **3 Procedure: Fire Warden Training and Responsibilities**

- All staff, as part of their induction, will have watched the National College Fire Safety Training Awareness video and read and understood this fire policy. This training will be repeated annually. The duties and responsibilities of fire wardens have been clearly detailed in section 3a of this document.
- Fire Wardens should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke, then they should evacuate the building by the nearest exit.
- Fire Wardens, as with all members of staff, should ensure they understand the School Fire Protection Policy and be familiar with the school's fire risk assessments. Any concerns, observations, infractions should be reported to the Director of Operations or the Head of Woodbridge School Prep
- If Fire Wardens, as with all members of staff, see that any fire exits in any building are not available for use, clear any easily removal obstructions and report regular recurrences to the Director of Operations or the Head of Woodbridge School Prep.
- If Fire Wardens, as with all members of staff, identify new fire hazards in their building, report them immediately to the Director of Operations or the Head of Woodbridge School Prep.

**I. Policy Statement**

The purpose of this policy is to reduce the risk of fire to The Woodbridge School Prep site.

**2. Procedure**

- 2.1 All buildings will be subject to an annual Fire Risk Assessment which will be conducted by an outside body.
- 2.2 All Petrol, oils, chemicals, fertilizers and aerosols will be stored in appropriate storage areas.
- 2.3 All storage areas that contain flammable liquids, chemicals or gasses will be identified by the relevant warning notices.
- 2.4 The storage of combustible materials, e.g. plastics, paper, clothing, etc, will be kept to a minimum. Work areas and plant rooms will be kept clear of rubbish and other combustible materials. All waste paper receptacles will be emptied on a daily basis.
- 2.5 All work requiring the use of a naked flame or grinding wheel will be subject to the issue of a hot works permit.
- 2.6 All temporary portable electrical heaters will be oil filled radiators. Electric convector heaters will not be used. In the event of gas heaters being used they will be placed at a safe distance from combustible materials.
- 2.7 All buildings will be subjected to a five-year fixed electrical installation survey by a competent person.
- 2.8 All portable appliances will be subjected to an annual inspection and test.
- 2.9 Kitchen areas will be kept clear of grease and oils. Extract canopies will be subjected to an annual deep clean. Catering equipment will be serviced on a regular basis and will not be left unattended whilst switched on. As well as foam and CO<sub>2</sub>, fire extinguishers suitable for fat fires will also be readily available.
- 2.10 Firefighting equipment will be located in strategic positions throughout the school and be subjected to a thorough annual maintenance check by a competent person. Interim checks will be carried out by the caretaker.
- 2.11 All fire alarm systems will be subjected to an annual test by a competent person. Weekly checks will be carried out by the caretaker.
- 2.12 All boiler installations will be subjected to an annual routine service.

- 2.13 All fire doors will be fitted with automatic door closers where possible. No Fire doors will be wedged in the open position.
- 2.14 Woodbridge School Prep operates a no smoking policy in all buildings. Smoking is permitted outside buildings between the hours of 7.00 pm and 7.00 am if part of an external let.
- 2.15 Appropriate staff will be trained in the use of firefighting equipment.

**Appendix I2****WOODBRIDGE SCHOOL PREP -****EMERGENCY PROCEDURE FOR (non-office) STAFF AND PUPILS**

**Procedure for Woodbridge School Prep Office Staff can be found at Appendix I3**

**General**

Everybody working in the school, pupils and staff alike, must be familiar with the regulations set out below.

**Types of fire alarm signal****Types of fire alarm signal**

These are the types of alarm signal which you will hear:

Alarm sound	What it means	Procedures to follow
<b>Continuous alarm – all alarms</b>	<b>Situation which requires whole school evacuation</b>	<b>Alarm procedure in full</b>

**Please note, there is no “ALL CLEAR” signal. An all clear situation will be communicated to the assembled student, teaching and support faculty directly by the IC.**

**Alarm Procedure**

There are various designated roles detailed within this procedure who have specific responsibilities in the event of a fire alarm activation. The roles, nominated persons and responsibilities are as follows

Fire Safety Role	Organisational Role (if different)	Mobile Tel. No
Incident Controller (IC)	Prep Deputy Head	07941 511147
Fire Investigator (FI)	Prep Caretaker	07748 085963
Fire Warden (FW)	All staff in a supervisory capacity for students or staff	N/A

**ALARM PROCEDURE FOR OUT OF HOURS**

The fire alarm is connected to an external monitoring agency. If the alarm is triggered during silent hours or at weekends, the agency will notify the on call nominated responsible person.

## **Appendix 13 WOODBRIDGE SCHOOL PREP (WSP) - PROCEDURE FOR OFFICE STAFF**

### **5.1 Policy Statement**

Everybody working at Woodbridge School Prep, staff and pupils alike, must be aware of the regulations set out below. Visitors to the school are informed about what to do in a fire emergency and the location of the fire assembly point by information supplied by the Inventory signing in system.

### **5.2 Procedure at Woodbridge School Prep**

The office will be notified in advance of any proposed Fire Drill.

### **5.3** If a fire alarm is activated which cannot immediately be confirmed as either a practice or a fault, the IC will contact the Emergency Services without delay (999).

Under normal circumstances the telephone call to the Emergency Services will only be made by the IC or the FI. However, in their absence or without a deputy in place any member of the office staff and, if this is not possible, a teacher or the caretaker will make the telephone call.

### **5.4** Should a member of WSP staff notify the office of a fire by phone, the following questions are to be asked:

1. Has the building been evacuated?
2. Will the Fire Service be required to attend site?

### **5.5** School office to take out the following to the FAP

- Information available from the Inventory signing in system (including use of telephone accessible App)
- Registration Status report;
- Spare Class Registration Sheets
- School Mobile Phone

### **5.6 Useful Numbers:**

<b>Person/Organisation</b>	<b>Tel No</b>
Emergency Services	999 / 112
Incident Controller (Deputy Head)	07941 511147
Fire Investigator (School Caretaker)	07748 085963
School Head	07718 881812
Matron	07900 058420
Director of Operations	07788 363345
Head of Estates	07717 432797