



PRIORY SCHOOL

EDGBASTON

FIRE RISK (PREVENTION) POLICY

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
2. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
3. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Introduction

Fire can have a devastating effect on the School and on those using the School. Due to the risk and the serious consequences of fire, the following policy has been produced.

Objectives

The objectives of this fire policy are:

- To safeguard all persons on Priory School premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.
- To eliminate or reduce the risks from dangerous substances.

Application

This policy applies to all persons on Priory School premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

Policy

Priory School will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of a fire.

Priory School will ensure:

- That adequate means of escape is provided for all persons on Priory School premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in good working order.
- That adequate means of giving warning are in place and are maintained in good working order.
- That adequate means for fighting fire are present and are maintained in good working order.
- That appropriate instruction will be given to all persons on Priory School premises on emergency evacuation procedures.
- That Priory School premises are subject to fire risk assessment and that where risks are identified action is taken to implement adequate control measures.
- That measures are taken to protect all buildings, installations and equipment from fire that are commensurate with the risks.
- Fire risk assessment reviewed annually and kept in Facilities Office.

Policy reviewed and revised by K Bird/ J Williams

Responsibilities

The Facilities Manager is the appointed Fire Marshall and is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing Priory School Fire Risk Policy, standards and procedures (Including firefighting and evacuation). He is also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, firefighting equipment and emergency lighting.

The Facilities Manager is responsible for carrying out regular fire drills at least once per term.

Training

The Senior Management team are responsible for general training of teaching, maintenance, cleaning and administration staff.

Maintenance of Fire Safety System

The Finance Director in conjunction with the Facilities Manager and Facilities Coordinator will set aside each year a sum sufficient for the maintenance and development of the fire safety system to meet with current regulation and building requirements.

Responsibility of all Staff & Visitors

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff and visitors to care for their own safety and the safety of others. This includes but it is not limited to:

- Maintaining safe working practices
- Identifying possible hazards and bringing these promptly to the attention of the Facilities Manager or Headmaster.
- Undertaking any necessary safety precautions.
- Each individual staff member is responsible for the safe evacuation of the children in their care. The teacher should be the last person to leave the classroom to ensure all students have evacuated.
- Being familiar with emergency procedures including knowledge of:
 1. Appropriate escape Routes
 2. Location of fire break glasses points.
 3. The emergency services number (Currently 999 or 112)
 4. The fire evacuation procedure

Pupils with Disabilities

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring he/she is led safely to the nearest exit and the assembly point.

Policy reviewed and revised by K Bird/ J Williams

Reducing the risk of fire

Smoking is prohibited throughout the school and its grounds.

This includes :

All school buildings (Main buildings and out-buildings)

All school grounds (Fields and lawn areas, car parks, patio areas and all outside areas within the outer school fenced boundary.

- **Portable Electrical Appliances** are tested annually and records of testing stored in the Facilities Office. A sticker is fitted to these items by the authorised tester. This will show the date the equipment was tested and the date at which the next test is due. Equipment must not be used if the test date is overdue but reported to the Facilities Department. New items brought on to Priory School premises do not require PAT testing until they are over 12 months old.
- **Electrical cables & plug sockets** must be kept in good order. Cables should not trail across walkways and electrical fittings and cables should be free from damage or discoloration due to overheating.
- **Hazardous Substances** should be correctly identified and stored in a secure lockable area and only authorised staff should have access to these areas.
- **Risk of arson** is minimised by ensuring that all doors, windows and boundary gates are locked out of hours.
- **Instructions** relating to fire safety must be complied with by all staff.
- **Visitors to Priory School** should be given information upon arrival outlining the school's fire procedure and general site safety guidance. All visitors must sign the visitor's book in case of fire evacuation.
- **Storage** of waste and other flammable and combustible products should not be allowed to accumulate and should never be stored in quantity close to the building.
- **Reporting** of faulty equipment, inappropriate systems or poor practice is essential by all staff to ensure that the risk of fire is minimised. A system of reporting through email to Maintenance and the whole School Daily Bulletin is in place.
- **Contactors on site** should have the relevant Permit To Work and Method Statement and all necessary permissions from the Facilities Manager prior to any work being carried out

General

Firefighting

It is Priory School's policy to have all staff, pupils, parents, contractors and visitors evacuate the building immediately upon hearing the fire alarm and not to attempt to fight fires.

Finding Fire

In case of fire, the alarm should be activated using the nearest fire call point. The person discovering the fire should dial 999 or 112 and request immediate assistance from the Fire Services.

The caller should state clearly and calmly the nature of the emergency, the school address, if there is a confirmed fire and give a contact phone number if requested.

Fire Alarm

On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit

Fire Procedure

All staff are requested to familiarise themselves with the fire notices displayed in every room and make the pupils aware of the procedures.

Fire and emergency procedures

Fire Alarm Bell

The fire alarm bell is distinctive from the school bell. It has a continuous ring which when activated, will not stop until full evacuation is complete, the all clear is given and the control panel reset. The fire bell is tested weekly.

Fire Drill

Full evacuation is carried out every term. On hearing the continuous fire bell:

- Follow exit route – clearly indicated in each area
- Each staff member is responsible for the safe evacuation of the children in their care
- The teacher should be the last person to leave the classroom ensuring that all students have vacated safely.
- Do not stop to collect belongings
- Do not run. Walk calmly and in silence
- Designated Fire Marshalls will check that each area of the school has been evacuated
- Trained Fire Marshalls will assist evacuation at designated areas (Maintenance Team)

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- Assemble in classes on the rear lawns by the fountain in silence.
- Teachers will take registers and account for all pupils
- Department heads will account for all staff
- The Headmaster will signal the all clear to re-enter the building.
- Enter the building calmly and in silence

The fire drill will be recorded and any issues arising from the evacuation will be evaluated and addressed immediately and reported to the Health and Safety Committee.

Fire Call Points

All adults working in Priory School must familiarise themselves with the location of the fire call points in order to raise the alarm in the event of a fire.

Fire call points are located as follows:

Preparatory School

Ground Floor

- Inside main entrance door
- In hallway next to Dining Hall doors
- At the rear of the Dining Hall next to the fire exit
- Main kitchen
- Base of science staircase
- Reception classroom 1
- Reception classroom 1 (second exit)
- Reception classroom 2

First Floor

- Outside E12 (Science Lab) at top of Science staircase
- At rear of E14 (Science Lab) next to fire escape door
- Top of stairs on top floor outside Prep ITC
- Bottom of stairs to Prep Staffroom in Cottage
- Outside E7 by stairs
- Year 3 classroom 1
- Year 3 classroom 2

Second Floor

- Year 4 classroom 1
- Year 4 classroom 2

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Senior School

Ground Floor

- Inside West End doors
- Inside Garden Room doors
- 2 call points located on outer wall inside main School Hall
- Inside main entrance by fire panel
- To the side of east wing corridor fire exit
- Sixth form kitchen
- Senior Library

First Floor

- First landing on main staircase outside Music Department door
- Music corridor
- First floor outside B11
- First floor outside B2

Second Floor

- Second floor outside C2
- Second floor opposite door to stairway

School Gym

- To the side of the rear fire exit doors in the Gym
- To the side of the front fire exit doors in the Gym
- In the hallway between the Gym and Boys Changing Rooms

Lodge / Finance

- Inside entry door on ground floor
- Top of staircase

DT Building

- Inside door to Domestic Science at rear of building
- Inside main entrance door to front of building

Maintenance Hut

- Work room
- Boiler room

Location of Fire Panel

- Inside main entrance to Senior School
- Inside main corridor in Prep School
- DT Building
- Lodge

Emergency Procedures

In the event of an emergency, whether it be a bomb threat, intruder, abduction, serious injury or fire, the following guidelines should be followed.

- 1 Establish the nature and extent of the emergency
- 2 Check that all pupils, staff and visitors are safe and all pupils supervised. This is the responsibility of all staff.
- 3 If the building needs to be evacuated, use the nearest call point to activate the alarm
- 4 Ensure that the relevant emergency services are called by the first person who identifies the risk and has access to a phone.
- 5 Record as soon as possible details of event and those involved
- 6 Inform the Head or a member of the Management Team as soon as possible

Fire Training Records

Date of Training	Provider	Staff attended	Position
24 th February 2012	Delta	Mark Hammond	Site Supervisor
20 th January 2014	Catholic Partnership	Kevin Bird	Facilities Manager
8 th September 2014	School Inset	All School Staff	Staff
1 st September 2015	School Inset	All School Staff	Staff
5 th September 2016	School Inset	All School Staff	Staff
5 th September 2017	School Inset	All School Staff	Staff
19 th April 2018	Ultimate Care Ltd	Mark Hammond	Site Supervisor
19 th April 2018	Ultimate Care Ltd	Marc Jones	Site Supervisor
19 th April 2018	Ultimate Care Ltd	Jose Binatti	Maintenance
4 th September 2018	School Inset	All school Staff	Staff
2 nd May 2019	High speed Training	Jason Lawley	Maintenance
3 rd September 2019	School Inset	All school Staff	Staff
16 th September 2019	High Speed Training	Lee Sparks	Maintenance
16 th September 2019	High Speed Training	Kevin Bird	Facilities Manager

Fire Procedure and Equipment Testing

Item	Frequency
Fire alarm panels	Daily
Fire exit checks	Daily
Fire bell tests	Weekly
Fire break glass tests	Monthly
Emergency lighting	Monthly
Fire extinguisher checks	Monthly
Fire exit doors operate correctly	Monthly
Mayfield building AOV Checks	Monthly
Fire alarm panel servicing	Every three months
Fire drills – whole school	Termly
Fire extinguisher servicing	Annually
Fire suppression system servicing (Kitchen)	Annually

Emergency contact numbers

	Name	Contact Number
Emergency fire service		999 (112 from a mobile)
Water Company	Severn Trent Water	0345 6041 080
Fire Alarm Engineer	Ignes fire	0776 449 2115

Gas and plumbing	Integral	0121 272 1000
Electrician	SRW Electrics	0779 105 2612
Insurance	Annan (Steven Powis)	0190 279 6795

School Utilities and Other Services

Utility	Location	Switch Off Arrangements
Water turn off senior and Lodge	In outside toilet by the Finance Office	Site Supervisor on duty or emergency services using site map
Water turn off Prep	In the kitchen car park, small access doors opposite kitchen door	Site Supervisor on duty or emergency services using site map
Gas meter turn off senior	Meter cupboard on bicycle shed patio (through black wooden gate of east wing car park)	Site Supervisor on duty or emergency services using site map
Gas meter turn off Prep	Prep canteen kitchen above rear exit door	Site Supervisor on duty or emergency services using site map
Gas meter turn off Finance Lodge	In cupboard under stairs in ground floor hallway	Site Supervisor on duty or emergency services using site map
Electricity turn off Senior	In boiler room off east wing corridor situated next to steel exit gate	Site Supervisor on duty or emergency services using site map
Electricity turn off Prep	Two areas to isolate prep school (fuse board in cleaning store room to rear of green wooden DT building and fuse board in prep school library)	Site Supervisor on duty or emergency services using site map

Electricity turn off Finance Lodge	Behind cupboard door opposite entry door in Finance Office	Site Supervisor on duty or emergency services using site map
Telephone System	Control panel in A6 office off main Reception	Site Supervisor on duty or emergency services using site map

Other critical School Suppliers

Supplier	Service	Contact Details
Watch Security	Alarms, CCTV and monitoring	Watch Systems Limited 49, Frederick Road Edgbaston Birmingham B15 1HN T: 0121 455 9992 M:07919 320 243
Wilson Vale	Catering	Wilson Vale 1, Ivanhoe Office Park Ivanhoe Park Way Ashby de la Zouch Leicestershire LE65 2AB T:01530 563 100
Total Distribution Ltd	IT support	Unit 7 & 8 Magreal Industrial Estate Freeth Street Birmingham B16 0QZ T: 0121 454 8444

Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed. Any change will be reflected in our documentation as soon as it is practicable.

This Policy will be monitored by the Facilities Manager who will report to the Headmaster on a regular basis.

It will be reviewed by the Risk and Compliance Committee.