



FIRE RISK PREVENTION POLICY 2018-19

**(THIS POLICY WILL BE REVIEWED REGULARLY DURING
CONSTRUCTION PROJECTS)**

This policy forms part of the school's overarching commitment to Safeguarding and should be read in conjunction with the school's Safeguarding Policy.

Anyone who discovers a fire should immediately raise the nearest alarm.

Once the alarm has sounded, evacuation of the buildings should follow.

No one should enter or return to the building where there is an alarm ringing.

In the event of a fire it is the first duty of all concerned to prevent injury or loss of life.

For this purpose all staff should familiarise themselves with all means of escape in case of Fire.

If pupils sound the alarm, they should evacuate the building and inform the first member of staff that they see.

Evacuation Procedure

1. The Assembly Points for the Senior School are Year 7 - 10 and visiting Y6 pupils assemble on The Bank, Year 11 – 13 between Founders' Hall and Brunner House. Tutors and co tutors assemble with their relevant section and support staff and visitors assemble between the Bursar's Office and Brunner House. For Fairseat (the Junior School) it is the playground (tennis courts) for temporary classrooms, sports hall and Forest School and Waterlow Park for the main building and stable block. In the event of an alternative site being required, all

Fairseat staff and pupils should vacate to Waterlow Park and the Senior School should vacate to the upper part of the Bank and await further instructions.

2. The person in charge of each class must indicate the exit route to be used and everyone must be directed to the assembly point.
3. All staff and girls should evacuate buildings **by the most direct route in silence** and move in an orderly manner to the assembly point.
4. Staff should close doors and windows.
5. No running is to be permitted to avoid panic.
6. On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
7. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
8. Girls should line up in form groups according to year once at the assembly point.
9. Girls with temporary or permanent disabilities, which impair their mobility, hearing or sight are to be escorted by a nearby member of staff to the evacuation area and their location made known to the Deputy Head.
10. Visitors with disabilities which impair their mobility, hearing or sight are to be escorted by the member of staff they are visiting to the evacuation area and their location made known to the Deputy Head.
11. Any contractors based on site (other than occasional visitors) must have their own evacuation procedures which they must agree with the school prior to work commencing on site.
12. During the evacuation the following personnel should check the areas nominated below:

Senior School (See appendix 1)

- Bursar (or in his absence JC/RW) – all offices and ancillary spaces in Haigh House and Slingly, and to also include ICT offices and workroom adjacent to Library
- Head of Music – to conduct a check of all music practice rooms
- Art Technician – to check all unlocked storerooms and other non teaching spaces (kiln room/dark room/toilets) in Art Department
- Senior Science Technician – to check nobody is in ICT Server Room and also to check Staff Common Room and lower toilets
- Resource Technicians – To ensure pupil toilets in the Ark are vacated

Junior School (See appendix 2)

- Marcus Elwin/Louise McInerney/School Office – To inform Senior School Office and Caretaker that alarm has been activated.
- Theresa Luxford/Shahina Ahmed - to check pupil toilets, D.T. Storage Room and Art Store room on the lower ground floor
- Louise McInerney/School Office - to check staff room, toilet and kitchen on the ground floor
- Monica O'Hara/Rona Corkindale - to check Reprographics Area, Cleaners Store/Boiler Room (Basement), pupil and staff toilet on ground floor
- Becky Pieri/Ruth McEwan - to check Staff Workroom and Year 1 toilets on first floor, Deputy Head's office, toilets opposite Deputy Head's office, Director of Studies' office, staff toilet on ground floor.
- Simi Litiu/Danielle Galli – to check toilets and break out rooms on second floor
- Marissa Pepper/Caroline Jupp/Kate Rattenbury – to check music practice rooms, toilets, archives, drama store and library
- Kitchen Manager – To ensure all power in kitchen is switched off during evacuation
- Victoria Houry/Caroline Bolton - to check the temporary classrooms and Temporary Sports Hall

Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. This task is designated as the responsibility of the School Secretary in normal conditions as a telephone will be readily available at that location.

Roll Call – Senior School

- The School Office staff should take the registers and fire lists and Late and Signing Out Books from the Office to the Assembly Point and distribute to the Form Staff as promptly as possible.

- Form Tutors take the register. (If a Form Tutor is not there, the Co-Tutor should take the register of the Head of Section / Deputy Head should appoint another member of staff to deputise). Co-Tutors should also register with their forms.
- On completion, Form Staff confirm attendance with Heads of Section, who report to the Deputy Head.
- Designated members of staff check Visitors, Late, Absence and Signing Out Books.
- In the Senior School the Deputy Head registers form tutors and co tutors in Years 7-10; the Director of Studies registers Year 11 tutors; Director of Sixth Form registers Years 12 and 13 tutors and the Director of Music registers visiting music and LAMDA staff. The Headmistress' secretary registers admin staff and members of SLT; the Catering Manager registers kitchen staff/daytime cleaning staff and the School Office staff register visitors.
- **Everyone** on the premises, including visitors and instrumental music staff, must attend fire drills. All visitors are to be shown a note of fire alarm procedure when booking in.
- Names of unaccounted staff or girls should be forwarded to the Headmistress/Bursar
- Final confirmation of the check is given to the Headmistress or, in her absence, the Deputy Head.
- Pupils and staff should remain in position until dismissed by the Headmistress or a member of the Senior Leadership Team.
- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Roll Call –Junior School

- The Junior School Office staff should take the registers and fire lists and Late and Signing Out Books from the Office to the Assembly Point and distribute to the Class Teachers as promptly as possible.
- Class Teachers take the register. (If a Class Teacher is not there, the member of staff teaching the class at the time should do so.)
- On completion, Class Teachers confirm attendance with Head of Fairseat.
- The School Secretary is to check Visitors, Late, Absence and Signing Out Books.

- **Everyone** on the premises, including visitors and instrumental music staff, must attend fire drills. All visitors are to be shown a note of fire alarm procedure when booking in.
- Names of unaccounted staff or girls should be forwarded to the Head of Fairseat/Bursar
- Pupils and staff should remain in position until dismissed by the Head of Fairseat or a member of the Fairseat Management Team.
- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Summary of personnel roles during school hours

Caretaker – to wait at front of school and unlock main gates and side pedestrian gates. To meet and brief Fire Brigade about the site, location of fire if known and risks on site.

Bursar – to act as the main interface with the Fire Brigade once on site and when evacuation complete

Senior Person present (usually Headmistress/Head of Fairseat or Deputy Headteacher) – Oversee roll call in assembly area/s. Once complete to go to front of school to brief Fire Brigade on their arrival about any concerns regarding missing/absent personnel

Person discovering fire – Raise the alarm by breaking glass at a call point. Subsequently to notify school office who will inform the Fire Brigade as below

- Call the Fire Brigade using the nearest available telephone
- Dial 999
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

Other staff present – to supervise the safe evacuation of the building and ensure that all pupils in their immediate vicinity evacuate the building. The priority will be the preservation of life.

Form Tutors/Class Teachers– To register their forms and report to Head of Section after conducting registration

SLT as nominated – To register staff

Junior School Admin Assistant – on completion of other roles to walk to Temporary Sports Hall and temporary classrooms and alert staff that a fire alarm has sounded. In the event of a fire drill sports or other activities should continue. In the event of a fire then a member of staff from the Hall should liaise directly with Junior School staff and should be prepared to evacuate if the situation requires.

IN ORDER TO AVOID FALSE ALARMS BEING PASSED ONTO THE FIRE BRIGADE, THE SCHOOL OFFICE(S) ARE TO BE NOTIFIED IMMEDIATELY PRIOR TO ANY FIRE PRACTICE TAKING PLACE.

Fire Alarms out of normal school hours (at weekends, vacations and between 3.55pm/3.10pm and 8.25am)

- On hearing an alarm within a building, it must be evacuated and all pupils and staff must report to the assembly point.
- The person discovering the fire should raise the alarm and phone the fire brigade by dialing **999**. They should then ensure that they contact the senior person present. The person discovering the fire should then wait at the Cholmeley Park Entrance of the school in order to meet the fire brigade and brief them on the location of the fire. If the Bursar is on site he will wait at the front of the building to redirect the Fire Brigade to the rear entrance. If the Caretaker is present it will be sufficient to brief the Caretaker who will then proceed to brief the Fire Brigade
- The senior person present should proceed to the assembly point and conduct a roll call.
- Those staff managing pupil activities should escort girls to the assembly point with their register.

It is important that staff realise that the school has no direct link to the Fire Brigade and that in all situations where fire is detected or suspected, the Fire Brigade should be contacted by the person discovering the fire

Summary of personnel roles out of hours

Caretaker (if on site) wait at Cholmeley Park Entrance of school to meet and brief Fire Brigade about the site, location of fire if known and risks on site (Bursar to wait at front of school or redirect Fire Brigade)

Senior Person present – Conduct roll call in assembly area

Person discovering fire – Raise the alarm by breaking glass at a call point. Subsequently to phone 999 and report the fire to the fire brigade. Inform senior person present (if possible) about fire and then wait at front of school to brief Caretaker or Fire Brigade

- Call the Fire Brigade using the nearest available telephone
- Dial "999"
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

Other staff present – to evacuate the building and ensure that all pupils in their immediate vicinity evacuate the building

LAMDA Students – The Fire Assembly Point is in the playground between Brunner House and Founders' Hall. Students must register with their LAMDA teacher if the fire alarm sounds. The Librarian has lists of all LAMDA students and will give these to the appropriate teachers.

Any contractors based on site (other than occasional visitors) must have their own evacuation procedures which they must agree with the school prior to work commencing on site. This includes the school cleaners.

FIRE INFORMATION FOR STAFF

Fire Drills

It is the responsibility of the Headmistress and Governing Body of the premises to ensure that fire evacuation drills are carried out regularly. Fire drills must be conducted in both the Senior and Junior School at least termly or more regularly if there is any cause for concern. Further a Fire Drill must be conducted on completion of any major construction projects at the school. Staff must be compliant with the new interim arrangements that have been put in place.

Staff Responsibilities

All staff and visitors must sign in/out at the School Office when they leave enter the school building.

The Bursar is responsible for the implementation of the policy and is supported in this by the Senior School Designated Fire Officer (Caron Hesketh) and the Junior School Designated Fire Officer (Miss Pepper and in her absence Michael Hounslow)

Any concerns with Fire Procedures should be highlighted to either of these staff immediately

Fire Fighting Equipment

In the event of Fire, it is the first duty of all concerned to prevent injury or loss of life. There is no obligation on staff to attempt to control a fire by using extinguishers. The prime responsibility of staff is to escort all pupils to safety. Fire extinguishers may help in this process. If staff do use fire fighting equipment, they should take no risks with their own safety and should remember the following:

If extinguishers contain :	They are best used against fires involving :
Water	Wood, paper, plastics
Carbon Dioxide	Live electrical equipment
Foam	Flammable liquids e.g. oil & petrol
Dry Powder	All of the above

Be aware:

- Fires involving electricity are best extinguished by turning off the power and using carbon dioxide or dry powder extinguishers. Do not use water or foam based extinguishers.
- Water based extinguishers should not be used on flammable liquids such as fat, oil or petrol.

Fire safety in the Kitchen

Additional Fire Fighting equipment if provided for use in the kitchen including

- Automated Fire Suppression system in the event of a kitchen fire

Kitchen staff will be given regular training in the use of this equipment

Fire Safety in the Halls/Performing Arts Building

Prior to any major evening performance involving the use of a hall, the following actions should be undertaken:

- All performers on stage must be informed of their most direct escape route
- Those manning the lighting box should be informed that all house lights should be brought up in the event of the alarm sounding.
- An adult (usually one of the SLT) adult is nominated to call the Fire Brigade in the event of an emergency by dialing 999 from the nearest telephone. S/he should make the following announcement and to guide people to the assembly point. S/he should meet the Fire Brigade and assist them as required.

Hall/Performing Arts Building Announcement (Please give hand signals to reinforce these instructions)

You are requested to remain calm and to leave by your nearest exit. Everybody should assemble in the Assembly Point and await instructions.

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, are shown the primary escape routes of the school. They also receive instruction on the school fire evacuation routine.

All members of staff receive instruction and training appropriate to their responsibilities in the event of any emergency. All members of staff will each receive a personal copy of prepared

written instructions. Such instructions shall include details of how to call the Fire Brigade. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

Instructions for the person responsible for calling the Fire brigade

On hearing the Fire alarm:

- Call the Fire Brigade using the nearest available telephone
- Dial "999"
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

Fire Doors and Escape Routes

- Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time unless using properly authorized Dorgards.
- Escape routes must be kept clear from any obstruction or storage. Floors and walkways should not be used for general storage.
- Fire exits must never be locked when people are on site

Fire Risks

- Never obstruct the ventilation of electrical equipment particularly by storing items on top of computer monitors.
- All items of electrical equipment should be switched off when not in use especially at night and weekends.
- Close all doors and windows when leaving the school premises in the evening
- Avoid storing combustible materials near sources of heat.

Smoke Free Policy

Smoking is prohibited in all enclosed and substantially enclosed premises within the school. This policy applies to all personnel present on the site including visitors and contractors.

Monitoring and Review

The Bursar and Designated Fire Officer monitor this policy regularly. It is reviewed annually.

The Bursar is responsible for this policy.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

(August 2018)

APPENDIX 1 – CHECKING OF UNMANNED SPACES IN THE SENIOR SCHOOL

HAIGH HOUSE	Responsible	Checked
D FLOOR		
Art Technician Room	HA/TM	
C FLOOR		
Marketing Office	NS	
JF Office	JF	
PG Office	PG/JF	
SK Office	SK	
Dev Office	JF	
JN Office	JN/JF	
B FLOOR		

HM Office	HM Sec	
HM Sec Office	HM Sec	
Deputy Head Office	HM Sec	
Admissions Office	MMcH	
Staff Toilets	MMcH	
CP Office	CP	
Examinations Office	CP	
A FLOOR		
Disabled Toilet	NS	
Interview Room	NS	
SLINGLY		
D FLOOR		
Art stores	HA/TM	
Kiln Room	HA/TM	

Toilets	HA/TM	
Dark Room	HA/TM	
C FLOOR		
Staffroom	JC	
Staffroom Annex	JC	
Staff Toilets	JC	
B FLOOR		
ICT Offices	HW	
MM Office	HW	
Asst Heads' Office	HW	
Toilets	HW	
A FLOOR		
American Diner	RW	
Nurses Room	RW	
RHi Office	JC	
RW/JC Office	JC	

Toilets by rear door	JC	
MH Office	MH	
CM Office	CM	
BASEMENT		
Boiler Room	RW	
Dining Hall	RW	
CHANNING HOUSE and ARK		
C FLOOR		
Biology Prep Room	DG	
C18	DG	
B FLOOR		
Chemistry Prep Room	JS	
A FLOOR		

Resources	EMcB/SM	
Facility Manager's Office	EMcB/SM	
Caretakers Office	EMcB/SM	
Pupil toilets (Ark)	EMcB/SM	
BASEMENT		
Science Prep Room	SW	
ICT Server Room	SW	
Staff Coffee Room	SW	
Staff Toilets	SW	
FOUNDERS' HALL		
Music Practice Rooms	HOM/DHOM	
The Arundel Centre	SG	
Drama Office/Control Room	SG	
Toilets	SG	

APPENDIX 2 – CHECKING OF UNMANNED SPACES IN THE JUNIOR SCHOOL

SPACE	RESPONSIBLE	CHECKED
LOWER GROUND FLOOR		
PUPIL TOILETS	TL/SA	
D.T. STROAGE ROOM	TL/SA	
ART STORE ROOM	TL/SA	
GROUND FLOOR		
STAFF ROOM/TOILET/KITCHEN	LMc/Office	
REPROGRAPHICS AREA	MOH/RC	
CLEANERS STORE/BOILER ROOM (BASEMENT)	MOH/RC	
PUPIL TOILETS	MOH/RC	
STAFF TOILET	MOH/RC	
FIRST FLOOR		

STAFF WORKROOM	RP/SLaw	
YEAR 1 TOILETS	RP/SLaw	
DEPUTY HEAD OFFICE	RMc/MH/AD	
TOILETS OPPOSITE DEP HEAD OFFICE	RMc/MH/AD	
DIRECTOR OF STUDIES OFFICE	RMc/MH/AD	
STAFF TOILETS	RMc/MH/AD	
SECOND FLOOR		
TOILETS	SL/DG	
MUSIC ROOM		
MUSIC PRACTISE ROOMS	MPEP/CJ/KR	
TOILETS	MPEP/CJ/KR	
ARCHIVES	MPEP/CJ/KR	
DRAMA STORE	MPEP/CJ/KR	
LIBRARY	MPEP/CJ/KR	
TEMPORARY BUILDINGS		
Sports Hall and Classrooms	VH/CB	