



# Pitsford School

## School Policy Document

**Name of Policy:** Fire Safety Policy

**Audience:** Public

**Date for Next Review:** Autumn 2025

### **SLT Member(s) Responsible for Reviewing and Updating the Policy**

**S Sherlock/Health and Safety Committee**

## **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Pitsford school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

## **FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard.
- The people at risk.
- The measures to evaluate, remove, reduce and protect from the risk.
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

Fire Risk Assessment is carried out every three years by an appropriately qualified and certified contractor. The document is reviewed annually, or more frequently in the event of significant change to existing buildings or new construction on the site.

## **FIRE DETECTION**

Pitsford School premises must have adequate means of fire detection.

The Estate team are responsible for arranging a six monthly professional check on fire detection and warning equipment by a competent contractor and records of these tests and servicing are maintained in a fire log book held by the Bursar.



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## **FIRE ALARM**

Pitsford School has adequate means of raising the alarm in the event of a fire. Each system is tested weekly by the Estates team recording the date, time and noting any defects. The alarm will be activated using a different activator point each week, where practical.

The Estate team are also responsible for arranging an annual service of the fire alarm systems and smoke detectors by a competent contractor and records of these tests and servicing are maintained in a fire log book held by the Bursar.

## **FIRE FIGHTING EQUIPMENT**

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in Pitsford School premises.

The Estate team are responsible for arranging all fire extinguishers, fire hoses, wet and dry risers and other fire suppressant systems to be serviced six monthly by a competent contractor and the service date recorded on each extinguisher system. A record is also held by the Bursar.

## **EMERGENCY LIGHTING**

Pitsford School has emergency lighting installed where lighting would continue to be required in the event of a mains failure, eg stairs, passageways and emergency exits.

The Estate team are also responsible for arranging a six monthly service by a competent contractor and records of these tests and servicing are held by the Bursar.

## **ELECTRICAL SAFETY**

Pitsford School has current electrical test certificates for all buildings and uses qualified Electrical Engineers to inspect and maintain its electrical installations.

The Estate team are responsible for arranging portable appliance testing bi-annually and records are held by the Bursar.

The Science technicians check that all Scientific and DT equipment is switched off at the end of each school day. The Catering contractor staff check that all kitchen equipment is switched off at the end of each school day.

## **LIGHTNING PROTECTION**

All lightning protection and earthing conforms to BS 6651-1999 and is tested annually by a specialist contractor. Records of these tests are held by the Bursar.



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## **GAS SAFETY**

All gas appliances are maintained and serviced on an annual basis by Gas Safe Registered Engineers. Records of these tests and servicing are held by the Bursar.

All kitchen equipment is switched off at the end of each day and all laboratories are checked daily to ensure that the central gas supply is switched off.

## **SAFE STORAGE**

All flammable materials used in teaching or maintenance are locked in purpose made, flame proof containers.

## **RUBBISH AND COMBUSTABLE MATERIALS**

Flammable rubbish is stored away from our buildings in the covered skip and combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **LETTING OR HIRING THE SCHOOL**

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures. A school officer is always on call when the school is let or hired for an outside function or event.

## **RESPONSIBILITIES OF FIRE SAFETY MANAGER**

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- Fire risk assessments are regularly reviewed and updated.
- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is circulated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

## **RESPONSIBILITIES OF FIRE MARSHALS**

Where possible the school has at least one trained Fire Marshal in every building and it is their responsibility to regularly inspect the means of escape and to ensure they are kept



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clear of obstructions and tripping hazards. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive periodic refresher training.

## **RESPONSIBILITIES OF ALL STAFF**

Teaching staff are predominately responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar/Deputy Head. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

## **EMERGENCY PROCEDURES**

Fire evacuation notices are displayed throughout the school buildings, display the following:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the field by the quad for Senior School and on the playground for the Junior School.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar/Deputy Head who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your pupils until the all clear is given.

## **SUMMONING THE FIRE BRIGADE**

The School Office is manned between 8.00am and 5.30pm during weekdays in term-time and between 9.00am and 3.00pm during half terms and holidays, apart from Bank Holidays and the Christmas closedown. Individual buildings have different fire alarm activation and alarm procedures displayed in each room. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the office staff have standing instructions to summon the Fire and Emergency Service at once.

One of the Estates Team is available, 7 days a week, and 365 days a year, including public holidays and has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire drill).



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## **BRIEFING NEW STAFF AND PUPILS**

All our new staff and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Pitsford School and for pupils that require more support, the teaching staff will identify these pupils and ensure they are proficient in evacuation. We show them where the emergency exits and escape routes are located. Fire action notices are displayed on the walls of all rooms, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training, including the basic use of fire extinguishers, periodically. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

## **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and are told the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

## **DISABLED STAFF, PUPILS OR VISITORS**

Pitsford School have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person, together with the location of their safe refuge point, are passed to the Bursar as soon as he or she reaches the assembly point. It is the responsibility of the Bursar to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

## **FIRE DRILLS**

We aim to hold one fire drill every term at Pitsford school. A separate fire practice is carried out for the senior school and junior school respectively. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

Written records of fire drills will be maintained in the fire log book by the Estates team.



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## **FIRE PREVENTION**

Pitsford School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Estates team and Heads of Departments will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials.
- Regularly inspect all areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Include fire prevention and evacuation procedures during the induction process with all new starters.
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## **FIRE TRAINING**

Staff will be informed on action to take if they discover a fire, including how to activate the fire alarm and action to take on hearing the alarm, including location and use of exits and escape routes. Pupils will be informed of exits and escape routes.

Fire Marshals will be trained in emergency evacuation procedures, use of fire extinguishers, emergency procedures and how to spot fire hazards.

## **ESCAPE ROUTES AND EMERGENCY EXITS**

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Keeping fire routes and exits clear at all times.
- Alarm procedures as follows for each building:
  - Pitsford Hall – Fire Alarm System.
  - Wake building – Fire Alarm System.
  - Sunley building – Fire Alarm System.
  - Sports Centre – Fire Alarm System.
  - Library – Fire Alarm System.
  - Main School – Fire Alarm System.
  - Junior School – Fire Alarm System.