



# Skippers Hill Manor Preparatory School

BELLEVUE | EDUCATION

## **Fire Safety and Prevention Policy**

This policy applies to all pupils at Skippers Hill School, including those  
in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Reviewed: September 2019

Next review: July 2020

## **KEY STAFF FOR FIRE SAFETY AND PREVENTION**

Headteacher/Principal:	Mark Hammond
Chair of Health and Safety Committee:	Mark Hammond
Lead Person for Fire Safety ("the competent person"):	Mark Hammond
Fire Wardens/Fire Marshals:	Mark Hammond Chris Walker
Safeguarding Governor	Christopher Sanderson

## **ADDRESS OF PREMISES**

Skippers Hill Manor Prep School  
Five Ashes  
Mayfield  
TN20 6HR

Skippers Hill School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there can be approximately 200 pupils and 50 staff on the school site.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages DexAllen Fire Associates to undertake its full Fire Risk Assessment (FRA). This is undertaken every three years and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the health and safety officer and caretaker.

Ongoing risk assessment, maintenance and upgrades to fire alarms and systems are conducted four times per year by NKM Fire.

Date of last external Fire Risk Assessment: July 2016 (next review scheduled for Autumn 2019)

Date of last in-house review of the FRA: September 2019

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise. All meetings are minuted.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment; All boilers are oil fired and are serviced annually by Greener.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school is not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins are be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.

- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment.
- Kitchen staff ensure that chemicals used in kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen are regularly checked. Kitchen gas supplies are serviced annually by Calor.
- Science: electricity and gas services within the labs and prep rooms are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years (last carried out August 2017). No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school. Chargers for lap tops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance. No socket protectors are in use in the school.
- Computers: Computers and laptops are in every classroom, office and room in the school. Pupils should not be left unsupervised with computers.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Fire Warden liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

### **SUMMARY OF FIRE SAFETY RESOURCES**

- There is a double battery back-up fire alarm system installed.
- There are eight main fire escapes from the main school building three at the front, three at the back and one from each side.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

## SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who is supported in relation to fire safety and prevention by the caretaker
- Average evacuation time in standard drills is 2 mins and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 3 - 4 mins
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

## DETAILED EVALUATION

1. The school premises are used for educational purposes only.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken at least 6 monthly by NKM
- Maintenance of fire alarm system is undertaken at least 6 monthly by NKM
- Maintenance of emergency lighting is undertaken at least 6 monthly by NKM
- Maintenance of fire detection equipment is undertaken at least 6 monthly by NKM

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are two sets of stairs which are easily accessed from the first floor classrooms. Fire door escapes exist at the back and front of the school building and there are also external doors to ground floor classrooms.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.
5. There are fire alarms, and heat and smoke detectors on every floor.
6. Emergency lighting is in place for all floors and exits. These are checked at least half termly by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested by NKM twice a year.
7. There is a detailed Fire Emergency Plan for the building
8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school office.
9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.
10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.
11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.
12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register with breakfast club on arrival.
13. Alarm systems are linked across the whole school site; When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.

14. The fire alarm panel is situated in the main entrance which will indicate the place of call point activation.
15. The fire brigade is called manually by a member of the office staff
16. The lead fire officer/headteacher liaises with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.
18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

### **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Installation of a robust fence and gate.
  - An intruder alarm system which is activated once the premises is vacated
  - Ensuring that all windows are closed and locked once the premises is vacated
  - Preventing unauthorised entry to the building by use of key codes on external doors
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

### **MAINTENANCE AND ROUTINE TESTING**

#### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

#### Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

#### Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

#### Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested at least six-monthly by the provider NKM

#### Annually

- All fire-fighting equipment is checked annually by the providers NKM
- Portable electrical equipment is inspected annually and PAT tested by a qualified person: the school caretaker

#### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

### **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

- **Fire Wardens: Mark Hammond (Headmaster) and Chris Walker (Groundsman)**
  - The headmaster is responsible for:
    - Reviewing and updating relevant policies, including the Fire Risk Assessment
    - Inform and update staff and organise training
    - Carry out regular fire drills
    - Plan for emergencies
  - The Groundsman is responsible for
    - Overseeing/carrying out daily and weekly checks on fire alarm system
    - Carry out daily checks of fire escape routes
    - The removal of dangerous substances
- **Health and Safety Committee (please refer to Health and Safety Policy):**
  - Chair - Health and Safety Co-ordinator (HSC), Lead First Aider: Mark Hammond
  - Deputy Head, DSL, Educational Visits Co-ordinator, Science, Games, Staff Rep: David Leggett
  - Member of SLT, EYFS: Loraine Pincott
  - Member of Site Staff, Kitchen, Domestic: Kim Martin, Chris Walker

### **Role of Teachers:**

- On hearing the fire alarm, each teacher will check that their classroom is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation teachers should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The teachers's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.

### **Role of Form Tutors:**

- Class lists will be provided by the front office staff at the roll call point
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

### **Role of teaching staff who do not have a tutor group:**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

### **Role of members of the front office**

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
  - A list of each member of that particular class/tutor group
  - Information of whether each pupil should be present in the building

- Contact phone number for teacher
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- Unless the school has an automatic connection to the emergency services, if the evacuation is not a drill, to dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that a current list of pupils who are registered absent from school at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any teacher being absent from school, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

**Role of Person in charge at the roll call point - Fire Warden**

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff.
- Liaise with the fire brigade on its arrival.

## **APPENDIX 1: FIRE PROCEDURES**

### **SAMPLE EMERGENCY OPERATING/EVACUATION PROCEDURES**

**In the event of an emergency situation arising at School which in the opinion of any member of Staff should involve the evacuation of all buildings, the Fire Bell/Alarm should be activated and everyone will assemble on Top Quad or in the Gymnasium as directed.**

#### **FIRE ALARMS**

**If the alarms ring, do the following:**

- **Stand up quietly, put your chair in and await the teacher's instructions**
- **The teacher will ask you to line up at the door and proceed to the Top Quad by the route set out below**
- **Do not chat, and walk in a single file**
- **If, for any reason, you are not in a classroom (in transit or at a relief station), do not return to the classroom but go straight to the Top Quad via the nearest exit**

#### **EXIT ROUTE:**

##### **Option 1**

**Back Quad – Lane**

**Front Car Park**

**Top Quad**

##### **Option 2**

**Direct to Tennis Court**

## APPENDIX 2: FIRE RISK ASSESSMENT

AREA	HAZARD		AT RISK	SCALE			REMOVE/REDUCE RISK	ACTION
	SOURCE	FUEL		H	M	L		
GYM	Theatre lights Sound unit	Dust Clutter	Staff Pupils			*	Dust/Clean at start of term Check locked after use Remove clutter Do not overload sockets	Check main unit disconnected after use Placed on caretaker's schedule PAT Testing
GYM BOILER	Oil Boiler	Oil	Staff Pupils			*	Keep clear of clutter	Ensure locked/boilers inspected annually
PCHS  Pool Chemicals	Boiler Room Pump Electrics Separate shed for chemicals	Oil  Wooden walls Chemicals	Staff Pupils		*		Keep Boiler Room clear Regular check Shed door locked	On annual contract MH/CW pool plant checks
OFFICE (FRONT)	Storage Electrics	Paper	Staff Pupils			*	Keep entrance clear	Office staff regular tidying PAT Testing
OFFICE	Computers Shredder laminator	Paper	Staff Pupils			*	Promote good housekeeping Staff training - fire risk assessment, extinguishers Do not overload adapters	Stations closed down at night PAT Testing
DINING ROOM	Hot Plate		Staff Pupils			*	Promote good housekeeping Staff training - fire risk assessment, extinguishers	PAT Testing
MUSIC ROOM	Clavinova Stereo Keyboards Electrics		Staff Pupils			*	Staff training - fire risk assessment, extinguishers Do not overload adapters	Items only moved by CW PAT Testing Switch off when not in use

	Projector							
FUSE CUPBOARD			Staff Pupils		*		No storage in Fuse Area	Locked
WASHING UP/ LINEN ROOM	Water Heater Tumble driers Washing machines		Staff Pupils			*	Staff training - fire risk assessment, extinguishers	Medicine cupboard locked PAT Testing Switch off when not in use
MANOR HOUSE BOILER ROOM	Boiler		Staff Pupils		*		Keep boiler room clear	On annual contract
CLASSROOMS STAFFROOM	Electrical Computers Smart Boards	Soft furnishing Paper materials	Staff Pupils			*	Teachers to check regularly /switch off at end of day Staff training - fire risk assessment, extinguishers	Stations off when not in use Check Leads are clear Good housekeeping Regular cleaning at end of day by cleaners PAT Testing
MUSIC PRACTICE ROOMS	Electrical items and instruments	Drums and instruments	Staff Pupils			*	Good housekeeping Staff training - fire risk assessment, extinguishers Staff training - fire risk assessment, extinguishers	Switch off electrical items PAT Testing, including peripatetic electrical equipment
ART ROOM	Paper Paint storage Glue guns	Paint/paper Art materials	Staff Pupils			*	Good Housekeeping Paints away from electrics Staff training - fire risk assessment, extinguishers	Storage door locked Glue guns stored Refer to separate risk assessment in place
SCIENCE ROOM	Chemicals Cylinders Computers Fume Cupboard Matches	Chemicals Gas Paper	Staff Pupils	*			AA completes annual Risk assessment Locked chemical cupboard Staff training - fire risk assessment, extinguishers	Promote good housekeeping Shut down stations when not in use See separate risk assessment in place

LIBRARY	Computer storage unit Electrical equipment	Books Furniture	Staff Pupils			*	Good housekeeping Staff training - fire risk assessment, extinguishers	IT technician checks on chromebooks and storage
KITCHEN LARDER	Gas ovens Equipment Matches	Calor gas source Electric appliances	Staff Pupils	*			Gas tanks located externally	Gas certification Electrical checked annually See separate risk assessment
OUTSIDE GAS STORAGE		Gas	Staff Pupils	*			Clear signage	Fenced off and locked Annual checks
GROUNDSMAN WORKSHOP	Matches Equipment	Materials Chemicals Paints Tools	Staff Pupils	*			Good housekeeping Staff training - fire risk assessment, extinguishers	Workshop locked
KILN ROOM	1 kiln and independent boiler	Oil boiler in separate room	Staff Pupils	*			Check kiln off	Part of annual electrical check Boiler door to kept locked Kiln annual service and check
OIL TANKS	Oil tanks X 3	Oil	Staff Pupils			*	All tanks are purpose built and meet regs	Tanks locked Annual check
<ol style="list-style-type: none"> <li>1. School has a no smoking in building policy</li> <li>2. Evacuation routes checked and cleared daily</li> <li>3. All alarms/detection checked by external specialists</li> <li>4. Fire Evacuation Drills termly as a minimum/Route 1/2</li> <li>5. Detector and Alarm points checked weekly by rotation</li> <li>6. Keep school clean and tidy with the careful disposal of rubbish and waste materials</li> <li>7. Electrics checked regularly by qualified person or outside contractor, as well as checks on boilers/extinguishers/alarms/boilers/kiln</li> <li>8. Caretaker on site for immediate resolution of day to day risks; Headmaster and family onsite for H &amp; S reasons</li> </ol>								

### APPENDIX 3: FIRE EVACUATION ROUTES

These are detailed in the Emergency Operating/Evacuation Procedures posted in each room and shown on the Zonal Evacuation Map.

- Option 1** - Primary Escape Route  
**Option 2** - Secondary Escape Route

	ROOM	ROUTE
1	REC, Y1 & Y2	Back Quad – Lane – Front Car Park – Top Quad
2		Tennis Court
1	Gym	Playground - Top Quad
2		Front Car Park – Lane – Tennis Court
1	Office, HM Study	Front Hall – Front Door – Front Car Park – Top Quad
2		Front Door – Front Car Park – Lane -Tennis Court
1	Dining Room, Y3 and 4	Exit to Playground – Top Quad
2		Exit via Washing Up-Room – Rose Garden – Lane – Tennis Court
1	Top Block; KG	Exit to Playground – Top Quad
2		Front Car Park – Lane – Tennis Court
1	Library	Back Quad – Lane – Front Car Park – Top Quad
2		Back Quad – Tennis Court
1	Music Practice Rooms; Workshop	Back Quad – Lane – Front Car Park – Top Quad
2		Exit – Back Quad – Tennis Court
1	Art Room; Garden Room	Exit on corridor – Playground – Top Quad
2		Exit by door to Back Quad– Tennis Court
1	Science Room	Exit own door – Playground – Top Quad
2		Exit Art Room via door to Back Quad– Tennis Court
1	Washing Up Room and Linen Room	Exit to Rose Garden – Front Car Park – Top Quad
2		Exit to Rose Garden – Lane – Tennis Court
1	Kitchen	Back Quad – Lane – Front Car Park – Top Quad
2		Back Quad – Tennis Court
1	Main Offices	Front Door – Front Car Park – Top Quad

2		Front Door – Front Car Park– Tennis Court
1	DH Office	Front Hall – Front Door – Front Car Park – Top Quad
2		Interior Office Door – Back Stairs – Washing Up Room – Rose Garden – Lane – Tennis Court
1	Flat	Lounge Door – Front Door – Front Car Park – Top Quad
2		Rowan’s Bedroom – Back Stairs – Washing Up Room – Rose Garden – Lane – Tennis Court
3		Assemble in Sam’s Bedroom – Exit window to Fire Escape – Rose Garden
1	LLOYDS/HOODS/ RICHARD JONES	Landing-Front Stairs-Front Door- Top Quad
2		Landing- Front Stairs-Front Door-Lane-Tennis Court
1	BRAITHWAITES	Landing-Back Stairs-Front Door-Top Quad
2		Landing-Back Stairs – Front Door-Lane-Tennis Court
1	Performing Arts’ Room	Exit door to Top Quad
2		Exit Door – Lane – Tennis Court