



## **FIRE SAFETY POLICY**

### *Our Mission*

*Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.*

### **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 the safe evacuation of our buildings should a fire break out.

### **PART I: FIRE SAFETY**

#### **Aim**

The fire safety policy, procedures and risk assessments at Farnborough Hill are designed to avoid fire breaking out and to help our personnel to respond calmly and effectively in the event that fire does break out in one of our buildings.

This policy should be read in conjunction with:

- Fire Instructions Policy
- Critical Incident Policy and Plan

#### **Role of the School Fire Safety Manager**

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

- The *Fire Safety Policy* is kept under regular review by Governors and the SLT.
- The *Fire Safety Policy* is promulgated to all relevant personnel.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- 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 constructed.
- Records are kept of all fire practices.
- Certificates and records for the installation and maintenance of fire-fighting systems and equipment are kept.

#### **Emergency Evacuation**

Procedures are detailed in the School's *Fire Instructions Policy*.

## **PART 2: FIRE SAFETY PROCEDURES**

### **Briefing New Staff and Pupils**

All our new staff (teaching and non-teaching alike) and all new pupils, are given a briefing on the School's emergency evacuation procedures as soon as possible after joining. They are informed about the locations of emergency exits, escape routes and the outside assembly point. Fire action notices are displayed on the walls of all rooms and all the staff are made aware of what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

INSET training is given to all staff during their first term and regular refresher training is given thereafter. Staff are informed that they should not attempt to use a fire extinguisher if they have not been trained in its use.

### **Visitors and Contractors**

All visitors and contractors are required to sign in at the School Office or the Bursary where they are issued with either an Escorted (pink lanyard) or Unescorted (green lanyard) visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation procedures and the location of the assembly point. At whole school events where unescorted parents and/or visitors are located in areas that do not have obvious escape exits, appropriate instructions are given.

### **Disabled Staff, Pupils or Visitors**

Special fire safety measures are to be included in all risk assessments for disabled pupils and, if appropriate, their carers and for disabled members of staff or visitors. Consideration of fire safety should also be included in risk assessments for pregnant staff.

The Headmistress's PA/School Office will phone the School Nurse from a school mobile/Prep phone, as soon as the fire alarm is activated, in order to ascertain if assistance is needed to evacuate a pupil. If the School Nurse is not present, the Wellbeing Officer will ring the Prep phone to confirm if assistance is required. If the School Nurse, or Wellbeing Officer, identifies that help is required in evacuating a pupil from the Rennie Surgery area, the Headmistress's PA/School Office should then inform the Facilities Manager (or Bursar in the Facilities Manager's absence) where they are standing outside at the evacuation area to alert them of this. The Facilities Manager will then arrange the next steps.

### **Fire Practices**

One fire practice is held every term at Farnborough Hill which, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the School can safely be evacuated in the event of a fire.

Fire alarm tests are carried out weekly throughout the year by the Caretaking Team who sign and date a record of the test. Any issues which are flagged up by the test are immediately reported to the Facilities Manager.

### **Fire Prevention Measures**

The following fire prevention measures are in place at Farnborough Hill:

#### Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed throughout the School.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- Emergency exits are illuminated by emergency lighting/signs.
- The master panel for the alarm system is located in the corridor outside the main staffroom and shows the location of a fire. It is fitted with an uninterrupted power supply.
- Alarms sound in all parts of the building. In the D&T Resistant Materials Workshop they are supplemented by a visual alarm (flashing light).

- Fire routes and exits are kept clear at all times. The Caretaker is responsible for unlocking the buildings in the morning. He removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed, and reports any defects.
- The Facilities Manager also arranges for an ISO9001 certified/BAFE approved contractor to carry out a six-monthly service of alarms and smoke detectors, and annual service of the fire extinguishers with the annual three-hour test of the emergency lights conducted internally by the Caretaking Team.

#### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. Members of the Caretaking, IT and Science staff have been trained in this role.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

#### Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor.

#### Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

#### Safe Storage

- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

#### **Letting or Hiring the School**

A school Caretaker is always on duty/call when the School is let or hired for an outside function or event.

### **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment has been produced by Assurity Consulting followed by Pearson-Webb and it 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

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments are kept by the Facilities Manager in the Bursary and are reviewed every 12 months or in the event of significant changes to buildings or their usage.

This policy is reviewed annually by the Bursar.

The next review is due in September 2026.