



the *King's* school

# Fire Safety Policy

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## FIRE SAFETY POLICY

### Introduction

The King's School is committed to establishing and maintaining high standards of fire precautions in all its buildings, in order to protect students, employees and visitors. To ensure this happens, we must:

- Ensure all steps are taken to provide an adequate level of fire safety;
- Take suitable steps to ensure compliance with fire legislation;
- Accept effective and pro-active fire safety management is an essential element in the overall safety management of the site;
- Carry out fire risk assessments in compliance with legislative requirements;
- Implement an effective testing and maintenance regime for all fire detection equipment, fire fighting equipment and escape routes;
- Provide appropriate training to help comply with fire safety standards.

### Responsibilities

All sites are required to produce and document suitable procedures for the management of fire safety. The person responsible is the manager of the site, but responsibility for day-to-day management can be delegated to a suitably competent person.

### Legislation

Fire safety is contained in different acts and regulations but more notably:

- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- The Regulating Reform (Fire Safety) Order 2005.

The general provisions of the Health and Safety at Work Act 1974 require employers to ensure that they provide employees with safe places of work, safe systems, information, instruction and training.

The Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1997 call for the concept of risk assessment to be adapted in any workplace.

Some of the main legislative requirements under the Fire Precautions (Workplace) Regulations 1997 (as amended) are as follows:

### Regulation 4: Fire Fighting and Detection

Where necessary (whether due to the features of a workplace, the activity carried out there, any hazard present there or any other relevant circumstance) in order to safeguard the safety of employees in case of fire:

- A workplace shall, to the extent that is appropriate be equipped with appropriate fire-fighting equipment and with fire detectors and alarms.
- Any non-automatic fire-fighting equipment so provided shall be easily accessible, simple to use and indicated by signs.

### **Regulation 5: Emergency routes and exits**

- Where necessary in order to safeguard the safety of employees in case of fire, routes to emergency exits from a workplace and the exits themselves shall be kept clear at all times;
- The following requirements must be complied with in respect of a workplace in order to safeguard the safety of employees in case of fire;
- Emergency routes and exits shall lead as directly as possible to a place of safety;
- In the event of danger, it must be possible for employees to evacuate the workplace quickly and as safely as possible;
- The number, distribution and dimensions of emergency routes and exits shall be adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present there at any one time;
- Emergency doors shall open in the direction of escape;
- Sliding or revolving doors shall not be used for exits specifically intended as emergency exits;
- Emergency doors shall not be locked or fastened so that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- Emergency routes and exits must be indicated by signs;
- Emergency routes and exits requiring illumination shall be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

### **Regulation 6: Maintenance**

Where necessary in order to safeguard the safety of employers in case of fire, the workplace and any equipment and devices provided in respect of the workplace under regulations 4 and 5 shall be subject to a suitable system of maintenance and be maintained in an efficient state, in efficient working order and in a good state of repair.

**The table below sets out minimum standards:**

<b>Equipment</b>	<b>Period</b>	<b>Action</b>
Fire detection and fire warning systems.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units. Test operation of system.
Fire detection and fire warning systems.	Annually	Full Check and test of system by a competent service engineer.
Emergency lighting equipment including self-contained units.	Bi-annually	Check units and replace batteries as required. Repair or replace any defective unit.
Emergency lighting equipment including self-contained units.	Annually	Full check and test of systems and units by competent service engineer. Replace batteries where necessary.
Fire fighting equipment including.	Annually	Full check and test by competent service engineer.
Fire fighting equipment.	Every Five years	Re-charged.
Fire fighting equipment.	Every Ten years	All fire fighting equipment replaced.

## Fire Records

All records of fire and safety inspections will be recorded on documents held by the Facilities, Health and Safety Manager and will be available for inspection.

The following fire records are to be maintained by the Facilities / Health and Safety Manager:

- Persons with special responsibilities;
- Fire alarm call point locations and checks;
- Weekly fire alarm tests;
- Fire alarm fault records;
- Fire alarm maintenance inspection;
- Emergency lighting maintenance inspection;
- Fire-fighting equipment routine monthly checks;
- Fire drills;
- Fire-fighting equipment tests and maintenance by contractors;
- Training records (quarterly and on induction)
- Visits and inspections by the fire service, insurance company advisers and police crime prevention officers.

A record of any vandalism or minor fire-setting in the school grounds should be included in the Security Incident Reports kept by the school and shared with the local police crime prevention officer.

## Management of Health and Safety at Work Regulations 1999

### Fire Risk Assessment

These regulations require employers to make suitable and sufficient assessments of the risks to the health and safety of employees whilst they are at work and to anyone else who may be affected by the employers undertaking. The risk assessment will help you determine the chances of a fire occurring and the dangers from fire that your workplace poses.

The risk assessment process:

- Step 1** - Identify potential hazards in the workplace
- Step 2** - Decide who might be in danger
- Step 3** - Evaluate the risks arising from the hazards and decide if your existing fire precautions are adequate or whether it is possible to remove or further control the risks
- Step 4** - Record your findings
- Step 5** - Keep the assessment under review

An external contractor with sufficient experience and knowledge will be requested to conduct a yearly risk assessment of the School. The aim of a fire risk assessment is to identify all fire hazards, quantify their risks and devise measures to reduce the risks to a manageable and acceptable level.

### Fire Hazards

Suggestions include:

- Work activity
- Materials
- Contents of workplace [furniture]

- Electrical appliances
- Construction and layout of the workplace
- Numbers of people likely to be present
- Readily combustible materials
- Highly flammable liquids, gases etc
- Possible sources of heat and ignition
- Unsatisfactory structural features

### **Emergency/Evacuation Procedure**

The purpose of such a procedure is to ensure that the people in the School know what to do if there is a fire and to ensure that the workplace can safely be evacuated. The King's School Fire Evacuation Procedure is attached as Appendix A. The action to take on discovering a fire is attached as Appendix B.

In drawing up an emergency plan we need to take into account the results from any fire risk assessment. The King's School site must have a site specific evacuation plan and this plan needs to be in a written format and brought to the attention of people using that site.

Any plan should provide clear instructions on:

- The action employees should take if they discover a fire;
- How people will be warned if there is a fire;
- How the evacuation of the School should be carried out;
- Where people should assemble;
- Identification of key escape routes;
- The duties and designations of employees with specific responsibilities in the event of a fire;
- Arrangements for the safe evacuation of people with disabilities;
- How the fire brigade will be notified.

### **Fire Awareness Training**

Fire awareness training will be conducted at regular intervals to ensure staff understand:

- The action to take on discovering fire;
- How to raise the alarm;
- The action to take upon hearing the alarm;
- The procedure for alerting members of the public, visitors and students;
- The School evacuation procedures;
- The importance of fire risk assessment;
- The importance of good house-keeping.

### **Fire Warden Training**

The School will ensure an adequate number of Fire Wardens have been trained and understand their roles in the event of an incident. Refresher training will be undertaken annually for each designated Fire Warden. Fire Wardens will assist in :

- Representing their department and line manager in communicating fire related issues and concerns raised by any member of the School;
- Advising and communicating the fire evacuation procedures and assist in the review of their effectiveness;

- The safe evacuation of the building in the event of an incident; control the scene until the fire service arrive and assist in department roll calls as necessary to ensure all personnel are accounted for;
- Highlighting procedural shortfalls or hazards discovered in their specific working areas in order to prevent a fire occurring;
- Implementing audit findings, briefing line managers on potential hazards and assist in the implementation of effective control methods.

## Fire Drills

Evacuation procedures will be practiced every School term, with records being maintained to highlight lessons learned and recommendations made for improvement.

## Fire Fighting Equipment

All fire fighting equipment should be checked at least once a month so that defects can be promptly fixed. An approved contractor must inspect the equipment at least once per year. These activities should be recorded.

## Types and Use of Fire Extinguishers

TYPE	COLOUR CODE	EXTINGUISHING ACTION	CLASS OF FIRE	METHOD OF USE
WATER	RED	By cooling the burning material	<b>Class A</b> - Do not use on live electrical equipment	Aim jet at base of fire moving it from side to side
CARBON DIOXIDE	BLACK	Vaporising liquid gas which smother flames	<b>Class B</b> - Suitable for use on live electrical equipment	Aim jet at base of the flame moving it from side to side  <b>Note:</b> CO2 can asphyxiate in confined spaces
DRY POWDER	BLUE	Knocks down flame	<b>Class A &amp; B</b> - Safe on live electrical equipment although re-ignition may occur	Aim jet at base of the flames and use a rapid side to side sweeping effect
FOAM	CREAM	Forms a blanket of foam	<b>Class B</b> - Not suitable for use on live electrical equipment	Aim jet at base of fire.

## Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of

work and removed to a safe location outside and away from buildings for early disposal. Smouldering or burning refuse is not to be disposed of at refuse collection points.

Paint materials, used stencils, oily rags, oily overalls, etc are highly flammable. Such items should be removed to a safe external location on cessation of work. If this is impractical they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material.

The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

### **Smoking**

Smoking is one of the main causes of fire and is prohibited on the King's School premises.

### **Flammable Materials**

Flammable materials are not to be stored near any form of heating.

### **Electric Fires**

Electric fires are not to be used within the school unless they have been approved by the Facilities, Health and Safety Manager. A member of staff must always be in attendance to ensure it is used correctly and situated away from combustible materials.

### **Electrical Appliances**

When using electrical appliances, the following rules should be observed:

- They are to be switched off and unplugged when not in use;
- The use of multi-plug adapters is prohibited;
- They are to be fitted with the correct plug for the socket provided. Plugs and cables are to be undamaged;
- Temporary wiring and extensions are not to be used;
- Inspection lights are to be of an authorised pattern and fitted with a guard.
- Electrical faults are to be reported immediately to the Facilities Team on the repair log.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings and portable equipment should be as short as possible and should be inspected regularly and replaced if worn.

### **Controlled Burning**

Burning of any sort is forbidden.

### **Rubber**

Rubber is not to be stored with other flammable stores and is to be kept cool, dry and well ventilated. Rubber is to be stored away from the rays of the sun.

### **Paint and Solvents**

Paints and solvents suitably marked are to be segregated in properly prepared stores, which are to be clearly signed. Paint stores are to have electrical fittings of the approved safety pattern.

## **Grass and Undergrowth**

Grass and undergrowth is to be kept cut well back from buildings.

## **Buildings used for Entertainment Purposes**

A significant risk to the loss of life is where large gatherings congregate in the School. This is often during drama events or parents evenings. Staff organising such events must know the means of escape in case of fire. These are to be clearly indicated and are to be unlocked and unobstructed.

Any decorations that increase the fire risk are prohibited.

Decorations are not to be pinned or wired to any form of electrical wiring. Naked flame is not to be used as a means of illumination. However, if candles etc are necessary for decor or stage productions, they are to be fixed in candlesticks with a heavy base and must not be so positioned as to present a fire hazard.

Any temporary staging is to be secure and is not to obstruct fire exits. Supplementary wiring is only to be carried out by a qualified electrician.

Special care is to be taken when tentage is used for entertainment or other exhibition purposes. Under no circumstances are tents or marquees to be directly attached to, or sited within, five metres of permanent buildings. If direct access from permanent buildings is required on an occasional basis, a covered walk way is to be provided. Particular care is to be taken in the provision of lighting and heating in tentage.

A sufficient number of fire appliances must be available to deal with an outbreak of fire. Adequate supervision of children's entertainment is essential. At parties and cinema shows, sufficient personnel are to be available to act as marshals to control and evacuate the children to safety.

## **Kitchens**

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs. This must include how to isolate the gas supply.

Appendix D sets out special considerations in relation to Deep-fat fryers and bratt pans

## **Vandalism and Damage Limitation**

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and arson is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of students' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

The School Business Manager and Facilities Team should be informed of any signs of fire damage.

## Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Fire-retardant materials should be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

- Displays should be limited on escape routes or block exits
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

## Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse or circuit breaker. If a fault occurs, it must be checked by an electrician before continuing use. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked at least annually by a competent person. Appendix E sets out special considerations in relation to Electricity.

## Workshops

Cutting and welding operations have caused many serious industrial incidents.

The use of cutting or grinding equipment should be carefully controlled as the sparks produced in such operations are hot enough to be ignition sources. Appendix F sets out special considerations in relation to workshops.

## Science Department

Special considerations in relation to Science areas of the school are set out in Appendix G.

## Fire Doors

Fire doors have at least one of two functions, to protect:

- Escape routes from the effects of fire so that occupants can safely reach a final exit;
- The contents and/or the structure of a building by limiting the spread of fire.

The door will not perform either of these functions unless it is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all doors should be left in the closed position.

## **Contractors**

Contractors can potentially bring a large number of ignition sources to the school. Tar boilers, blow lamps, welding equipment and bottles of liquefied petroleum gas all give rise to a higher fire risk. In accordance with the Trust Contractors at Work Policy, contractors entering the premises must be made aware of the fire precaution measures and procedures, should a fire occur. Hot Work - Permit to Work forms are to be completed to make sure that fire precautions are in place and are adequate before work commences. This system will apply to all work with naked flames such as roofing or plumbing work.

At the end of the working day, no building materials should be left outside where vandals can use them to damage the premises.

The Facilities, Health and Safety Manager should be made aware when hot work is to take place for both the safety of the students and the school.

## **The King's School Fire Risk Assessment**

The most recent Fire Risk Assessment for the King's School was undertaken by FireRiskAssesments.com on 14 April 2014 and is embedded below:



FRA 16 Action Plan  
27 April 2016.docx

The King's School Fire Risk Assessment Action Plan sets out a RAG rated plan of how all significant findings are being addressed.

## **Monitoring the Effectiveness of the Policy**

Biennially, the effectiveness of this policy will be reviewed or when the need arises. The necessary recommendations for improvement will be made to the Governors

## Appendix A

# THE KING'S SCHOOL FIRE EVACUATION PROCEDURE

## Introduction

In the event of a fire at The King's School it is important that, all persons on site are accounted for as quickly as possible. Everyone has a role to play in the event of a fire; some have to cover the role of another person during that person's absence. It is important that each person knows their role, as well as any other role that they may be required to carry out. Full-scale fire practices will be carried out using these procedures to ensure every individual understands their role and carries it out efficiently and effectively. In the event of a false activation of the main sounder the procedure must still be carried out.

The evacuation procedure will be initiated by the sounding of the fire alarm; it may be activated automatically by one of the detectors located throughout the School. Intentional or accidental breaking of a 'Call' point will also activate the fire alarm.

## Initial Actions

It is the responsibility of **all** staff to familiarise themselves with the instructions posted in every room to acquaint students/visitors with these instructions as part of their health and safety induction training when joining the School.

- If you see or suspect a fire, raise the alarm. This can be done by hitting a break glass call point or shouting, "Fire, Fire, Fire".
- If the fire is small and you have been trained in the selection and use of the fire fighting equipment, you can attempt to fight the fire but do not put yourself in any danger. Leave the building immediately once you feel the fire is beyond your capabilities;
- On hearing the Fire Alarm everyone must follow the procedures outlined on the Fire Action Notices and evacuate the building quickly and calmly following the Fire Exit signs. Follow the green man signs (these signs have white text on a green background);
- Do not stop to collect belongings. Evacuate to your designated assembly point quickly and calmly taking the safest route available. You should familiarize yourself with the other evacuation routes throughout the School in the event you are not in your normal place of work and have to assemble at another point;
- If you activated the fire alarm, report to the senior person in charge where the fire is (LOCATION) what is involved (EQUIPMENT/MATERIALS) and what you have done (ACTIONS TAKEN). This information can then be passed to the emergency services when they arrive.

## The Assembly Points are:

1. The grassed area on the top tier of the Schools' playing fields.
2. The grassed area in the furthest corner of the grounds opposite the Main Hall. This serves as the assembly point for any exam students and staff from the main Hall.

3. The area close to the main gate to Mill Hill Lane outside the Thornton Suite (mainly for those with injuries or disabilities which prevent them from reaching the main assembly point (1)

### **Caretakers House**

The assembly point near the Mill Hill gate will also serve as an assembly point in the case of a fire in the Caretaker's House. This is a separate building with its own fire panel. **Any alarm sounding in the Caretaker's House should initially, only initiate an evacuation by those in the House.** It should not result in an evacuation of the rest of the school, unless the incident is seen to be a potential risk to the main school building. If this is the case, the reception in the main building should be contacted and advised to sound the main alarm by activating a break glass call point.

All occupants of the Caretaker's House should proceed to the assembly area close the Mill Hill main gate. The senior member of staff, or designated staff member should check that all personnel have evacuated the building and have been accounted for with the register, which should be taken out on the sounding of the alarm.

Any alarm or evacuation should be reported to the Headteacher/Facilities Health and Safety Manager immediately. There should be no return to the house until the building has been checked by the Facilities staff or fire officers if necessary.

When at your designated fire assembly area stay there, do not wander off, stay calm and wait for instructions from someone in authority. Do not, under any circumstance try to re-enter the School until the all clear has been given by a member of senior management or a nominated person.

### **Roles and Responsibilities**

#### **Headteacher/Business Manager**

If it is safe to do so, the Headteacher and/or Business Manager should make their way to the Main Reception area. From here the location of the fire can be confirmed from the fire panel and an initial safety sweep of that area can be undertaken to confirm the presence of a fire or not as the case may be. The Headteacher and/or Business Manager are to communicate with each other and they assume the role of the designated Incident Controller, the duties of this role are set out in Appendix C. In the event of their absence the Deputy Headteacher or a member of the Senior Leadership Team will assume this role.

Only once a fire has been confirmed, should the Fire Service be called. Confirmation should be from an eye witness to the fire or the Facilities Management Staff returning from investigating the incident. However, if there is any doubt, the Incident Controller must make a decision and phone the emergency services.

#### **Senior Leadership Team**

When the Fire Alarm sounds all members of the Senior Leadership Team (if not teaching) will help with evacuation of the building before moving to their designated position at the Assembly point.

Until the arrival of the Headteacher, Business Manager or Deputy Headteacher, the senior manager present will assume the role of Incident Controller and delegate actions as necessary. They are also to:

- Ensure those at the Assembly point are arranged as per the information sheet;
- Request information on the situation and arrange any other provision as necessary.

- Ensure the whereabouts of any disabled persons who have assembled in safe areas and advise Fire Service personnel of the situation when they arrive.
- Upon the arrival of The Headteacher and/or Business Manager inform them of the current situation and hand control to them.
- When the Fire Service arrives they will liaise/confer with the Incident Controller and ascertain as much information as necessary to deal with the situation.

### **Facilities Management Staff**

The Facilities Management staff should all proceed, if possible, to the main reception and meet with the incident manager. The Facilities Team will ascertain from the panel, the location of the alarm and if safe, will proceed to the source of the incident to confirm the fire. If possible and using the appropriate fire extinguisher, the Facilities Team will attempt to fight the fire. The alarm must remain sounding until the fire has been confirmed to the incident manager. If there is a real threat from a fire The Facilities Management staff member should evacuate the building by the nearest safe route and pass any relevant information to the Incident Controller.

Once this has been noted the Facilities Management Team should proceed to the Assembly point to be registered by the appropriate Line Manager and assist with providing access to the School for the emergency services.

### **Receptionists**

The receptionists will undertake the following:

**Main Reception** -The reception staff are to take the iPad with the InVentry application downloaded and use InVentry to account for the following groups:

**Main Receptionist** (deputy in their absence) - The Senior Leadership Team (SLT) and all teaching staff. A member of the SLT is to assist in the identification of individuals.

**Administration/Finance Assistant** (deputy in their absence) - The Support staff, contactors and visitors.

The Finance Office staff are to be trained on the InVentry system to ensure sufficient cover is always available in the event of an incident.

**The Thornton Suite Reception** - Before leaving the reception, the electric gate must be closed from within the reception to prevent further access to the School. The Facilities Team will open if required by the Fire Service. Then take the iPad with the InVentry application downloaded and use InVentry to account for staff and visitors at the Mill Hill Lane side of School that;

- Exit the Caretakers House;
- Cannot access the School field because of a disability and are subject to a PEEP;
- Do not understand the route to the main field (contractors and visitors).

All other personnel should assemble at the fire evacuation positions on the School field and should be directed to do so. Additionally, access to the School must be restricted until the all clear is given.

Those students that have a Personal Emergency Evacuation Plan (PEEP) in place will be accounted for by the use of walkie talkies.

Both receptionists take walkie talkies with them to communicate with each other.

### Trained First Aid Personnel

All First Aid at Work qualified personnel should assemble at their designated assembly point and where safe to do so, take their first aid kits with them.

If there are casualties. Proceed as trained and assess and administer first aid to any casualty as required (without putting yourself in danger). If in the opinion of any First Aider an ambulance is required, then arrange for an ambulance to attend and arrange transportation of casualty as the situation dictates.

### Student Services

Members of the Student Services Team will:

- Ensure the emergency hatch is closed;
- Collect emergency registers; signing out book and late sheets;
- Evacuate by safest available route to the Assembly point;
- Issue set of Year Registers to each Year Achievement Leader;
- Ensure registers completed and returned to SLT member with responsibility for pastoral matters.

### Tutors

It is very important that Tutors control the evacuation of students in a calm and efficient manner. They are to:

- Direct and accompany students to the Assembly Point taking the safest route clear of buildings. Assemble the form in a single file in register order and ensure they stay there and do not wander from the designated area;
- Complete an **AUDIBLE ROLL CALL** - ensure there is an **audible verified response**;
- Obtain the names of any missing person(s), their last know location and report to their Year Achievement Leader at the assembly point. In the case of disabled people ensure their location is passed on so they can be rescued if necessary by the fire service when they arrive;
- Be professional; remain calm and act in a responsible manner which ~~this~~ instils confidence in others.

### Students, Visitors, General Public and Contractors etc.

All the above groups or individuals should follow the instructions in the literature and induction they have been given prior to and whilst attending The King's School. Instructions, posted throughout the School on Fire Action posters, must be followed.

Students, visitors and the general public should act in a calm and sensible manner whilst proceeding to the Assembly Point.

### Disabled Persons and Wheelchair Users

A Personal Emergency Evacuation Plan (PEEP) should be completed in partnership with the individual concerned and the appropriate school representative using the guidance document and template attached as Appendix H.

- In the event of a fire and the alarm sounding a nominated member of staff will guide the disabled student/staff member to an appropriate designated safe area (with the permission of the student/staff member).
- The student/staff member may request that the nominated member of staff remain with them in the designated safe area.
- The nominated person will notify (by whatever means available) the School Incident Controller of their location.
- On the arrival of the emergency services, the Officer in charge of the evacuation **must** be notified of the location of any students/staff in the designated safe areas.

### **The Fire Service**

The Fire Service will take charge of the situation once on site. All persons must obey the instructions given by the Incident Controller or Fire Service personnel for the duration of the emergency. The main priority of the Incident Controller is to:

- Ascertain that the School buildings are evacuated to ensure the health and safety of all staff and students.
- Liaise with the Fire Service and other emergency services if they are on the scene.
- Dispatch first aid assistance where required.
- In the event of a fire, instruct personnel when the incident is over and that it is safe to resume normal business. This command must be given by the Incident Controller only when the alarm has ceased to sound and the Fire Service have stated it is safe to do so.
- In the event of a known false alarm the all clear may be given by the Incident Controller, before the arrival of the fire service.

### **Control of Mill Hill Access Points**

Because of there being two access sides to the building there is a need to prevent any staff, student or visitor entering the school during an emergency from the Mill Hill Lane Access points. The Ackworth Road gate is normally closed and the electric gate on Mill Hill Lane will be closed by the Thornton Suite Receptionist on leaving the building. Once a fire has been confirmed and the Facilities team have been accounted for, a member of the team will proceed to either side of the School to assist in restricting access through the gates. Equally, they will greet and meet the Fire Service and assist in relaying information.

### **Fire Evacuation Procedure Outside Normal Working Hours**

#### **Early Morning Situation (Limited Personnel on Site)**

The on duty Caretaker will, after checking the fire alarm, assume the role of the Incident Controller and investigate the sounding of the alarm. In the event of a real incident, the Caretaker should:

- Attempt to fight the fire and telephone the emergency services if required;
- All remaining staff should follow the instructions on the Fire Action Notices and assemble at Assembly Point taking the safest route.
- The Caretaker will alert Senior Management by telephone if the incident is real.

#### **Evening Situation**

The following procedure should be followed in the event of a fire after the School day has ended:

- The Headteacher/Business Manager or an available SLT member will assume the role of Incident Controller;
- Instructions on the Fire Action Notices should be followed;
- Should an SLT member be unavailable the Facilities, Health and Safety Manager or on duty Caretaker will act as Incident Controller;
- The alarm should be investigated and confirmed to all staff;
- The senior member from each department must account for their staff, students and visitors in the absence of the receptionists;
- The emergency services must be called in the event of a real incident;
- Senior Management will be telephoned immediately in the event of a real incident.

### **Weekend Procedure**

The Facilities, Health and safety Manager or Duty Caretaker will assume the role of Incident Controller and the fire will be investigated. Normal evacuation procedures will be followed if staff and students are in the building. A full fire brief will be given to any external organisation using the facilities.

Where necessary the Headteacher will be informed of the emergency by the incident controller.

### **During School holidays**

The Headteacher/Business Manager or an available SLT member will assume the role of Incident Controller. The instructions on the Fire Action Notices should be followed. Should an SLT member be unavailable the Facilities, Health and Safety Manager or on Duty Caretaker will act as Incident Controller. Normal evacuation procedures will be followed if staff, students or contractors are in the building.

### **Presence of Asbestos at The King's School**

A map identifying the location where asbestos is present is retained by the Facilities, Health and Safety Manager.

## Appendix B

### **FIRE ACTION**

#### **ON DISCOVERING A FIRE:**

1. SOUND THE ALARM BY BREAKING NEAREST CALL POINT OR SHOUTING “FIRE, FIRE, FIRE”.
2. THE FIRE SERVICE WILL BE SUMMONED IMMEDIATELY.
3. IF TRAINED, AND IT IS SAFE TO DO, SO ATTEMPT TO PUT OUT THE FIRE USING NEAREST SUITABLE APPLIANCE.
4. LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT AND ASSEMBLE AT THE DESIGNATED ASSEMBLY POINT

#### **ON HEARING FIRE ALARM:**

5. SWITCH OFF ANY EQUIPMENT IN USE, CLOSE ALL WINDOWS IF SAFE TO DO SO.
6. LEAVE BUILDING BY NEAREST EXIT USING ROUTE MARKED BY THE GREEN RUNNING MAN SIGNS
7. IF YOU ARE THE LAST PERSON LEAVING A ROOM ENSURE THAT THE DOOR IS CLOSED.
8. PROCEED TO DESIGNATED ASSEMBLY AREA AND REMAIN THERE UNTIL GIVEN FURTHER INSTRUCTIONS.
9. DO NOT TAKE RISKS
10. DO NOT STOP TO COLLECT BELONGINGS

**DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED TO DO SO**

## Appendix C

### Duties of the Incident Controller

The Headteacher or Business Manager will proceed to the Assembly Point and assume overall control of any emergency situation. They will then:

- Observe the location of the alarm at the fire panel;
- Deploy a member of the Facilities Management Team to identify the location of the fire and report back if the incident is real or a false alarm;
- Request information on the situation from all supervisors at the assembly point then arrange any additional first aid provision as necessary;
- Ensure the whereabouts of any disabled persons who have assembled in safe areas and advise Fire Service personnel of the situation when they arrive;
- On the return of the Facilities Management Team, instructions for the alarm to be silenced may be given if it is found that there has been a false alarm or fault on the system;
- Senior management members to take charge of areas of the Assembly Point to provide information to the Incident Controller, as requested, until the incident is over;
- When the Fire Service arrives they will liaise/confer with the Incident Controller and ascertain as much information as necessary to deal with the situation;
- The incident controller will be advised by the Fire Service Officer when the incident is over and it is safe to return to the building. No-one should leave the Assembly Point until the advice has been given and the Incident Controller issues the 'all clear'.

## Appendix D - Deep-fat fryers and bratt pans

The principal fire hazard in kitchens is the deep-fat fryer and/or bratt pan, whether or not it is thermostatically controlled. Cooking oils and fats over-heating or boiling over usually results in a fire that can rapidly involve the ceiling or fume extraction ducting. Fires in fryers and bratt pans usually occur when they are left unattended or when used by unqualified persons. Catering staff are to adhere to the following fire precautions.

- Deep-fat fryers and bratt pans are not to be left unattended when switched on. The appropriate fire precaution notice is to be prominently displayed.
- After use and when oil has sufficiently cooled, deep-fat fryers and bratt pans should be drained and oil strained into a suitable container.
- After repeated use of oil, a residue of food particles can build up and the danger of fire can become progressively higher.
- Defects in cooking apparatus are to be reported immediately.
- In the event of fire, electricity and gas supplies are to be switched off, preferably at the main switch or valve, and appropriate action taken.

Staff are to be aware of the locations of:

- Fire alarms and fire-fighting equipment
- Main electrical switch or gas isolation valve, which must be indicated by suitable notices
- Dampers for isolating ducting in kitchen hoods etc

## Appendix E - Electricity

The current running through electric wiring is a source of heat, and if a fault develops in the wiring, that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of a defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse or circuit breaker protecting equipment or a circuit operating, the cause of the failure should be identified before replacing the fuse or closing the circuit breaker.

Any replacement of fuses or circuit breakers must be with devices of the same rating.

Electrical socket outlets must not be overloaded, and the use of multi-way adapters inserted directly into the socket outlet is not permissible. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use.

It may be permissible to run up to four items of equipment which draw low amounts of current, for example computer and monitor from a single socket outlet by a fixed plug connected to a purpose-designed, four-socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use. Large reeled extension cables are not to be used on a permanent basis and must be fully unwound to reduce a build-up of heat and increased fire risk.

Flexible cables are to be replaced when worn or damaged. This is not a task expected to be in the ability of most employees, as it will involve partial disassembly of the equipment.

After use, outlets should be switched off, and plugs removed from sockets.

Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the Business Manager.

## Appendix F - Special Precautions: Workshops

### Cutting and welding

Cutting and welding operations have caused many serious industrial incidents. Fire can be started in several ways, for example by the direct contact of a torch flame with combustible material or falling hot metal or slag resulting in a smouldering fire that may develop some time later. Indirect heating of a material through a metal plate being cut or welded may also result in a delayed fire. Before any hot work is begun, a hot work permit should be completed and all combustible material should be removed from the vicinity, or otherwise protected.

When hot work is carried out at high level, hot particles may fall and travel considerable distances. There should be strict control of all hot work.

The use of cutting or grinding equipment should be carefully controlled as the sparks produced in such operations are hot enough to be ignition sources. Additional fire extinguishers, immediately to hand, should be provided during such work. A survey of the work site should take place before work commences to ensure adequate fire precautions and fire fighting equipment is provided and again after the work is completed.

### Friction

Friction can start a fire in many ways. These include:

- Overheating of bearings;
- Slipping drive belts;
- Overloading of machinery;
- Presence of any extraneous matter, particularly tramp metal, in fast-moving machinery.

Such causes can be minimised by using well-designed and correctly rated machinery and by attention to cleanliness, regular inspection, maintenance and adequate supervision.

### Electrical sparks and arcing

Electrical discharges from damaged or faulty appliances or wiring can ignite solid materials. This hazard can be minimised by good design, correctly sized equipment that is adequately protected for its working environment, and an effective inspection and maintenance programme.

The Electricity at Work Act requires inspection of electrical installations by competent persons at regular intervals. Portable Appliance Testing is required at least annually.

### Control methods

The quantity of high fire risk material present in every part of the building should be known and controlled within stated limits. For this, accurate stock-keeping and maintenance of records are required.

Where necessary, a system of sampling and quality control should be provided. This is particularly important where materials are heat sensitive or liable to deteriorate with time.

### Housekeeping

Cleanliness and tidy working methods are essential in a building where high fire risk materials are kept. Cleaning schedules, preferably in writing, should be prepared for every part of the building and process. The schedule should identify who is to carry out the work, how often, the equipment they should use, the precautions they should observe and how waste material is disposed of.

The provision of clearly marked gangways, storage areas and waste containers immediately alongside places where scrap is produced will aid good housekeeping.

Arrangements should be made for the prompt removal and disposal of all defective or waste materials produced during plant operation. Waste containers provided should preferably be made of metal and have captive lids. Particular attention should be paid to the regular emptying of all such containers containing high fire risk materials. Safe storage arrangements should be made for keeping waste and recovered material for disposal. Maximum limits for the quantities to be kept should be stated.

All surfaces on which deposits can accumulate should be regularly cleaned. Particular attention should be paid to moving parts and hot surfaces. Systems of work should be provided for the safe cleaning of machinery etc.

## Appendix G - Special Precautions Science

### Putting out burning furnishings

Fires involving furnishings, such as curtains, stools and bench tops, should be tackled only in the initial stages. If gaining a hold, the priority is evacuation of students. Any type of extinguisher may be used if electrical equipment is not involved but water is the most effective agent in preventing re-ignition. If a fire is first reduced to smouldering with a non-aqueous extinguisher, water should then be used to complete extinction.

### Putting out flammable liquid fires

The source of ignition should be turned off, if possible.

If a liquid is burning in a container, such as a beaker, the preferred first treatment is to smother with a fire blanket or fireproof mat. A CO<sub>2</sub> extinguisher may then be necessary to give complete extinction. The blanket or mat should be left in place while the area cools.

Very small liquid spills that are burning can again be smothered with a fire blanket.

If a larger pool of liquid is on fire, tackle with an extinguisher, directing the extinguisher towards the edge of the fire and sweeping towards the centre. Large fires can be better tackled by two people, each with an extinguisher, from different angles, but not opposite each other.

### Putting out burning flammable liquid on clothes

If burning liquid is spilt on a person's clothes, he or she should immediately be made to lie down with the flames underneath and a fire blanket or convenient garment pressed on top.

### Putting out gas fires

A fire extinguisher should not be used on a gas jet, but only on residual fires that may be burning after the gas has ceased to flow.

### Natural gas

If it is possible to approach, shut off the supply in each lab or classroom.

### Putting out burning metals

In the case of small fires involving sodium, potassium, calcium, lithium, magnesium or aluminium powder, eye protection should be used. Smother with a large excess of dry sand. Leave until really cool. Separate the sodium or potassium residues and dispose of them in propan-2-ol (isopropyl alcohol). If this is not available, see 'Hazards' for alternatives. In all cases, the remaining sand should be cautiously added to a bucket of water in a fume cupboard to decompose silicides formed. Spontaneously flammable gases may form at this stage, but are not a hazard in an efficient fume cupboard.

### Fire precautions

#### **The users**

- Fire doors should never be wedged open, or fire-fighting equipment used for anything other than its purpose.

- Plastic articles, such as trays, should be of fire-retardant plastic. Flammable materials must be kept away from flames, e.g. blinds should be used in preference to curtains to dim out rooms and should be of fire-retardant materials.
- Flammable substances should be stored appropriately. Waste bins should be of metal and emptied regularly. Flammable articles, such as paper and cartons, should not be allowed to accumulate and should never be stored near exit routes, under stairs etc.

### **Fire drills**

- Staff and students, who happen to be in the laboratories during fire practices, will participate in the normal evacuation drills. When the alarm sounds, the classroom teacher should see that gas is turned off at main stopcocks and the technicians are responsible for ensuring that hazardous substances are locked up and that the gas stop valve in the Prep Room is also switched off.
- Laboratory staff should hold regular practice drills for putting out clothing on fire and for putting out small bench fires.
- Fire-fighting equipment should be located near an exit door.

### **Fire blankets**

These should be provided in all laboratories where there is a risk of class B fires, primarily for dealing with people who have burning flammable liquid spilt on their clothes. They are also the most effective treatment for flammable liquid fires in an open container.

Technicians should check the fire blankets every half term to ensure that they are effective.

At the time of writing CLEAPPS have advised that the use of fire blankets is to be revised as it is not suitable for thin liquid fires such as ethanol.

### **Sand**

- Sand should be available for fighting small metal fires, but need not necessarily be in a fire bucket. A pack of sand should be included in a chemical spill kit and may also be used for fire-fighting.
- Water buckets are inappropriate for laboratory use because of the likelihood that electrical equipment will be involved.

### **CLEAPPS Recommendations**

Rather than using the equipment provided specifically for fire-fighting, many small fires in laboratories, especially in the early stages, are best and most quickly dealt with by excluding air using for example a heat resistant mat or a damp cloth. Small fires in beakers, test tubes and sinks can often be left to burn out.

## Appendix H

### Guidance for Completing the Personal Emergency Evacuation Plan (PEEP)

#### Background

The role of the West Yorkshire Fire & Rescue Services in fire evacuation is to ensure that the means of escape and associated fire safety measures provided for all people who may be in a building are both adequate and reasonable, taking into account the circumstances of each particular case.

Under current fire legislation (Regulatory Reform Fire Safety Order 2005) it is the responsibility of the person(s) who are responsible for the building to provide a fire risk assessment (FRA). This includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented.

The Disability Discrimination Act 1995 (DDA) underpins current fire legislation by requiring employers and organisations providing services to the public to take responsibility for ensuring that all people can leave the building they control safely in the event of a fire.

#### Employees and regular visitors

Where employees and regular visitors are present in a building then a plan should be tailored to the individuals needs detailing their movements during an escape. Where possible every effort should be made to allow the person to escape without assistance from other persons.

#### Occasional visitors

A standard plan can be used where visitors or casual users may be present within a building. The standard plan will take into account.

- Disabled persons movement within the building
- Operational procedures
- Types of escape available
- Fire alarm systems
- Existing evacuation plans

These plans will detail evacuation plans for a variety of disabilities and should be adapted to the individual as required.

Disabled people visiting the building have a responsibility to identify themselves so that a suitable evacuation plan can be developed with them.

#### Consultation

Compilation of the PEEP should fully involve the individual concerned at all times. This will help to ensure that the PEEP is appropriate for the individual and that they are fully aware of what procedures are in place to ensure their safe evacuation in the event of an emergency.

Difficulties can arise where disabled staff or visitors can sometimes expect the provision of items such as lifts where it is not feasible to provide these. As a result, discussions should take place to cover what options are available to the individual and what provision can reasonably be made. Once complete the individual must be prepared to take part in a practice to ensure that the PEEP is adequate and that the person can be evacuated safely.

## Escape options

The following sections identify possible options available to assist in the safe evacuation of the building. While not exhaustive the list gives basic guidance on the procedures available and each case should be considered individually.

## Building information

Details of the current safety systems of the building should be consulted before compiling the PEEP. These will detail issues such as fire compartmentation (physical measures such as walls and doors which contain fire within areas/floors of a building) which will allow evacuation from one compartment into another.

*It should be noted that the PEEP is designed to fully evacuate the person from the building and at no time should they remain within the building longer than is required.*

## Evacuation lifts

Some buildings are fitted with dedicated fire evacuation lifts which can be utilised to evacuate persons from upper floor areas of a building. These lifts should not be confused with fire lifts which are used by the Fire & Rescue Service to move fire fighters and equipment to upper floors.

## Evacuation Chairs

Evacuation chairs are specifically designed to enable persons to be transferred from their own wheel chair, into the evacuation chair so that they can be evacuated down stairs and out of the building. Specific training is required for personnel who will be required to assist in the operation of these devices.

## Buddy System

Dedicated persons may be assigned to alert hearing and sight impaired persons of the fire alarm activation and assist where required. This system can also be used to meet at prearranged points in the building for mobility impaired persons who require assistance to evacuate. These areas are usually located within a fire protected area such as the top of a fire escape.

## Markings and maps

Additional information can be provided such as additional colour coding of escape routes and tactile maps which will give details of the means of escape from the building.

## Work location

Consideration should be given on where the person may be working within the building. It may be practical to provide ground floor working accommodation so that the person may escape unassisted.

## PEEP Template

The PEEP template embedded below should be used to undertake any PEEP.



Personal Emergency  
Evacuation Plan lates