

# THE PARK SCHOOL ( YEOVIL ) LTD

## FIRE SAFETY POLICY

Written by: M Cregan Part-time minibus driver and ex-fireman  
P Killoran Ex-Bursar  
P Unsworth Caretaker

Approved by Governors on \_\_\_\_\_

### Key Staff Responsibilities:

- Overall responsibility Headmaster
- Ownership of Fire Safety for school Bursar
- Fire Safety Manager Caretaker
- Ownership of Fire Safety at workplace Department heads
- Awareness and vigilance All staff

### OUR FIRE SAFETY PHILOSOPHY

The safety of Pupils, Staff and Visitors in the event of a Fire is an issue of fundamental importance to the governors, headmaster and senior management team (SMT). Their aim is to provide a working and teaching environment that is as safe from fire as can reasonably be achieved and that, should a fire occur, all staff are well trained in the Fire Routine Procedures for safe evacuation.

### OUR FIRE SAFETY ACTION PLAN

1. Measures to Control Fire Risk
2. Fire Risk Assessments
3. Fire Emergency Plan
4. Fire Action Notice
5. Maintenance and checking of fire safety equipment and procedures
6. Hot work permit system
7. Fire Extinguisher guidance
8. Fire Marshalls – duties
9. Training and Information
10. Gas Escape Procedure

## 1 INTRODUCTION

- 1.1 The governors, headmaster and SMT recognise the vital importance of fire safety and the need to operate a clear Fire Safety Policy to ensure the safety and welfare of pupils, staff and visitors whilst on school premises.
- 1.2 This document details the Fire Safety arrangements that are applicable to all school premises and all persons connected with the school including full-time, part-time and agency staff, outside contractors and visitors.

## 2 ACCEPTANCE OF RESPONSIBILITY FOR FIRE SAFETY

- 2.1 **The Headmaster** is responsible for the implementation, monitoring and review of the Fire Safety Policy especially general fire precautions, organisation and training.
- 2.2 **The Bursar** is responsible for the day-to-day management of the Fire Safety Policy.
- 2.3 **The Caretaker** has been designated as the **Fire Safety Manager** and is responsible to the Headmaster and the Bursar. The Fire Safety Manager is responsible for co-ordinating fire safety measures throughout the school and that:-
- Fire Precautions are in place, particularly those affecting property and equipment
  - Fire Risk Assessments are conducted regularly
  - An effective fire safety training programme is in place
  - All Fire Safety Equipment is regularly checked and serviced
- 2.4 A list of key personnel and voluntary Fire Wardens is shown at **Appendix 1**. These people will help to promote fire safety within their workplaces and over-see evacuations.
- 2.5 **Department Heads will also act as Fire Wardens**. Fire Wardens are the contact points for their workplace. In the event of an emergency fire situation they will co-ordinate and direct the actions of staff and pupils during an evacuation procedure.
- 2.6 **All Staff** are responsible for maintaining a fire safe environment within the school's premises. It is the responsibility of all staff to report to their Department Head any instance where fire precautions or procedures are not being carried out. The Department Head should then take all reasonable action to try to immediately correct or remove the deficiency before reporting the matter to the Fire Safety Manager.

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## 9. Training and Information

### 10. Gas Escape Procedure

## 1 MEASURES TO CONTROL FIRE RISK

- Fire doors shall be clearly labelled and kept shut when not in use. On no account should they be left wedged open. Fire doors must be free from obstruction at all times.
- All internal doors should be left shut at the end of the day. Cleaners to check and close doors and windows where necessary.
- A Fire Detection system has been installed throughout the school. It must be serviced and inspected every 12 months.
- Fire extinguishers have been supplied at strategic places throughout the school. They must be serviced and inspected every 12 months.
- Emergency escape routes shall be clearly identified, signposted and kept free from obstruction at all times.
- Fire Alarm call points shall be kept visible and free from obstruction at all times, tested weekly and serviced annually.
- Emergency lighting has been installed and shall be checked monthly.
- All electrical equipment shall be switched off at the end of the day so far as is practicable (for example photocopiers, monitors, printers, shredders, calculators, kettles etc. etc.) Cleaners to check and switch off where necessary.
- Pupils are not to use any of the school's electrical equipment unless trained to do so and expressly authorised by a member of staff.
- PAT Testing. A competent, qualified person shall inspect all portable electrical appliances for safety once per year (*This person is Mr P Unsworth*).
- All fixed wiring shall be inspected and tested every 5 years. (*Last tested by SEC July / August 2008 tel 02392 624517*).
- The Art room's Kiln shall be serviced and safety tested every 12 months (*Last tested by Celtic Kilncare Ltd July 2009 tel 01633 271455*).
- Electrical appliances, especially leads and plugs, should be visually inspected before use.
- Flammable liquids (for example petrol, paints, thinners, preservatives etc. etc.) shall be stored securely. Ideally in fire proof, locked cupboards with doors clearly labelled. Quantities shall be kept to a minimum.
- The school operates a strict no smoking policy in all areas of the school's premises.
- The school operates a Hot Work Permit system.

## 2 FIRE RISK ASSESSMENTS

- Fire Risk Assessments must be carried out by the Fire Safety Manager not less than once per term in accordance with Regulatory Reform (Fire Safety) Order 2005
- Department Heads shall be notified of any necessary remedial action.
- Records of the Fire Risk Assessments shall be kept for a minimum of 3 years

See [Appendix 2](#) for a Fire Risk Assessment form.

## 3 FIRE EMERGENCY PLAN

The designated Assembly Points are:-

- Juniors Astro pitch
- Seniors including Sixth Form Grass area between School House and Kingston

### What to do if the Fire Alarm sounds – **Pupils**

- Leave the classroom in a quiet and orderly manner
- Do not stop to collect personal belongings
- Walk in single file, in silence, out of the nearest clear exit to the Assembly Point
- At the Assembly Point line up in your Form groups in alphabetical order of your surname
- Do not go back into **any** room of **any** building for **anything** at all
- Maintain silence and await instructions from the Senior Staff in charge

### What to do if the Fire Alarm sounds – **Teachers**

- Close classroom windows if safe to do so
- Turn off any electrical and gas appliances if safe to do so
- Collect class register and pen
- Follow the last pupil to leave your classroom
- Turn off lights and close classroom door
- Close any fire doors behind you as you depart
- Check any toilets / changing rooms / cloakrooms **IF** they are on your way
- Proceed to your Assembly Point
- Help the class you have been teaching to line up in the correct place in alphabetical order quietly and without fuss
- Do not go back into **any** room of **any** building for **anything** at all
- Await further instruction from the Head or Fire Officer in charge

### What to do if the Fire Alarm sounds – **Form Tutors**

- As above plus:-
- Collect your register from the appointed member of the office staff at the Assembly Point
- Call the roll
- Report any missing persons to the Head or Fire Officer in charge
- Await further instruction from the Head or Fire Officer in charge

### What to do if the Fire Alarm sounds – **Non-Teaching Staff**

- Close windows of the room you are in if safe to do so
- Turn off any electrical and gas appliances if safe to do so
- If the last to leave your area, turn off lights and close door
- Leave the building by the nearest exit
- Close any fire doors behind you as you depart
- Check any toilets / non-classrooms **IF** they are on your way
- Proceed to your Assembly Point
- Do not go back into **any** room of **any** building for **anything** at all
- Await further instruction from the Head or Fire Officer in charge

### What to do if the Fire Alarm sounds – **Department Heads**

- As above for Teachers / Tutors / Non-Teaching Staff as appropriate and additionally:-
- If safe to do so, check that the area you are responsible for is fully vacated
- The Department Head for the Sixth Form should assess whether their pupils should take the link route or the public pavement route to the Assembly Point.

Do not attempt to fight the fire unless:-

- You have been trained in the use of fire extinguishers / fire blankets
- You feel it is safe to do so
- You have another adult with you

#### **Fire Drill Procedure:-**

- For the Seniors, Mrs Unsworth (or in her absence) Miss Meller shall gather the registers and signing in & out books and take them to the Assembly Point.
- Form Tutors will collect registers from Mrs Unsworth / Miss Meller.
- Form Tutors will carry out a roll call and advise the Deputy Head of the results.
- The Deputy Head will convey the results of the roll call to the Head.
- In the event of a fire the Head will convey the results of the roll call to the Fire Officer in Charge.
- For the Juniors, Mrs Farley shall gather the registers and signing in & out books and take them to the Assembly Point.
- Form Tutors will collect registers from Mrs Farley.
- Form Tutors will carry out a roll call and advise the Head of Juniors of the results.
- In the event of a fire the Head of Juniors will convey the results of the roll call to the Fire Officer in Charge.

#### **4 FIRE ACTION NOTICE**

Fire Action notices are prominently displayed throughout the school. These show that if you discover a fire you are to:-

- Operate the nearest Fire Alarm Point
- Call the Fire brigade by telephoning 9 999
- Leave the building by the nearest exit
- Report to your designated Assembly Point
- Do not stop to collect personal belongings

Only attempt to fight the fire **if** you have been trained in the use of fire extinguishers / fire blankets **and** you feel it is safe to do so **and** you have another adult with you

#### **5 MAINTENANCE AND CHECKING OF FIRE SAFETY EQUIPMENT AND PROCEDURES**

- Fire drills are to be conducted at least once per term and the results recorded.
- Fire alarms are to be tested weekly.
- Automatic door release mechanisms are to be tested quarterly.
- Emergency lighting systems are to be tested quarterly.
- Fire doors, fire exit doors and associated door furniture are examined and tested every six months.
- Fire extinguishers, blankets and hoses are examined and tested annually by Rhino Fire Control

The results of all the above shall be recorded by the Fire Safety Manager and records kept for a minimum of 3 years.

## 6 HOT WORK PERMIT SYSTEM

The names of the Security Officer and his deputy are found on Appendix 5. The school has adopted a Hot Work Permit System for all operations that involve the application of heat. A Permit to Work must be issued before any Hot Work is undertaken. This applies to, but is not necessarily limited to, the following hazardous operations on site:-

- Gas or electric welding
- Soldering
- Paint stripping using hot air guns
- Lead or pipe work involving brazing and / or the use of blow torches or hot air guns
- General roofing involving the use of tar boilers, lead heaters or blow torches
- Work involving the use of grinding wheels and cutting discs
- Any other work involving the application of heat

The Safety Officer must make it clear to all contractors who are engaged on the school's site that a Permit to Work System applies in respect of **ALL** operations involving the application of heat.

**Ideally, potential alternatives to hot work should be explored and adopted at the initial contracting stage (e.g. repairing a flat roof with glass fibre rather than felt and hot bitumen).**

### PROCEDURE FOR HOT WORK PERMITS

1. The Safety Officer, or in the absence of the Safety Officer his deputy, is nominated to authorise hot work and must have experience or training in the problems associated with hot work and be of suitable status to ensure compliance with the procedures.
2. Prior to commencement of work, a Hot Work Permit must be obtained from the Safety Officer. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites, once fitting out has commenced, and to all buildings which are being refurbished.
3. A Hot Work Permit should not be issued without considering the significance of any other permits to work in the vicinity, or adjacent manufacturing processes which may involve the use of flammable liquids or gases.
4. A Hot Work permit should be issued for a specific task that is undertaken in a clearly identified area. Hot Work Permits should not be issued for protracted periods. Separate Hot Work Permits should be issued for work which extends from morning to afternoon periods.

### HOT WORK PERMIT CHECKLIST

## Fire protection

1. Where sprinklers are installed check they are operative.

2. A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
3. At least two available extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
4. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm / calling the fire brigade.

### **Precautions within ten metres (minimum) of the work**

5. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose-made blankets, drapes or screens.
6. Flammable liquids have been removed from the area.
7. Floors have been swept clean.
8. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
9. Protection (i.e. non-combustible or purpose-made blankets, drapes or screens) has been provided for :-
  - a. Walls, partitions and ceilings of combustible construction or surface finish
  - b. All holes and other openings in walls, partitions and ceilings through which sparks could pass.
10. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
11. Enclosed equipment (tanks, containers, dust collectors etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

### **Equipment**

12. Equipment for hot work has been checked and found to be in good repair.
13. Gas cylinders have been properly secured.

## **7 FIRE EXTINGUISHER GUIDANCE**

- Fire Extinguishers are provided throughout the school.
- Rhino Fire Control services the school's Fire Extinguishers annually.
- All Staff should familiarise themselves with the locations of Fire Extinguishers.
- All Staff should familiarise themselves with the types of Fire Extinguishers available
- Water extinguishers are suitable for combustible material, wood, paper, textiles and general refuse but **NOT** electrical equipment and **NOT** liquid fires.
- Foam extinguishers are suitable for flammable liquids but **NOT** electrical equipment.
- Carbon Dioxide extinguishers are suitable for flammable liquids, gases and electrical equipment.
- Water and foam extinguishers must **NEVER** be used on fires involving live electrical equipment as they can expose the user to risk of serious electric shock.
- Deep fat fryers are best tackled with a Fire Blanket which will effectively smother the flames.

**See Appendix 3 for a pictorial guide of which extinguisher to use.**

## 8 FIRE WARDENS' DUTIES

Fire Wardens are the contact points for their workplace. In the event of an emergency fire situation they will co-ordinate and direct the actions of staff and pupils during an evacuation procedure.

If safe to do so, Fire Wardens should check that the area they are responsible for is fully vacated.

## 9 TRAINING AND INFORMATION

All new recruits shall be acquainted with:-

- The location of Assembly Points, Fire Alarm call points, Fire Extinguishers and Escape Routes.
- What to do when the Fire Alarm sounds.
- What to do if they discover a fire.
- The school's Fire Safety policy.

Staff will be trained in the use of Fire Extinguishers.

Department Heads will be advised, where appropriate, of the results of the Fire Risk Assessments.

## 10 GAS ESCAPE PROCEDURES

All staff should familiarise themselves with the following advice and procedure to be implemented in the event of a suspected smell of gas or fumes.

- **Don't** turn electrical switches on or off
- **Don't** use naked flames
- **Inform** the Office
- **Do** isolate the gas supply at the meter
- **Do** open doors and windows to ventilate the area and get rid of gas
- **Evacuate** the immediate area as appropriate but **do not** activate the fire alarm
- **Call** National Grid Gas immediately on Freephone 0800 111 999.

Approved on behalf of the Governing Body - Sylvie Dare (Chair)  
14th June 2010

## **Fire Safety Policy** **Names of Key Personnel**

Headmaster – Mr Paul Bate  
Bursar – Mrs Judith Gentis  
Caretaker – Mr Paul Unsworth

Responsible Person for areas:

Area	Name	Assistant
Boarding	Julie Gomez	Davina Snook
Bursary	Judith Gentis	Sally Bate
Juniors	Jenny Ellis	Heather Pardon
Kitchen	Rose Hancock	Diane Hallett
Seniors	Malcolm Evans	Stephanie Shillito
6 <sup>th</sup> Form	Patrick Pender-Cudlip	Pip Warr

The Security Officer for Hot Works is Paul Unsworth, and his deputy is Steve Martin

## FIRE RISK ASSESSMENT

LOCATION \_\_\_\_\_ Sheet No \_\_\_\_\_ of \_\_\_\_\_  
 Room / Location \_\_\_\_\_ Date \_\_\_\_\_













STEP 1			STEP 2	
Sources of			Persons at Risk	
Ignition	Fuel	Oxygen	Generally	Especially

STEP 3		
Evaluate risk of / to	Remove or Reduce	
Fire Starting	Persons	Fire Hazards
		Risk to Persons

STEP 3 contd			
Check adequacy of existing fire safety measures			
Escape Routes & Signs	Fire Warning & Detection	Fire Fighting Equipment	Staff Knowledge & Training

STEP 4			
Action	Responsible Person	Target Date	Actual Date

Conducted by \_\_\_\_\_ Print \_\_\_\_\_ Sign \_\_\_\_\_

	Colours						
<b>Type:</b>	(Mouse over the icons for a description of the colour scheme)	Fires involving freely burning materials. For example wood, paper, textiles and other carbonaceous materials.	Fires involving flammable liquids. For example petrols and spirits. NOT ALCOHOL OR COOKING OIL.	Fires involving flammable gasses. For example propane and butane.	Fires involving burning metals.	Fires caused by electrical equipment where electric current may be present.	Fires involving cooking oil and fat. For example olive oil, maize oil, lard and butter.
<u>Water</u>		✓	✗	✗	✗	✗	✗
<u>Foam</u>		✓	✓	✗	✗	✗	<b>ABF Foam Only</b>
<u>Dry Powder</u>		✓	✓	✓	✗	✓*	✗
<u>M28/L2</u>		✗	✗	✗	✓	✗	✗
<u>CO2 Gas</u>		✗	✓	✗	✗	✓	✗
<u>Wet Chemical</u>		✓	✗	✗	✗	✗	✓

Appendix 3; pictorial guide of which extinguisher to use