



## **Fire Safety, Procedures and Risk Assessment Policy**

### **PART 1: FIRE SAFETY**

#### **Introduction**

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

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

The Estates Manager 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 School Leadership Team.
- The Fire Safety Policy is promulgated to the entire School community.
- Everyone in the School (including visitors and contractors) is made aware of where they should go in the event of fire.
- Records are kept of the fire induction training given to staff.
- 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 acquired
- Records are kept of all fire practices
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

#### **Emergency Evacuation Notice**

All new staff and boys, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.

2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. Do not take anything with and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. The School Office will bring copies of the Register, Visitors signing in book and Staff Boards with them. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Deputy Head, Head of Junior School or Assistant Head - EYFS. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
8. Remain at the assembly point with your pupils until the all clear is given.

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

### **Briefing New Staff and Boys**

All our new staff (teaching and non-teaching alike) and all new boys in the Junior and Senior School are given a briefing on the School's emergency evacuation procedures on their first day at Newcastle School for Boys. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all teaching rooms and offices and next to all manual call points; we make certain that everyone knows 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.

The safe evacuation of everyone - staff and boys alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before he or she has been trained in its use, or if they do not feel confident to do so.

We offer Fire Awareness INSET training and refresher training.

### **Summoning the Fire Brigade**

The Senior School Reception is manned between 8.10am and 5.30pm during term time and 9.00 am to 2.00pm during the holidays. The Junior School Reception is manned between 8.00am and 4.30pm during weekdays, with the exception of when the School Secretary is on holiday. Both Senior and Junior School are closed for approximately two weeks over Christmas. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically

located in the School Offices in the Senior School and Junior School - West Avenue, and in the entrance halls in Junior School - North Avenue and the Sixth Form Centre. The staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to evacuate the building and, if necessary, to summon the Emergency Services.

### **Staff Signing-In Boards and Forms**

All staff are required to sign in/out each and every time they enter or leave a school building. Boards are located on the wall in the entrance hallways at the Senior School, the Junior School - West Avenue and the Junior School - North Avenue, and a signing in/out form is located in the entrance hall of the Sixth Form Centre. In the event of the fire alarm, the boards or forms are taken out to the Final Assembly Point and used to register staff.

### **Visitors and Contractors**

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

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

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

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors.

### **Responsibilities of Teaching Staff**

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

*On no account should anyone return to a burning building.*

## **Responsibilities of Fire Marshalls**

All directly employed members of staff act as Fire Marshalls. Fire Marshalls receive regular refresher training.

## **Fire Practices**

We hold at least one fire practice every term at each site of Newcastle School for Boys. This combined with a programme of inducting new staff and boys with emergency escape procedures and the presence of trained Fire Marshalls in every building helps to ensure that the school can be safely evacuated in the event of a fire.

## **Fire Prevention Measures**

We have the following fire prevention measures in place at Newcastle School for Boys:

### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every teaching room and office and next to all manual call points.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- The master panel for the alarm system is located in the school office or entrance hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Caretakers are responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits and check that escape routes are not obstructed.
- Emergency Lights are checked monthly by the Caretakers. The checks are recorded in the Fire Precautions Logbook, any defects noted and where necessary remedial work actioned.
- Caretakers test all fire alarms weekly (and record all tests and defects in the Fire Precautions Logbook). This is overseen by the Estates Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out an annual service of alarms, smoke/heat detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Estates Manager's office or Fire Precautions Logbook.
- Diagrams showing the location of gas ECV and shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building.

- The kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound

### **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 [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Estates Manager's Office.
- The Science and DT teaching staff check that all Scientific and DT equipment is switched off at the end of the school day
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends
- The Catering Staff check that all kitchen equipment is switched off at the end of the day.

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Manager's office.
- 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**

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

### **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance and caretaking are stored in flame proof cupboards

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

Our standard contractual terms that we use for letting and hiring the school covers fire safety, and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A school caretaker or

member of staff 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 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 grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At Newcastle School for Boys, we use simple line diagrams to supplement the grids.

Newcastle School for Boys has a professional Fire Risk Assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Newcastle School for Boys' Fire Risk Assessments are on the Health and Safety section of the School's network for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All members of the School Leadership Team should ensure that they and all members of their Department read the sections that are relevant to them.