



BURY
GRAMMAR SCHOOLS

Fire Policy BGS

<p>Date Approved: September 2019 Review Date: August 2021 This policy is for Bury Grammar Schools Author: A E Dennis</p>
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This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 285 to 292 of the Commentary on the Regulatory Standards September 2019.

An introduction to our policy and the principles that underpin it.

At Bury Grammar School we expect our pupils to engage in law abiding behaviour and we provide a balanced school day which allows pupils to be physically, mentally and emotionally healthy. Our objectives are to keep our pupils:

- safe from maltreatment, neglect, violence and sexual exploitation through our child protection policy
- safe from accidental injury and death by practising the highest standards of health and safety
- secure, stable and cared for through our pastoral care system which involves every member of the school community

Our *Fire and Safety Policy* is consistent with our chief aims among which are to:

- provide a caring, supportive, stable and disciplined environment in which pupils are secure and feel valued
- maintain a school community based upon the sound values of common sense, courtesy, good manners and respect for others
- promote a healthy lifestyle

This policy refers to all areas of Bury Grammar School including Infants and Early Years Foundation Stage.

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

RESPONSIBLE PERSON(S)

The Regulatory Reform (Fire Safety) Order 2005 (*Health and Safety legislation*) places duties on the Governing Body, as employer, for the health and safety of their employees and anyone else on the premises. In carrying out this duty the governors delegate the task to:

- The **Head of Estates** who is the school's 'responsible person' and has primary responsibility for the:
 - Fire Safety Policy
 - Fire Risk Assessments (compilation and review)
 - Fire Inspection Visits
 - Building Fire Manuals
 - Record of fire practice drills
 - Signage and all service and maintenance work, including fire equipment and the electrical and heating systems, as required under current legislation, and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
 - Maintaining certificates for the installation and maintenance of fire-fighting systems and equipment.
- The **Health and Safety Officer of each site** support the Head of Estates and have primary responsibility for the:
 - Fire and Incident Control
 - Fire procedures and arrangements (*emergency evacuation procedures*)
 - Training and drill records

Aims of the Policy:

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes the assessment of the risk from fire and the identification of adequate preventative controls
- A culture that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it
- Fire detection systems as required in new builds appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke
- Fire alarm systems by which the entire organisation can be alerted to the outbreak of any fire. The organisation is sub-divided into the following sections:

1. Senior and Junior Schools
 2. Infant School
 3. The swimming pool and dining hall are linked to the Boys School system
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
 - If appropriate, various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked
 - A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
 - A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc
 - A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power
 - A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety
 - A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
 - A no-smoking policy covering the whole of the BGS site is in place to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
 - A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
 - Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches
 - A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises
 - The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
 - A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide
 - An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide
 - The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc are included.

Responsibilities:

All staff have the following responsibilities:

To take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point.

If there is an emergency evacuation after school hours the member of staff in charge of the particular activity must keep the group together and be able to account for them all. Students should not attempt to go into form lines.

The relevant members of staff in charge of each after school activity must report any incident to Premises manager/Health and Safety Officer as soon as possible after the evacuation.

- To keep all fire exit routes clear and free from obstacles and waste materials

- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- To co-operate fully in any evacuation drills
- To store all flammable substances and materials in appropriate locations after use
- To avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- To ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- To take note and comply with all signs posted around the premises

- To maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures
- Key staff, as identified by the responsible persons named at the start of this policy document, will be trained as Fire Marshals
- All staff are trained in the basics of fire prevention and precautions either through the initial induction or through instruction or reminders during staff meetings or at other appropriate venues and times.

References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- The Health and Safety Policy
- Testing, service and maintenance records for fire equipment
- Records for evacuation drills
- Staff Induction Programme
- Premises layout diagrams
- Fire prevention checklist
- The Regulatory Reform (Fire Safety) Order 2005

Author:

Last reviewed:

Reviewer: A Dennis

Reviewed: March 2016, 21 March 2017, October 2018 SFielden

Reviewed: September 2019 ADennis

Reviewed:

Appendix A

Evacuation Policy

EVACUATION OF SCHOOL FOR FIRE DRILL OR EMERGENCIES

FIRE DRILL

1. All members of staff should make sure that they know the recommended **route** out from all areas of School. Year 7 tutors need to give full details of the procedure to their tutor groups at the start of the year. Tutors in other years should remind students of the procedure. There is usually a fire practice soon after the beginning of the academic year.
2. Fire Drill **notices** should be displayed in each room in School. Please notify the Health and Safety Officer if a notice is missing from a room.
3. The fire bell is a continuous bell.
4. When the fire bell rings staff should:
 - a. Make sure that windows are closed and that the last to leave closes the door.
 - b. Do not turn off the lights.
 - c. Demand SILENCE and insist on silence until the evacuation is over.
5. All staff should ensure that the room they are in is cleared and any other adjoining rooms e.g. storerooms, offices, prep rooms that can be quickly and easily checked. Students should proceed briskly along corridors using the shortest **available** route to the assembly point below and line up in forms.

Boys' Junior School – Boys Senior Playground

Boys' Senior School – Boys Senior Playground

Girls' Junior School – Girls' Playground

Girls' Senior School – Girls' Playground

Infants and Kindergarten – Infant car park

Farraday House – Outside JCR

Maintenance Workshops – Outside JCR

Fire marshals with designated areas should assist the rapid, safe and efficient evacuation.

6. Swimming Pool

Swimming pool users are to be issued with a space blanket and should assemble outside the swimming pool and await further instruction from the dedicated fire marshal.

7. Staff Duties

Once outside all adults should immediately inform the Health and Safety Officer of the rooms that they have been able to check as they evacuated. The Health and Safety Officer will record this on a checklist which will be passed to the Fire Service if necessary.

8. Senior School

Form Tutors should line up their form and supervise them until instruction is given.

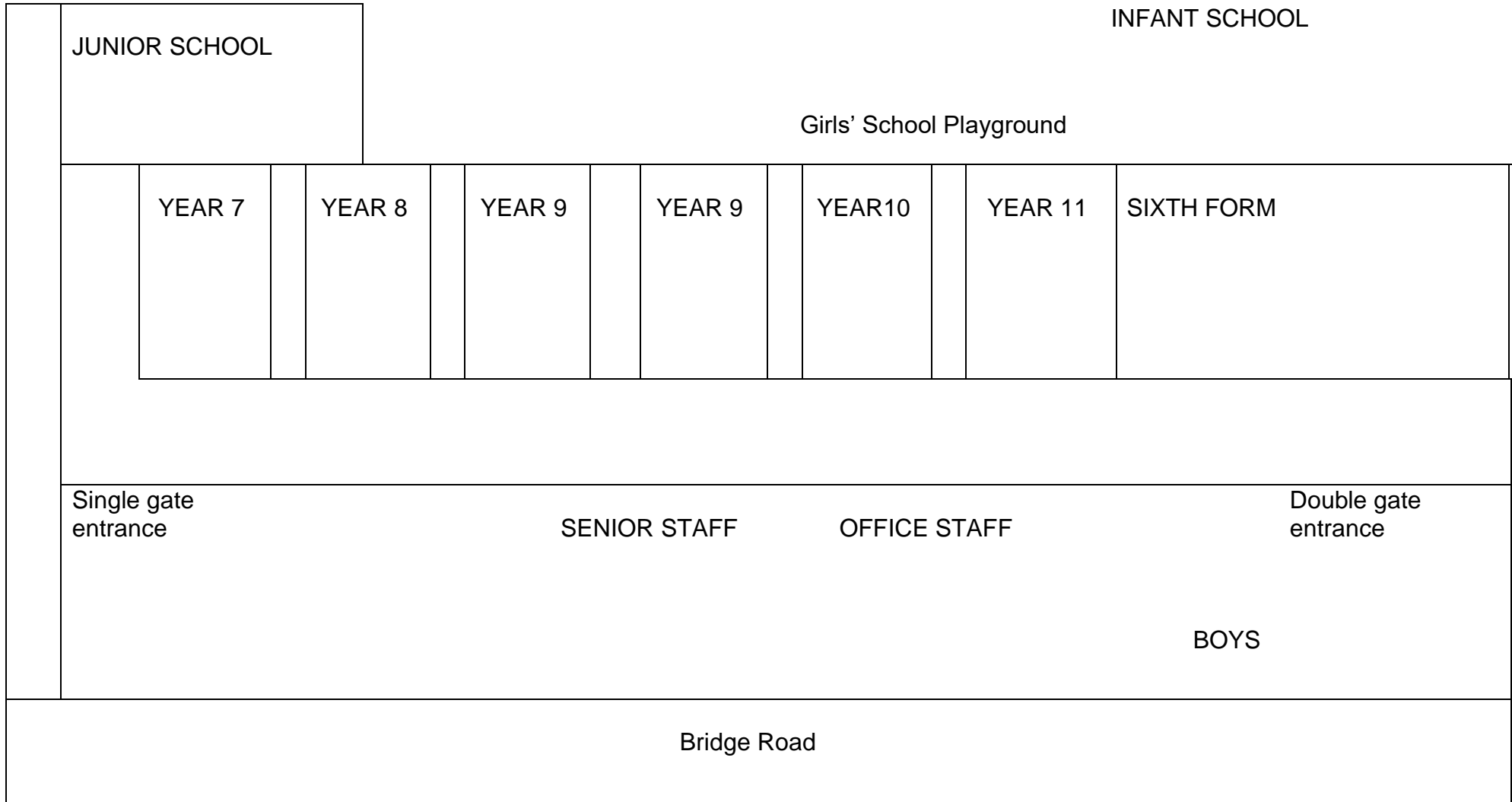
9. Any non-form staff should assist with the room recording and wait for instruction

10. Junior School and Infant School and Kindergarten

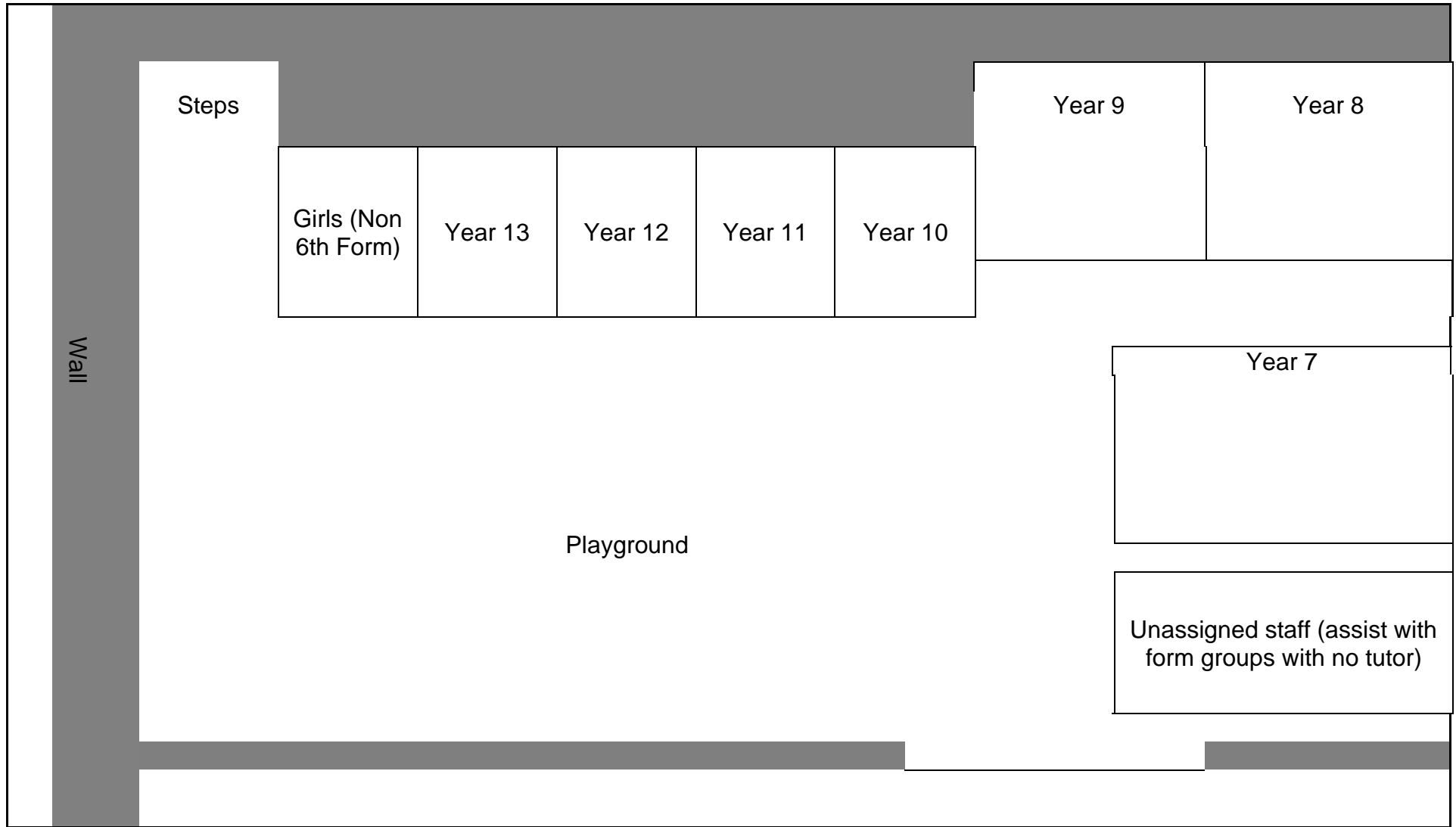
Staff must register the students (as appropriate) and report to the Health and Safety Officer.

11. The **caretaker** on duty will report to the fire alarm panel and check the identified alarm location to confirm if a fire is present.
12. The **main office staff** will collect and take out the room list, visitors list, Walkie Talkie, Mobile Phone (Megaphone – Girls’ site only) to the assembly point. (Girls’ site only - taking the gate key, one member of the Office staff is also responsible for checking that the double gates to the Playground are open, and if not, should unlock and open them.)
13. An ISAMS printout of the daily registers should be requested from the other site if needed.
14. All **teaching staff** will assist in evacuating any visitors for which they are responsible.
15. If a fire is confirmed, then the **Health and Safety Officer will call the fire brigade on 999**. The building is not to be re-entered until confirmed safe to do so by the Fire Brigade.
16. If it is identified that the alarm is false, then the panel must be reset by the **caretaker**. The Health and Safety Officer will then confirm that the building is safe to re-enter. Under no circumstances should anyone re-enter the building until permission is granted.
17. Once the Senior School room checklist is complete as far as possible, and the Junior School registers have been taken the Health and Safety Officer should report to the Headteacher.
18. The school will be dismissed by either the Headteacher or the Deputy, no-one must re-enter the buildings until the all clear has been given by the Estates Team/Fire Service.
19. EXTERNAL EXAMINATION CANDIDATES (if in session)
On hearing a long continuous bell or other warning the **lead invigilator** and **examinations officer** must:
Stop the **candidates** from writing. Instruct **candidates** to turn over their question papers and scripts and leave them in the examination room. Collect the attendance register. **Candidates** will remain under exam conditions at all times.
Candidates must stand in the middle of the assembly point, well away from other pupils, 2 metres apart from one another and must not communicate with anyone.
Teaching staff who do not have forms to register should assist in maintaining exam conditions.
Candidates will return back to the exam room where the exam will re-start allowing the candidates the full amount of time. If the hall is not available and the number of candidates is small enough an alternative room will be found. All candidates (with question papers and scripts) will be taken to the alternative venue.
The **lead invigilator** and **examinations officer** will make a full report of the incident and of the action taken, which will be sent to the relevant exam board(s) along with a request for special consideration.

GIRLS' SCHOOL ASSEMBLY PROCEDURE



BOYS' SCHOOL ASSEMBLY PROCEDURE



APPENDIX B - AFTER SCHOOL CLUBS FIRE PROCEDURE

General Duties

On hearing a long continuous bell or other warning:

1. Shut all windows.
2. Leave the room in a controlled manner ensuring door is closed.
3. Silence and single file order to be kept at all times.
4. Follow shortest **available** route to the assembly point and line up in forms.
 - Infant and KG School – Girls' Junior Playground
 - Girls' Junior School – Girls' Junior Playground
 - Boys' Junior School – Boys' Senior Playground
 - Girls' Senior School – Girls Senior Playground
 - Farraday House – Outside JCR
 - Maintenance Workshops – Outside JCR

Swimming Pool

5. Swimming pool users are to be issued with a space blanket and should assemble outside the swimming pool and await further instruction from the **caretaker**.

Staff Duties

6. The **caretaker** on duty will report to the fire alarm panel and check the identified alarm location to confirm if a fire is present.
7. The **members of staff** of the particular activities / clubs must keep the group together and follow the 'fire drill procedure'.
8. The **members of staff** of the particular activities are to radio back to the **caretaker** on duty that everyone is accounted for. If this is not the case the **caretaker** is to be informed so an inspection of the area can be undertaken.
9. If a fire is confirmed, then the **caretaker** will call the fire brigade on 999. The building is not to re-entered until confirmed safe to do so by the Fire Brigade.
10. If it is identified that the alarm is false, then the panel will be reset by the **caretaker**. The **caretaker** will then confirm that the building is safe to re-enter. Under no circumstances should anyone re-enter the building until permission is granted.

APPENDIX C - FIRE MARSHAL DUTIES

Fire Marshal Duties

1. Familiarise themselves with their area, including the emergency routes, fire exits, fire alarm call points and fire extinguishers. Pre evacuation measure.
2. Ensure that escape routes are available for use. Pre evacuation measure.
3. Report any concerns about fire safety equipment to Alan Dennis or through an Estates help desk ticket. Pre evacuation measure.
4. Identify fire hazards and other hazards in the workplace including build-ups of rubbish and report them to the Head of Department or Faculty. Pre evacuation measure.
5. As a Head of Department or Faculty ensure build-ups of rubbish or similar fire hazard are cleared. Pre evacuation measure.
6. As required on an annual basis complete the EduCare 'How to be an Effective Fire Warden or Fire Marshal' Module. Upon completion update Breathe HR profile to show training complete and attach badge. See appendix E for instructions.

On hearing a long continuous bell or other warning:

7. With consideration to personal safety conducts a quick search of their defined area on their way out, including common areas and toilets to ensure everybody is leaving the building. Evacuation measure.
8. Assist, as practical, any pupil or member of staff with any disability that may affect their ability to evacuate the building. Evacuation measure.
9. Fights the fire only **if safe to do** so using the firefighting equipment provided. Evacuation measure.
10. Assist with administration as directed by the Fire and Incident Control Officer on duty.

Boys' Senior + Junior School

Name	School	Area	Training Date
Alan Dennis	Boys Senior	Fire and incident control officer, 1	November 2019
Rob Lees	Boys Senior	Fire and incident control officer, 2	See iHASCO record
Kiri Gore	Boys Senior	Fire and incident control officer, 3, Art	See iHASCO record
Sarah Hughes	Boys Senior	JCR, Swimming Pool	Not required (05/12/2018)
Sharon Hart	Boys Senior	Office Support	Not required (See iHASCO record)
Zina Royle	Boys Senior	Office Support	Not required (See iHASCO record)
Brendon Kelly	Boys Senior	Fire Alarm Panel 1	See iHASCO record
Anthony Rimmer	Boys Senior	Fire Alarm Panel 2	
Martin Coward	Boys Senior	Fire Alarm Panel 3	
Andrew Watts	Boys Senior	Science	February 2018
Rina Garg	Boys Senior	Chemistry	
Emily Bailey	Senior Boys	Biology	
Ann Montgomery	Boys Senior	LRC	25/11/2018
Jess Elliott	Boys Senior	English	See iHASCO record
Jen Rumboldt	Boys Senior	RS	See iHASCO record
Jenny Downing	Boys Senior	Music	
Peter O' Sullivan	Boys Senior	Maths	See iHASCO record
Olivia Halstead	Boys Senior	History	See iHASCO record
Paul Meakin	Boys Senior	Computing	See iHASCO record
Maria Whitlow	Boys Senior	Economics & Business Studies	See iHASCO record
Martyn Andrews	Boys Senior	Sports Hall	04/12/2018
Martine Boulton	Boys Senior	CDT	See iHASCO record 26 th Feb 2020
Clemence Banks	Boys Senior	Languages	See iHASCO record
Jayne Tomkinson	Boys Senior	Geography	February 2020

Claire Lynskey	Boys Senior	Support Offices	
Richard Bowles	Boys Senior	I.T. Loft	See iHASCO record
Kara Mills	Boys Senior	Kitchen, Dining Halls	See iHASCO record
Andrew Shepbeck	Boys Junior	Fire and incident control officer Preventative checks Whole site	
Sam Sheikh	Boys Junior	Fire and incident control officer 2	See iHASCO record
Tracy Howarth	Boys Junior	Support to Fire and incident control officer	See iHASCO record

Girls' Senior + Junior/ Infant School

Name	School	Area	Training Date
Rachel Newbold	Girls Senior	Fire and incident control officer, 1	November 2019
Kate Lewis	Girls Senior	Fire and incident control officer, 2	See iHASCO record (last January 2020)
Vicky Leaver	Girls Senior	Fire and incident control officer, 3,	
Alison Cloke	Girls Senior	Office Support	Not required
Diane Nixon	Girls Senior	Office Support	Not required (February 2018)
Dave Brownrigg	Girls Senior	Fire Alarm Panel 1	
Anthony Rimmer	Girls Senior	Fire Alarm Panel 2	
Martin Coward	Girls Senior	Fire Alarm Panel 3	
Andrew Watts	Girls Senior	Science	February 2018
Peter Curry	Girls Senior	Physics	February 2018
Elizabeth Ryder	Girls Senior	Library	February 2020
Jess Elliott	Girls Senior	English	See iHASCO record
Jen Rumboldt	Girls Senior	RS	See iHASCO record
Rachel Britton	Girls Senior	Music	February 2020
Peter O' Sullivan	Girls Senior	Maths	See iHASCO record
Olivia Halstead	Girls Senior	History	See iHASCO record
Paul Meakin	Girls Senior	Computing	See iHASCO record
Maria Whitlow	Girls Senior	Economics & Business Studies	See iHASCO record
Rachel Newbold	Girls Senior	Sports Hall	04/12/2018
Kate Kershaw	Girls Senior	Art/ Food	February 2018
Clemence Banks	Girls Senior	Languages	See iHASCO record
Jayne Tomkinson	Girls Senior	Geography	February 2020
Holly Hammond	Girls Senior	Sixth Form Centre/ Drama	See iHASCO record
Dave Newbury	Girls Senior	Sixth Form Centre	08/01/2019
Claire Lynskey	Girls Senior	Support Offices	

Sam Aylin	Girls Junior	Fire and incident control officer Preventative checks Whole site	25/8/20
Kathryn Woodhead	Girls Junior	Fire and incident control officer 2	See iHASCO record
Isobel Hinchliffe	Girls Junior	Support to Fire and incident control officer	Not required (See iHASCO record)
Chrissy Howard	Infants	Fire and incident control officer Preventative checks Whole site	March 2018
Emily Venske	Infants	Fire and incident control officer Preventative checks Whole site	
Andrea Moran	Infants	Fire and incident control officer, 2	February 2018
Anthea Cole	Infants	Support to Fire and incident control officer	Not required (March 2018)

Appendix D- Floor plans and room check sheets

Floor plans/ Room check sheets and

Check list of Fire and Incident Control Officer Duties are found in the following folder:

<https://burygrammar.sharepoint.com/:f:/r/opsevents/Staff%20Documents/Health%20and%20Safety/Fire%20and%20evacuation/Fire%20Notices%20Sept%202020?csf=1&web=1&e=UKXT2u>

Each site has a dedicated folder with masters for copying

Appendix E- Updating Breathe HR details

Logon to Educare

Click on My Courses

Scroll to 'How to be an Effective Fire Warden or Fire Marshal', click on the course title

Upon completion of the module click 'Download' on the EduCare CERTIFICATION tile



Click 'Get your certificate'

In the new window click the download (down arrow) icon

The pdf file will appear on the lower tool bar as a file you can drag and drop, if this doesn't happen then save the certificate to desktop, the pdf will appear on the lower tool bar

Open a new window and logon to Breathe HR

Click 'My Profile' on the tool bar

Click 'Training' on the icons next to your picture

Click the blue circle with white + symbol on the My training bar

Complete box as displayed below- please note the Remind me email is a date you can change to your convenience

Click the green 'add training box'

On the next screen click the blue circle with white + symbol on the Attached documents bar

Drag and drop your certificate from Educare into the grey box, add the title 'How to be an Effective Fire Warden or Fire Marshal' and click the green 'add document' box

Complete

TRAINING DETAILS

Name*

How to be an effective Fire Warden or Fire Marshal

Company training type*

CPD

Structured units

Unstructured units

Hours

1

Company training category

Health and Safety

Status

Completed

If you want to bypass the request process, simply select a different status

Start on

19/08/2020

Full day

Half day

am

Expires on

19/08/2021

For if the qualification has an expiry date, or the training has to be repeated in future

Remind me by email on

12/08/2021

Provider

In house

Remuneration currency

choose

Cost

Outcome

Passed

Notes

cancel

add training

APPENDIX F – Updates log

February 2020	Update of Fire Marshal Training	AED
August 2020	Update of policy to show preventative Nature of Fire Marshal duties	AED