



# MAYVILLE HIGH SCHOOL

*Founded in 1897*

## Fire Safety Policy

This policy is applicable to all pupils, including those in the EYFS.

The Trustees acknowledge their responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements. An annual review of this policy and associated procedures is undertaken, so that any deficiencies or weaknesses can be remedied without delay.

### PART 1: FIRE SAFETY INTRODUCTION

Our priority is to ensure that all properties are managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 (referred to as the "Order") and any other relevant guidance or standards. It is to ensure the safety of staff or anyone else legally on school premises. It is also to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity 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 Mayville High School are designed to help our community respond calmly and effectively in the event that fire breaks out in one of our buildings.

### ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Domestic Bursar is the designated School Fire Safety Manager and the competent person who has sufficient training, experience and knowledge. S/he is responsible for ensuring that:

- The fire safety policy is kept under regular review by Trustees and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures 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.
- Will monitor, through termly review the following records:
  - Fire procedures and arrangements
  - Training records
  - Records for inspection of escape routes
  - Fire practice drills
  - Certificates for installation of alarms, detectors, emergency lighting, firefighting systems and equipment

- Maintenance records for installation of alarms, detectors, emergency lighting, firefighting systems and equipment

## **EMERGENCY EVACUATION CODE**

All new staff and pupils, 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 as instructed.
3. If you are teaching a class, leave the building immediately. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the Site Manager will summon the Emergency Services if the alarm sounds.
5. The School Office takes absence sheets for pupils and staff to the assembly point and these will be checked with all teachers' registers. Schoolbase registers are also accessible online. Clarendon can print if needed for Livesey and Livesey print for Clarendon. .
6. Report anyone who is missing immediately to the School Fire Safety Manager or a member of the SMT who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your pupils until the all clear is given.

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

### **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Mayville High School. 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 rooms and in all corridors, and 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 pupils, 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. We offer fire awareness INSET training, including the basic use of fire extinguishers. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

The School Office is manned between 8.30am and 4.30pm during weekdays throughout the year apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in each building. The School Office is always aware of fire practices. If the alarm goes off for any other reason, the staff have been instructed to summon the Fire and Emergency Service at once.

Any member of the SMT can be contacted 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

### **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 code (see above) and are shown the way to the nearest assembly point.

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

### **RESPONSIBILITIES OF TEACHING STAFF**

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, marking those present on their class or set list register 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 Officer or a member of the SMT. It is the responsibility of the School Fire Safety Officer or the member of the SMT 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 MARSHALS**

We have at least one trained Fire Marshal in every building. All Fire Officers are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Officers receive regular refresher training.

The Cottage	Director of IT
Pre-Prep	Head of Pre-Prep
Kenilworth	Deputy Head (Junior School)
Clarendon	Head of Middle School
Livesey	Headteacher, Health & Safety Officer and Bursar
Wyvern	SMT

### **FIRE PRACTICES**

We hold one fire practice every term at Mayville High School and this is logged. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals 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 Mayville High School:

- There are at least two escape routes from almost every part of each building.
- Fire notices and evacuation signs are displayed in every room, (corridor and stairwell).
- Fire extinguishers (of the appropriate type), 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.
- Stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the various locations depending on which building is affected and shows the location of a fire. [It is fitted with an uninterrupted power supply (UPS)]
- Alarms sound in all parts of a building. In the following areas they are supplemented by visual alarms

(red flashing lights):

- Sound-proofed music practice rooms
- Keeping fire routes and exits clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Site Manager who is also responsible for arranging for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept by the Site Manager and the Health & Safety Officer.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building.

### **Electrical Safety**

- The School has current electrical test certificates for all its buildings. The Site Manager inspects and maintains its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. The Site Manager has been trained in this role
- Records of all tests are kept in the Site Manager's and the Health & Safety office.
- The Science and DT teachers are responsible for ensuring that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards should be 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 by the office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked by the Science Department 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, grounds and caretaking are stored in flame proof cupboards.

## **Record Keeping:**

The following records will be maintained by the Domestic Bursar and the Health & Safety Officer

- Review of fire procedures and arrangements on each evacuation
- Training records
- Records for inspection of escape routes
- Fire practice drills
- Certificates for installation of alarms, detectors, emergency lighting, firefighting systems and equipment
- Maintenance records for installation of alarms, detectors, emergency lighting, firefighting systems and equipment

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

### 1. Fire Risk Assessment and its review

2. Fire Risk Prevention – in areas of the School, such as the Science or DT Departments there is a robust procedure for the elimination and reduction of risks from dangerous substances. Procedures for the safe storage of chemicals and equipment are stringently maintained. Laser cutters are not used.

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 the risk assessments are specific to each of the buildings on the separate sites.

Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Copies of Mayville High School's fire risk assessments are on the health and safety section of the school's intranet for all staff to read, together with this document.

The Head and the Trustee i/c health and safety review the assessments on an annual basis.

Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Mayville High School's fire risk assessment is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Hampshire Fire & Rescue Service carried out a fire safety audit on all school premises in September 2014 and again in 2019.

## **FIRE AND EMERGENCY PROCEDURE. READ AND UNDERSTAND FIRE PRECAUTION NOTICES -**

Fire action instructions are on display inside every classroom. Other notices are displayed in corridors or appropriate rooms. The Fire Bell rings continuously if there is an emergency.

### **IN CASE OF FIRE:**

- If fire in any building other than Senior School contact the school office so fire brigade can be summoned.
- \* Familiarize yourself with the exit procedure for each room
- \* Remain calm and ensure that the pupils do not panic or run
- \* Do not allow pupils to waste time by trying to take anything with them.
- \* Give the class clear instruction as to their exit and instruct them to leave the room
- \* Close windows and doors behind you and if practicable turn off electrical equipment
- \* Once at designated assembly point ensure children line up quickly and quietly.
- \* Registers should be distributed to teacher responsible for class and checked immediately and office staff informed of any missing children.
- \* Under no circumstances may anyone re-enter (or allow any child to re-enter) the building unless told by a Fire Officer (or in the case of a practice a member of the School Office) that it is safe to do so.

ALWAYS ensure that you know the lay-out of the fire exits, emergency route and assembly points.

You should know where the following is:

- \* fire-fighting equipment  
Red: Water | Black: Carbon Dioxide, for electrical purposes | Cream: Foam | Blue: Powder
- \* fire exits
- \* fire alarm points

ALWAYS report an obstruction of fire exits and passages.

ALWAYS remember the School and its grounds are No Smoking areas.

ALWAYS keep cloths and towels away from heaters and convectors etc.

ALWAYS ensure that the Class Register is accessible and if in your room taken to the appropriate assembly point

## **FIRE DRILLS**

There will be three practice evacuations in each school year. One each term of the year. Teachers will be responsible for their children reaching the assembly point, their registration and then for their supervision during the evacuation. In the senior school the teacher who is teaching the class is responsible for their registration and supervision. In the event of a fire or practice in Clarendon, once the office is informed they will ensure print outs of class / set lists from Livesey Building are taken to the assembly point. In the event of a fire or practice in Livesey Building print outs of class / set lists from Clarendon must be collected and taken to the assembly point by a Fire Warden.

Any problems experienced during a Fire Drill must be reported immediately to the Headteacher.

*August 2014, Approved by the Trustees September 2014.*

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