

Date: August 2022  
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Responsibility: DR

# Bishop Challoner School



## Fire Risk Policy



## BISHOP CHALLONER SCHOOL FIRE RISK POLICY

*As a school providing EYFS education for pupils the contents of this policy should be considered in this context.*

Relevant Acts:           Regulatory Reform (Fire Safety) Order 2005  
                                  Health and Safety at Work Act 1974  
                                  Health and Safety at Work Regs 1992  
                                  Control of Substances Hazardous to Health (COSHH) Regs 1992  
                                  The Reporting of Injuries, Diseases and Dangerous Occurrences Regs  
                                  (RIDDOR) 1995

This policy should be read in conjunction with:  
                                  Emergency Actions Policy  
                                  Health & Safety Policy  
                                  Risk Assessment Policy

The School will comply with all fire safety legislation and standards.

The effectiveness of the Fire Safety Policy will depend on the full co-operation of every member of staff, without exception. Co-operation must be encouraged from the highest level. Complying with fire safety procedures must be regarded as a basic duty by all staff and an essential obligation for all those with management responsibility.

All members of staff, students, contractors and visitors are required to follow the fire procedures. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the Fire Officer, the Head or the Fire Brigade.

### **OBJECTIVES**

- Safeguard all personnel at Bishop Challoner School, including visitors, from death or injury in the event of a fire or associated explosion.
- Reduce fire incidences.
- Minimise the potential for fire to occur and disrupt the work of the school and cause damage to property and the environment.
- To safeguard the physical assets of Bishop Challoner School and to protect the environment.
- To minimise the incidence of unwanted fire alarm signals and false alarms.

In respect of all facilities, which it owns, or lets out, Bishop Challoner School will:

- a. Provide appropriate means of escape in case of fire.
- b. Ensure that all means of escape are properly maintained and signed, kept free from obstruction and available for safe and effective use at all times.
- c. Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- d. Provide and maintain in working order the alarm system, including sufficient fire detectors to give full coverage of the school buildings, or the means of giving warning in case of fire.
- e. Provide and maintain in working order all fire fighting appliances and devices.
- f. Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.
- g. Provide detailed instruction and external training to fire marshals for evacuation procedures and basic firefighting.

### **ARRANGEMENTS**

The Bursar will be responsible for ensuring that an annual Fire Risk Assessment is completed by an external, qualified contractor.

The Bursar will be responsible for ensuring that the design of fire alarm systems complies with all relevant fire safety legislation.

The Bursar will be responsible for ensuring the ongoing maintenance of all fire alarm systems, including the automatic link to the Fire Brigade for automatic attendance.

All staff must be responsible for ensuring that all means of escape routes are kept free of any obstructions, combustible material and any sources of ignition. The Bursar will arrange regular inspections of escape routes and keep written records of findings.

Chemicals must be kept in remote, secure locations such as the chemical store and caretakers' sheds. Small quantities may be stored in the prep room and cleaning cupboards. Dangerous substances must be considered in accordance with COSHH (Control of Substances Hazardous to Health) Regulations 2002.

Fire drills are carried out once a term and within the first 4 weeks of a new academic year, in September.

The fire siren is tested every week and the emergency lighting is tested monthly.

Any incidents of fire and fire drills will be reported at SLT with areas for further improvement referred to the termly Health and Safety Committee meetings.

The Bursar will be responsible for ensuring the annual testing and ongoing maintenance of all fire extinguishers in main buildings.

The Emergency Evacuation Plan includes the evacuation of disabled persons. Notices detailing the action to be taken in the event of a fire situation are displayed throughout buildings, and are normally located adjacent to each manual fire alarm call-point.

All staff must ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

This policy statement will be reviewed annually or at more frequent intervals if there are relevant legislative changes.

### **FIRE - EMERGENCY PROCEDURES**

Emergency evacuation of the school in cases of fire will depend on the location of the fire, with a swift but controlled evacuation by the nearest exit away from the fire. All exits are well marked and staff should be familiar with the location and operation of fire doors and extinguishers.

Any individual discovering a fire should raise the alarm immediately. The school fire alarm is activated by pressing the emergency button at any call point.

For fire, fire drills, bomb scares etc., the alarm bell is the same as the one, which rings to mark lesson changes. However, a genuine alarm will easily be recognised as a long, continuous ringing. Office staff will bring out registers. Each teacher, having closed all doors, will direct the class to the nearest exit. Every person must vacate the building by their designated fire exit unless it is blocked. If an exit is blocked, they should leave by the nearest available exit and report the matter to the Health and Safety representative immediately.

Class teachers are responsible for ensuring that pupils in their charge leave the building in an orderly fashion and in silence.

Pupils assemble in their designated areas in register order and their form tutors must collect the registers from the appointed secretary for that area and register the pupils. Any pupils missing must be reported to the Head of EYFS/Head of Key Stage 1 & 2/Deputy Headteacher who will then report to the Headteacher or, if the Headteacher is off site, the Deputy Headteacher.

All visitors to the site and non-teaching staff should report to the Office Manager by the statue on the grass at the front of the school (or on the senior playground if it is a shorter exit route). The only exceptions to this arrangement should be the office staff who will coordinate distribution of the registers from the senior playground. The Reception staff will therefore be responsible for taking out the visitors' book, staff and pupil signing in/out books.

All teaching staff without forms should report to the Deputy Head on the top playground.

The designated fire marshals will check the panel, sweep the building and report back to the Bursar.

Pupils, Staff and Visitors may only return to the building when directed to do so by the Headteacher or Deputy Head after the Bursar has given the 'all clear'.

Exit notices are displayed in each classroom.

All pupils should lead out in an orderly manner, **in total silence**.

The senior school will assemble in forms (in alphabetical order) on the top playground.

The preparatory school will assemble in forms (in alphabetical order) on the ball court nearest the Portacabins.

The pre-preparatory classes will assemble by the statue on the grass at the front of the school.

The form tutor should receive the register from the office staff and mark it. Any pupil missing, who had been marked present for that day should be reported immediately to the Deputy Headteacher or Head of Key Stage 1 & 2. Office staff to check both staff, pupils and visitors signing in and out books/Inventory system to check all are present.

#### **ROUTINE EVACUATION OF SCHOOL:**

Labs, Gym, Ground Floor rooms - through their own doors or exits.

Rooms 3, 4 and 5 - through Room 5.

Rooms 8 and 9 - through Room 9.

Rooms 2, 6 and 7 - down stairs and past toilets to exit.

Tutorial T-Rooms - past caretaker's flat and down iron staircase.

Other rooms in old building should be evacuated by the nearest exit, following signs.

Room 10 - through nearest exit.

Staff Room - down main staircase or through Bursary.

Pre-Preparatory - through "Chapel Quad" and assemble at front of school.

C1-C5 (St. Catherine's Cottage) – entrance or exit through single door opposite disabled toilet. Staff and students exiting the cottage must use the assembly point by the statue on the front lawn.

Preparatory classrooms – via main preparatory stairs or external iron staircase as appropriate

Year 6 – down main stairs, exit using door by dining hall, walk across the grass to court 2

Exit notices are displayed in each classroom

#### **OFF-SITE EVACUATION**

If an incident requires off-site evacuation (e.g. major fire / bomb scare), initially the standard evacuation of buildings should proceed as above with registration, where possible, at the usual assembly points. The Headteacher (or in their absence, another member of the Senior Leadership Team) may then make the decision to evacuate the site. Staff who are not directly responsible for a particular group of pupils must assist with escorting pupils.

The Bursar will inform the Pre-Preparatory School and visitors of the decision to evacuate the whole site. Pre-Preparatory and visitors should proceed from the assembly point, via the pedestrian gate next to the cottage, to reassemble in the car park of Challoner Court (next door to the school towards Beckenham) and re-registered. If Challoner Court is deemed unsafe by its proximity, staff should supervise evacuation (across the busy Bromley Road at a safe crossing point) to the main school off-site assembly point behind Laburnum House (exact location detailed in next paragraph).

The senior school should proceed from the assembly point, via the flattest part of the bank alongside the hedge by the scout hut, to the pedestrian gate at the front of the scout hut. (Fire marshals must carry the key to the padlock for this gate at all times.) They should then exit the site by the pedestrian exit next to the vehicle exit, turning left on to Bromley Road. The secondary assembly point is almost immediately opposite the junction of Bromley Road and Scott's Avenue between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6). Staff should hold pupils until it is safe to cross Bromley Road. Supervising staff should bear in mind vehicle stopping distances, particularly around the blind bend coming from Beckenham towards Shortlands. If possible, a marshal in a hi-visibility jacket should stop the traffic before the bend. If necessary, pupils should be crossed in batches to allow the safe flow of traffic. Pupils should proceed along the access road between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6) and be lined up in classes for registration in front of the garages.

The Preparatory School should proceed from the assembly point, via the exit gate next to the Art portacabin on to Scott's Avenue. (Fire marshals must carry the key to this gate on to Scott's Avenue.) They should turn left towards Bromley Road. The secondary assembly point is almost immediately opposite the junction of Bromley Road and Scott's Avenue between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6). Staff should hold pupils until it is safe to cross Bromley Road. Supervising staff should bear in mind vehicle stopping distances, particularly around the blind bend coming from Beckenham towards Shortlands. If possible, a marshal in a hi-visibility jacket should stop the traffic before the bend. If necessary, pupils should be crossed in batches to allow the safe flow of traffic. Pupils should proceed along the access road between Laburnum House (Flats 1-6) and Hazel House (Flats 1-6) and be lined up in classes for registration in front of the garages.

Staff and Visitors may only return to the school site when directed to do so by the Headteacher or Deputy Head after the Bursar has given the 'all clear' in liaison with the emergency services.

#### **ACCIDENTS:**

Full details of any accidents happening on the school premises or on school organised visits etc., should be written in the "Accident Book" kept in the school office. A report of the accident, if witnessed by another pupil or a member of staff, should be written on the appropriate form which is kept in the school office.

**HEALTH and SAFETY:**

Concerns about accidents/incidents, e.g. a blocked fire escape, should be made to the Health and Safety Officer as soon as possible.

Reviewed by: David Rolls

Review Date: August 2022

Date of Next Review: August 2023