



FIRE SAFETY AND EMERGENCY EVACUATION POLICY

COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors :	Spring Term 2018
Date policy became effective :	November 2009

Period of Review:	Annually
Next Review Date :	Spring Term 2019

Person responsible for implementation and monitoring :	Safety, Health, Environment and Fire Advisor Bursar Estates Manager
Other relevant policies :	Health and Safety Security Policy First Aid Policy Crisis Management Plan

The following Policy covers both schools and encompasses the Aims and Ethos of the

Preparatory School

Mr Simon James
Head, Preparatory School

and the

Senior School

Mr Chris Townsend
Head, Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

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 Felsted School (“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 the School 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 Bursar is the designated School Fire Safety Manager (supported by the Estates Manager, Safety, Health, Environment and Fire Advisor (SHEF) and trained Fire Marshals) who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors.
- 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.
- Records are kept of the fire training given to staff.
- Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage and emergency lighting.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are 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, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

PART 2: FIRE SAFETY PROCEDURES

EMERGENCY EVACUATION

- If you discover a fire, break the glass in the nearest fire alarm call point to set off the alarm.
- Leave the building by the nearest exit.
- Do NOT attempt to fight the fire unless you have had specific training in fire-fighting.
- As soon as you hear the fire alarm, leave the building in an orderly manner – walk, do not run.
- If you are responsible for a class, make them leave quietly with you.
- Follow the designated fire evacuation route.
- If it is blocked, follow the instructions of staff and divert to the nearest available safe exit.
- Assist anyone at a Fire Refuge Point, on a landing or elsewhere if they need your support to continue the evacuation.
- Never use a lift.
- If you are trapped in smoke, stay close to the floor where the air is cleaner and cover your nose and mouth with a wet cloth if possible.
- If a door feels hot, do not open it, as it probably means that there is a fire on the other side.
- Never go back for any possessions or for any reason.
- Assemble at the relevant Fire Assembly Point.

Once outside

- Stay out.
- Roll-call is immediately taken by staff in charge.
- Check immediately on anyone identified as missing.
- Fire Marshal or other responsible staff to call 999 – Fire Services (and Ambulance Services as appropriate); Call the School Emergency number EXT 500 (01317 822500) 07587533561 and inform Senior Leadership Team, Headmaster and Bursar.

Your response is vital

- Remain quiet and do everything to make possible an accurate roll-call as swiftly as possible.
- Stay together and do not wander off; move calmly to a further place of safety if instructed to do so.

Immediately after a fire emergency evacuation, the senior member of staff present is to:

- Account for all occupants of the building; relay names and information about possible location of anyone missing to the Emergency on call staff/ Fire Services as soon as possible.
- Emergency On Call staff will act as Fire Service Liaison and will be in contact with the Fire Warden or senior member of staff at the Fire Assembly Point
- The Senior Leadership Team (SLT) will implement the School Crisis Management Plan into operation as necessary.

The Fire Evacuation Procedure appended to this Policy below is located at key points in all buildings.

BRIEFING NEW STAFF AND PUPILS

All new staff at Felsted School are instructed on the School's emergency evacuation procedures as part of their Health & Safety Induction. They are shown where the emergency exits, escape routes and outside assembly points are located. Fire action notices are displayed on the walls of classrooms, sleeping accommodation and in all escape routes. All new staff are shown how to activate the fire alarms if they discover a fire and regular refresher training is also carried out.

No one should attempt to use a fire extinguisher unless they have been trained in its use.

VISITORS AND CONTRACTORS

All visitors are required to sign in and out at Reception and contractors are required to sign in and out at the Works Department, where they are issued with a visitor's badge, which should be worn at all times when on school property. They are made aware of the emergency evacuation procedure and the assembly point.

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

Personal Emergency Evacuation Plan (PEEP)

In the event that either staff or pupils have specific access needs, then a one to one fire safety assessment is carried out and a PEEP is completed. For pupils, the PEEP is completed by their relevant Housemaster/mistress (with assistance from the SHEF) and a copy of the completed PEEP is passed to the students' teachers and held on their personnel file.

The PEEP should be reviewed at least every two weeks (i.e after one teaching cycle) or after a significant change to ensure it captures all relevant detail. Staff PEEPs are to be completed by the Line Manager of the member of staff concerned and are to be reviewed every two weeks or after a significant change.

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 Head of Department (HOD) or Senior Leadership Team (SLT). It is the responsibility of SLT 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 HOUSE MASTER/MISTRESS

Staff resident in boarding houses are trained Fire Marshals. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire.

Fire Marshals are competent in the use of fire extinguishers and are capable of extinguishing small fires. They have some knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring. They have knowledge of the Fire Emergency Evacuation Procedure and their role in implementing it. Fire Marshals receive regular refresher training and staff new to the role receives training as part of their induction.

The HM is responsible for:

- Carrying out at least one Fire Evacuation Practice every term and sending a report to the SHEF..
- Ensuring that all house personnel know the location of fire alarm call points.
- Ensuring the regular use of primary and secondary escape routes.
- In association with the SHEF, ensuring that notices are correctly sited and that the Fire Emergency Evacuation Plan is properly distributed and understood by all.
- Where a PEEP is necessary, devising the PEEP and knowing how it will be implemented.

RESPONSIBILITIES OF STAFF

Staff must co-operate with the employer or other authorised persons to enable legal obligations to be fulfilled in respect of fire safety measures.

Staff must not maliciously interfere or knowingly allow others to interfere with fire alarm system or fire extinguisher equipment provided on school premises or in school vehicles.

Other than in respect of notified tests, staff, pupils and visitors must leave the building immediately the fire alarm sounds. They must proceed to the designated Fire Assembly Point and follow any safety instructions given to them.

FIRE PRACTICES

At least one daytime fire evacuation practice is held in Classroom Areas and Boarding Houses annually. Fire evacuation practices for Boarding Houses during silent hours are held once a term. Fire evacuation practices are held during residential lettings. These practices combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in boarding houses, help to ensure that the School is safely evacuated in the event of a fire.

Operational staff areas have an annual fire practice.

FIRE SAFETY & PREVENTION MEASURES

The following measures are in place:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in classrooms, sleeping accommodation, corridors and stairwells.
- Fire extinguishers, smoke/heat detectors are located in every building in accordance with the Fire Service recommendations.
- The Fire Alarm system can be manually activated by breaking a Manual Call Point, and are automatically activated when smoke/heat builds up.
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closers that are activated by the fire alarms are fitted on corridor doors in various buildings.

- The Fire Alarm Master Panel for the alarm system is located in the Main Entrance in most buildings and shows the location of a fire. We also have repeater panels near to HMs' accommodation in all Boarding Houses.
- Alarms sound in all parts of the building. In some areas (Grignon Hall and the BKA) they are supplemented by visual alarms (red flashing lights): .
- It is the responsibility of all staff to keep fire routes and exits clear at all times.
- The SHEF carries out regular inspections of escape routes.
- The alarm system is tested weekly and serviced annually by an approved contractor.
- Emergency lighting is tested at three monthly intervals and a three hour discharge test annually.
- Fire extinguishers are serviced annually by an approved contractor.
- Records of all tests are kept in the Health & Safety Office.
- Plans showing the location of gas and electricity shut off points are displayed in the Emergency Information Folder which is located next to the alarm panel in each building.
- Kitchens and cook holes are fitted with either heat detectors, smoke detectors or combined units.

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.
- Regular portable appliance testing takes place. Works Department staff have been trained in this role as well as other school staff, (including Houseperson, Science Technicians and the Theatre Manager) Records of all tests are kept in the SHEFy Office.
- Non-essential electronic equipment should be switched off at the end of every day.
- The Catering Staff should check that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing systems are tested annually by a specialist contractor. Records of all tests are kept in the Estates Manager's Office.

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.
- Gas safety certificates are held for all gas appliances in school domestic accommodation.
- All kitchen equipment should be switched off at the end of the day.

Safe Storage

- Dangerous substances, including flammable materials, used in teaching, maintenance or other operations are locked in flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a secure, fire-resistant store located within a lockable room. The building alarm is monitored on a 24/7 basis by an external company .

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, maintenance or other operations are stored in flame-proof cupboards.

LETTING OR HIRING THE SCHOOL

The hirer is issued with a copy of the School's Fire Evacuation Procedure. A Lettings Manager is on 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) and has been inspected by the Fire Service.

Fire Safety Inspections and are carried out annually in all buildings by the Health & Safety Officer.

The Fire Risk assessment is updated annually, more frequently if significant changes are made to the interior of buildings or if new buildings are added to the School's portfolio.

Copies of Felsted School's fire risk assessments and Fire Safety Inspections are on the Health and Safety section of the School's intranet for all staff to read, together with this policy. Any comments or suggestions for improvement can be directed to the Estates Manager.

PART 4: SECURITY SEARCH IN RESPONSE TO A THREAT

Threats

- Any threats, including bomb threats, received by staff must be logged and details immediately passed to the Headmaster/Estates Manager.
- If a suspicious item is found, then the Headmaster/Estates Manager must be informed immediately.
- The Headmaster/Estates Manager will assess the threat, consider if the Crisis Management Plan should be implemented, agree follow on actions and/or contact emergency services as required. The Crisis Management Plan may be instigated at any point.
- If a search is considered necessary, a positive and efficient search of the site should be carried out to determine the nature and location of the threat. The Headmaster (or his deputy) will decide if the site should be evacuated. Action should be taken to prevent anyone unwittingly entering the building after an evacuation. Areas to consider are car parks and side or rear entrance doors. These areas should not be blocked in case emergency services require access.
- The success or failure of any evacuation plan is likely to rest on the co-operation of staff, students and any permanent contractors.
- All details of threats, regardless of the outcome, must be logged and the log maintained by the Estates Manager.

Security Searches and Procedure

- Any search performed should include all work rooms and offices, toilet facilities and cloakrooms, staff rest rooms, reception areas, stairs and car parks. The aim of the search is to seek potential hazards, such as fire risks, suspicious packages etc, and also to ensure that the site has been fully secured i.e. windows and doors closed and locked.
- This procedure should take into account any cleaners and others who may visit the site after normal hours.
- Where the location of the threat is not known, then the responsibility for area searches needs to be agreed with the managers and safety representatives for all areas. Where permanent contractors are on site, then they must be included.
- Suspicious items must not be touched or moved by search staff and the immediate area must be cleared of all personnel. As the location may be the scene of a crime, any witnesses or staff who worked in the area must be identified and this information given to the emergency services. Nothing in the area should be disturbed, as vital evidence may be lost.
- Any advice or directions given by the police, fire brigade or bomb disposal officers must be followed.

Never attempt to fight a fire if you do not have Fire Extinguisher Training

IF ALARMS ARE ACTIVATED



IF YOU DISCOVER A FIRE

ACTIVATE THE FIRE ALARM



Evacuate building by the nearest and safest exit to the Fire Assembly Point



1) In the event of a Fire dial 999 (then dial 07587533561)
2): If not a Fire dial 07587533561 – Felsted Emergency Number
NB: Quote Fire Location and Felsted address (top of page) for both calls

Phone

Phone

Works Department (WD)
1) 07887791852 - Estates Manager
2) 07764332928 - Works Manager
3) 01371822640 - Works Office

Phone

Senior Leadership Team (SLT)
1) 07710094842 - George Masters - Deputy Head - Senior School
2) 07581 498856 Tristan Searle - Deputy Head - Prep School



Take roll call of all those in your care,
“KEEP TOGETHER, DON’T LET ANYONE WANDER OFF”
Report your roll call to: **HOD / SMT / WD**
(including details of fire if applicable)

Senior Leadership Team (SLT)
Consider
Crisis Management Plan



No one to re-enter the building until authorised by the emergency services

No one to re-enter the building until the **Fire Marshal Trained Staff** have investigated and authorised a return.

Authorised Return