



Keble Prep School Fire Safety Policy 23-24

☰ Master Fire Procedures 23/24 - Emergency Evacuation Procedure Sept 20.docx

PART 1: FIRE SAFETY

Introduction

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

Role of the Fire Safety Officer

The Deputy Head is the designated School Fire Safety Officer and is responsible for ensuring that:

- The Fire safety procedures and this Policy are kept under regular review by the SMT and the Governors' Health and Safety Committee
- Fire safety procedures are outlined to the entire school community.
- Everyone in the school (including visitors and contractors) are directed to clear written instructions on what to do if they discover a fire and where they should go in the event of fire.
- Fire prevention measures are followed.
- Procedures and arrangements for emergency evacuation are regularly tested and debriefs held in order to improve procedures where appropriate.
- Records are kept of all fire practices.
- Fire risk assessments are regularly reviewed and updated by external consultants.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered or extended.
- Records for the installation and maintenance of fire-fighting systems and equipment are kept in the Bursar's Office

PART 2: FIRE SAFETY PROCEDURES

Summoning the Fire and Emergency Services

If the fire alarm goes off at any other time than a pre-arranged evacuation drill the Fire and Emergency Services are automatically called via the ADT central monitoring station. The fire panel for the whole site is located in the headmaster's lobby and the LEDs on the

Updated :September 23

Next Review: September 2024

panel provide information on the zone in which an alert has been triggered. A zone list and plan is located adjacent to the panel.

The safe evacuation of everyone is a 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 unless they have been trained to do so.

Following an emergency evacuation, if it is deemed unsafe to re-enter the school the pupils will be taken from the assembly point (the MUGA) via a safe route through the school site to Esther Close off of Wades Hill, where arrangements will be made for their collection.

Briefing New Staff and Pupils

New staff and pupils are made aware of the fire call points and fire action notices (see Appendix 1) which are displayed by the exits of all rooms. The standard green emergency signs are used to indicate emergency exit routes. All new staff are shown how to activate the fire alarms if they see or smell a fire. All new staff are given a briefing at their Induction on the school emergency evacuation procedures (see Appendices 2 and 3). They are shown where the emergency exits and escape routes are located and the location of the assembly point.

Visitors and Contractors

All visitors and contractors are required to sign in at the reception desk, where they are issued with a visitor's badge to be worn at all times when they are on school premises. Visitors and contractors are made aware of the School's emergency evacuation procedures (see Appendix 4) on arrival at reception.

When large numbers of visitors are at the school for open mornings, plays, concerts etc 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.

Disabled Pupils (PEEP), Staff and Visitors

A one-to-one induction on fire safety will be undertaken for disabled pupils (personal emergency action plan) and their carers and for disabled members of staff or visitors.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely from 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 Deputy Head and Fire Safety Officer.. It is the responsibility of the Fire Safety Officer to institute a search for the missing person if judged safe to do so and pass this information to the Fire and Emergency services as soon as they arrive.

On no account should anyone return to a burning building.

Updated :September 23

Next Review: September 2024

Responsibilities of Fire Marshals/Senior Management Team (Appendix 8)

In the event of a fire alarm activation, the caretaker/Deputy Head will check the fire control panel to see which zone has been activated and investigate the source of the alert. The caretaker will wait for the emergency services on Wades Hill. The Fire Marshals will make a sweep of the buildings to ensure that the premises have been fully evacuated.

Buildings			
Fire Roles	Pre-Prep	Harper Building	Main Building
Fire Warden	Katie Callaghan (Ground floor areas)	Michael Noone (Ground Floor areas)	Skevi Fletcher (First Floor)
Deputy Fire Warden	Helen Howe/Sally Abson (1st & 2nd floors)	Leonie Halpin (1st & 2nd floors)	Penny Pontin (PT) Louisa Miltiadous (Ground floor areas)
*Registering of Staff members (Staff monitors) (Please see the staff appendix 4)	Jenny Paoli	Morgana Osbourne	Sam Tyrrell

*Peripatetic staff - Cen D'AMato

*External Clubs staff - Leonie Halpin

*Cleaning Staff - Head of Cleaning from Atlantic Cleaning Services/Jacob Berko

*Catering Staff - Head of Catering from Harrisons/Karina Pearson

Fire Practices

Keble Prep School holds one fire evacuation practice each term. The aim is to be able to evacuate the building within two minutes and check everyone at the assembly point (the MUGA) within three minutes of the alarm sounding. This combined with a programme of inducting new staff in emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

The following fire prevention measures are in place at Keble Prep School.

Escape Routes and Emergency Exits

Updated :September 23

Next Review: September 2024

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in each building in accordance with the recommendations of our professional advisors. The fire alarms can be manually activated by breaking a glass panel at a fire alarm activation point and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closers that are activated by the fire alarms are fitted on doors in the Harper Building and the Senior School corridors.
- Fire doors are to be kept closed and not wedged open.
- Fire routes and exits are to be kept clear at all times. The caretaker is responsible for unlocking the buildings in the morning, when he checks that all emergency exits are operational, that escape routes are not obstructed and he reports any defects to the Bursar.
- The fire alarm sounds in all parts of the building and the system is tested regularly (normally undertaken weekly at **4.00pm on Wednesdays** with appropriate records of all tests and defects. This is the responsibility of the site manager and caretaker, who also carry out regular checks of fire doors, automatic door closures and emergency lights.
- They organise annual servicing of fire detection systems, emergency lighting and fire extinguishers.
- Records of all tests are kept in the Bursar's office.
- Stage curtains and gym "crash" mats are made from fire retardant materials.
- The kitchen in the main school is fitted with heat alarms and fire doors.

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 is undertaken by an external contractor.
- Five-year Fixed Wiring testing of the electrical system is undertaken by an external contractor.
- Records of all tests are kept in the Bursar's office.
- The Head of Science checks that all equipment in the Science laboratories is switched off at the end of the school day.
- Computers and printers are left in low power sleep mode after a period of inactivity. Projectors and interactive whiteboards are switched off when not in use. The servers remain switched on at all times and are located in the comms room on the first floor in the senior school building.
- The Catering Chef-Manager checks that all kitchen equipment is switched off before leaving the school buildings.

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 Bursar's office.
- The Head of Science checks that all equipment in the Science laboratories is switched off at the end of the school day. The gas supply to the science lab is controlled by a timer which cuts the supply outside of school hours.

Safe Storage

Updated :September 23

Next Review: September 2024

- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of each day.

Rubbish

- Flammable rubbish is stored in dedicated bins near the back entrance of the school.

Letting or Hiring the School

Third parties hiring the school premises are required to certify that they have read and understood the School's fire safety policy and procedures.

PART 3: FIRE RISK ASSESSMENT

Keble Prep School engages the services of external consultants to carry out fire risk assessments, which are reviewed regularly and updated if significant changes are made to the interior of buildings.

FIRE NOTICE

IF YOU DISCOVER A FIRE SOUND THE ALARM

WHEN THE ALARM IS SOUNDED (a two-tone siren)

1. Leave wherever you are in an orderly way, **IN SILENCE**, in a line, by the nearest Fire Exit. Always follow your teacher's instructions

NO TALKING! NO RUNNING! LEAVE EVERYTHING!

2. Assemble in silence. The assembly point is the MUGA.
3. Each form should line up at the assembly point in register order.

1. If you discover a fire or evidence of a fire, set off the fire alarm at once.

DO NOT ATTEMPT TO FIGHT THE FIRE

2. When the Fire Alarm sounds (treat it always as a real fire, even if you suspect it is a practice or a fault on the system; you can never be sure).
 - Immediately stop teaching, or whatever else you are doing.
 - Leave all possessions behind.
 - Close all windows and doors if practicable.
 - Ensure that your class leave the building by the nearest exit in an orderly and silent fashion.
 - If you are not with a class, simply leave by the nearest exit.
3. Assemble on the MUGA
 - Boys should line up by form.
 - Form Tutors/Class Teachers should carry out a roll call. (Clip boards with class lists will be brought out of the office by a member of the office staff and should be collected by Tutors/Class Teachers.. Office staff will have the information on people who have signed in/out during the day.
 - Form Tutors/Class Teachers should tell the Deputy Head of the outcome of the roll call immediately. Speed of checking is essential.
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4. Please ensure that your form wait in silence. They may not move out of their lines and should not return to School until a member of SLT tells them to go.
5. The School Office staff, or whoever is manning the school office, should take the Fire Register from the school office (containing printed copies of the registers held on Arbor) plus all the Signing-in/Signing-out registers from the reception desk and bring them to the assembly point.
6. Staff not with pupils should assemble on the MUGA.
7. Peripatetic music teachers taking individual lessons must follow these procedures and ensure that their pupil is accounted for by their Form Tutor. Do not allow individual pupils to leave you at any time during the evacuation in search of their group or form. Take your pupil directly to the assembly area. Ensure that you hand over your pupil to the appropriate Form Tutor at the assembly area. Peripatetic staff should then report to the Head of Music.
8. Fire Practices: These will happen at least termly. The aim is to be able to evacuate the building within two minutes and check everyone at the assembly point within five minutes of the alarm sounding.

NOTE: Staff leaving the building during the teaching day should always sign out in the book kept in the school office and sign in on their return.

Updated :September 23
Next Review: September 2024

FIRE INSTRUCTIONS FOR VISITORS TO KEBLE PREP

WHEN THE ALARM IS SOUNDED (a two-tone siren)

1. Leave the area you are in by the nearest Fire Exit. Fire notices are displayed by the exit doors in every room giving details of the nearest evacuation route.
 2. The assembly point is at the MUGA.
 3. When you arrive at the assembly point please report to a member of the Office Staff so that they can record that you are present.
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IF YOU DISCOVER A FIRE

1. If you discover a fire - smash a glass fire call point. Do not attempt to fight the fire. Evacuate the building from the nearest exit as instructed above. Contact a member of staff to summon the Emergency Services immediately or contact the Emergency Services yourself once safely outside the building if the fire is out of control and they are unavailable.

In the event of a fire on no account should anyone return to any building until given permission by the Fire and Emergency Services.

Remain at the assembly point until the all clear is given or you are given permission to leave.

Staffing list check sheet