

This is a Whole-school Policy that applies from EYFS to Sixth Form

## FIRE SAFETY POLICY

It is the policy of the GDST to ensure, as far as is reasonably practicable, the protection of people, GDST property and the environment from the effects of fire. The GDST is also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises'.

The GDST recognises its duties to users of and visitors to its premises under the requirements of the Health and Safety at Work Act 1974 and will, in accordance with the Management of Health and Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all of its premises are undertaken and kept under review.

Through risk assessment and construction design, suitable fire precautions will be built-in to GDST premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises the GDST will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current Building Regulations.

### Responsibilities

Responsibilities for fire safety are set out in the Girls' Day School Trust's (GDST) *General Health and Safety Statement of Intent and GDST Fire Strategy* and in the school's *Health and Safety Policy and Statement of H&S Organisation*, which are reviewed and updated annually.

The person(s) ultimately responsible for fire safety within the Girls' Day School Trust, as defined in the Regulatory Reform (Fire Safety) Order 2005, (the 'Responsible Persons') are as follows:

- The GDST Council is responsible for fire safety at board level;
- The Chief Executive Officer is responsible for the operational implementation of the GDST Fire Safety Policy and Strategy;
- The Head is responsible for fire safety at the school;
- The Director of Finance and Operations (DFO) is responsible for fire safety training, fire drills and ensuring fire safety on a day to day basis including all regular inspections, tests, servicing, repairs and maintenance of the fire safety systems
- The Head of Health and Safety (GDST) advises on general Fire Safety procedures and functions; organises Fire Safety Risk Assessments; advises the CEO on schools' compliance with Fire Safety Strategy, statutory requirements and procedures.
- The Fire Safety Consultants is responsible for the completion of Fire Safety Risk Assessments and provision of advice on special projects.

In order to ensure compliance with legislation the GDST has appointed competent persons within the Trust Office, with enough training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventive and protective measures that may be identified as necessary through the Regulatory Reform (Fire Safety) Order 2005. In the GDST these are:

- The Estates Project Delivery Team – role: design of new and refurbished buildings and compliance with RRO and Building Regulations. Advising schools on installation, maintenance and remedial work on fire safety systems and equipment.
- Health and Safety Advisors to monitor school's progress with Fire Risk Assessment Action Plans and the provision of general advice on fire safety issues.

### **Arrangements for Fire Safety in GDST Schools**

Each school and Trust Office will designate in their Fire Safety / Fire Risk Management Policy **Key Duty Holders**, and if appropriate deputies, who are responsible for:

- Documenting and updating the 'Fire Safety / Fire Risk Management Policy' and 'Emergency Action Plan';
- Updating the 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for staff and pupils;
- Training staff, pupils and contractors working regularly on the Trust's premises, e.g. caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking escape routes, fire doors, alarm activated door closers/holders, fire fighting equipment, fire alarm systems, emergency lighting and fire signage. See the fire log book for further information.

In addition a member of the staff at each school and at Trust Office will be appointed as '**Fire Drill Officer**'. This person is responsible for:

- (1) Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (2) Upon the completion of a fire evacuation drill, advising the staff when they, pupils and any visitors or contractors may re-enter the buildings;
- (3) Keeping records of all fire evacuation drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- (4) Reporting the findings of the fire evacuation drills, particularly any problems and remedial measures to the school H&S Committee;
- (5) Ensuring that all staff and pupils are briefed on the fire evacuation procedures at the start of every new academic year, and that new staff/pupils are briefed as part of their induction/when they join the school;
- (6) Assisting in the completion of the Fire Risk Assessment.

Each school and Trust Office must have an '**Emergency Action Plan**' detailing the procedures which must be taken in the event of a fire, including fire fighting.

If school/Trust Office premises are hired out to external parties then arrangements for fire safety and emergency procedures will be provided to these external parties as part of the school's Hire Agreement.

Fire risk assessments have been completed for the school and are reviewed as part of an ongoing programme. Where actions are identified through the fire risk assessment process then these will be documented on an action plan for completion by the school and actions carried out logged on the FPA documents. The fire risk assessments for Norwich High School are kept in the File Folder and on the Portal and are accessible to all staff from this area. Staff are alerted to their location and are provided with the contact details of those responsible for the fire risk assessments in the event that they have any concerns or questions in relation to the specific fire risk assessments. The fire risk assessment action plan is also distributed and actions discussed in the school's termly H & S Committee meeting.

### **EMERGENCY EVACUATION PLAN (See Appendix 1 for specific roles of individual departments and persons).**

#### **General**

It is the duty of all members of staff to ensure the safe and speedy evacuation of the school. Tackling the fire is very much a secondary duty and must not be undertaken if there is any risk or where staff have not been trained to do so.

Safe and speedy evacuation can only be achieved by thorough familiarisation with all means of escape, regular fire drills and ongoing vigilance by all staff and pupils.

The installed fully addressable fire alarm system includes a combination of smoke and heat detectors predominantly on main escape routes and stairs and high risk rooms such as boiler rooms, labs and IT Suites. These detectors activate the alarm system in the early stages of a fire, allowing the school community to be immediately aware of an emergency and to facilitate the safe evacuation of the buildings. The alarm bell sounds like a loud Claxon noise and is audible in all areas of the school and recognisable to all school staff and pupils. The control panels for the system show the location of the fire. The system is maintained and tested on a regular basis.

#### **Contractors and Visitors**

All visitors to Norwich High School are requested to sign in at the main reception and are provided with information about fire safety and the location of the assembly point (this information is on the back of the visitor's badge). All school staff who have visitors with them at the time of an emergency alarm are requested to ensure that those with them are evacuated quickly and safely.

#### **Full and Part Time Staff**

An assumption will be made that all full time staff are present unless notification has been received of absence eg, sickness/sport fixtures/trips etc.

Part-time staff are to sign in and out using the strips held on Reception (by using their own pen).

## **Persons responsible for fire safety management within Norwich High School**

### **Mr M Singh (DFO)**

The DFO is responsible for liaising with the call centre/emergency services.

The DFO has executive authority to arrange fire drills and to clear the building and conduct such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending fire service officer, or the drill is satisfactorily completed. In the absence of the Head, the Deputy Head, Pastoral will alert the school community when it is safe to re-enter the buildings in agreement with the fire brigade. The DFO also has the responsibility to initiate pertinent variations on fire practices to ensure that all staff and pupils are familiar with all escape routes and procedures.

The DFO and facilities team are responsible for providing such technical advice on fire precautions and preventions as is within their competence. Further advice can also be sought from the GDST H & S Adviser Faye Abel and GDST Surveyor Stephen Greenhalgh.

The Site Operations Manager is responsible for ensuring arrangements are made to test fire extinguishers, for the routine testing of the fire bell system and actioning fire drills for staff who work out of school hours.

The DFO/Facilities team are jointly responsible for ensuring that the Fire Log Book is completed and up to date at all times. The Fire Log Book should be used to record:

- records of testing fire alarm systems (including automatic detection)
- records of inspection of alarm activated door closers
- records of inspection of fire fighting equipment
- records of inspection and testing of emergency lights
- records of fire drills
- records of fire safety training
- records of real activations and any false alarms
- records of other inspections, maintenance procedures and checks, such as inspection of fire escape routes, inspection of fire doors, generator tests etc

It is also recommended that other fire-related documentation is filed with the Fire Log Book, such as:

- Copies of the fire procedures (the Emergency Action Plan)
- Evidence of the implementation of any requirements identified by the Trust's or Fire Service Officer's inspections

The general office staff are responsible for ensuring that the evacuation box is taken outside.

The DFO or in his absence the Site Operations Manager is responsible for "meeting and greeting" the fire brigade. This must include providing the attending fire officers with an up to date list of all electronic door codes and plans of the buildings to enable the fire brigade to quickly identify any hazardous areas and also to be able to access doors which may require opening electronically. In the event of an alarm activation all electronic doors will unlock automatically giving swift egress and access for the emergency services.

## **Class Teachers**

All class teachers ensure at the beginning of the academic year and at subsequent intervals that each class is familiar with specific arrangements concerning the nature of the subject and the location of that room.

## **Staff Training**

All staff will receive basic fire safety induction on their first day of employment at Norwich High School and then regularly thereafter. Staff will be provided with a structured fire safety training session during an Inset Day in September and this will be annually refreshed with the structured session being made available to these staff who join the school after this time. Fire safety training includes the basics of fire itself (ignition sources, fuels etc.), fire escape routes, fire doors, the different types of fire extinguishers, fire risk assessments, significant hazards identified in the risk assessments and familiarising with the fire risk assessments, the school fire policy and reporting any matters of concern to the school i.e. noticed a fire escape blocked, see a fire door regularly propped open etc. The presentation used for the training will be available to all staff via the school portal. All GDST staff also receive a H & S Handbook which has a short section on fire safety.

In addition to basic fire awareness training, those staff who have been identified as working in higher risk departments are provided with fire extinguisher training which is reviewed regularly in accordance with the trainer's guidelines.

## **Personal Emergency Evacuation Plans (PEEPs)**

The GDST is committed to ensure that arrangements are in place for all disabled employees and pupils to be able to evacuate the buildings in the event of an emergency. This includes those who have a permanent disability and those who have sustained an injury which could prevent them from evacuating at their usual speed and efficiency when fully fit i.e. pupil who had broken a bone in their ankle/foot/leg and who are on crutches.

Personal Emergency Evacuation Plans (PEEPs) are designed to ensure the health and safety of individuals with a disability in the event that an emergency situation arises that requires building evacuation, for example fire alarm activation or bomb threat.

The plan is unique to the individual and stipulates actions they need to take and it covers all buildings the individual is likely to occupy whilst at school.

In Norwich High School, the person responsible for undertaking PEEPS is the School Nurse who will document the PEEP in liaison with the pupil/staff member concerned and any other person identified as being required to take part in the process i.e. pupil's parents, school H & S Co-coordinator (DFO), staff member's Line Manager.

When using any area of assembly or event, organisers are to ensure the location of persons with a disability does not compromise escape routes and that such individuals are suitably sited so that they and the support required can be effectively used.

## **Door Wedges**

It is acknowledged that classrooms will require on occasion to keep doors open when the room is occupied. In these instances, the wedge to be used is to be a standard wood or rubber wedge. The wedge is to be removed by the member of staff when the room is left unoccupied. The use of non-standard wedges is prohibited. Site team staff will remove all non standard wedges and wedges found in doors when the room is unoccupied. In doing so the site team will inform the Site Ops Manager and DFO.

During the Covid pandemic doors will be kept open to reduce touch points. The site team will remove and replace wedges morning and evening. Final exit points will be linked to the fire alarm system and auto close on activation of the alarm.

## **Storage, Use and Disposal of Flammable Substances**

A number of flammable liquids are used / stored in schools. These may include items such as fuel and solvents. All stocks are to be kept to a minimum.

### **Specific information on storing and transporting petrol**

- Holdings of fuel are to be kept to a minimum and are not to exceed 20ltr (GDST limit is 50ltr).
- Any fuel used by the school is to be stored in a specialist flame proof storage unit.
- Fuel is not to be decanted into other containers. It must remain in its original container until used. The only exception to this is if the original container is damaged.
- The storage unit is to be located in a secure area and not accessible to pupils. The only staff with access are to be the premises team.
- Risk assessments are to be completed to identify the risks of storing the fuel and identify any control measures;
- Ensure the controls are implemented.

Policy last reviewed:	August 2020
Next review due:	September 2021
Person responsible for review:	Health and Safety Coordinator
Audience	Staff/parents/pupils

## **APPENDIX 1**

### **On discovering a fire**

1. Break the glass on the nearest alarm or shout very loudly FIRE FIRE FIRE and notify the Office to sound the alarm.
2. **Evacuate the building.** The Site Ops Manager and/or Caretaking staff will be able to see on any fire panel where the activation is and dispatch available site staff to aid evacuation of that area.
3. Without risking harm to any person close any doors or windows to try to contain the fire.
4. Follow the evacuation procedure set out below.

### **Assembly Point**

Big pitch.

### **Evacuation Procedure**

1. All persons on site must respond to the fire alarm immediately.
2. Pupils and staff are to remain silent in order that instructions can be given and heard.
3. If safe to do so pupils should keep to their year groups.
4. Move quickly to the assembly point and do not stop to collect belongings.
5. The first person leaving an exit should ensure that the door is wide open.
6. If possible windows and internal doors should be closed on exit and wedges removed.
7. The last person to leave through an exit should ensure the door is closed behind them.
8. No-one must attempt to re-enter the building until they have been told by the designated person that it is safe to do so.
9. All staff are to keep their distance from others as far as safely possible.
10. Once gathered the roll call should be carried out swiftly and efficiently.
11. Once the school is fully assembled and the roll call has been completed, the DFO (or the designated person in the DFO's absence) should be informed.
12. The Head (or their designate) only can give the order to return to any building.

### **Specific Responsibilities**

All staff with a specific role in a fire evacuation must nominate a deputy and ensure they are familiar with the procedures.

### **General Office Staff**

1. On hearing the fire alarm and/or receiving details, telephone the fire brigade giving as much information as possible.
2. Ensure that the main door is opened wide and bolted back. If there is no risk of injury also ensure doors are secured after evacuation.
3. Collect and remove to the assembly point the following:

Evacuation box, containing	
List of part time staff & Hours	Contractors' log sheet (on reception)
Daily registers (on reception)	Loud hailer (Next to alarm panel to be taken by DFO/Site Ops Mgr)
Copy of staff cover sheet (on reception)	Radio (all premises staff)
Girls' signing in/out book (on reception)	Visitors' signing in/out book (on reception)
Staff signing in/out book (on reception)	

Foil blankets First aid kit	All weather pads + pencils PEEPS folder
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4. In the absence of the school nurse the Site Ops Mgr is to check the Medical Centre and assist in evacuation to the assembly point.
5. On assembly on the big pitch, move to a central point in front of the assembled school, report to the Deputy Head Pastoral and help distribute correct registers to Heads of Year or their deputies.
6. Maintain silence during checking process as much as possible.
7. Be of general assistance as required.

### **The Deputy Head, Pastoral**

1. Receives the Staff register from the Head's PA.
2. After ticking off all staff names, check the details of any missing staff with the DFO.

### **The Director of Finance and Operations (Health and Safety Coordinator)**

1. Check that all pupils are being counted. If not, nominate a member of staff to deal with the registers in that year.
2. Collate the reports received from the checking procedure and confirm to the Head that all staff, pupils and visitors have been accounted for.
3. Confirm that all administrative and site staff are present and report to the Deputy Head, Pastoral.
4. Liaise with the Facilities team and fire brigade to determine when it is safe for persons to safely re-enter school buildings.
5. Radioactive material is located in A13 on the bottom shelf of the cupboard B. It contains: Americium-241 (S1&S5), Strontium-90 (S2&S4), Colbalt-60 (S3&S6), smoke detector/Am-241, radioactive rocks x4 (Thorium-232 & Uranium-238), Gas Mantles x2 (Thorium-232), a cloud chamber (Radium 226) and a Uranium coloured ceramic badge (Uranium-238). More details about the sources can be found in the Radioactivity folder in A11 cupboard N bottom shelf.

### **Head of the Prep School**

1. Supervise the quiet and orderly evacuation of the Prep School.
2. Confirm with form staff that all girls and staff are present and report to the Deputy Head.
3. In the event of an alarm activation outside of normal lesson time the Head of Prep or a member of Prep management team will conduct a sweep of Stafford House to ensure no girls are left behind.

### **Site Operations Manager**

1. Ensure that the site team have checked LH refuge for anyone needing help down the stairs.
2. Wait for the arrival of the fire brigade in order to direct them to the nearest point of access to the fire.
3. Check and liaise with the site staff, including contractors where applicable.
4. Confirm with the Head Chef/Catering Supervisor the safe presence of catering staff.
5. Confirm the safe presence of all visitors and contractors who are on site at the time.
6. Report to the Deputy Head, Pastoral that all relevant staff are accounted for.

### **Headmistress**

Receive information from the Deputy Head, Pastoral, DFO and any emergency services present and send the school back onto the premises when it is safe to do so.

### **Heads of Year**

Check all their tutors are present and assigned and confirm this information with the Deputy Head, Pastoral; confirm pupil absences with tutors and report these to the member of the office staff. Currently: Mrs Packer: 6<sup>th</sup> form; Mrs Musson: L5; Mrs Magee: U5; Mr Thomas: L4, Mrs Kempton: U4; Mrs Goodby: U3; Mrs Roberts checks the Prep School & Nursery absences with the Prep School Admin Assistant.

### **Form Tutors**

1. Ensure that all girls in their tutor group are aware of the correct fire procedure.
2. Ensure that all girls are aware of and use the late signing-in book and the signing-out books.
3. If they are the first of their year group to arrive, assume the duties of the Head of Year.
4. During the course of a fire alarm, register their form and confirm to the section head that all are present.
5. Insist that the girls wait in silence.
6. Remain with their form until the all clear is given to return to the building.

### **Teachers with a class at the time of the alarm**

1. Remind girls quickly of the procedure to be followed of the need to keep to bubbles/years.
2. Initiate a speedy evacuation of the room, closing windows and doors if possible.
3. Leave the building by the prescribed route or, if this is not possible, by the nearest clear exit.
4. Insist on silence during the evacuation of the building.
5. Escort the girls to the assembly point and ensure they line up in forms in alphabetical order with the Year 7s in front of the large tree and the Prep School nearest Stafford House.

### **School Nurse**

1. If near the Medical Room, assist the girls in her care to the assembly point.
2. If in another part of the site, telephone the Office immediately on hearing the alarm so they can assist any girls who are known to be in the Medical Room(s) at the time of the alarm.

### **Non-Form Tutors (full and part-time)**

1. Report presence to the Deputy Head, Pastoral.
2. If a form tutor has not yet arrived, which will be indicated by the girl at the front of the line having a hand raised, assume the duties of that form tutor.
3. Assist with the maintenance of order by patrolling the back of the queues.

### **Director of Creative and Performing Arts**

1. Confirm the presence of all visiting staff (Peri's etc) and report this to the Deputy Head, Pastoral.
2. Ensure that all visiting staff are fully aware of the procedures to be followed.

3. Nominate a deputy and ensure they are fully aware of the relevant procedures.

### **Student Teachers**

Student teachers should report to the Deputy Head, Pastoral.

### **Catering Manager/Chef**

1. Render safe all services in the kitchen.
2. Ensure that all the catering staff are checked and report to the Admin Office.
3. Nominate a deputy and ensure they are fully aware of the relevant procedures and report to the Admin Office.
4. Ensure that silence is maintained while checks are taking place.

### **Caretaker on Duty**

1. Telephone/Radio presence to the Site Operations Manager.
2. Liaise with the Site Operations Manager and DFO.
3. During out of school hours or in the absence of the Site Operations Manager, ensure that all the caretaking, grounds and cleaning staff are checked.
4. Out of normal school hours see below.

### **Maintenance/Grounds Staff**

1. Radio safe presence to the Site Operations Manager.
2. Man the entrances at Albemarle Road and Christchurch Road.

### **Action to be taken if disabled person on site in Lanchester House**

Prior to the individual being on site, a PEEP would be raised by the Nurse and copies held on file with:

DFO (Fire folder updated)  
Nurse  
Head of Year

The Head of 6<sup>th</sup> Form should inform the DFO if there is a disabled person within Lanchester House. If the fire alarm is activated, the person should make their way with their nominated 'buddy' to one of the refuge area indicated in Lanchester House adjacent to the lift, either on the first or second floor.

They are to wait there to be escorted from the building. **ON NO CIRCUMSTANCES SHOULD THE LIFT BE USED.**

Caretaking staff – The Caretaking staff are to proceed to Lanchester House on the direction of the DFO and use the Refuge phone inside the entrance before Café Valerie to call each floor in turn to ascertain the whereabouts of the person requiring assistance to vacate the building.

Once located, the Caretaker/s are to assess the viability of removing the person from the building either by Evac Chair (kept in Lodge) or by manual handling method. If successful, the caretaker/s escort the person and 'buddy' to Main Field. If the person cannot be removed then the DFO/ Site

Operations Manager is to be informed by radio so they can either send additional manpower or inform the Emergency Services of the issue once on site.

#### **OUT OF NORMAL SCHOOL HOURS.**

##### Before 8am - Assembly point main pitch as normal

Catering manager to ensure that all girls in the dining room/main hall bubbles are safely evacuated to the assembly point. Catering manager or his deputy to ensure signing-in sheets are taken to the assembly point.

##### Between 3.45pm and 6.00pm school days - Assembly point main pitch as normal

Prep School – After School Club are accounted for by the person in charge and confirmed with duty SLT member.

Senior School – Pupils are supervised by the librarian in the library. Librarian to collect the signing in registers for girls including those in the dining room and bring to the duty SLT member and roll call undertaken.

Cleaning staff all clock-in in the kitchen and are supervised by the evening caretaker and presence confirmed with duty SLT member.

Duty caretaker to confirm activation details with duty SLT member.

Lettings – ensure that all lets are evacuated from their respective activities and assemble on the main sports pitch. Each Let will have been given a copy of this policy and will have their own roll call to ensure all of their users/staff are accounted for.

##### Between the hours of 6.00pm- 7.30am

Depending on the severity of the activation, all activations are reported to the Site Operations Manager that night by the duty caretaker or in minor/false alarms a written report is left at site for the Site Operations Manager to investigate on the following morning.