

Status:	Regulatory
Applies to:	Whole School
SLT Reviewer (initials):	PJ
Committee Monitor:	Health & Safety
School Manual Ref:	2.33



# STOVER

## Fire Safety and Emergency Policy

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Independent Day and Boarding School for Girls and Boys aged 3 to 18 years

Stover School

### **October 2010**

Replacing section on Fire Safety  
previously included in the school's  
Health & Safety Policy  
Reviewed September 2011  
Revised September 2012  
Reviewed September 2013  
Reviewed February 2014  
Reviewed February 2015  
Reviewed September 2016  
Reviewed February 2019  
Reviewed September 2022

## INTRODUCTION

This policy follows the Fire Safety Order (2005)

The Governors' priority is 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 Stover 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 and is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear **written** instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- In association with the appointed Responsible Person, fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are stringently 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.
- The Estates Manager is the Responsible Person who keeps the appropriate records of the following:

## ROLE OF THE RESPONSIBLE PERSON

- The fire risk assessment and its regular review
- The fire risk (prevention) policy
- Fire procedures and arrangements
- Staff training and Staff Training records
- Records of inspection of escape routes
- Records of regular Fire practice drills and contact with emergency services as may be necessary.
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

## EMERGENCY EVACUATION NOTICE

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 and make your way to the appropriate Assembly Point *[plan attached]*. Do not use a lift.
  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 appropriate Assembly Point.
  3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. If it is safe to do so, shut doors and windows behind you.
  4. The Estates Manger (Jamie Halse) or a member of the Estates Team **OR** A member of the Senior Leadership Team [SLT] – SEE BELOW - will manage the fire alarm incident. He/she will be responsible for summoning the Emergency Services as necessary.
  5. If you have a disabled pupil in your class, he/she should leave the building in accordance with his/her personal evacuation plan [PEP].
  6. Take the register of your class as soon as you reach the assembly point.
  7. Report anyone who is missing immediately to the member of the Estates Team and/ or the SLT with designated responsibility for managing the fire alarm incident, who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Responsible Person OR the Fire and Emergency Services.***
  8. Remain at the assembly point with your pupils until the all clear is given.
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## **PART 2: FIRE SAFETY PROCEDURES**

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

All our new staff (teaching and non-teaching alike) have to attend H&S and Fire Safety Induction training. All new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Stover 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, visitors, and pupils alike - 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, to all staff on a three year cycle We also offer refresher training, annually.

### **FIRE PRACTICES**

We hold at least one daytime fire practice every term at Stover School and at least one night-time evacuation of the boarding houses every term. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in different areas across the campus, helps to ensure that the school can be safely evacuated in the event of a fire.

### **DESIGNATED PERSONNEL – FIRE WARDENS**

The following staff have received training as Fire Wardens:

- Jamie Halse – Estates Manager (Site and Security)
- Paul Stephens (Grounds)
- Neil Austin (Maintenance)
- Robert Wilkinson (Maintenance)
- Park House (Boarding House Parent)

Fire Wardens are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. They receive refresher training as appropriate.

#### **DESIGNATED PERSONNEL – EVACUATION IN THE CASE OF FIRE**

On hearing a fire alarm, the rehearsed fire practice procedure will be followed:

<b>DAYTIME</b> (Normal school hours)	<b>SENIOR SCHOOL</b>	<b>PREPARATORY SCHOOL</b>
i/c evacuation procedure	Dr Jeremy Stone (vice: other SLT)	Mr Ben Noble (Head) (vice: PLT)
i/c evacuation of pupils and checking Registers	Form / Subject teacher	Form / Subject teacher
Registers given to	Mrs Helen Symons (vice: Kirsty Porter, Heads PA)	Mrs Felicity Martin ((Prep Reception))
‘sweeping’ staff to identify source of fire or false alarm and ensure area is clear of personnel. This is done as soon as the location of the detector or call point which triggered the fire alarm has been established.	Fire Wardens and Maintenance team	Fire Wardens and Maintenance team
Emergency services summoned by	Dr Jeremy Stone (vice: other SLT)	Mr Ben Noble ( Head) (vice: PLT)

<b>NIGHTTIME</b> (Outside normal school hours)	<b>BOARDING HOUSES</b>
i/c evacuation procedure	Head of Boarding (vice: duty House Parent)
i/c evacuation of pupils and checking Registers	House Parent (vice: duty House Parent)
Registers given to	Head of Boarding (vice: duty House Parent)
‘sweeping’ staff to identify source of fire or false alarm and ensure area is clear of personnel. This is done as soon as the location of the detector or call point which triggered the fire alarm has been established.	Resident Maintenance / Security supervisor (vice: duty Supervisor)
Emergency services summoned by	Head of Boarding (vice: duty House Parent)

A number of staff are resident on the school campus throughout the year. One of the members of SLT and/or a Maintenance / Security Officers is on duty or on call, 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

### **VISTIORS AND CONTRACTORS**

Visitors and contractors are required to sign in at Reception in the Mansion (Senior School) of the Clock house (Preparatory School, where they are issued with a visitor's badge, which should be worn at all times on school property. They are made aware of the emergency evacuation notice (above) and are shown the way to the assembly point.

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

### **DISABLED STAFF, PUPILS OR VISITORS**

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff. Personal Evacuation plans [PEPs] are prepared for disabled staff or pupils. Disabled visitors are encouraged to discuss their disability with an appropriate member of staff so that the school can respond appropriately in the event of the alarms sounding.

### **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 member of SLT directing fire alarm incident. It is his/her responsibility to ensure that this information is passed to the Fire and Emergency service as soon as they arrive, usually via the duty maintenance/security Officer.

***On no account should anyone return to a burning building.***

### **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at Stover School:

#### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- Fire notices are displayed in every room, corridor and stairwell.

- Fire extinguishers (of the appropriate type) and 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. Smoke control systems are located in our boarding accommodation
- Stairs, passages and emergency exits are illuminated by emergency lighting
- **The master panel for the alarm system is located outside the office of the Principal's PA, Mansion House, and this shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).** Alarms sound in all buildings.
- Keeping fire routes and exits clear at all times: The resident Maintenance /Security Supervisor or his authorised representative is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing fire core points weekly within the 13 week cycle (and recording all tests and defects). This is the responsibility of the resident Maintenance/Security Supervisor, who also arranges for an approved contractor to carry out the following tests in each school holiday period:
  - Checks of fire doors, automatic door closures and emergency lights,
  - Professional check on fire detection and warning equipment,
  - Service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept safe in the Estates Office.

#### Electrical Safety

- The School has current electrical test certificates for its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected.
- Regular portable appliance testing takes place. Members of the Maintenance /Security department have been trained in this role but the school also engages qualified Electrical Engineers to assist in its PAT testing programmes.
- Records of all PAT tests are kept in the Estates office .
- Relevant departmental staff check that all Scientific and DT equipment is switched off at the end of the school day.
- Computers have been set to switch off automatically every evening and during holidays and weekends.

#### Lightning Protection

- All lightning protection and earthing conform to BS 6651-1999. It is tested regularly by specialist contractors. Records of all tests are kept in the Estates 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 Bursar's Office.
- All kitchen equipment is switched off at the end of service.
- Laboratories are checked daily to ensure that the central gas supply is turned off. A new isolator switch has been fitted to comply with best practice in the building and can be controlled by the Head of Science and / or the Science Technician at any time.

### Safe Storage

- We ensure that all flammable materials used on site are stored in locked, purpose-made, flame-proof containers at the end of every day. External boxes are colour coded yellow.

### 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

### LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. A school maintenance/security worker is always on duty/call when the school is let or hired for an outside function or event.

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

- Stover School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO).

A copy of this Fire Safety and Emergency Policy is placed in the School Manual, which is notified to all employees. Copies of fire risk assessments are held with other Health & Safety records in the Bursars Office and may be seen on request. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department staff read the sections that are relevant to them.

### **REFERENCES**

#### **EMERGENCY – 999**

**Mrs Charlotte Shuttleworth- School Nurse 07778 948470**

**Cover provided by Ms Maria Hind during Nurses absence – same number.**

#### **SLT**

Mr Richard Notman Headmaster 07738 732303

Dr Jeremy Stone - Deputy Head - 07778 948476

Mr Ben Noble – Head of Prep.- 07971 510695

Mr Patrick Jenkins – Bursar - 07817 871702

Mrs Helen Notman – Head of Boarding - 07710 093867

**ESTATES**

Mr Jamie Halse – Estates Manager - & After hours      07803 507981 or via radio  
Mr Neil Austin – Estates deputy & After Hours - 07870 218784 or via radio  
Mr Paul Stephens – Grounds      Via Radio  
Mr Robert Wilkinson– Estates & After Hours      07436 030581 or via radio

**REGISTERS**

Mrs Helen Symons      -      07905 678361 or via radio  
Mrs Fliss Martin      07710 436133 or via radio