



FARLINGTON

FIRE SAFETY AND PREVENTION POLICY

This policy applies to all pupils in the school, including in the school including EYFS

New Policy created: July 2019, Reviewed: Sept 2020, Next review: July 2021

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Headmistress Louise Higson

Chair of Health and Safety Committee: Jo Robinson

**Lead Person for Fire Safety
("the competent person"):** Jo Robinson

Fire Wardens/Fire Marshals:
Sara Povey
Mandy Higgs
Liz Huddleston

Safeguarding Governor Gregg Davies

ADDRESS OF PREMISES

STROOD PARK, GUILDFORD ROAD, HORSHAM, RH12 3PN

Farlington School is required, under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises, and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 260 pupils/students and 90 staff on the school site, and up to 56 pupils/students and 5 staff in the Boarding House.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages National Fire Risk Assessment Centre to undertake its Fire Risk Assessment (FRA). This is undertaken periodically and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the Health and Safety Officer.

Date of last external Fire Risk Assessment: 15/02/2018

Date of last in-house review of the FRA: 23/05/2019

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment. We have 1 LPG boiler, 2 wood chip biomass boilers and 11 oil fired boilers. They are serviced annually.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls as possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen/staff room/boarding are regularly checked.
- Science: electricity and gas services within the labs and prep rooms are regularly checked. A cut-off mains switch for both gas and electricity is installed in each science laboratory.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: all portable appliances, including any belonging to staff and pupils and kept at school, are checked regularly. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of, and inspection by, the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school, except for boarders, who must keep them in the boarding house. Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- Computers: computers are in every classroom and office around school.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The Director of Finance and Operations liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- There are various escape routes in each building and all are clearly labelled

- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers and fire blankets

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headmistress, who delegates the leadership of action in relation to fire safety and prevention to the Director of Finance and Operations
- Average evacuation time in standard drills is 1m 45s (Senior School 2m and Prep School 1m 30s) and is judged to be adequate, given that the spread of a fire is likely to be slow.
- Average time needed to account for everyone at the roll call is 6m (Senior school 6m and Prep school 6m.)
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term.
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Director of Finance and Operations, office or any member of the Health and Safety Committee **AT ANY TIME.**

DETAILED EVALUATION

1. The school premises are used for educational purposes only.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.
 - Maintenance of fire extinguishers is undertaken annually by Tunbridge Wells Fire Protection
 - Maintenance of fire alarm system is undertaken annually by C & M Fire Alarms.
 - Maintenance of emergency lighting is undertaken 6 monthly by Raphael Roughan/Mark Ware school electricians
 - Maintenance of fire detection equipment is undertaken annually by C & M Alarms
3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible.
4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation. In boarding, there is at least one fire drill per year at a time when boarders would normally be asleep.
5. There are fire alarms, and heat and smoke detectors on every floor.
6. Emergency lighting is in place for all floors and exits. These are checked half termly by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested by the caretaker twice a year.
7. There is a detailed Fire Emergency Plan for the building.
8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located with the Director of Finance and Operations

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff, and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early are registered on arrival.

13. Alarm systems are linked across the school site; when a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.

14. The fire alarm panel is situated in Mansion House at the bottom of the main staircase and will indicate the place of call point activation.

15. The fire brigade is called automatically via an off-site monitoring system.

16. The Headmistress liaises with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

ARSON: THREE POINT ACTION PLAN

1. Deter unauthorised entry onto the site by
 - ensuring that all windows are closed and locked once the premises is vacated
2. Reduce the opportunity to start a fire by ensuring that
 - refuse containers are not accessible to the road
 - all flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
 - making sure all fire doors are closed
 - ensuring that any flammable materials are returned to locked cabinets after use.
 - training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
 - ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

Monthly

- The Caretaker ensures that a flick test is carried out on the emergency lighting every 4 weeks and logged.

Bi-annually

- The fire alarm system, including the smoke detectors, heat detector is tested six-monthly by the provider C&M alarms

Annually

- All fire-fighting equipment is checked annually by Tunbridge Wells Fire Security
- Portable electrical equipment is inspected periodically and PAT tested by a qualified person
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch Five Yearly
- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Please see the Fire Procedures document which covers this

FIRE PROCEDURES

Please see separate Fire Procedures Policy

APPENDIX 2: SAMPLE LOG OF FIRE EVACUATIONS

Date	Reason (eg drill, false alarm, fire)	Time of day	Time taken		Comments on any issues arising	How and when issues were addressed
			to evacuate	To account for everyone		