



HOLMEWOOD HOUSE SCHOOL

'Kindness, aspiration & self-belief'

Fire Safety Policy

(with reference to the Fire Safety Regulatory Reform (Fire Safety) Order 2005)

Policy Holder	The Bursar
Date Approved	May 2023
Governor Approval	Full Board
Date for next review	May 2024

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school. This is managed by ensuring that staff, pupils and visitors are aware of our fire safety procedures, through the safe evacuation of our buildings if a fire breaks out as well as installed compliant and appropriate fire safety systems and best practice procedures.

The Governors of Holmeewood House School recognise and accept our collective responsibility as employers for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, parents and visitors. The Governors are committed to ensuring that the school operates in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.

The school's fire risk assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, they identify:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

This policy is made up of the following sections:

1. Roles and Responsibilities
2. Fire Safety Emergency Evacuation Procedures
3. Fire Safety Systems
4. Safety Checks and Safety Equipment Locations
5. Fire Risk Assessment
6. Fire Drills, Training & Review

I Roles and Responsibilities

I.1 Board of Governors

The Governors recognise their personal responsibility for the Fire Safety of the school and its users and occupants. To discharge this responsibility, they ensure regular review of fire safety matters at the H&S Committee and a Governor with specific responsibilities for Health and Safety matters sits on the H&S Committee and liaises with other Committees as required.

I.2 Head

On a 'day-to-day' operational basis, the Head is directly responsible to the Governors for the safe functioning of the school's activities including fire safety.

I.3 Bursar

The Bursar is responsible for ensuring that operations under the school's control are conducted without detriment to the health, safety and welfare of users of the school's facilities as far as is reasonably practicable. The Bursar monitors the effectiveness of this Policy, including ensuring employees are fully aware of their responsibilities.

I.4 Health and Safety Manager (Head of Estates)

The Health and Safety Manager (Head of Estates) is responsible:

- To advise Governors and SLT in the regular review the Fire Safety policy
- To ensure that the policy is effectively communicated to the School community including training and records kept
- To ensure that appropriate fire drills are followed in line with this policy and records kept
- To ensure fire risk assessments are regularly reviewed and updated

I.5 Maintenance Manager

The Maintenance Manager and his team are responsible for ensuring that all fire safety systems are maintained and checked as required by current legislation.

The Maintenance Manager will maintain all documents from the servicing and repairs/maintenance of these systems.

I.6 Fire Marshals (Deputy Head and Head of Boarding)

In the event of a fire, the Fire Marshal takes operational control for the response to the emergency including control of the Assembly Point. Any subsequent movement of staff and pupils will be decided by the Fire Marshal. In particular, they are responsible:

- To ensure the roll call of all pupils and staff is completed in an orderly, efficient and calm manner and that results are recorded.
- If a Fire is confirmed, the Fire Marshal will contact the Fire Services and maintain contact with emergency services.
- Once roll call and all First Responders have reported back, if it is safe for staff and pupils and the alarm has ceased, then the Fire Marshal will direct staff and pupils to return to their buildings
- The Deputy Head is responsible for ensuring that there is an effective system for the class register to be returned to the school Office and thereby available for roll call purposes in the event of fire drill.

The First Responder or Fire Marshal will inform the Fire Brigade in the event of a fire during the normal working day, but during non-working hours the responsibility passes to the Duty Staff or Security. However, in the absence of an individual, the senior member of staff present is to call the Fire Brigade.

1.7 First Responders

First Responders are responsible to enter their nominated buildings or areas to perform checks for any remaining personnel or identify any signs of fire or smoke. Upon completing their checks they are required to report their findings to the Fire Marshal.

The First Responder or Fire Marshal will inform the Fire Brigade in the event of a fire during the normal working day, but during non-working hours the responsibility passes to the Duty Staff or Security. However, in the absence of an individual, the senior member of staff present is to call the Fire Brigade.

1.8 Fire Wardens

At the time of an alarm, fire wardens have specific responsibility to check the exit route as they evacuate, in particular pushing open doors of toilets or changing rooms and calling to check they are vacant. They report any irregular findings to the First Responders (i.e., cubicle locked in the toilets on the first floor etc) or Fire Marshal.

1.9 Teaching staff

Teachers are responsible for ensuring that their class is safely evacuated via the shortest (or safest in the event of an adjacent fire) route to the assembly point.

The list of children is taken to the Form Tutors at the assembly point to check that all children are accounted for or marked as absent.

Peripatetic Music and Drama Teachers will escort any pupils to the assembly point where they will join their form.

Medical Centre – Medical Centre Staff evacuate children in Medical Centre and have their own evacuation process.

2 Fire Safety Evacuation Procedures

2.1 Emergency Evacuation Procedure (please also refer to the Upon Hearing The Alarm procedure notice)

All staff, visitors and pupils are advised of the following procedure in the event of a fire emergency:

- If a fire is discovered, the break glass in the nearest alarm point should be deployed.
- Upon hearing the alarm, leave the building by the nearest exit. Only exit the building if your building is in alarm.
- Make your way to the Assembly Point
- Form teachers line up their class
- Staff register at the staff muster point
- Await instruction from the Fire Marshals (Boarding Housemaster/SLT Member) only First Responders (nominated members of the Estates Team) and Fire Marshals are authorised to act during a drill.

The warnings in case of fire or emergency evacuation will be given by a loud siren which is quite unlike the lesson change bell used throughout the school, and which is easily recognised by staff and pupils alike. This siren is clearly audible in all parts of the school and is not used for any purpose other than as a fire or emergency evacuation warning. Evacuation during the day is to the emergency evacuation assembly point. Boarding has their own evacuation point for out of hours evacuation.

Arrangements are made locally for all appliances using gas or electricity to be switched off and rendered safe so far as is possible before evacuating buildings in the event of a fire.

The First Responders, in conjunction with the Fire Marshals and, if they are called out, the Fire Service, will make a judgement call as to whether to move the assembled children and adults should the fire/smoke pose a risk to those at the main assembly point. In Prep, everyone would be moved to the South Lawn and in Pre-Prep to the Nursery, and Nursery to Pre-Prep. Dynamic assessments would take place throughout the evacuation.

2.2 Doorways, Escape Routes and Emergency Exits

Doorways providing exit from the school should, so far as is possible for the purpose of security, never be locked during school hours. Internal doors designated as fire doors are never to be blocked, wedged open nor should they be locked.

- There are at least 2 escape routes from most parts of each building
- Fire notices are displayed in each building, fire doors are labelled
- Stairs, passages and emergency exits are illuminated by emergency lighting
- Some doors are fitted with magnetic door openers that will close in the event of an activation
- Means of escape are checked by fire wardens as they move around the site and by the Maintenance Manager when carrying out a weekly drill
- Changes to evacuation routes as a result of building alterations will be communicated



Key: -

3	Pond	11b	Learning Strategies
4	Adventure Playground	12	Medical Centre
5	Walled Garden	13	Mansion House & Boarding
6	Science Block	14	Squash Courts
7	DT Block	15	Sports Hall
8	Art Studio	16	Swimming Pool
9	Jubilee Theatre	17	Forest School
10	Collings Building	18	Nursery ASSEMBLY POINT IN GRAVEL GARDEN
11	Cloisters	19	Pre-Prep ASSEMBLY POINT IN PLAYGROUND
11a	Learning Hub	20	Dance & Drama Studio

2.3 Prep, Pre-Prep and Nursery Assembly Points

The Fire Assembly Points for Pre-Prep and Nursery:

- Nursery – Gravel garden at front of Nursery
- Pre-Prep – Main playground
- In the event that either of those buildings experience a real fire, the children will be moved to the alternative evacuation site (Pre-Prep to Nursery, Nursery to Pre-Prep).

2.4 Visitors/Contractors

Visitors and contractors are required to register at Reception where they will be issued with a visitor's lanyard which should be worn at all times. All visitors are directed to view a map showing location of the assembly point/s and as most visitors are escorted, they will be taken to the assembly point in event of fire by the person they are visiting. Contractors are also asked to view the Contractor Safety Card when they sign in.

Visitors sleeping on site are advised of the following by the Head of Boarding or person responsible for the visitor:

- What do the fire alarms sound like? (a siren not a bell)
- How to operate a call point (it may look very different to the type they are used to)
- Show all available evacuation routes, highlight dead-end conditions
- Explain the importance of good housekeeping (fire risk, trip risk)
- Strictly no smoking site, no phone chargers plugged in and left unattended
- Explain assembly point locations (day & night locations) and behaviours at assembly point (quiet and await further instruction from a school or fire service representative at the assembly point)
- Visual check of electronic equipment
- Walk the route with the adult responsible them

2.5 Boarding Procedure

New boarders are inducted into the fire process by the Boarding Housemaster and there is a practice every term in a night-time situation and all findings are documented by Head of Boarding on the Fire Drills Log on the H Drive.

The main assembly point for boarders is in front of the Mansion House where the assembled group will await further instruction from the First Responder, Housemaster or Fire Service.

Any other members of staff living in the Mansion assist with any evacuation at night. Boarding has its own Fire Evacuation Notice in the boarding areas.

2.6 Medical Centre Fire Evacuation (incl. Vulnerable Persons/PEEPS)

In the event of fire alarm in the Mansion, staff in charge of the Medical Centre should use the fire escape through to Cloisters as once there you can remain safely in the Staff Room until you are advised it is safe to return to the Medical Centre. First Responders/Fire Brigade will check and report on the Medical Centre occupancy and also Chris Murray's office. Do not wedge the fire door open between those buildings under any circumstance.

Medical Centre staff have a system in place so that in the extremely unlikely event of both Mansion and Cloisters going into alarm, there is someone that can either help evacuate or to take responsibility to get a message to the First Responders/Reception (or to KOR during out of hours) saying that "you* (*state number of adults and children) are in the Medical Centre/Staff Workroom" and so the Fire Brigade would be sent immediately to assist.

Vulnerable people within the school and those that have a PEEP in place at the time of the evacuation will be escorted out by the responsible person. The PEEP information is shared with staff who may need to be involved in the evacuation of that child/adult.

To be followed in event of child with PEEP or if very unwell - in the event of fire alarm in the Mansion, staff in charge of the Medical Centre should use the fire escape through to Cloisters as once there you can remain safely in the Staff Workroom until you are advised it is safe to return to the Medical Centre. First Responders/Fire Brigade will check and report on the Medical Centre occupancy and also Staff Workroom. The fire door between those buildings **must** remain closed at all times.

2.7 Out of Hours Evacuation (between 4.30pm and 7.30am)

In the event of alarm activation between the hours of 4.30pm and school lockup (approximately 10.30pm) visitors and staff should assemble at the main assembly point and await instruction. Boarders and staff living in the Mansion will follow their own evacuation process and assemble at the front of the Mansion House. Medical Centre Procedure (in event of child with PEEP or very unwell) should still be followed. Overnight visitors are advised of the assembly point and evacuation process. Foreign language students receive instructions, where practical, in their own language.

If staff living on site discover a fire and the addressable system has not already registered the fire and called the keyholder, the member of staff should activate the fire alarm call point closest to the fire and evacuate to the assembly point or front of the Mansion if the incident is after 10.30pm.

3 Fire Safety Systems

3.1 Alarms

All buildings are fitted with an addressable fire safety system installed and maintained every 6 months by a suitably qualified external provider. Security Team and/or keyholders are contacted by the remote monitoring centre in the event of alarm activation.

3.2 Remote Monitoring & Alerting the Fire Brigade

The school is connected to a remote monitoring centre so in event of alarm activation, the remote monitoring centre will ring the keyholder/s who are responsible for checking the fire alarm panel that has activated and who will carry out an immediate visual inspection to ascertain if the Fire Brigade need to be summoned. Should the alarm prove to be false, then the alarm system will be reset, and personnel that have been evacuated will be allowed to return to their buildings.

Even a minor source of smoke and/or fire that could be extinguished locally should trigger a call to the Fire Brigade especially if the source is suspected to be electrical. During normal working hours, the Maintenance Manager, Maintenance Team and First Responders will make the necessary checks; during out of duty hours, this responsibility falls to the Duty Staff and Security.

3.3 Fire Door Upgrade Programme

The school manages an ongoing programme of monitoring and upgrading the fire doors throughout the site. The school has consulted with expert third parties in preparing an audit on fire doors and determining doors requiring upgrades. The school's external Fire Officer has then agreed prioritisation in consultation with the school.

4 Safety Checks and Safety Equipment Locations

The Maintenance Manager and his team are responsible for ensuring that all fire safety systems are maintained and checked as required by current legislation. The Maintenance Manager will maintain all documents from servicing and repairs/maintenance of these systems. Documents are kept with the Maintenance Manager or on the H Drive depending on how they are recorded at the time (paper or electronic).

The fire alarm system will be serviced and formally tested on a quarterly basis by a competent fire detection company. A record of all these tests will be kept by the Maintenance Manager. Any spurious faults with the fire system, or any false alarms etc are to be by the Maintenance Manager in the system logbook.

The gas emergency valves are located in the pool plant room, at the top of mole hole stairs, in each of the science labs, in the biology lab, in theatre plant room and in both prep and pre-prep kitchens.

Fire hydrants are located near Pre-Prep blue gate and by the zebra crossing near music block.

The fire alarm system is serviced every six months by a fire alarm system contractor.

All twelve fire panels are tested weekly, and logs are kept in the area of each panel.

One break glass is tested each week by physically setting off the break glass. A different area is tested every week. The emergency evacuation route closest to the break glass being activated is also checked and findings documented.

Emergency lights are tested monthly and annually (3-hour test) by a suitably qualified contractor.

COSHH items are controlled and managed under the H&S Policy. Training is provided for all staff involved in the use of COSHH chemicals.

Fire extinguishers are located in each building and are maintained on an annual basis by a suitably qualified external supplier.

The school has an inspection regime for electrical circuits in all of its buildings and it uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.

Regular portable appliance testing is conducted by a suitably qualified external provider and complies with the school's policy on PAT testing.

Electrical equipment condition and safety inspection reports are carried out in Science, DT, Art, and Workshops on an annual basis by a suitable qualified external provider.

All lightning protection and earthing is tested by a specialist contractor.

All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Certificates are kept by the relevant department head (Kitchen/Domestic/Maintenance)

Landlord's gas safety certificates are held for all School domestic accommodation. These certificates are stored in the Bursary.

Weapons and ammunition are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm. MoD standards and

regulations are applied. Documentation is stored on the H&S drive and reviewed annually by the Shooting Department.

5 Fire Risk Assessment

Fire risk assessments are completed for all buildings every five years or upon change of use or change to the area, whichever is the sooner. Interim FRAs are also completed on a regular basis in between.

FRAs are completed by a suitably qualified external provider. A log of when FRAs are due is kept on the shared drive and managed by the Estates Manager.

Upon completion of the FRA, the Fire Officer sends it to the Estates Manager for review, whereupon the Estates Manager will log all actions/findings onto the Facilities Helpdesk for completion by the in-house team, or depending on the action, call a specialist contractor to quote.

The Fire Officer will discuss the priorities with the Estates Manager and document them on the summary page in order to guide the process of resolving the actions.

The Maintenance Team will complete any findings/actions from the FRA, prioritising the works as they see relevant, and then save an updated document onto the H Drive.

The FRA is saved on H:\Common Data Folder\Health & Safety & Risk Assessments (NOT Trips) \FIRE including FRAs. A copy may also be sent to an individual responsible person for the location if relevant and there are specific actions for the owner/manager of the location (i.e., swimming pool, workshops, rifle range).

6 Drills, Training and Review

6.1 Fire Drills

Fire drills for Prep, Pre-Prep and Nursery are carried out within the first fortnight at the start of each term. The Head of Estates will ensure that the correct timetable of fire drills is followed and liaise with the Maintenance Manager and his team of First Responders, who carry out fire evacuation drills and log the results on the Fire Drills Log on the shared drive.

For the boarding house there will be a practice every term in a night-time situation and all findings will be documented by Head of Boarding on the Fire Drills Log on the shared drive.

The record of fire drills will include the date and time of every planned and unplanned fire evacuation, documenting the buildings vacated and the time taken to clear the buildings. If the school is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and will be repeated. The process will be reviewed and revised as necessary, and the data will be available to the Health and Safety Committee and Premises Committee.

6.2 Training

Fire wardens complete the Fire Safety in Education Educare on-line training module every three years. First Responders undergo an in-person training session with the fire officer appointed by the school. A log of all training is kept by the Estates Manager.

All staff undergo inset training covering fire and health and safety and the fire officer carries out a more detailed fire training presentation at September inset.

6.3 Fire Action Notices

Evacuation notices and directions to the assembly point are displayed in prominent places throughout the school, e.g., offices, dormitories, noticeboards etc. Staff and pupils are provided with a reminder at the start of each term about the fire safety processes at school.

6.4 Review of Policy and Procedures

- The Fire Safety policy is reviewed annually by Governors and the Bursar
- Any change to the Fire Safety Policy is communicated to the school
- Fire safety training is provided at Inset and during induction
- Emergency evacuations are regularly tested and findings documented
- Fire risk assessments are regularly reviewed and updated
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire. Visitors are escorted at all times by their hosts and will receive direction as is appropriate when they visit the premises
- The school has access to, and uses, suitably experienced fire and health and safety consultants when writing policies and procedures
- Reviewed at the same time as the H&S Policy

Dated 24.05.23