

**King Edward VI High School for Girls**  
**Fire Risk Policy incorporating Fire Risk Assessment**

## **Fire Risk Policy incorporating Fire Risk Assessment**

### **King Edward VI High School for Girls**

This document is comprised of two parts.

Part One details:

- a Procedures for the reduction of fire risk
- b Fire procedures and staff training
- c Ensuring safety of staff and visitors
- d Fire drill procedures
- e Competent persons
- f Maintenance of Fire Equipment
- g Provision of fire information

Part Two is a Fire Risk Assessment of the three main buildings that comprise KEHS, being the main school, the Art Block and the Sports Centre. Note that KEHS pupils and staff also use the Ruddock Performing Arts Centre. This is public building and has a separate Fire Risk Assessment. The Fire Risk Assessment notes some areas where improvement is required and a timeframe for improvement. A table summarising these improvements is provided at the end for termly review.

The school has also documented its procedures in case of fire in the 'Action in Case of Fire' document.

This document has been reviewed by the Bursar.

Z Robinson (Bursar) July 2017

Next review required on July 2018.

## **Part One: Fire Risk and Prevention**

### **A Procedures for Reduction of Fire Risk**

#### **Fire Hazard and the associated control measures:**

The main danger areas where fire may begin (due to fuel, oxygen and a source of ignition) are as follows:

#### **Kitchen and Dining Hall Areas**

The Kitchen is out of bounds to all pupils; only Kitchen staff should enter. The Dining Halls (Boys' and Girls') and Kitchen area are fitted with break glasses. There is one exit from the Dining Hall, through double doors into the lobby, where there is an external fire exit and fire doors situated at either entrance to the lobby.

#### **Science Laboratories, Chemical Stores and Preparation Rooms**

Specialist measures have been taken to ensure that all volatile chemicals are stored in ventilated rooms.

Experiments using naked flames, or involving reactions that generate heat are subject to specialist risk assessment and no pupil is ever allowed to work without staff supervision.

All doors into laboratories and Prep rooms are key-pad locked, and no pupil is allowed in without a member of staff.

A locked cabinet, which houses any radioactive material, is located in the CS Room, and a radioactive hazard sign is affixed to the door.

The Chemical Store room has a half hour fire door which is kept locked, unless chemicals are being collected. Smoke detection equipment is located immediately outside the room and also inside the room. The room houses flammable materials cabinets and fire extinguishers, and the door to the room has a sign indicating the flammable materials within.

All Chemistry laboratories are fitted with two fire buckets containing sand for extinguishing fires.

The Chemistry Prep room has a 'flammables box' which houses a small working stock of chemicals.

### **Boiler Houses**

The boiler houses are always kept clear of any flammable materials and boiler houses are maintained on a regular basis by an appropriately trained maintenance engineer. Testing of gas boilers is done on a regular basis and records kept by the Facilities Manager.

### **Other areas where fire may begin**

The ICT rooms and music rooms – these have large numbers of computer terminals, raising the risk of a fault occurring. Most classrooms have a computer and monitor linked to a LCD projector. All offices are equipped with at least one computer, monitor and printer. The corridors are largely fitted with false ceilings and integrated light fittings.

In all of the above, the most likely cause of fire is an electrical fault. The risk is minimised by the testing of fixed and portable appliances and awareness training of all staff.

### **The Electrical System:**

Portable appliances are tested on a regular basis. Testing is performed by trained individuals in the science department and IT department and, where necessary, by an external provider.

The fixed wire electrical systems in the building are subject to periodic inspection, the most recent having been carried out by the schools' electrical contractors in the summer close down of 2016. (100% test valid for 5 years). Records of this test are kept in the Facilities Office.

## **B Fire Procedures and Staff Training**

### **Fire Practices and Routines:**

Every room has a set of Fire Orders prominently displayed, informing staff of the most appropriate escape route.

### **Fire training:**

General staff training is focussed on the process of evacuation of pupils and staff from the building as quickly as possible, calling for help if required and then taking records of girls and identifying missing pupils. This information is contained in the staff hand book and practised at the start of each academic year.

### **C Ensuring safety of staff and visitors**

All staff receive training in fire evacuation procedures through the fire practice, the fire orders in each room and the 'Action in Case of Fire' instructions which are circulated in the Staff Handbook.

The School ensures safety of staff by maintaining fire detection equipment, enabling the safe evacuation of the building (tested through fire practices) and ensuring steps taken in part A to reduce fire risk are undertaken.

All visitors are accompanied by a member of staff, each room contains fire orders and fire evacuation information is available at the sign in point at reception.

### **D Fire drill procedures**

#### **Fire Drills:**

These are organised by the VP Curriculum and held termly. A written report, which includes any concerns raised by staff involved, is reviewed by the health & safety committee and any recommendations are communicated to staff and girls.

**The first drill** is held early in September and is preceded by a ringing of the bell in assembly on the first day of term, to ensure all pupils recognise it. A list of instructions is in the Staff Handbook, to advise all staff of procedures and to whom they should report.

**The second drill** is normally held in January when an attempt is made to replicate a real evacuation.

**The third drill** is normally held at the beginning of the summer term, avoiding the public examination season.

## **E Competent persons**

Members of the Facilities team have the responsibility for identifying the source of the alarm call and extinguishing a small fire if safe to do so. Selected staff are trained as Fire Wardens. Last training was undertaken in July 2014 by Head Porter, Assistant Porter, Bursar and Facilities Manager.

## **F Maintenance of Fire Equipment**

### **The Fire Alarm:**

The school has a fire alarm. The system can be activated either manually from the panel, by any of the break glass switches, or automatically by any of the smoke detectors. The location of the existing detectors is recorded in the porter's lodge.

The alarm is sounded on a regular basis. A test sounding is carried out at 8:00 am each Tuesday and a record of this is kept.

There is an automatic dialling system that alerts those who live on site if the alarm is activated out of hours.

The alarm system automatically releases the catches on our fire doors to contain smoke. The fire door in the Music corridor (when locked) is also released on sounding of the fire alarm as well as the glass screen in front of the main doors.

The Fire Alarm is maintained by a reputable contractor and annual maintenance is performed.

### **Fire Fighting Equipment:**

A number of extinguishers are fitted throughout the school, and these are checked and maintained on an annual basis by a reputable contractor (Spectrum Fire Limited) and records of this review maintained by the Facilities Department. The location of extinguishers is maintained in a document held in the porter's lodge.

### **Emergency Lighting:**

There is a hard-wired system throughout the whole of the main buildings. The main school system is powered by the mains supply, and is tested in accordance with

legislation by a reputable contractor (DG Alarms) on an annual basis. Remedial works are performed in the summer break.

**G Provision of fire information**

Fire information is provided on the wall of each classroom and also in the staff hand book.

## **H Fire Risk Assessment**

A Fire Risk Assessment was performed at KEHS in January 2017 by Capita, who are the school's retained Health & Safety advisors and this was provided to Governors during their annual review of H&S in the July 2017 meeting of the Risk & Compliance Committee.

The Risk Assessments for all areas are maintained and updated by the Assistant Facilities Manager.

*Reviewed in July 2017 (to be reviewed in July 2018)*

*The Bursar is responsible for the monitoring and review of the Fire Risk Policy incorporating the Fire Risk Assessment.*

*The implementation and review of the school's Fire Risk Policy goes through the Education Committee of the ISGB*