

# KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School

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## Fire Safety Management Policy Statement

***This policy is applicable to all staff including those working in the EYFS***

This policy applies to all persons on King Edward VI property (the Group):

- King Edward VI School, Wilton Road (Senior School)
- Stroud Preparatory School, Highwood Lane Romsey (Prep School)
- Wellington Sports Ground, Stoneham Lane
- Lovaton Rural Studies Centre, Lower Lovaton, Devon

These persons have an absolute legal duty placed upon them to co-operate with all matters of Fire Safety. The Group and any person or company acting on its behalf will comply with this Policy, Fire Safety Legislation and any industry best practice.

The objectives of this policy are:

- To ensure that all properties are managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and any other relevant guidance or standards.
- To safeguard all persons within the Groups properties from harm in the event of a fire.
- To minimise the risk of a fire occurring.
- To limit the spread of any fire.
- To minimise the effect of any fire on the running of any of its business and to expedite business recovery operations.

The Groups Responsible Persons will ensure that within their area of responsibility:

- A suitable and sufficient fire risk assessment is carried out and that it is kept current at all times and that the significant findings are recorded.
- Adequate means of escape in case of fire are provided, maintained, kept free from obstruction and are available for immediate use at all times. The means of escape are checked and recorded regularly by the Facilities staff.
- Adequate emergency lighting is provided and maintained by a competent contractor in accordance with British Standard 5266 part 1. The maintenance regime:
  - Monthly - for correct function
  - Annually - full drain down test.
- Adequate means of detection and means of giving warning in case of a fire are provided and maintained by a competent contractor. The system maintenance regime:
  - Full automatic systems - Weekly for sounders and call points
  - Standalone systems – Termly for sounders and call points
  - Quarterly - routine system maintenance
  - Termly - full evacuation test
- Adequate fire extinguishers are provided and maintained by a competent contractor in accordance with British Standard 5306 part 3. The maintenance regime:
  - Termly – visual check
  - Annually – Full service and maintenance
- Any part of a building structure or piece of equipment that is provided in the interests of safety receives suitable and sufficient inspection, testing and maintenance in accordance with relevant British Standards or industry best practice.

## **KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School**

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- Suitable and sufficient fire safety awareness, instruction and training are given to employees.
- Appropriate training and instruction is given to designated employees who have an active role in the implementation of fire procedures and to those who have a key role in the event of an evacuation.

This policy document shall be communicated to all staff with the intent that they are made aware of their individual obligations. This policy shall be subject to periodic review and update as necessary. The Chair of Governors on behalf of the Governing Board is responsible for the implementation of this policy.

Signed: Chair of Governors on behalf of the Governing Board

July 2018

# KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School

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## FIRE SAFETY POLICY

Fire evacuation procedures and arrangements are published for all staff and visitors working in or visiting the Groups properties.

The Director of Operations is the 'Responsible person', who ensures that the fire risk assessments have been completed for all sites and they include the elimination or reduction of risks from dangerous substances.

An INSET programme ensures all staff are trained in the basic use of fire fighting equipment and fire evacuation procedures. Staff should not attempt to use any fire fighting equipment unless they have received the relevant training. This is organised and recorded by:

- Senior School - The Assistant Head (Staff Development) and
- Prep School - The Operations Manager, in conjunction with the Director of Operations.

All staff are made aware of the fire evacuation procedures on Group properties and reminded at regular intervals. Regular fire drills are conducted:

- Senior School Termly
- Wellington Termly
- Prep School Termly
- Lovaton Rural Studies Centre between March and October

Visitors are issued with a security pass, highlighting what action is to be taken and where to muster in the event of the fire alarm sounding.

Event organisers are issued with laminated cards by the Facilities team, explaining what action to take and where to muster in the event of the fire alarm sounding and these instructions are read out at the start of all events.

At no time under any circumstances should an object or wedge be placed to hold a fire door open. All fire doors are labelled as such, usually with a blue metal disc.

## Senior School Registration Procedures

In addition to the Fire Officer (Director of Operations) and in his absence the Senior Deputy Head, there are five fire marshals who assist in registering the names of evacuees.

- For the registration of ALL personnel: the Assistant Head (Staff Development) is the principal fire marshal,
- For registration of teachers, pupils and visitors: the Director of Sport is the nominated fire marshal, the Assistant Head (Staff Development) deputises for the Director of Sport in their absence.
- For registration of non-teaching staff: the Head of Finance is the nominated fire marshal, the Data Manager deputises for the Head of Finance in their absence.
- Sodexo staff report to the General Services Manager.

Specific written evacuation procedures are operated and are reviewed regularly

# **KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School**

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## **Wellington Registration Procedures**

At Wellington Sports Ground the lead teacher coordinates with attendant staff to register all personnel. The Head Groundsman checks the buildings and reports to the lead teacher when all buildings are clear and that all Facilities staff are accounted for. Specific written evacuation procedures are operated on site and are reviewed regularly.

## **Prep School Registration Procedures**

The Operations Manager and in his absence the Estate Manager is the Fire Officer and is assisted by the Head's PA in mustering the names of all evacuees. Specific written evacuation procedures are operated and are reviewed regularly.

## **Fire Safety Equipment**

Serviced annually, the alarms are sound tested weekly and records kept with the Director of Operations (Senior School) and Operations Manager (Prep School). All alarm activations and evacuations are reported and stored in the Fire Log, which resides:

- Senior School - In the Caretakers' office
- Prep School – In the Operations Manager's office
- Wellington - With the Head Groundsman.
- Lovaton – With the cottage pack

Each evacuation is recorded by the Responsible person. The Schools are monitored regularly to ensure that emergency routes and exits are clear.

Plans are held for the Group properties showing the location and type of all fire extinguishers and call points and these are regularly updated.

All Group property including transport is non-smoking.

The Fire Officer (Director of Operations) monitors the ISI website for fire safety updates for briefing the Heads and incorporating relevant advice into the fire policy. The Fire Officer is a member of the Health and Safety Committee.

# KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School

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## FIRE SAFETY PROCEDURE

### What to do in the case of discovering a fire:

- **Anyone discovering a fire should operate the nearest fire alarm call point (which automatically alerts the Monitoring Station and then report the precise location of the fire to the Fire Officer (Director of Operations). The Lovaton Rural Studies Centre is not linked to a Monitoring Station.**
- **Individuals should be directed to leave by the nearest available exit.**
- **No attempt should be made to fight the fire by individuals who are not trained in the use of a fire extinguisher.**

Please see appendix 1 for details of action required when individuals who use wheelchairs are present.

1. Staff need to familiarise themselves with the escape route from the classroom in which they are teaching. In the event of a fire alarm activation staff should take responsibility for evacuating their classroom, including any students with a disability who might be hampered. Staff should remain with the disabled student(s) in the event of the class being split as a result of the evacuation route chosen. Staff **should**, if safe to do so close doors and check other rooms on their evacuation route as they make their way to the place of safety.
2. Staff should be proactive in assisting in the safe evacuation of the building.
3. At the start of each year tutors need to go through the points on the red coloured **FIRE** sheet with their tutees. This fire sheet should be clearly displayed in the classroom. When going through the information tutors should emphasise that pupils must follow the instructions of the teacher.

### Senior School

4. When an evacuation takes place the following actions should occur:
  - a. As students start to congregate on the field, Heads of Section and the Head of First Year should report to the nominated Fire Marshal (the Director of Sport or their deputy) to collect tutor group lists. These should be distributed to tutors by Heads of Year. The SMT administrator or a member of the Main Office staff will bring to the field a list of known absences for the First Year, Lower School, Upper School and Sixth Form. Heads of Section and the Head of First Year should collect these lists from the Fire Marshal area asap and use them to check with tutors that all absences are accounted for. If any absences are not accounted for then the Swimming lists and/or Games register and/or signing out book should be consulted, all of which will be available from the Fire Marshal area. Once these checks have been made any pupils thought to be missing should be reported to the Principal Fire Marshal.

## **KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School**

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- b. Tutors should go to their allocated area and check the attendance of their tutor group. Any unexplained absences should be reported immediately to the Head of Section. Heads of Year will check that all tutors and their tutees are accounted for. This information will then be relayed to the Head of Section, who will report to the principal fire marshal.
  
  - c. First Year and Lower School tutor groups assemble on the grass, alongside the School drive, with 1/1 nearest the School and L18 nearest the gates. The Upper School and Sixth Form assemble by the fence on the School field, with U1 nearest the School gates and S22 nearest the DT building. In all cases, tutors should ensure that their tutees are assembled in an orderly manner and they should stand with their tutor group until they are dismissed. On dismissal, tutors should ensure that the pupils leave the field by the correct route. Lower School pupils should leave by stepping directly onto the drive. The older students should walk parallel with the fence towards either the drive or the path by the DT building.
  
  - d. During a fire evacuation all teaching staff who are not tutors should report to the Principal Fire Marshal, The Deputy Head (Academic) will confirm all supply teachers on site. Non-teaching staff report to the Head of Finance or the Data Manager in their absence. All Language Assistants should report to the Head of MFL and all VMT's report to the Music Administrator.
  
  - e. Actions in the event of a missing pupil/person:
    - i. Notify the Emergency Services' incident commander and Responsible person as soon as possible to ensure no change of procedure.
    - ii. Ascertain last known location and or programmed location, dispatch search party to look; safety of individuals should be top priority. Keep a written record on who is conducting the search and where.
5. The Fire Officer (Director of Operations) will liaise with Reception staff and Facilities to determine the cause of the activation, Facilities staff will determine whether the brigade need to be called. Reception will advise the monitoring station accordingly. In the event of a false activation the alarm will be silenced. Reception will inform the Fire Officer who will then announce the all clear.
  
  6. In the event of an activation and the monitoring station cannot obtain a reply from reception they will contact the Fire Brigade. In a legitimate activation the Facilities Staff will liaise with the Fire Brigade.
  
  7. Fire doors should be closed and any defects in the operation of a fire door should be reported to the Director of Operations. On double fire doors, a "mechanical selector" should close the two doors in the proper sequence.
  
  8. Information will be given to pupils on an annual basis via the "blue sheet".
  
  9. All new teachers will be advised on fire procedures as part of their induction.
  
  10. If the classroom in which a member of staff is teaching does not have a fire sheet displayed this should be reported to the Fire Officer.

# KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School

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## PROCEDURE FOR EVACUATION OF WILTON ROAD AND WELLINGTON SITES OUT OF SCHOOL HOURS

- Staff working alone out of hours should carry a mobile phone and have told their family, a friend or a colleague where in the building they will be located and when they expect to be home.
- They should also have the duty Facilities contact number programmed into their phone.
- If teaching or supervising sports at Wellington and the fire alarm sounds ALL personnel are to evacuate the building and assemble near to the cricket pavilion. A member of Wellington staff will be in attendance throughout Saturdays/Sundays or other out of hours times (When sports fixtures are booked) and will be responsible for ensuring the complete and efficient evacuation of the buildings in the event of the fire alarm sounding.

All teaching staff have a statutory duty of care to their pupils thus, the teacher in charge of the pupils must register their charges and remain with them until the duty fire marshal arrives and any missing pupils should be conveyed to him/her. At Wellington the Fire Brigade will always attend at which point they assume responsibility. In the case of Wilton Road the Brigade officer will issue instructions as to the required course of action once you have assembled on the School field in the normal manner.

### **Prep School site:**

#### **When an evacuation takes place the following actions should occur:**

- a. **Early years:** All pupils will be lead to assembly point B in front of the caretaker's cottage, by their class teacher. Once a roll call is complete, the head of Early years (or other designated person) will then inform the fire officer that all persons are accounted for.
- b. **Whole school (excluding Early years)** - All pupils will be lead onto the school field by their class Teacher and line up on the grass in front of the Main House, at assembly point A.
- c. The HM PA or in her absence a member of the Reception Staff will take note of any pupil/staff absences on the master assembly list.
- d. Once everyone has been accounted the Operations Manager or in his absence the HM is informed and when safe to do so the school will be dismissed to return to their classes.
- e. The Operations Manager/Estates Manager will investigate the cause of the alarm and call the Emergency services as appropriate and report to the HM. The Fire Officer will advise the monitoring station accordingly.
- f. Actions in the event of a missing pupil/person:
  - i. Notify incident commander and Responsible person as soon as possible to ensure no change of procedure.
  - ii. Ascertain last known location and or programmed location, dispatch search party to look; safety of individuals should be top priority. Keep a written record on who is conducting the search and where.
  - iii. Search all washroom facilities in the vicinity of the last known/planned location.

# **KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School**

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- g. Role and responsibility of the fire marshals – clearing the zones
- h. Table of marshals and the relevant zone.
  - i. Main House first floor: 6CB, 6SM, H4, Head's Study, PC station, SEN office
  - ii. Main House first floor: DoS office, bathrooms, 8JR, IT office and Science Lab
  - iii. Main House second floor: Music practice rooms
  - iv. Main House ground floor: Admin and Staff offices, Staff room, Resource room, Finance office, Library, 6JB
  - v. Main House Ground floor: Matron's room, Sports office, toilet, girls and boys changing room.
  - vi. Early Years Building
  - vii. Classroom pod
  - viii. Key Stage 1: 1LT, 1LG, IT room Library, bathrooms
  - ix. Key Stage 1: Resource room, cloakroom, 2KR, 2LF
  - x. Temporary classrooms, music room, 7AW checked by teaching staff during evacuation
  - xi. Dining Room

## **Senior School Site Events**

On the Senior School main site, event organisers, if not Senior School staff, will be given a copy of the evacuation procedure detailing the action to be taken and will be expected to accompany the evacuees to the main School field away from the building and remain with their evacuees until either the duty caretaker or Brigade officer arrives with further instructions.

At the start of a play, concert or any function the department Head or nominated deputy will tell the assembled parents/visitors the actions to be taken in the event of the fire alarm sounding – a continuous siren and flashing beacon - everyone should calmly evacuate the building by the nearest useable exit and muster on the far side of the School field. The person in charge of the function needs to ensure that the evacuation procedures are followed. Parents/visitors should be instructed to remain on site and not to move away from the muster area until given further instructions by the duty caretaker or the Brigade's Fire Officer.

Please note the duty caretaker's responsibility in the case of the fire alarm sounding is to remain at the control panel and liaise with the Fire Brigade if they attend; they will not guide people out of the building.



# KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL King Edward VI Preparatory School

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## APPENDIX 1:

### POLICY FOR THE USE OF FIRE EVACUATION CHAIRS AND FIRE REFUGE AREAS

The fire evacuation chairs (FEC) are to be found in labelled grey coloured metal cabinets affixed to the wall close to either a lift or a designated fire refuge area.

The chairs are intended for use with individuals who use wheelchairs rather than those using crutches.

It is **incumbent upon ALL staff** who have visitors or students who use wheelchairs attending events on the first floor to be aware of how to operate the chairs correctly and to **make it known to the attendees that these chairs exist**, their location and who will be in attendance in the event of their use. Full hands-on FEC training will be available on request as advised by the Nurses, identified during Personal Emergency Evacuation Plan (PEEP) compilation. If any colleague requires to be trained in their use prior to training they are:

- To watch the FEC training DVD on the T drive by following the link: T:\Admin Offices\Health and Safety\Fire

and then;

- Arrange for hands-on training by contacting the Director of Operations.

**In no circumstances is anyone to use a FEC without training by a member of the Senior School Facilities Team.**

Upon hearing the fire alarm the disabled individual should be instructed to follow the responsible person to the FEC and be safely transferred to the chair.

Once the disabled person has been securely strapped in the FEC they should remain at the refuge point until the escape route is free of all other evacuees.

***If possible the duty caretaker should be called informing him that a person is at the refuge. The mobile number of the duty caretaker can be found on the inside of the FEC cabinet.*** Having established contact with the duty caretaker and / or Brigade Officer the user should give the refuge designation together with details of the disabled occupant and any other requested information.

***Each of the refuges will have a geographical designation namely:***

Refuge near the **Sports Hall will become Refuge East**; the one currently located in the corridor **adjacent to the lift in the link corridor will be designated Refuge Central** and the third one **located outside the Music Recital Room will be Refuge West.**

Revised May 2017

Reviewed July 2017 by Full Governing Body

Reviewed July 2018 by Full Governing Body