Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Fire Safety Policy and Procedures
Whole School: Senior School/Prep School: EYFS, KS1 and KS2

1. Background

It is the policy of Sydenham & Dulwich Girls – in conjunction with the GDST - to ensure, as far as is reasonably practicable, the protection of people, property and the environment from the effects of fire. The School and the GDST are also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises'.

The School and the GDST recognise their duties to users of and visitors to their premises under the requirements of the Health & Safety at Work etc Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and kept under review. Through risk assessment and construction design, suitable fire precautions will be built-in to premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises, the GDST will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current building regulations.

In addition, the School will appoint Responsible Persons, Competent Persons and Key Duty Holders and provide appropriate information, instruction and training as required.

In summary, the person(s) ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005 are as follows:

(a) The Chairman of the Council is responsible for fire safety at board level;
(b) The Chief Executive is responsible for fire safety on behalf of the GDST;
(c) The Headmistress is responsible for fire safety on behalf of the School;
(d) The Director of Estates and Head of Health and Safety are responsible for fire safety on behalf of Trust Office and in terms of setting strategy, policy and procedures for fire safety.

In order to ensure compliance with legislation the GDST has appointed competent persons, with enough training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventive and protective measures that may be identified as necessary through the Regulatory Reform (Fire Safety) Order 2005.

In the GDST these are:

(a) The Health & Safety Manager/Advisers for competent advice and guidance
(b) The Trust Architects for competent design and construction
(c) The Trust Surveyors for competent maintenance and remedial work.

A member of staff within the School delegated by the Head has been appointed as Fire Officer: Director of Finance and Operations, 38015.

A member of staff within the School delegated by the Head has been appointed as Health & Safety Coordinator: Director of Finance and Operations, 38015.

A member of staff within the School delegated by the Head has been appointed as Fire Drill Officer: Director of Finance and Operations, 38015. The Deputy Head Pastoral will fulfil the role of Fire Officer in the absence of the DFO.

2 Aims and objectives

As a responsible employer, I take our fire duties seriously. I have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). This includes the provision of a safe place of work where fire safety risks are minimised. This will be achieved in the following ways.

- Emergency routes and exits are properly maintained, facilitate a quick and safe escape, are freely accessible and are kept clear at all times.
- Fire doors are never propped open or similar unless on magnetic catches or 'dorgards' automatically released by the fire alarm system.
- All emergency exit doors are readily openable during times when the premises are occupied.
- Emergency lights are regularly tested and maintained.
- Fire doors, fire exit doors and escape routes are identified by signage. Staff and pupils are trained to recognise the importance of fire doors and fire door notices and to comply with the instructions given on the notices.
- Simple fire evacuation instructions are drawn up and displayed near to fire alarm call points.
- Regular termly fire evacuation practices and training in fire procedures (including procedures to call '999') are arranged. Current arrangements are reviewed annually or if a material change in the estate has been made..
- There is adequate provision of suitable, accessible, signed, fire extinguishers and fire-fighting equipment which are inspected every 12 months.
- Fire extinguishers are not obstructed. It is preferred that the fire extinguishers are held on brackets (which are to be attached to permanent structures) and they should be approximately one-metre from the floor.
- Key employees are trained to use fire extinguishers.
- Fire alarm call points are tested weekly, during normal hours of occupation, by using a different alarm call point each week until all have been tested and then beginning the 'round' again.
- Sufficient fire alarm systems including automatic detectors and door closers are installed in all appropriate locations, and are examined and maintained regularly and at least annually.
- A fire precaution record system is maintained to include records of the practice evacuations, training, testing of alarm call points and the testing and maintenance of fire alarm systems, automatic fire detection, emergency lights, fire doors and fire escape routes, door closing devices, fire extinguishers and like equipment.

3 Employees' Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to fully comply with the measures outlined above and are also expected to cooperate fully in complying with any other measures introduced to protect the safety and well being of staff, pupils and visitors. This policy forms part of all conditions of employment. Failure to comply may be treated as a disciplinary matter.

4 Communication

Staff will be kept informed of any changes made to our fire safety procedures. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of and are familiar with all escape routes.

5 Fire Drills

- Fire evacuations will be practised at least once a term within the first four weeks of term - weather permitting. Practices will happen occasionally without notice. Staff should be accustomed to carrying out the arrangements made, without knowing whether the alarm is real or not.

- Records will be kept of the date and time of every practice evacuation and the time taken to clear the building.

- Every member of staff, pupil and visitor (if not to be accompanied) should be trained to evacuate the building by the nearest exit route on hearing the alarm sound.

- When an alarm is given, each member of staff who is in control of pupils at the time will be responsible for those pupils going to their right place.

- When the buildings are considered to be evacuated a roll call should be initiated.

- The practice evacuations and weekly tests of fire alarm call points should highlight any areas where the fire alarm is not audible. The fire alarm must be clearly heard in all parts of the buildings to be evacuated.

6 Discovering a Fire and warning others

- It is the responsibility of all staff on discovering a fire to raise the alarm in order to begin evacuation of the building.

- The quickest means of raising the alarm is to shout whilst going to the nearest break glass call point. The alarms are linked to the Emergency Services.

- Any person finding a fire should dial (9) 999 from the nearest telephone, without taking personal risks. Give the operator your telephone number and ask for 'Fire'. When the Fire Service Operator replies say distinctly:

  "Fire at Sydenham & Dulwich Girls, 15 or 19 Westwood Hill, London SE26 6BL". Do not replace the receiver until the address has been repeated correctly by the fire service operator."

- Go directly to the Assembly Point. It is the responsibility of the member of staff who has raised the alarm to notify the Fire Officer of the location of the fire.

7 Evacuation upon hearing the alarm

- Staff should evacuate themselves, pupils and any visitors in silence, according to the fire evacuation notices in each classroom and using the regularly practiced routes, on hearing a shout of fire or on hearing the alarm sound.

- Evacuation routes and assembly areas should be as free as possible from hazards. If a route is blocked, seek an alternative route following the emergency evacuation signs.

- Remember to close all doors to prevent the spread of fire, heat and smoke.

- Under no circumstances will anyone be allowed to enter or re-enter the buildings after the fire alarm has sounded except, when it is safe to do so, for Premises Staff to carry out an investigation.

- Do not stop to collect personal belongings.

8 Role of Staff in the event of a fire

DFO/Deputy Head Pastoral **Head of Prep School**	Overall responsibility pending the arrival of the fire service.
Premises Staff	Attend gates and prevent entry to the building and await arrival of the Fire Brigade. Check the fire control panel and await arrival of the emergency services.
Admin/Support Staff	Bring out signing in/out books, including visitors register, fire file, class registers and walkie/talkie radio to muster point. Register all visitors. Deputise for Fire Officer/Academic Support Officer/Deputy Head as required. **School Nurse/JS Office Staff to bring any student medication.**
Fire Officer **(DFO/Deputy Head Pastoral)** **(Head Prep School)**	Ensure everyone is accounted for.
Office Manager (LRO) **Deputy Head Prep School**	Register all teaching, non-teaching,peripatetic/visiting staff, premises and cleaning staff. Informs Fire Officer when everyone is accounted for. **Senior School** Individual responsibility of Form Tutors and Heads of Section to go to Office Manager (LRO) immediately they arrive at the muster point, call out surname and wait for acknowledgement. All other staff immediately to line up in the centre of muster point to be registered by Office Manager (LRO). Form Tutors and Heads of Section first. Staff to call out surname, wait for LRO to acknowledge and then stand by perimeter fence. **Junior School** Individual responsibility of staff to go to Deputy Head, call out name and wait for acknowledgement.
Accent Catering	Responsible for registering all catering staff. Informs Fire Officer when everyone is accounted for

Form Tutors **Class Teachers**	**Senior School**: Collect registers from Academic Support Officer Ensure pupils line up in silence, in alphabetical order and registers pupils. In the form tutor's absence, the member of staff who took the register that day assumes responsibility. Once all pupils are accounted for, the register sheet should be given to the Head of Year. **Junior School:** Collect registers from Junior School Receptionist. Ensure pupils line up in silence, in alphabetical order and registers pupils. In the form tutor's absence, the member of staff who took the register that day assumes responsibility. Once all pupils are accounted for, the register sheet should be given to the Deputy Head.
Heads of Section **(Senior School)**	Check late books for appropriate Year group(s). Collects in Registers from Form Tutors for Year Group Returns Registers to Academic Support Officer Informs Fire Officer when roll call is complete or if any pupils are unaccounted for.
Additional Information **(Senior School)** **Fire file and class registers on shelf outside Head's PA office.**	● Registration lists for each form are kept in the office and brought out to the muster point by a member of the School Office together with the lists of absent pupils run off after morning and afternoon registration. ● Heads of Section must collect list of absences and then cross-check with Form Tutor registers. ● Once all pupils have been accounted for, completed sets of registration lists are returned by Heads of Section to Academic Support Officer. ● Office staff to deputise for Fire Officer/Academic Support Officer/Deputy Head as required. ● If drill/false alarm - SS Science staff to return to building in advance of students

9 Assembly Point

- All staff and pupils must assemble in silence at the nominated assembly point.
- Each year group must line up alphabetically by form.
- Appointed staff will take a roll call of staff and pupils.

At Senior School
- 08:00am – 4.00pm – Astroturf
- 4.00pm – 8.00am – Car park on Amberley Grove opposite vehicle exit gate.

The Head, Deputy Head or Fire Officer may communicate an alternative evacuation area should any fire pose a danger to the assembly point

At Junior School
- 8.30am to 3.30pm – Netball Courts
- 3.30pm to 8.30am – Playground

The Prep Head, Deputy Head Prep or Fire Officer may communicate an alternative evacuation area should any fire pose a danger to the assembly point

10 Calling the Fire Service

- In the event of the fire alarms being sounded, the Fire Service will be called automatically by the fire monitoring service.

- The Premises Manager at the main school gate will be contacted by radio and by messenger to notify him of the location of the fire.

11 Meeting the Fire Service

- The Director of Finance and Operations or, in his absence, the Premises Manager will meet the Fire Service at the main school gate and notify them of the location of the fire and whether there is anybody unaccounted for.

- The Director of Finance and Operations or, in his absence, the Premises Manager will hand over the fire file brought by the Receptionist.

12 Use of Fire Fighting Equipment

- After having raised the alarm and ensured that the building is being evacuated, if you feel competent and it is safe to do so, attack the fire.

- Select the correct extinguisher or fire blanket before you attack the fire.

- If possible, inform other staff of your intentions.

- Always make sure that you have a safe escape route.

- If the fire becomes too large or smoke becomes too dense, evacuate immediately.

- Once the fire is put out, leave the building by the nearest exit, closing all windows and doors behind you.

- Report to the assembly point.

13 Specialist classrooms / laboratories / workshops

- Teachers and technicians in specialist classrooms, laboratories and workshops need to be aware of when it is appropriate to activate electricity and gas cut-off switches. They should NOT be activated during walk through drills at the beginning of term.

- Science Labs and DT Workshops – the gas and electricity cut-off switches are combined. If the alarm sounds unexpectedly, the cut-off switch should be pressed if it is safe to do so. If an experiment is in progress and when it is safe to do so, it is the responsibility of the appropriate Technician to make the experiment safe before evacuating.

- ICT Rooms & Server Rooms – to minimise equipment failure, the electricity cut-off switches should only be pressed if there is a fire in the room or risk of electrical fire from water.

14 Evacuation of people with disabilities

- Wheelchair users and people with impaired mobility (e.g. pupils on crutches) – will be evacuated in accordance with the agreed evacuation plan to be drawn up for the individual concerned.

- Assisting people with impaired vision – in the event of an evacuation, the nominated member of staff or their deputy should lead the member of staff or visitor to safety.

- Invite the person with impaired vision to grasp your elbow as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc.

- Similar assistance should be offered to guide dog owners, with the owner retaining control of the dog.

- Human life should not be put in danger if the dog refuses to leave.

- A sighted person should remain with the member of staff with impaired vision until the emergency is over.

- Assisting people with impaired hearing – staff and pupils with known hearing difficulties will be evacuated in accordance with the agreed personal evacuation plan drawn up for the individual concerned.

15 Evacuation during school events

- Clubs, practices and activities – the club or activity leader should evacuate the premises following the evacuation instructions on the fire notices.

- Seated events in the hall – will normally be ticketed. An announcement should be made at the start of the event, indicating that, if the alarm sounds, staff will guide visitors to the assembly point in the car park opposite the vehicle exit gate outside the School.

- Parents' evenings – a system of name badges is used to account for who is present. The Head of Year will be responsible for collecting the unused name badges.

- PSA Events – the organiser should attempt where possible to keep a record of visitors present. An announcement should be made at the start of the event, indicating that, if the alarms sounds, visitors should go to the assembly point in the car park opposite the vehicle exit gate outside the School

- Social events involving pupils – events will normally be ticketed with a list kept of who has bought a ticket.

16 Evacuation during holiday periods

It is the responsibility of all staff to ensure that they have signed in and out during holiday periods.

17 Hirers of the Premises

- Regular lets - Once a term, the Premises Manager/Premises Assistant on duty will sound the alarm so that the hirer is aware of the sound of the alarm.

- It is the responsibility of the organiser to keep attendance registers and to ensure that all users of the premises are familiar with the evacuation plan and assembly point.