

Each day, discovery.



ELTHAM COLLEGE

**Fire Risk (Prevention) Policy and
Evacuation Procedures**

Last reviewed: February 2018



Version Control Information

Reason for Amendment	Name	Date	Main Changes
Updated in line with revised practice, roles and responsibilities	Bursar	May 2016	
Annual Review	Bursar	August 2016	
Annual Review	Bursar	August 2017	Updated names/roles; factual information Takes account of construction project and temporary accommodation
	Bursar	February 2018	Amendments to conditional language

Other Related Documents

- Health and Safety Policy Statement;
- Health and Safety Policy;
- Health and Safety Guidance.



1 Introduction

The Governors and Senior Leadership Team of Eltham College recognise that fire prevention, fire protection and fire safety measures are an integral part of the school's health and safety arrangements.

Management recognises its responsibility for the overall implementation of measures required by the Fire Precautions (Workplace Regulations) 1997 and the Management of Health and Safety at Work Regulations 1992, the Fire Safety Order of 2005 and the need to train employees in understanding how to prevent fire and how to behave in an emergency.

Our priority is to minimise the risk of life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, students and visitors do not add to the fire risk, and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. We are committed to regular training of all staff in fire prevention.

The foundation of this policy is the use of a comprehensive fire assessment risk process and the implementation of appropriate protective and preventive measures.

2 Organisation, Responsibilities and Duties

Fire Officer: Head of Facilities

- Responsible to the Headmaster for overall control and review of the fire safety policy and procedures;
- Acts as Incident Controller at the Senior School in the case of an emergency;
- Investigates and reviews action taken with the Deputy Fire Officer;
- Arranges training of staff;
- Ensures risk assessments, testing and inspections are carried out and records kept;
- Regular reviews to assess fire safety and procedures;
- Promulgation of fire safety policy to entire school community and procedures for visitors.

Deputy Fire Officer: Head of Co-Curricular

- Deputises as Incident Controller in the absence of the Fire Officer;
- Assists in an emergency to locate source and advise the Fire Brigade on access and precautions, alarms and equipment.

Junior School Incident Controller: Deputy Master

Junior School Deputy Incident Controller: Master

Assistant Fire Officers: Head School Keeper and Head of Maintenance

- Responsible for operation and routine testing and maintenance of fire safety equipment;
- Responsible for ensuring all building work complies with the relevant legislation.

School Office staff

- Maintain Fire Folder and ensure records of staff, students and visitors are available at the time of an incident for roll calls;



- Contact the emergency services if an alarm goes off in the Senior or Junior School at any time;
- If the alarm goes off in the Sports Centre and/or the rear of the ABH during school hours, but not in the rest of the school, staff must notify the School Office immediately.

Fire Marshalls

- In an emergency, responsible for checking their allocated area to ensure no personnel are left on site;
- Inputting to reviews of procedures;
- On a day to day basis responsible for identifying, rectifying/reporting any fire hazards (e.g. wedged fire doors, blocked exits, extinguishers off their brackets etc.

3 Fire Risk Assessment, Risk Management and Fire Prevention

The purpose of a fire risk assessment is to ensure that risks are identified and evaluated and that existing control measures are adequate or require revision. A fire risk assessment is updated annually for each area of the school site, identifying dangerous substances, fire hazards and persons that may be at risk from such hazards, and assessing dangerous substances and hazards on the basis of likelihood of fire outbreak and likelihood of harm.

The assessment examines and records existing control measures including emergency escape facilities and routes, and fire safety equipment.

From this assessment, the process identifies risks that require action to eliminate or reduce them and deficiencies in escape facilities and in the provision of fire-fighting and fire safety equipment; identifies actions to be taken, by whom, and confirms how the actions will be monitored and recorded.

The control of this process and the keeping of the records are the responsibility of the Head of Facilities.

A comprehensive fire detection and alarm system is maintained across the site by the Head of facilities working with the Head School Keeper and nominated contractors.

Regular training is provided which includes guidance on fire prevention through good housekeeping and hazard awareness.

Regular visual inspections are undertaken by the Facilities function and prompt remedial action is taken as appropriate. The Health and Safety Committee is an important source of information and recommendations about improvements to fire prevention from the wider staff body.

4 Emergency Evacuation Procedures

This section describes the procedure by which the emergency services are informed immediately an incident arises, the calm and orderly evacuation of the site is organised, and the process for accounting for all students, staff and visitors where an emergency takes place during the school day. New staff and new students are given a briefing on the school's emergency evaluation procedures as part of their induction process. Further details about out-of-hours arrangements and specific areas requiring additional measures (events in the Anthony Barnard Hall) are provided in the Appendix.

Lists of the responsibilities of key personnel are included in the Appendix. All key personnel have information regarding the operation of the alarm panels in the Eric Liddell Sports Centre, the main building, the Music School, the Junior School, the temporary accommodation and College Meadow. All



key personnel also have 2-way radios to facilitate communication during an emergency or drill.

- On the sight or notification of fire or other emergency incident the alarm is activated by breaking the glass in the nearest available call point. The Fire Brigade is called automatically when the alarm is triggered on the main school and junior school sites. The alarm rings locally at the sports pavilions and the fire officer or one of his assistants summons the fire brigade if deemed necessary.
- Members of staff who have been trained sufficiently may attack a fire with an extinguisher or other available equipment. Fire-fighting will only be carried out secondary to personal safety. If there is any doubt about the ability to extinguish the fire safely, it will not be tackled but left for the fire service to deal with.
- Staff will ensure that power supplies are isolated and processes stopped where leaving them unattended could cause an unacceptable hazard.
- On hearing the alarm, students, staff and visitors on site proceed in a calm, quiet and orderly fashion to the assembly area by the most direct route. Time is not wasted collecting coats and bags.
- The assembly area for all areas apart from the Junior School, is the field by the main entrance to the school. *During the construction period (Sept 2017 to January 2019) this area will be on the main sports field side of the haul road.*
- The assembly area for the Junior School is on the Junior School playground at the edge of the playing field.
- Students taking part in external examinations are escorted out of the examination hall in the Sports Centre to the grass area behind the Hall and the Deputy Fire Officer at the main assembly area notified that the hall has been safely evacuated. Silence is maintained and staff supervise closely to ensure that students are not communicating with one another during the evacuation.
- The Fire Folders, Staff and Student Signing out Books (including Away Sports Team Lists, Trip Lists etc.) and Visitors Book are brought by the relevant school office team to the assembly area where the form lists are given to Form Tutors and the Fire Folder to the Incident Controller. High visibility vests are worn by key personnel.
- Whilst this is going on, designated Fire Marshalls or their deputies ensure that nobody remains in the section of the building for which they have responsibility. Fire Marshalls then report to the Deputy Fire Officer (for the Senior School) or the Incident Controller (for the Junior School) assembly area as appropriate. They will tick off swept areas in the Fire Folder.
- Form Tutors (and substitutes) report to the Director of Studies (for the Senior School) or Incident Controller (for the Junior School) as soon as they have checked their tutees off the form list, who then tick their Form as clear in the Fire Folder (noting any persons unaccounted for). Form groups are kept quiet and orderly during the checks and whilst they wait for the all-clear.
- Those in charge of non-tutoring staff, support staff and peripatetic musicians report to the Bursar (for the Senior School) or the Incident Controller (for the Junior School) that all are accounted for and these are ticked off in the Fire Folder.
- Please refer to the risk assessment for managing the evacuation of those with mobility needs. A **PEEP (Personal Evacuation Emergency Plan)** is written for anybody attending or working at the



school.

- Assistant Fire Officers are responsible for identifying from the fire alarm panel the location of the incident and investigating whether or not it is a fault, false alarm or genuine emergency so that the Fire Brigade can be informed on their arrival.
- On arrival of the Fire Brigade, the Incident Controller reports the location of the incident and any persons unaccounted for who may be present in the area.
- Once the situation has been confirmed, the Incident Controller will announce the all-clear for the return to the premises (or any alternative arrangements should these be required) using a megaphone.

N.B. If the alarm sounds only in the Junior School, the Junior School Incident Controller contacts the Fire Officer and Assistant Fire Officers in the Senior School by radio or mobile phone. The Incident Controller also informs them (when known) of the location of the incident and any persons unaccounted for who may be present in the area.

5 Fire Marshalls and the Sweep System

Fire Marshalls are selected from those staff who, as far as possible, have static locations for their work in the school. A list of those named as Fire Marshalls is kept in the school office and on the shared drive. It is checked termly for accuracy, and fully updated each year before the start of term in September. In the Junior School, it is expected that all staff will be Fire Marshalls.

Fire Marshalls receive additional fire safety training covering their role in the event of a fire alarm and in checking premises on a regular basis for fire hazards.

One Fire Marshall and a deputy will be assigned to an area of the school that can be checked in an emergency within approximately 60 seconds. Details of Fire Marshalls and their designated sweep areas will be kept in the Fire Folder in the School Office.

The object of fire sweeps is to ensure that an area has been completely evacuated in the event of a fire and nobody is left behind. In particular, to ensure isolated areas such as toilet cubicles are checked to see that anyone who is incapacitated is located. The role includes assisting disabled persons to a place of safety, and dealing with, or noting, uncooperative persons.

Fire Marshalls ensure that their deputies are informed when they have booked leave so that their deputies are aware of when they should take the role of sweeper. Fire Marshalls also ask that their deputies are informed if they telephone in sick. Nevertheless, deputies have a duty at all times, in the event of an emergency, to ensure their area is being checked before leaving the building.

It is accepted that there may be times when neither the designated Fire Marshall nor their deputy may be present on site or in their sweep area when an emergency occurs. However, the system is designed to ensure, as far as possible, that all areas of the school will be checked in such a situation.

6 Visitors and Contractors

All visitors and contractors are required to sign in at Reception where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The emergency evacuation procedures are on the reverse of the badge and they are shown the way to the assembly point.



When large numbers of visitors are at the school for open days, plays, concerts, exhibitions or meetings a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

7 Fire Drills and Fire Practices

A Fire Drill is carried out termly, including a drill early in the school year for the benefit of those new to the site, initiated by the Fire Officer.

The School Leadership Team and key personnel are pre-warned of fire drills. Staff use the drills as a learning opportunity.

The fire drills are sometimes based on a possible scenario, with one exit being unavailable.

Staff, Fire Marshalls and Safety Representatives are encouraged to feedback any problems arising to the Fire Officer so that the procedure can be reviewed and refined.

The Fire Officer makes sure a report form is completed with appropriate comments and filed.

8 Training

All staff receive the following training (every 3 years) plus further refresher training and instruction as necessary on an annual basis. This will normally be as part of the INSED programme, with training sessions for new staff at the beginning of each academic year. This will be initiated by the Fire Officer:

- Legislative overview;
- Classes of fire;
- Action on discovering a fire;
- Action on hearing a fire alarm and the procedures this sets in motion including the role of the Fire Officer, Fire Marshalls etc.;
- The location and use of fire extinguishers;
- Procedures for alerting visitors;
- The evacuation procedure and their role in it and the location of the assembly point;
- The importance of fire doors;
- The location of escape routes;
- How to open escape doors;
- Shutting all doors and windows and shutting down processes;
- The causes of fire and general fire hazards;
- The importance of general fire precautions and good housekeeping;
- Other specific training needs identified from risk assessments;
- Fire safety issues for school visits and journeys.

Fire Marshalls receive additional training covering:



- The sweep system and their part in it;
- How to deal with disabled and uncooperative persons;
- Fire safety checks;
- The review process.

Students are reminded by Form Tutors of relevant matters at the beginning of each academic year with a review after each fire drill. To include, in particular:

- Action on discovering a fire;
- Evacuation procedure and location of assembly point;
- Importance of fire doors, extinguishers and signs;
- Shutting down processes under supervision;
- The importance of general fire precautions and good housekeeping.

Training and instruction given to staff is recorded in a file held by the Head of Facilities along with other fire safety records. The following matters will be recorded:

- The date of the instruction/training;
- The duration;
- The name of the person giving the instruction/training;
- The names of the persons receiving the instruction/training;
- The nature of the instruction/training.

All new staff are issued with the school's Fire Risk (Prevention) Policy and Evacuation Procedures.

Peripatetic teachers and supply teachers are advised, on their first attendance to be aware of the information on fire evacuation notices placed strategically around the school.

9 Records

9A Tests and Inspections

The following records of tests and inspections are the responsibility of the Head of Facilities who ensures that they are available for inspection at the locations designated:

- Weekly tests of fire alarm systems including call point activated and operation of indicator panel;
- Quarterly maintenance report on fire alarm system (including smoke & heat detectors);
- Quarterly test of emergency lighting, illuminated exit signs and batteries;
- Annual tests of fire extinguishers and fire safety equipment;
- Annual portable electrical equipment tests;
- Five year fixed wire periodic electrical inspection;



- Yearly testing of portable electrical appliances;
- Fire risk assessments, annual fire safety premises check and action reports.

9B Fire Drills and Incidents

To be held by the Fire Officer (Head of Facilities). The following information is recorded for each drill/incident:

- Date;
- Time of alarm;
- Time buildings checked as clear;
- Time roll calls complete;
- Comments on incident including response of Fire Brigade;
- Comments on matters for review and investigation;
- Completed sweep and checklists.

9C Fire Folder

The Fire Folder is maintained by the School Secretary and kept in the School Office. It contains:

- A copy of the emergency evacuation procedure;
- Fire Marshall/sweep area plans;
- Hi-vis jackets;
- Sweep area checklist (blank copies x 3);
- Staff list;
- Form check list (blank copies x 3);
- Pens (x 3).
- List of useful local contacts and telephone numbers

It is reviewed monthly to ensure staff changes are recorded.

10 Monitoring and Review

It is recognised that attention to fire safety issues is an ongoing process. This policy is reviewed on a regular basis and considered by the Health and Safety Committee at least once every three years.

As new equipment and processes are introduced to the school, and changes to buildings made, it will be necessary to carry out new risk assessments.



The following mechanisms are part of the regular monitoring and review process:

- Fire drills and incidents – feedback and reviews;
- Premises checked annually, with the Head of Facilities arranging for defects to be dealt with and reviewing risk assessments in the light of findings;
- Records of testing and maintenance – Bursar to check annually that records are in order;
- Matters brought up at the Health and Safety Committee meetings are dealt with expeditiously (and persons allocated to deal with them).



APPENDIX: DETAILED INSTRUCTIONS

1 Out of School Hours (e.g. after school activities or open evenings)

NB There is a special protocol for ELSC between 3.50 and 5.45 and for events in the ABH, detailed below

1. On the sight or notification of fire or other emergency incident the alarm is activated by breaking the glass in the nearest available call point. The alarm may have been activated automatically.
2. On hearing the alarm those staff in charge ensure that students and visitors on site are directed to proceed in a calm and orderly fashion to the assembly area by the most direct route. Time is not wasted collecting coats and bags.

The assembly area for all areas apart from the Junior School, is the field by the main entrance to the school. *During the construction period (Sept 2017 to January 2019) this area is on the fields side of the haul road.*

The assembly area for the Junior School is on the Junior School playground at the edge of the playing field.

3. The Fire Brigade will be called automatically when the alarm is triggered. On arrival of the Fire Brigade, the staff present report any information they may have as to the location of the incident and any persons who may be present in the area. School-keeping staff present assist the Fire Brigade as appropriate.
4. At the first opportunity, the incident is reported to the Fire Officer so that details can be entered in the Fire Folder.

2 ELSC After School Emergency Protocol

For staff in the Sports Centre between 3.50pm and 5.45pm or term time between 8.30am and 17.00pm

On hearing the fire alarm

- evacuation procedures apply;
- Leave the building and congregate in the main field with the main school;

However, if there is an external swimming booking during school hours the group will evacuate the pool and line up by deep end fire exit and leave the building if instructed to do so by the lifeguard or Duty Manager. Upon leaving the building all persons in the sports centre congregate in the main field and report the safe arrival of all persons to a fire officer.

3 ABH Fire Procedures – outside school hours

Every event in the ABH should have a designated Fire Officer. Their role is detailed below.

Event Fire Officer's Responsibilities and duties:

- The Event Fire Officer is to be in charge of the evacuation in event of fire or fire alarm sounding;
- Event Fire Officer to liaise with front of house person;



- Event Fire Officer designates Fire Marshalls;
- Event Fire Officer makes sure Fire Marshalls understand what they have to do in event of fire;
- Event Fire Officer is in contact with Fire Marshalls at all times as long as Fire Marshalls are on duty;
- If there is a fire or the fire alarm sounder sounds continues the Event Fire Officer makes sure that the ABH is cleared of all audience, students, staff, actors, tech-crew and Fire Marshalls;
- The Event Fire Officer liaises with the fire brigade; they will be summoned automatically when the alarm is sounded in the ABH;
- The Event Fire Officer liaises with the Eric Liddell Sports Centre Manager as required;
- The Fire Marshalls make sure the actors from dance studio are all present at fire assembly point;
- The fire assembly point outside school hours is in the New Quad;
- Event Fire Officer calls key members of staff about the situation if a fire has occurred.

4 School Keepers: Action in the event of the fire alarm going off.

During the School Day:

Go to the main panel.

Outside normal school hours but when an event is on e.g. Parents Evening, Concert or Play:

- Check the panel;
- Go to the front of school and wait for the Fire Brigade;
- Staff in charge of the event ensure the evacuation of the building and if the alarm has gone off in ABH work shop or Sports Centre, ring the Fire Brigade;
- Have keys ready in case access is needed to another part of the site;
- Phone Head of Facilities 07739 657514 and Headmaster 07791 284336 to let them know what has happened.

Outside normal hours but when no one other than residents are on site:

- Check the panel;
- Go to the front of the school and wait for the Fire Brigade;
- Have keys ready;
- Phone Head of Facilities 07739 657514 and Headmaster 07791 284336 to let them know what has happened;
- Let Fire Brigade into school and point out the signing in boards/books to check if anyone might be in building.

5 Fire Evacuation: Fire Officer Duties

NB The Fire Folder is kept in the School Office. This is vital for checking buildings and people when



there is a fire or fire drill. It contains the checklists required, hi-vis jackets and pens. The School Secretary will bring it to you at the Assembly point.

In the event of the fire alarm being sounded, the Fire Officer, or other member of senior staff acting for them, is responsible for the following:

- Checking off all students in Form groups as Tutors report in;
- Checking off each 'sweep area' as Fire Marshalls report in;
- Checking off non-tutoring staff, catering staff, peripatetic music staff and support staff as that responsible report in;
- Ensuring that any absent tutors are covered and that reasonable order prevails.

When the drill is over:

- The Fire Officer announces this using a megaphone and returns the school to normal timetable;
- The Fire Officer makes sure the paperwork is in order, signed and dated, with appropriate comments;
- The Fire Folder is returned to the School Office.

In the event of an actual fire emergency, the Fire Officer liaises with Fire Brigade, Police etc.

6 Staff Resident on Site

The following specific instructions for resident staff are posted in their buildings.

For staff resident in London Marathon Pavilion flat, School Keeper's House or College Meadow

During School Hours:

- On the sight or notification of fire or other emergency incident the alarm is activated by breaking the glass in the nearest available call point, and the fire brigade summoned by calling 999;
- Members of staff, who have been trained sufficiently, may attack a fire with an extinguisher or other available equipment but firefighting is only be carried out secondary to personal safety. If there is any doubt about the ability to extinguish the fire safely, it is not tackled but left for the fire service to deal with;
- Staff ensure that power supplies are isolated and processes stopped where leaving them unattended could cause an unacceptable hazard;
- On hearing the alarm residents leave the building by the nearest available fire route in a calm and orderly fashion to the designated fire assembly point.

Outside School Hours (as above but include the following):

- Residents are responsible for the safety of any guests invited into accommodation areas;
- If the alarm goes off in the old school keepers house the Fire Brigade will automatically be summoned. If the alarm goes off in College Meadow or the London Marathon Flat staff **MUST** call the fire service. Staff also phone the Head of Facilities on 07739 657 514. The alarm monitoring company SECOM automatically contacts the School Keeper on duty;



- On arrival of the Fire Brigade the resident staff report to the Fire Brigade any information they may have as to the location of the incident and any persons who may be present in the area;
- At the first opportunity the incident is reported to the Fire Officer so that details can be entered in the Fire Folder.



7 Fire Drills

Fire Marshalls (aka sweepers): Once you know that 'your' area is clear, please report this to a member of the SLT (usually the Deputy Fire Officer, currently Head of Co-Curricular - James Willatt). Then report to the relevant person according to your staff group as shown below:

Tutors: Once assembled on the field in Form Groups report to a member of the SLT (currently the Director of Studies – Ed Wright) that your tutees are all accounted for.

Non-Tutoring teaching staff: If not asked to cover for an absent tutor, please report to a member of the SLT (currently Senior Tutor – Les Watts) that you are present.

Admin/Technical Staff: Please report to the Bursar.

Receptionists: Please take out to the assembly area; the registers, the staff and student signing out books and the visitor's book. The books also contain if applicable; an off game list (pm) details of absent staff, any team/trip lists, the community service list (Thurs).

Ground Staff: Once all accounted for by Tony Timms (Deputy: Gary Allen) please report this to the Bursar.

Music Staff: Once all accounted for by Nicholas Miller (Deputy: Judith Lewis), please report to a member of the SLT (usually the Bursar).

Catering Staff: Once all accounted for by Catering Manager Gemma Kolseth (Deputy: Kris Debowski), please report to a member of the SLT (usually the Bursar).

Visitors: Have instructions on the reverse of their visitor's badges.

Sports Centre Staff: Any who are on site report to the Bursar

All School Keepers and Maintenance staff head for the main alarm panel and the first person to arrive notifies the others by 2-way radio of the location of the fire.

You may find that an exit has been closed off during the drill. You will therefore need to find an alternative (calmly).

8 Maintenance and School Keeper Team: Procedures on Hearing the Fire Alarm

On hearing the alarm in the main school Maintenance staff and the School Keepers go to the panel unless directed otherwise by 2-way radio.

On arriving at the panel the print out is read but not removed, and the illuminated lights on the panel looked at.



There are two possible scenarios:

1. If the detector or break glass which triggered the alarm is in the Music School, then it will say Music School and the light for zone 16 will be illuminated on the panel. No other location will be on the print out and no other location will be lit.
2. If the detector or break glass which triggered the alarm is somewhere other than the Music School, the print out will refer to the Music School (because it is automatically triggered by the main panel) AND will also refer to the location where the problem actually is. There will also be TWO lights showing on the panel; one will be the Music School AND the other will be the area where the fire is.

There is a chart on the wall near the panel identifying where all the zones are and the print out will provide a very specific description of where the alarm has been triggered e.g. North Wing First Floor Economics Room.

The first person at the panel having identified the location of the fire then goes to that location whilst notifying other members of the panel group by 2-way radio so that they can also go straight to the fire.

The Maintenance staff then go to the panel unless already directed by 2-way radio to go to the location of the fire. They also inform other maintenance staff and any information about the location of the fire should be circulated by 2-way radio.

The Head of Maintenance will meet the Fire Brigade and will also have a 2-way radio in the Fire Box. The Head of Maintenance is kept informed about where the panel group are and what the situation regarding the fire is. He will pass on this information to the Fire Brigade and will also direct them to the panel if they need to see it themselves.

9 After the Initial Detection of the Fire

The rest of the Maintenance staff continue to focus on mechanical and engineering issues. They are prepared to isolate utilities at the scene of the fire – cutting off gas, electricity, water etc., locating the hydrants at the perimeter of the site or, as is the agreement with the Fire Brigade, arranging for the Fire Brigade to draw water from the swimming pool.

The School Keeping staff move into “limitation” mode, depending on whether people are trapped by the fire, firstly attempting rescue if this is feasible and safe to do so, whilst also deciding whether the fire can be isolated and/or attacked with appropriate firefighting equipment at the scene. The fire is only tackled by individuals with appropriate training in the use of extinguishers, and provided they assess it is safe to do so. In all other circumstance they focus on maintaining a safe environment while waiting for the fire emergency services.

Senior Leadership are available to aid these decision-making processes, calling for medical support if needed (nurse and emergency ambulance(s)), calling for teams to move injured people etc., setting up emergency holding areas for injured, and coordinating the incident.

The decision about terminating the alarm and re-entry into the buildings is made by the Fire Officer on the advice of the Maintenance and School Keeping Team, and in line with the requirements of the fire emergency services.