



Broomwood Hall School Limited and Northcote Lodge School Ltd

FIRE SAFETY & RISK PREVENTION POLICY

Broomwood Prep – Boys, Girls & Pre-Prep

Document Control

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Introduction

The aim of this policy is to ensure that risks from fire are identified and that arrangements are made to ensure that these risks are controlled to the best of the school's ability. This will enable Broomwood to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Broomwood has procedures in place for:

- carrying out a fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking detection, alarm and fire-fighting systems.

This policy should be read in conjunction with the School's Health and Safety Policy and the Fire Procedures and Risk Assessments for the individual sites.

Fire Risk Assessments

All of Broomwood's premises are subject to fire risk assessments conducted by an external Health & Safety Advisor. These risk assessments are subject to annual review although they may also be reviewed more regularly if there are significant changes to the buildings or their usage.

Fire hazards identified either in the risk assessments, or by members of staff, are eliminated or minimised as best as possible by implementing control measures and safe systems of work.

Inspections

Regular inspections are made by the Facilities team, as part of the daily unlock procedure, to ensure that:

- Fire Extinguishers are in place and not tampered with.
- Fire Escape routes are kept clear and free of flammable materials.
- Fire Doors are all fully self-closing or kept shut.
- Security against arson is maintained.

Fire Detection and Alarm

Each of the School premises has an adequate means of raising the alarm in the event of fire¹. The detection equipment is maintained and regularly checked by competent

¹ See fire plans and fire procedures for further details.

persons.² This system is tested as part of the fire drill³ procedure and is serviced annually by a competent contractor. Records of these tests are held by the Facilities Manager who also undertakes call point testing across each site.

Fire Fighting Equipment

Fire extinguishers are serviced by a competent contractor six-monthly and the service date recorded on each extinguisher.

The Schools use water, P50 (wet chemical) and CO₂ extinguishers in designated places although kitchens also have fire blankets. Kitchens may also have wet chemical extinguishers, depending upon the kind of cooking being undertaken at the particular site. The Computing suites at the Prep Schools have CO₂ extinguishers. In addition to semiannual checks they will be replaced every five years or less.

Emergency Lighting

Emergency lighting is installed in Broomwood sites where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. This is checked on a monthly basis with an additional three-hour annual drain every summer.

Emergency Procedures

All staff are made aware of what their duty is in the event of a fire.

Notices are displayed in each classroom explaining the action to take in the event of a fire, and indicating the fire evacuation point for the building.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. In addition some sites have evacuation slides. Disabled persons will be kept on the ground floor wherever possible to facilitate escape. It should be noted that the Hall for the Girls Prep School is on the 2nd floor of 74 Nightingale Lane. In the event that a disabled person is using the Hall at the Girls Prep School at the time of an evacuation they will be moved to the Disabled Refuge Point if the evacuation slides are unsuitable for use.

For disabled staff and pupils, a Personal Emergency Evacuation Plan will be put into place.

Visitors are expected to sign in when they first arrive at the school and sign out when they leave. In the event of an evacuation the sign-in book is brought to the evacuation point by the school secretary. The Fire Officer is responsible for accounting for all persons believed to have been in the building: visitors, staff and pupils. Information on persons unaccounted for should be passed onto the fire service as soon as possible.

² See Fire Plans for further details

³ a member of each Senior Leadership Team has this responsibility.

Visitors to the school will usually be accompanied for safeguarding reasons. In the event that they will not be accompanied on the premises they will be briefed on fire procedures by the person they are reporting to on site.

Each term there are two fire drills: a planned drill and an unplanned drill. The Fire Officer will be aware of all fire drills throughout the year. In the event that the alarm sounds on a date that is not set for a drill, the Fire Officer will investigate immediately and if required will call the emergency services immediately.

Further information on Emergency Procedures can be found on the Fire Procedures for the individual sites.

Fire Training

Staff receive regular training to ensure that they know:

- the appropriate action to take if they discover a fire, including how to activate the fire alarm;
- what to do upon hearing the alarm, including location and use of exits and escape routes.

Pupils are briefed on fire exits and escape routes at the start of the year.

Fire officers are trained in:

- emergency evacuation procedures;
- the use of fire extinguishers and when the use of an extinguisher is appropriate;
- spotting fire hazards.

Fire Prevention

Broomwood is committed to preventing the outbreak of fire. For a fire to break out, oxygen, flammable materials and a source of ignition must all be present. Prevention focuses on ensuring that these three elements are not present at the same time wherever possible.

As part of the unlock procedure the Facilities team check to ensure that flammable materials are not stored close to ignition sources. The Facilities team are also responsible for ensuring that contractors behave in a fire-safe manner.

Staff awareness of risky behaviour is maintained through regular refresher courses.

Fire Records

Records are kept of training⁴, fire drill records⁵ inspections, evacuations and maintenance of systems and equipment⁶.

Other Considerations

- CO2 detectors are in place across all sites. These are checked semiannually.
- Smoke heads are fitted throughout the site and are tested semiannually.

⁴ By Human Resources

⁵ By the school office

⁶ Remaining records kept by the Facilities Manager

- Catering: kitchen duct catering flues and grease traps regularly cleaned and maintained to ensure that they are not a fire hazards.
- Teaching spaces: COSHH cabinets used in science labs for all chemicals. Each school has an emergency gas shut-off valve in every laboratory and DT room which are tested termly. All DT machinery has emergency shut-offs and accompanying procedures.