

# BRUERN ABBEY SENIOR SCHOOL



## **Fire Safety and Prevention Policy**

This policy applies to all pupils at Bruern Abbey Senior School

New Policy created: August 2022

Reviewed: August 2024

Next review: August 2025

## KEY STAFF FOR FIRE SAFETY AND PREVENTION

**Headteacher/Principal:** Kate Walker

**Chair of Health and Safety Committee:** John Floyd

**Lead Person for Fire Safety  
("the competent person"):** Fiona Walton

**Fire Wardens:**

<b>Surname</b>	<b>First Name</b>	<b>Training Level</b>	<b>Expiry</b>
Gardner	Archie	Fire Warden	8/1/23
Fyfe	Ian	Fire Warden	1/12/22
Wells	Jonny	Fire Warden	5/9/23
Wells	Llinos	Fire Warden	5/9/23
Lewis	Tasha	Fire Warden	5/12/22
McCarthy	Nicky	Fire Warden	5/12/22

**Education Board**

**Steven Wade, David Williams**

### ADDRESS OF PREMISES

**Bruern Abbey Senior School  
Chilton House, Chilton  
Aylesbury, BUCKS, HP18 9LR**

Bruern Abbey Senior School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

### PERSONS AT RISK

During a typical working day there can be approximately 80 pupils and 20 staff on the school site, and up to 55 pupils and 15 staff in the Boarding House and in staff accommodation within the school grounds.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages **Judicium Education** to undertake its Fire Risk Assessment (FRA). This is undertaken **annually** and also at any time when there is a significant change to the building or the way it is used.

Date of last external Fire Risk Assessment: 17/01/2024

The Health and Safety Committee meets on at least a termly basis to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment; All boilers are oil fired and are serviced annually by a contractor appointed by the Landlord (last service completed by Mick Wood Heating Services Ltd).
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls where possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school, except for boarders, who must keep them in the boarding house. Chargers for laptops must

first be PAT tested and certified; new items are tested at the end of their first year in use.

- Computers: Computers are in the school office, and the Head's office, the Stable block and in a mobile units around school.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The Domestic Bursar liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## **SUMMARY OF FIRE SAFETY RESOURCES**

- There is a double battery back-up fire alarm system installed.
- There are internal and external fire escapes. See Appendix 4
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and a sprinkler system.

## **SUMMARY EVALUATION**

- Overall responsibility for fire safety lies with the Head, who delegates the leadership of action in relation to fire safety to the Domestic Bursar
- Average evacuation time in standard drills is generally under three minutes which is judged to be adequate given that the spread of a fire is likely to be slow.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There are adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Head, office or any member of the Health and Safety Committee **AT ANY TIME.**

## **DETAILED EVALUATION**

1. The school premises are used for educational purposes only.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by Oakpark
- Maintenance of fire alarm system is undertaken annually by Oakpark
- Maintenance of emergency lighting is undertaken annually by Oakpark
- Maintenance of fire detection equipment is undertaken annually by Oakpark

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs to the side of the back of the school building which are easily accessed from the first and second floors. Fire door escapes exist at the back, side and front of the school building.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation. In boarding, there is at least one fire drill per year at a time when boarders would normally be asleep.

5. There are fire alarms, and heat and smoke detectors on every floor.

6. Emergency lighting is in place for all floors and exits. These are checked half termly by the estates team. They are also checked visually with the weekly fire point tests. They are tested by Oakpark annually.

7. There is a detailed Fire Emergency Plan for the building.

8. A fire log book is kept, which includes details of alarm testing and escape lighting, located next to the fire alarm panel. Details of drills are kept by the Head. Staff training records are held by the School Office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. Alarm systems in the Clock tower & Main House are linked. When a fire call point is activated in these buildings, an alarm is sounded throughout the building, enabling the whole site to be evacuated. Staff are sent to areas where alarms will not sound (Barns, Garages & Stables are separate systems)

12. The fire alarm panel is situated in the ground-floor corridor which will indicate the place of call point activation.

13. The fire brigade is called automatically via an off-site monitoring system linked to the Main House and Clock Tower.

14. The Head (or Housemaster during boarding time) liaises with the emergency services when an incident occurs.

15. Information about access to the school is provided to the emergency services. Laminated copies are available in the school office and by the fire alarm panel.

16. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

### **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Staff to challenge those on site without a visitor badge.
  - Ensuring that all windows and doors are closed and locked once the premises is vacated.
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

### **MAINTENANCE AND ROUTINE TESTING**

#### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

#### Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

#### Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

#### Annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested annually by the provider by Oak Park annually
- All fire-fighting equipment is checked annually by the providers Oakpark
- Portable electrical equipment is inspected annually and PAT tested by a qualified person.
- All oil boilers are inspected annually.
- Annual inspection for the gas cut-off.

#### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

## **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

### **Role of Fire Marshals:**

- On hearing the fire alarm, each marshal will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.

### **Role of the teachers:**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point.
- Assist in ensuring that all pupils proceed quietly to their Forms and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups, interact with their phones or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- There is a hardcopy of the register kept in the School Office of boys who are present/absent at all times and this is the list the Head will read from to check all pupils are safely outside. Should the Head be absent the Head of Pastoral or Housemaster will complete the register.

### **Role of members of the front office**

- To ensure that the daily register is kept up to date in the event of an emergency. These list should contain the following:
  - A list of each member of the student body.
  - Information of whether each pupil should be present in the building
- The information on the sheet should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency.
- Alarm systems are linked across each school site (Clock tower & Main House are linked. Barns, Garages & Stables are separate systems). When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated. Staff are sent to non-linked buildings.
- Clock tower & Main House are linked to the fire brigade automatically. Everywhere else you must dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

### **Role of Person in charge at the roll call point**

- Confirm all persons have been accounted for.

- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.

**Note:** The current fire system automatically alerts the fire brigade via a manned central office unless they have been forewarned about a fire drill. You should still contact the company directly by phone to confirm that they have been made aware of the nature of the emergency.

- Liaise with the fire brigade on its arrival.



## APPENDIX 1: FIRE PROCEDURES

### STAFF PROCEDURES IN THE EVENT OF A FIRE - Bruern Senior









**Assembly point: This is the circle of grass at the front of the main building.**

#### On discovering a fire








- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible.
- Kitchen staff, if in the kitchen at the time of the alarm, must remember to cut off the gas/electricity supply before leaving the kitchen.
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

#### On hearing the alarm

- **DAY TIME** Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- **BOARDING TIME** Sweep any dorms for which you have responsibility, ensuring all beds are vacant and direct pupils to the nearest fire escape.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Kitchen staff, if in the kitchen at the time of the alarm, must remember to cut off the gas/electricity supply before leaving the kitchen.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

	<h1>STAFF FIRE ACTION</h1>
<h2>If you discover a fire:</h2>	
	<p>Raise the alarm</p>
	<p>Call the fire brigade</p>
	<p>Fight the fire with equipment provided but do not endanger yourself or others</p>
	<p>Evacuate the building and ensure pupils and visitors make their way to the assembly point (grass circle in front of school)</p>
<h2>If you hear the fire alarm:</h2>	
	<p>Evacuate the building and ensure pupils and visitors make their way to the assembly point (grass circle in front of school)</p>
	<p>Report to the assembly point (grass circle in front of school) Wait quietly for the register</p>
	<p>Do not use the lifts</p>
	<p>Do not take risks Do not collect belongings Do not return to the building until instructed to do so by the fire warden</p>

APPENDIX 2

 <h1 style="margin: 0;">FIRE ACTION</h1>			
	<p>Raise the alarm</p>		<p>Do not use the lifts</p>
	<p>Leave the building by the nearest exit</p>		<p>Do not take risks Do not collect belongings Move quickly and quietly</p>
	<p>Report to the assembly point (<u>grass circle in front of school</u>) Wait quietly for the register</p>		<p>Do not return to the building until instructed to do so by a member of staff</p>

Room 22

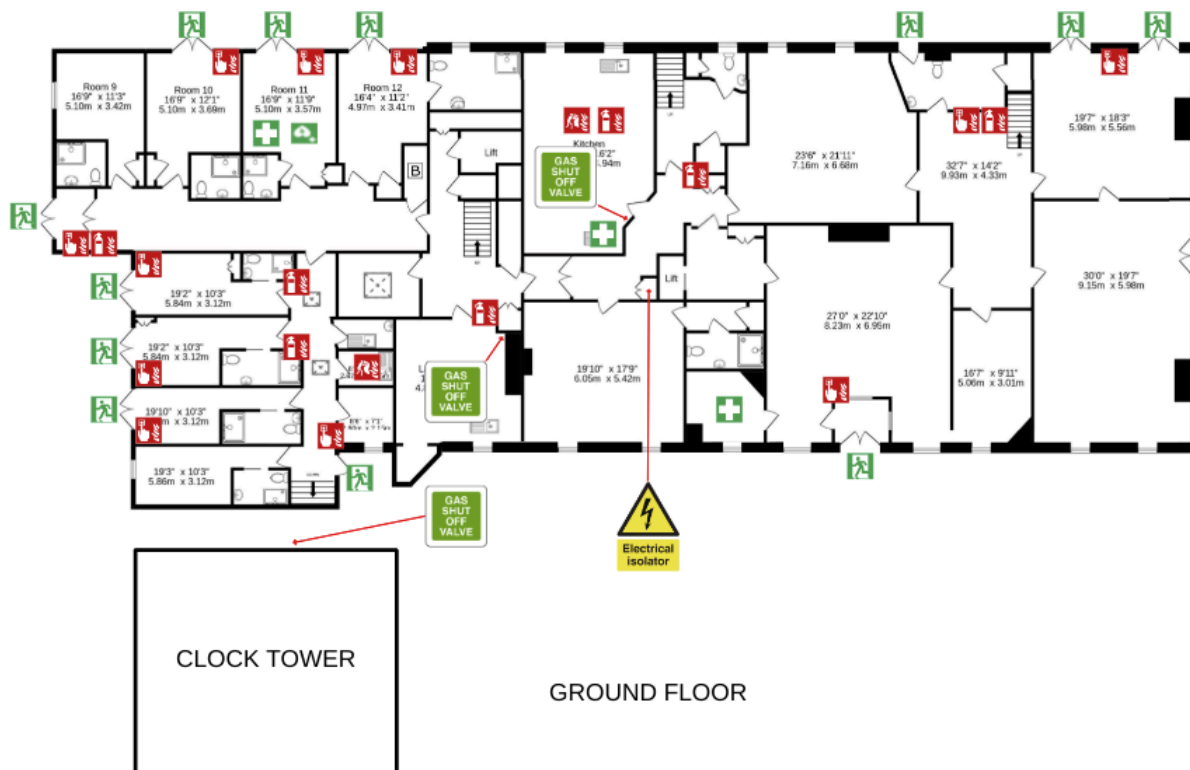


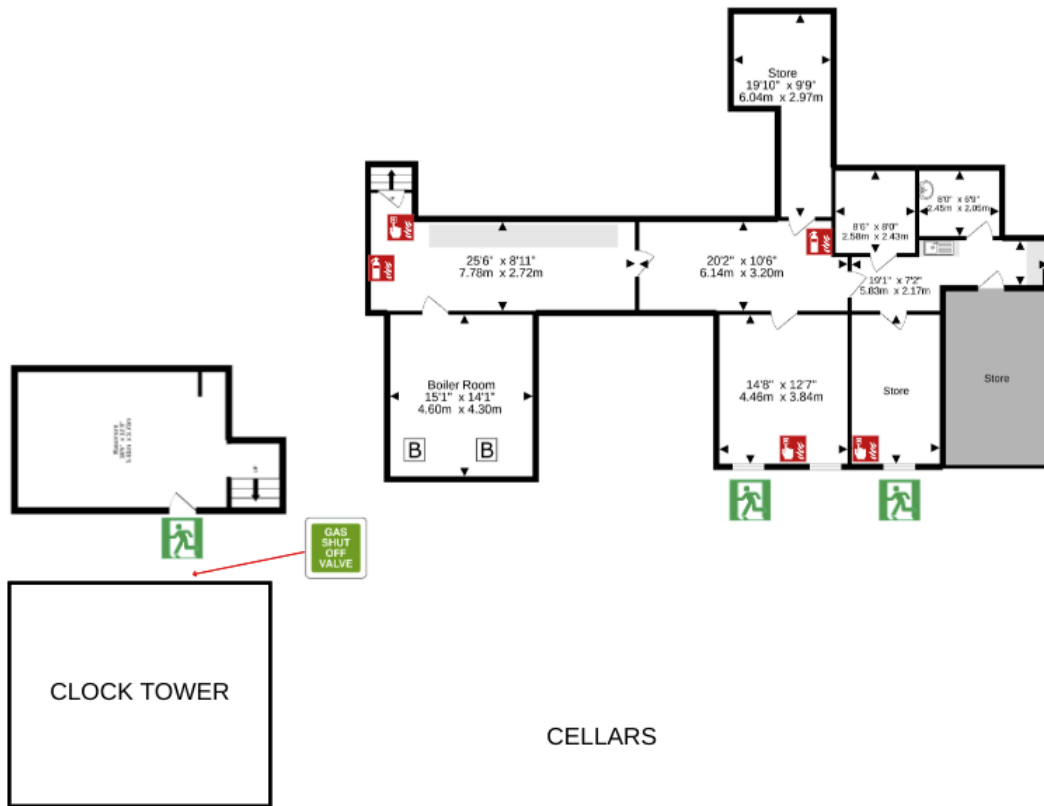
	<p>You are here</p>		<p>Fire extinguisher</p>
	<p>Fire exit</p>		<p>Fire call point</p>

### APPENDIX 3: SAMPLE LOG OF FIRE EVACUATIONS

Date	Reason (eg drill, false alarm, fire)	Time of day	Time taken		Comments on any issues arising	How and when issues were addressed
			to evacuate	To account for everyone		

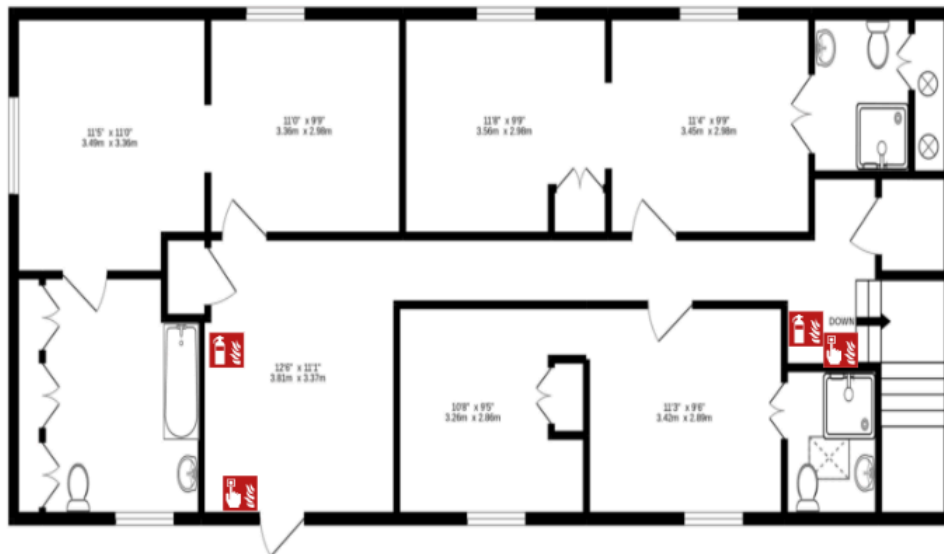
### APPENDIX 4: FIRE EXITS







SECOND FLOOR



WING EXTENSION - FIRST FLOOR