Fire Safety Policy

This policy applies to all pupils of Twyford School, including those in the Early Years Foundation Stage

Procedures are in place to ensure that pupils, staff and visitors are protected from fire when on the premises. Buildings are safe and the School has taken appropriate steps to ensure continued safety in use as far as reasonably practicable.

The School has minimised the possibility of fire and its effects by taking the following measures:

- Construction of buildings is in line with current fire control practice.
- Electrical equipment and wiring is tested and checked annually.
- Fire control measures are up to current standards and are checked according to regulations.
- Fire alarm systems are appropriate for the use of buildings and are maintained and tested regularly. The alarm system is sounded each week. A different alarm point is tested each week.
- Emergency escape lighting is fitted in buildings as required, and is checked annually.
- Fire extinguishers are sited as appropriate and maintained annually.
- Fire exit routes are kept clear at all times and signed appropriately.
- Emergency evacuation plans are in place as appropriate, and are appended to the end of this policy. In normal school hours Mr Greg Bishop, Second Master, is responsible for overseeing evacuation (in his absence another member of Senior Management deputises). The Caretaker or Bursar’s Technical Assistant is responsible for meeting Fire Brigade and briefing them.
- Supervision and monitoring of visitors, including contractors is carried out.
- Fire Drills are carried out each term.
- We are rigorous about the elimination or reduction of risks from dangerous substances
- Staff are trained appropriately. We train a portion of staff as Fire Marshals, who assist in taking preventive and proactive measures, including fire fighting and evacuation.
- Housekeeping is maintained to a high standard. This includes routine checking of emergency routes and exits, signage, notices, emergency lighting, fire detectors, alarms and extinguishers. Maintenance is by a competent person.
- Visitors are provided with a Fire Safety Instruction Sheet to read as they are signed in at the School Office. A copy is appended to this policy.
In addition to the above, a Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually.

Records of training, induction, drills, alarm tests etc., are kept on the premises and up to date in the fire control log book.

The School fire alarm system is connected so as to automatically summon Hampshire Fire and Rescue. Emergency Services (Hampshire Fire and Rescue) are otherwise contacted by a Fire Marshal: in boarding time this is the Head of Boarding, Mr Gregg Lewis. In the school holidays this is Mr Brian Brown, Security Officer. In normal school day time the Emergency Services will be contacted either by Mr Charles Gillow, Bursar, or Dr Steve Bailey, Headmaster.

Precautions in respect of people with disabilities visiting the premises are in place and implemented.

Dr Steve Bailey
Headmaster
Reviewed June 2016
Next review due June 2017
Fire Evacuation Procedures

2.1 Fire Alarm Systems

- Old House including the Boarding House
- Sports Hall and Swimming Pool
- Art, Design, CDT, science and classrooms in quadrangles (except 11 and 12)
- Music School, classrooms 11 and 12
- Pre-Prep

Each area has a control box and separate alarm system. Alarms will sound and automatic fire doors close.

There are repeater sirens and lights in the quads. On hearing the alarm in one section staff should be prepared to set the system to “evacuate” in order to take a roll call.

Only the Old House and Boarding House are linked to the monitoring station, which will automatically call the fire brigade unless specially informed to the contrary by the School. If there is a fire in the other sections of the School the Fire Brigade must be summoned immediately and the whole school evacuated.

2.2 Evacuation - General

Pupils should clearly be instructed that if they discover a fire they should report it immediately to the nearest adult.

Any adult who either discovers a fire or is told by a pupil of a fire should sound the fire alarm by breaking the glass at the nearest call point (or turn the control system to “evacuate” if nearer). No attempt should be made to tackle the fire with a fire extinguisher, until the alarm has been sounded.

Pupils should be evacuated and escorted to the assembly point immediately. If time/staffing allows all windows and doors should be shut on exit. Adults should check that nobody is left behind in the toilets, etc.

The evacuation should be carried out quickly and calmly. No running. Pupils are expected to be quiet at all times.

The assembly point for the Prep School is the Astroturf pitch. The assembly point for the Pre-Prep is the Pre-Prep (including the nursery) is the playing fields immediately adjacent to the access road to the Pre-Prep.

Pupils in class or during break:
- to line up by form
- roll call by form teacher or teacher who will take the next form period (registration, readings, prep) or Nursery Nurse/Teaching Assistant
- report absences. Prep School to Mr Greg Bishop, Second Master or member of Senior Management deputising. Pre-Prep to Head of Pre-Prep or Assistant Head.

The Catering Manager or Senior Member on site will report roll call of Sodexho and Cathedral Cleaning Services personnel to the Bursar.

A member of the Bursar’s staff (Caretaker or Technical Support Assistant) will check that all fire alarm systems have been set to “evacuate” and meet the Fire Brigade on arrival, reporting:
- Nature of incident
- Any known hazards in area of incident
- Progress of roll call / numbers of missing personnel and likely or possible location
To facilitate co-ordination, radios are to be taken by the person taking roll call from the School Office en route to the muster point and by the Bursar’s staff meeting the Fire Brigade.

Should there be any doubt concerning the presence of any Pre-Prep pupils in the main school at the time of the incident, the Senior Member of Staff present at the Assembly Point is to contact the Pre-Prep Department and order its evacuation so that a full roll call can be conducted and its results reported.

2.3 Evacuation - Specific Areas

All classrooms have a diagram showing the evacuation route. Staff will follow these routes unless prevented from doing so by incident.

Music School:
- after pupils have been evacuated, staff to check all rooms and evacuate as above
- Music staff to report department evacuated (pupils, staff and visiting teachers) to Mr Greg Bishop, Second Master or member of Senior Management deputising
- Staff bring Visitors Book / peripatetic staff check-in board to muster point and check all staff / visitors accounted for.

Sports Hall:
- Staff to check dry changing rooms, toilets, etc. if the nature of the incident allows.

Swimming Pool:
- The pool will be cleared and swimmers to await further instructions by the side of the pool (as per NOP).
- Staff to check wet changing rooms and toilets.

Art, D & T and ICT:
- Staff to check all rooms if the nature of the incident allows.
- Staff turn off equipment if time allows.

Science:
- Staff to check all rooms if the nature of the incident allows.
- Staff turn off equipment if time allows.

Old House (day):
- Staff and pupils to evacuate as above.
- Office to bring register and signing out book and Visitor Book to Assembly Point. Give to Mr Greg Bishop, Second Master or member of Senior Management deputising.
- Catering Manager or deputy to confirm with Bursar (or member of senior management) that the kitchen/dining/cleaning areas have been checked and evacuated.
- Estates and Grounds department to confirm with Mr Greg Bishop, Second Master or member of Senior Management deputising.
- Matrons to confirm with Mr Greg Bishop, Second Master or member of Senior Management deputising.
- Staff should check their areas (offices, toilets, etc.) if the nature of the incident allows.

Old Dining Room
- Evacuate by nearest available fire exit, either main stairs or via walkway over dining hall roof (this is automatically illuminated once the fire alarm has been activated).

Pre-Prep
- Evacuate by nearest available fire exit and make way to Assembly Area
- Pupils in class or during break:
  - to line up by form
• roll call by form teacher or teacher who will take the next form period (registration, readings, prep) or Nursery Nurse/ Teaching Assistant
• report absences to Head of Pre-Prep Department or Deputy.
• Pre-Prep Administrator to bring Visitors Book, account for all visitors and report absences.
• Contact Main School office, ideally by mobile phone once clear of building, for appropriate assistance.
• Pre-Prep Administrator to call Emergency Services once clear of building, ideally by mobile phone.

Nursery
• Evacuate by nearest available fire exit and make way to Assembly Area
• Pupils in class or during break:
  ▪ to line up by form
  ▪ roll call by Nursery Teacher or Assistant
  ▪ report absences to Head of Pre-Prep or Assistant Head.
• Contact Pre-Prep Admin Office once clear of building, for appropriate assistance.
• Pre-Prep Administrator to call Emergency Services.

Beehive Club
• Evacuate by nearest available fire exit and make way to Assembly Area.
• Beehive Administrator to conduct roll call from attendance sheet, reporting results of roll call to Senior Member of Staff at Assembly Point when completed.

2.4 Boarding House Procedures 6:00 p.m. to 8:00 a.m.
• Assembly point is on “Court”.
• After ensuring the pupils are evacuating the House, a member of the House staff to check the dormitories, recreation areas, toilets and washrooms.
• Matrons or House staff to bring boarding list on to Court for checking.
• After roll call the boarders may be taken inside to a safe area if the weather is inclement (Sports Hall, Pre-Prep, etc.).
• Where possible, a second member of staff is to be ordered to meet the Fire Brigade on arrival, communicating with the Senior member of house staff at the Assembly Point by radio.

2.5 Fire Drills
• At the beginning of the academic year there will be a walk through and full practice for the main school, pre-prep department and the nursery.
• There will be a fire drill at the start of the Spring and Summer Terms.
• The Boarding House will have a walk through and full practice for weekly boarders at the start of the year and a drill at the start of the Spring and Summer terms. There will be a walk through each evening on the first week of flexi boarding and a practice drill when the maximum number of weekly, flexi and occasional boarders are resident. Boarders will be shown the “normal” and alternative routes from their dormitory.

2.6 Re-entry
No adult or pupil may re-enter the affected part of the School unless the “all clear” is given by Mr Greg Bishop, Second Master or member of Senior Management deputising.

2.7 Recording and Reporting
• All drills and incidents must be recorded in the log book (one in Prep and the other in Pre-Prep).
• The Health and Safety Committee will minute that the practices have been carried out.
• Reports of any fire hazards must be brought to the Bursar’s attention without delay via the Health & Safety Incident and Defects Books (one in School Office, one at Pre-Prep) or via email (from H&S Area of School Intranet). The Health and Safety Committee will review observed fire hazards as appropriate.

2.8 Training

Regular fire awareness and fire equipment training will be organised by the Bursar annually for all staff. Appropriate staff (Head of Boarding; Head of Pre-Prep) will also be given training as Fire Marshalls.

2.9 Contractors

Contractors on major projects will be given copies of the School’s Contractor Policy which covers Health and Safety and Fire. Where a specific site (e.g. building site) has been established, the Contractor will be responsible for the safe operation and evacuation of that site. Where the Contractors are operating within the school, they are considered as Visitors and will be accounted for appropriately.

2.10 Visiting Groups (e.g. sports teams from other schools)

Members of Staff hosting group are to ensure that the group is assisted to assembly point. The Senior Member of Staff of the visiting group should be requested to account for all members of that group and to report the result to the Senior Member of Staff at the Assembly Point.

2.11 Holidays / Weekends

Specific evacuation procedures will depend upon the number and composition of people on site at the time of the incident. The guiding principles of safe evacuation and accounting for all personnel should be adhered to.
Appendix 2

**Fire Safety for Visitors to Twyford School**

Procedures are in place to ensure that pupils, staff and visitors are protected from fire when on the premises. Buildings are safe and the School has taken appropriate steps to ensure continued safety in use as far as reasonably practicable.

The fire alarm system is connected to Hampshire Fire and Rescue, so there will be an automatic response.

**IF YOU HEAR THE FIRE ALARM:**
- Consider your own safety.
- Keep calm and move quickly and without risk to the Emergency Assembly Point which is on the Astro Turf Pitch.
- Do not re-enter buildings or collect belongings.

**IF YOU DISCOVER A FIRE:**
- Raise the alarm by breaking the glass at the nearest ‘fire call’ point.
- Follow evacuation procedures as above.

**If it is safe to do so, assist other adults in the safe evacuation of children**