



# IPSWICH SCHOOL

CO-EDUCATIONAL DAY AND BOARDING SCHOOL

## **FIRE RISK POLICY 2018 (Including Early Years Foundation Stage - EYFS)**

Ipswich School recognises the serious threat in terms of life and safety as well as damage to property and to the education of pupils that fire can present. The School therefore, collectively and effectively strives towards providing a safe environment and reducing fire risk. In addition, the school recognises that there is a legal requirement to comply with the relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005.

To facilitate this, the school will:

- ensure that all reasonable steps are taken to provide an adequate level of fire safety within the school, its grounds and other properties under its control
- take suitable steps to ensure compliance with relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005
- accept that effective fire safety management is an essential element in the day to day running of the school, its premises and activities
- carry out suitable Fire Safety Risk Assessments as required by the Regulatory Reform (Fire Safety) Order 2005
- keep the premises under review from a Fire Safety perspective
- provide appropriate training and support to school staff to enable them to recognise risks and comply with legislative requirements
- the management of hazardous and dangerous substances with due regard to fire
- carry out regular fire drills and analyse their effectiveness and ensure improvement where possible.

### **General**

In the event of a fire it is the paramount duty of all concerned to prevent injury or loss of life. To this end, all staff must ensure that they are familiar with all means of escape, and that teachers discuss the subject with pupils so that they are familiar with the most appropriate escape routes, and the need to undertake an evacuation calmly and quickly. Pupils should be taught to inform the nearest teacher if they discover a fire. Anyone discovering an outbreak of fire should immediately sound the nearest fire alarm.

Full details of the fire safety arrangements for Ipswich School are in the relevant staff handbooks. All staff **must** read the staff handbook and be aware and understand the arrangements as laid down in that handbook.

In the case of fire, should there be an opportunity to safely attack the fire with the nearest fire extinguisher, staff members should do so, as long as they have been suitably trained, and are familiar with its use. Staff members should be aware of the different types of fire, and the

most appropriate type of extinguisher to use to tackle a particular type of fire. **If in doubt, evacuate the building and leave the fire fighting to the Fire and Rescue Service.**

### **Responsibilities**

**The Fire Officer:** (the person with overall responsibility for co-ordination of fire drills following the sounding of the fire alarm) is the Senior Staff Instructor (SSI). The Fire Officer is also responsible for contacting the Fire and Rescue Service if required; in his absence this will fall to a member of the Senior Management Team.

**Head, Preparatory School:** is the designated “Fire Warden” for the Prep School and will coordinate all Fire Drills.

If the SSI or the Head of the Prep are not immediately available, a member of the Senior Management Team (both main School and Prep) will take over this responsibility.

**The SSI:** is also responsible for routinely monitoring the maintenance of means of escape, the effectiveness of alarm systems, the positioning of appropriate fire extinguishers using the assistance of the Head Caretaker. Where appropriate and liaising with the Head, Preparatory School and the Deputy Head (Pastoral) over the efficiency of fire practices. It is also his responsibility to co-ordinate local corrective actions following matters raised at the Health and Safety Committee regarding fire safety.

**All Staff:** are responsible for reporting potential hazards or defective equipment, for taking suitable precautions, such as following rules about safe storage of chemicals and for turning off electrical items when they are not being used. Both staff and students must behave responsibly, knowing the correct procedures and carry out fire drills conscientiously.

### **Fire Safety Arrangements**

#### **Alarm – Senior School**

**At the Sounding of an Alarm:** Classes will assemble on the School Field in their Tutor Groups.

#### **Alarm – The Prep**

**At the Sounding of an Alarm:** Classes will assemble on the main Playground in Form Groups and await instructions from the Fire Warden.

***Staff should ensure silence is maintained. Staff, pupils and others within the school grounds must always respond to the sounding of the alarm immediately and in an orderly manner.***

### **Actions on Hearing the Alarm (which is a modulated siren)**

#### **a. Before School, During Break, Lunch Time and After School**

- i. Pupils and Staff should leave the building immediately and assemble at the Designated assembly points.
- ii. Assembly at all times will be by **tutor groups**. The co-operation of all members of staff in controlling pupils where a tutor group's tutor is not available will be vital. All members of staff must be vigilant for such problems and deal with them in an appropriate manner by taking control of the situation.

## b. **On Hearing the Alarm during the normal school day.**

Following the sounding of the fire alarm during the normal school day Pupils and Staff are to Assemble at the Assembly Point in **Tutor groups**.

The person(s) teaching the pupils at the time of the Alarm should take them to the assembly point by the nearest exit ensuring that all pupils are present (Head Count).

Where possible they should close the windows and door of the classroom once the room is clear.

Pupils must move in an orderly manner and should not take any books or belongings with them.

The teacher should take with him/her a list of pupils in that form/set.

The teacher should accompany the group to the assembly point. On arrival at the assembly point the teacher should then hand them over to their tutor.

The Tutor should then take a Register, and report to the Fire Officer/Warden/SMT that the group is accounted for.

A group should only return to a building when authorised to do so by the Fire Officer/Warden/SMT.

The Fire Officer/Warden/SMT should take from every teacher in charge of a form/set the names of pupils whose absence cannot be explained.

Any teachers evacuated without a teaching group should report to the Fire Officer/Warden/SMT for additional duties **once the evacuation has taken place**.

Arrangements for re-entering the buildings will be communicated by the Fire Officer/Warden/SMT or the senior fire officer present if the fire authority has been called.

## **General Fire Orders**

In the event of a fire, the nearest member of staff or prefect should:

**Take control and sound the nearest alarm**  
**Inform the fire brigade and evacuate the building.**

In out of hours situations, or if reception is not staffed for any reason, every possible effort should be made to dial 999 and call the fire brigade. Many adults and children now routinely own a mobile phone, and if it is not possible to get a response from reception for any reason, use any means at your disposal to make the call for the emergency service.

## **Fire Evacuation Practice**

The purpose of the fire evacuation practice is to ensure that all persons within the school are familiar with procedures in an emergency, and to ensure that all are safely accounted for. In the case of fire, it is necessary to be able to account for all pupils and adults on site. To achieve this end, a full evacuation is undertaken irrespective of where the fire has broken out or if no fire has been reported but the fire alarm has sounded.

## **Notices**

A notice giving the basic fire evacuation procedure (not this procedure document) shall be posted at strategic points around the school.

Date:	April 2018
Next Review	April 2019



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## FIRE EMERGENCY – ACTION PLAN

### **When a fire is discovered:**

- Activate the nearest fire alarm
- Notify the local Fire Department by calling **999**.
- If the fire alarm is not available, notify personnel about the fire emergency by the following means:



### **Voice (Shout “Fire, Fire, Fire”)**

### **Fight the fire ONLY if:**

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- Smoke is **not** obscuring your exit.
- The fire extinguisher is of a type you are familiar with and you have been trained in its use.

### **Upon being notified about the fire emergency, you must:**

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Fire Officer/Warden) announces that it is safe to re-enter.



### **Staff Members:**

- Shut off utilities (Gas etc) and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel when leaving the area and at the designated area.

### **Area/Floor Monitors must:**

- Ensure that all personnel have evacuated the area/floor.
- Report any problems to the Fire Officer / SMT at the assembly point:

Senior School - Playing Fields  
Prep - Playground

