



Fire Safety Policy

Reviewed by the Proprietor, September 2018

Statement

Le Hérison is committed to achieving and continuously improving high standards of safety and fire protection. The school expects all employees, volunteers, contractors and other employers (hereafter collectively referred to as "staff"), visitors and pupils at the school to share this commitment by complying with the appropriate policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

As far as is reasonably practicable, we intend to ensure the health and safety of all persons who may be affected by our activities by:

- consulting with and involving our staff and pupils in matters relating to their own health and safety;
- providing, managing and maintaining our workplaces, grounds, and properties so that they are safe and that risks to health are controlled;
- providing adequate and appropriate facilities and arrangements for welfare at work;
- providing, managing and maintaining plant and equipment so that it is safe to operate and that risks to health are controlled;
- identifying hazards and conducting formal risk assessments in order to minimize the risk for all activities undertaken by or on behalf of Le Hérison on or off the site;
- ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained;
- implementing systems of work that are safe and where risks to health are controlled;
- providing the information, instruction, training and supervision at all levels necessary to ensure that staff and pupils are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them;
- keeping up to date with best practice and complying with all relevant legislation and authoritative guidance
- monitoring the safety performance of contractors who work for us.

Policy

Le Hérisson will comply with the Regulatory Reform (Fire safety) and all other applicable fire safety legislation and standards. Where Le Hérisson could be granted exemption from specific regulations, it is the school's policy that fire precaution standards and arrangements will be, as far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Overall responsibilities for fire precautions are exercised by the school's **Fire Marshal, Kevin Ringuet**, and **Proprietor, Maria Frost**. All members of staff, pupils, contactors and visitors are required to follow the instructions and fire procedures issued by the school. In particular, in the event of a fire alarm sounding in the school, occupants must evacuate the building and only re-enter upon the instruction of the Fire Marshal or fire brigade.

Objectives

The objective of the Fire Safety Policy is to:

- Safeguard all people in the school occupied property from death or injury in the event of a fire or associated explosion
- Reduce incidences
- Minimize the potential for fire to occur and disrupt the work of the school and cause damage to property and the environment

In respect of the site, Le Hérisson will:

- Provide appropriate means of escape in case of fire
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire
- Provide and maintain in working order all firefighting appliances and devices
- Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with fire
- Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property
- Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect building, installation and equipment from fire

Proprietor and staff responsibilities

Individual responsibilities and legal duties in respect of fire safety for all school staff and pupils are as follows:

- All staff are to ensure that designated fire doors are not obstructed or held

open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

- All staff are to familiarize themselves with the Fire Safety Policy and Fire Action procedures.

The duties of the Fire Marshal include:

- To be responsible to Proprietor for all matters relating to fire precautions and establishing close liaison with the local fire service officer in the area
- Supervising, maintaining and control of fire practices on behalf of Proprietor which include:
 - preparation of school fire instructions
 - measures for fire prevention and fire-fighting, including fire practices
 - allocation, maintenance and testing of all fire-fighting equipment held by the school for its fire protection
 - the efficiency, training and duties of the fire wardens and the instruction of all in the use of fire-fighting equipment
 - arrangements for summoning fire-fighting resources, with details displayed in buildings and by the school telephone exchange
 - liaison with the appropriate fire service representatives in the area
- Maintaining suitable records to show the following:
 - training of personnel and attendance on courses
 - distribution and appropriate inspection, maintenance and testing of school fire equipment, fire alarms and water supplies
- take charge of fire-fighting operations until the fire service arrives
- ensure that adequate arrangements are made for sign-posting and marking water supplies for fire-fighting, and that a water supply map is maintained for use by the fire service
- ensure that authorized fire notices are displayed as necessary
- ensure that contractors employed within the school perimeter maintain an adequate standard of fire precautions

Standards and monitoring

The Proprietor is responsible for the adherence of the school's Fire Safety Policy. The policy is designed to reflect statutory obligations and fire risk needs of the school. The Fire marshal is required to audit the effectiveness of the School's Fire Policy and procedures, and report his finding to Proprietor. The Proprietor will monitor the application of these arrangements within all areas of the school and will notify the Fire Marshal if further measures are required to meet all legislative and other requirements. This policy statement will be reviewed by Proprietor and the Fire Marshal annually or at more frequent intervals if there are relevant legislative changes.

Fire risk assessments

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated employees to implement fire-fighting measures
- provision of adequate training and equipment for those appointed
- arrangements for any necessary contacts with external emergency services
- provision of adequate emergency escape facilities

In order to do this, we will carry out risk assessments and periodically revise them. Any person who may be especially at risk e.g. a person who is deaf, blind or disabled etc will be identified and appropriate measures will be put into place to ensure their safety.

Emergency plans to evacuate the premises (Fire Actions) have been created (See Appendix). These plans detail the procedures to be undertaken including provision for calling the fire service and the allocation of individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills are carried out in accordance with the emergency plan and modifications made. Any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

Strategy for fire prevention

Our management strategy for fire prevention is as follows:

- Daily risk assessments, everyday management and vigilance by staff ensure that potential hazards are kept under control to prevent the occurrence of fire
- Alarm, evacuation and emergency action backed up by notices, drills and practice ensure that correct action is taken in the event of an outbreak of fire
- Checking existing structural precautions, and seeking further advice where there are thought to be deficiencies
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review by checklist
- Planning for the actions to be taken in the event of fire by:
 - training of staff, including any specially delegated function
 - provision of instruction to pupils
 - display of appropriate fire instruction notices
 - control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism

Issue of general fire notice

The issue of general fire notices to staff takes place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained.

Staff training

The Fire Marshal is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction.

After the initial instruction, all members of staff will receive at least half an hour of verbal instruction at least once every 12 months. The Proprietor will also arrange fire training.

Control of risks

Employees

The training of all employed persons forms an essential part of the school's fire precautions. Our aim is to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.

Instruction and training for all will include the following points.

- action to be taken upon discovering a fire
- action to be taken on hearing the fire alarm
- method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
- correct method of calling the fire service
- location and use of fire-fighting equipment
- knowledge of escape routes
- evacuation method for the building, location of assembly point and method of accounting for persons
- stopping machinery, activities and isolating power and fuel supplies where appropriate
- appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Pupils

Pupils will be instructed about fire safety at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire

These points will be included on the fire action, and reinforced during practice evacuations.

Fire drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill will be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the fire safety folder, held in the school.

All staff must participate in at least two drills per year.

Testing of fire alarm systems

The fire alarm system will be tested weekly by the Fire Marshal. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year.

Emergency lighting

The emergency lighting is to be examined weekly by the Fire Marshal. The Fire Log will be completed indicating any defects and these will be brought to the attention of Proprietor immediately. This lighting will also be checked by the maintenance contractor annually.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms

We have an electrical fire alarm operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

Fire-fighting equipment

Fire extinguishers and fire blankets

We have water fire extinguishers located at each fire point as well as a fire blanket and foam fire extinguisher located in the kitchen. The location of all fire extinguishers is clearly marked on the floor map (see appendix D). No materials may be placed near these in such a way that their location is hidden or that their use is hindered.

Fire instruction notices

Printed notices are conspicuously displayed on display boards under the health and safety section stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices must be permanently fixed in position and suitably protected to prevent loss or defacement.

Fire prevention checks

Regular fire prevention checks are carried out. They include:

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged.
- It is recommended that convector heaters are not used in school. All other electric fires must be regularly tested and maintained.

We undertake fire prevention checks in all areas at the termination of the day's work prior to the premises being vacated.

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by the cleaner at the end of the day.
- Staff ensure that computers have been closed down and that all doors are closed.
- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all curtains should be drawn apart, other than when security requirements dictate otherwise.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.

Flammable materials

Flammable materials are not to be stored near any form of heating.

Electrical appliances

When using electrical appliances, the following rules should be observed.

- They are to be switched off and unplugged when not in use.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Extensions are to be used within reason and only after consultation with the Proprietor.
- Electrical faults are to be reported immediately to the Proprietor.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorization of the Proprietor.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores.

Paint and solvents should be disposed of correctly.

Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in the kitchen is of paramount importance. Kitchen porters will receive training that enables them to be fire conscious and they will be trained in the action to be taken when a fire occurs.

Disabled persons

Special precautions may be required when disabled persons have access to a building. Where possible they will be located within a building so that they are able to

evacuate with the minimum of assistance. Consideration will be given to the stair case and other changes of level that may need to be crossed.

Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk that could face a school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit the spread of smoke damage).

Curtains, furnishings, art displays and decorations

Care will be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials will be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

Storage

Readily combustible materials such as paper are stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

Flammable liquids are kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material are made aware of the dangers.

Electricity

All electrical apparatus are installed by an approved contractor, using the correctly rated fuse. If a fault occurs, it gets repaired before continuing the items use. Electrical installations are checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours is switched off and the plug removed from the socket. All portable electrical equipment is checked annually by a suitably qualified contractor. (See appendix B for more information)

Fire doors

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit
- the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, thus during evenings and weekends, all doors must be left in the closed position.

All our fire doors are fitted with dorguard retainers which are screwed to the fire door and can hold the door open in any position. They have inbuilt microphones that react to the sound of the fire alarm by releasing their grip on the floor - thereby allowing the door to close. The dorguards are not wired-in or connected to the fire alarm system in any way and rely on the sound of the fire alarm going off to activate.

Contractors

Building contractors bring a large number of ignition sources to the school. All contractors entering the premises will be made aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

The Proprietor must be made aware when hot cutting work is to take place for both the safety of the pupils and the school.

School Grounds

Access to emergency exits must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings must be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

Fire Action

The purpose of the fire action is to establish what action is to be carried out in the event of a fire. Our fire actions detail:

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service

Advice on the procedure in the event of fire

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by the Fire Marshal or Proprietor who will dial 999.

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorized by the Proprietor.
- The Fire Marshal is to analyse the procedures followed during the fire to determine whether changes are required.

Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained:

- persons with special responsibilities

- fire alarm call point locations and checks
- weekly fire alarm tests
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection
- fire-fighting equipment routine monthly checks
- fire drills
- fire-fighting equipment tests and maintenance by contractors
- training records (quarterly and on induction)
- visits and inspections by the fire service

Publication of fire instructions

These instructions are to be held by all staff.

All new arrivals are to have fire instructions brought to their attention.

Instructions are to be displayed prominently at all fire points.

The classroom Fire Action is to be displayed in each classroom.

Appendix A

Displays, display boardings and decorations

Great care should be taken that educational and display materials, which may be added to a building by the occupants, do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials, for example, Christmas trimmings and displays of autumn leaves. Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and, depending on quantity and location, will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before people have a chance to escape.

In determining what is reasonable by way of display materials and/or decorations, the overriding consideration is whether persons are likely to be trapped as a result of fire involving such materials. This is a difficult area for the lay person to assess as it needs an understanding of how parts of the building contribute to escape routes, and how materials, for example display boarding, may contribute to the spread of fire over its surface. The following guidance can be given concerning materials that form the linings of walls and ceilings (the technical terms are defined in DCSF Building Bulletin 7 (DCSF, 2005) and British Standard 476 (for fire doors), and are essential to understanding which materials are acceptable).

In 'protected stairways', 'protected corridors' and 'protected lobbies', the surface linings should be 'class 0', i.e. non-combustible. The meaning of this is that display boards and free-standing displays should not be incorporated in these areas.

In 'horizontal circulation areas', the linings should be 'class 0', except that 20 per cent of the total wall and ceiling area may be 'class 2'. This means that display boarding may be acceptable in these areas, subject to its area being within the amount given, and that the character of the fire resistance as given in the manufacturer's specification is 'class 1'.

In new construction, these requirements should have been taken into account at the design stage. However, occupants should ensure that no modifications occur, such as covering or painting that will change the nature of its fire resistance.

Where there are any areas of doubt, for example whether a certain material is acceptable in terms of the effect that it may have on fire precautions, then the advice of the Fire Marshal should be sought.

Where displays are provided in other cases, they must be located where they are well clear of any source of ignition.

Where paper, natural or plastic materials are used for decorations or display, they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.

Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

Review Date : August 2019

Appendix B

Electricity

The current running through electric wiring is a source of heat, and if a fault develops in the wiring, that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse protecting equipment or a circuit blowing, the cause of the failure should be identified before replacing the fuse.

Any replacement of fuses must be with fuses of the same rating.

Electrical socket outlets must not be overloaded, and the use of multi-way adapters inserted directly into the socket outlet is not permissible unless granted by Proprietor. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use.

It may be permissible to run up to four items of equipment which draw low amounts of current, for example computer and monitor from a single socket outlet by a fixed plug connected to a purpose-designed, four-socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use.

Flexible cables are to be replaced when worn or damaged. This is not a task expected to be in the ability of most employees, as it will involve partial disassembly of the equipment.

After use, outlets should be switched off, and plugs removed from sockets.

Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the school business manager.

Appendix C

Fire Action

- Please remember to keep calm and reassure the children to be calm as they might panic or be excitable.
- Assemble all the children.
- Adults must place themselves at the front of the line, back of the line and disperse themselves evenly in the middle of the line.
- Do not try to take any personal effects of yours or the children's.
- The senior member of the team should collect the attendance register and do a head count of all the children before exiting the building.
- Escort the children to Exit 1 (PS) Exit 1 (MS) Exits 2 (GS) Exit 3 (FEY) and ascend the staircase to the street level on King's Street.
- The last adult to exit the room MUST close all the doors behind them.
- For the FEY classroom there is an evacuation cot at the top of the stairs. This must be used if the children are unsettled and you need to get them to safety as quickly as possible.
- When you get to the roadside make sure there is a member off staff (Management) stopping all oncoming traffic before crossing the road.
- As instructed cross Rivercourt Road calmly and safely and assemble at the assembly point outside Latymer School, King Street.
- Line all children up in a single file. The senior member of the team will do another headcount and report the number to the fire marshal.
- The fire marshal or managers will do a headcount of the staff.
- The fire marshal will let everyone know when it is safe to enter the building.

In the unlikely event that you are on your own, act calmly, ensure the children are in pairs behind you. Call for help. If you get no response proceed with exiting the building. You will not be able to close the doors as your priority must be to lead the children to safety.

Appendix D

Floor Plan

