



Arrangements for Fire Safety

This policy is the responsibility of the Health & Safety Manager

Last review: March 2023

Next review: March 2024

Overview

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers. Where relevant this policy should be read in conjunction with the Visitors policy.

Legislation

Health and Safety at Work Act 1974	Employers must ensure, so far as is reasonably practicable, the Health and Safety of all employees while at work. They have a responsibility to ensure that others are not put at risk by their work-related activities.
Management of Health and Safety at Work Regulations 1999	Employers have a responsibility to manage Health and Safety effectively. They must carry out an assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their work activities.
Regulatory Reform (Fire Safety) Order (RRFSO) 2005	<p>The requires the responsible person to:</p> <p>Carry out a fire risk assessment, identifying the risks and hazards.</p> <p>Consider who may be especially at risk.</p> <p>Eliminate or reduce the risk from fire as far as is reasonably practicable and provide general fire precautions to deal with any residual risk.</p> <p>Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.</p> <p>Create a plan to deal with any emergency and, in most cases, document the findings.</p>

	<p>Review the findings, as necessary.</p> <p>Nominate one or more competent persons to assist the responsible person in undertaking preventive and protective measures.</p>
The Fire Safety Act 2021 (The Fire Safety (England) Regs 2022)	<p>For multi occupied residential buildings the responsible person must include in their fire risk assessment, an assessment of the buildings external walls, looking at their composition and likelihood of fire spread.</p> <p>The responsible person must undertake quarterly checks on all communal fire doors and undertake annual checks on all flat/dwelling doors.</p>
Furniture and Furnishings (Fire) (Safety) Regulations 1988	<p>The set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.</p>

Responsibility

- The responsible person under the RRFSO 2005 is St Mary's School.
- The person appointed to take day-to-day responsibility for fire safety is Thomas Wopat Health & Safety Manager.

Fire Risk Assessment

Separate fire risk assessments are undertaken for the following school buildings:

- Senior School Building – Bateman Street.
- Art Building - Number 47 Bateman Street.
- Sixth Form Building – Brookside.
- Junior School - Chaucer Road.
- Mary Ward Boarding House – Brooklands Avenue.

The managing bodies below ensure fire risk assessments are undertaken for:

- Cambridge City Rowing Club Boathouse – Kimberley Road.
- St Mary's School and Homerton College Sports Fields – Long Road.

Each assessment should be reviewed annually, or whenever there is reason to suspect that it is no longer valid.

Fire Logbook

For school building fire logbooks are kept electronically on the H&S pages of SMC. They form a record of inspections, maintenance, training, and incidents.

Fire Protection Equipment – service schedule

The school will ensure that in each building the following equipment and systems are serviceable:

Task	Frequency	Conducted By
Service Fire Extinguishers	Annually	Approved contractor
Check Fire Doors	Annually	Health & Safety Manager
Roller Fire Shutters	Annually	Approved contractor
Service Fire Alarm System	Annually	Approved contractor
Service Emergency Lighting	Annually	Approved contractor
Check Boarding Communal Fire Doors	Quarterly	Health & Safety Manager
Service kitchen suppression systems	Six monthly	Approved contractor
Check Emergency Lighting, Fire Extinguishers and Fire Escape Routes	Monthly	Works Department
Test Fire Alarm	Weekly	Works Department
Test Emergency Door Release Mechanism(s)	Weekly	Works Department

Fire Training

Staff Induction

The Health & Safety Manager explains the fire procedure and arrangements for fire safety as part of staff induction.

Fire Drill

An unannounced fire drill is conducted in each building once every school term. At Mary Ward House boarding accommodation, this drill is conducted out of hours when boarders are present on site.

Fire Awareness Training

The Health & Safety Manager delivers an annual training session to members of staff. Covering:

- Legislation.
- Structure of Fire Training.
- Fire Protection Measures in on site.
- Theory use of Fire Extinguisher.
- Fire Evacuation Procedure.
- Roll Call (inc Staff Responsibilities).
- Contacting the Fire & Rescue Service.
- Procedure for the Arrival of the Fire & Rescue Service.

Practical Fire Extinguisher Training

In addition to fire awareness, training is given to members of staff who by the nature of their employment are more likely to be confronted by fire. Covering:

- Legislation.
- Definition of Fire.
- Extinction of Fire.
- Causes of Fire.
- Types of Fire Extinguisher & Their Use.
- Classes of Fire.

Fire Protection Measures

To minimise the likelihood of fire occurring and prevent fire spread a variety of physical fire protection measures are undertaken:

Fire Alarm System

School buildings with sleeping accommodation are fitted with an L1 (protection of life) fire alarm system, all other areas are fitted with an L2 (detection on escape routes, rooms leading to escape routes and high-risk areas). A combination of heat and smoke detectors are used which activate the alarm. Alarm activation points are located throughout the buildings to manually operate the alarm. On activation of the fire alarm the emergency services still require telephoning by dialling 999.

Emergency Lighting

Lighting provided to illuminate escape routes that will function if the normal lighting fails is fitted throughout each school building.

Fire Extinguishers

Extinguishers are located where possible with fire action signs and alarm activation points to form fire points. Extinguishers are provided throughout the school to assist with escape from buildings where exit routes may become blocked by fire. Additionally, extinguishers provide the option of potentially extinguishing a small fire. Use of fire extinguishers to put down small fires should only be attempted by an individual who is confident of selecting the appropriate extinguisher for the type of fire and successfully extinguishing it. No more than two fire extinguishers should ever be used on a fire. The overriding priority in a fire is to evacuate the building rather than extinguish the fire. Whether a fire is extinguished or not the alarm system should still be activated by operating one of the break alarm activation points, evacuating the building and closing doors in the vicinity of the fire.

Fire Exits

Corridors, final exit doorways and fire escapes should always be kept clear of obstructions.

Fire Doors

Internal fire doors are fitted throughout school buildings with varying degrees of fire resistance. Their purpose being to ensure the integrity of a fire compartment for a specified period, blocking smoke and fire spread to other parts of the building. Automatic door releases (Dorgard closers) are fitted to many such doors which cause the door to close when the pitch of the fire alarm is detected. Fire doors should not be propped open for ease of access by any other means. Additionally, roller fire door shutters are fitted in high-risk locations and are linked to the fire alarm system.

Fire Retardant Furnishings

In accordance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 soft furnishings such as settees, chairs and mattresses must only be sourced from reputable suppliers and be sold with a label stating

that it is cigarette and match resistant. Pillows, bed covers, and carpets require no such resistance. Items which are infrequently laundered such as curtains, which are not inherently fire retardant, should be treated periodically with fire retardant spray in accordance with the manufacturer's instructions to maintain their fire resistance.

Kitchen Fire Suppression Systems

An automatic fire suppression system is fitted to both the Senior School and Mary Ward House kitchens.

Fire Evacuation

On discovering a fire or hearing the fire alarm follow the procedure below:

Due to the extensive layout of school buildings and staff working patterns, buildings are not cleared by nominated persons when the fire alarm sounds. Instead, a roll call system is used in the fire assembly area, the overriding priority being to evacuate the building as soon as possible. The nominated members of staff detailed below act as “fire wardens” and account for all persons.

Fire Assembly Points are as follows:

Building	Location
Senior School Building including 47 Bateman Street Art Building	Grassed area school garden (if this area is compromised the secondary location is the Sixth Form Car Park)
Sixth Form Building Brookside	Car Park
Junior School Chaucer Road	Netball Court
Mary Ward House	Corner Car Park
Cambridge City Rowing Club Boathouse	Banham Close entrance
St Mary's School and Homerton College Sports Fields	Overflow car park

Personal Emergency Evacuation Plans (PEEPs)

Where an individual is considered to have difficulty in successfully evacuating a building, for reasons such as mobility, sensory impairment or learning difficulties, then a PEEP will be written and communicated by the Health & Safety Manager. This is a personalised plan that identifies the needs of an individual and details of other people who would assist them in an evacuation.

Visitors Parents & Contractors

Due to their lack of familiarity with the school site and fire procedures, any visitor, parent or contractor to the school must sign in at the reception area (see roll call below). It's important that they are briefed on the fire procedure and the location of the fire assembly points.

Fire Evacuation Roll Call

Once at the fire assembly point roll call is then initiated to confirm that all known persons have evacuated from the building. This system is based on the following registers and lists which are taken to the assembly point by reception staff/housemistresses when the alarm sounds:

Building	Register/List
Senior School Building including 47 Bateman St Art Department	Fire Drill Box - Reception: <ul style="list-style-type: none"> • Details of lunch time clubs held off site. • Lists each tutor group (using ISAMS data). • Lists Senior School members of staff. Daily attendance iSAMS sheets
	iSAMS – Computer Application: <ul style="list-style-type: none"> • 08:30hrs morning form registration • 13:45hrs afternoon form registration Reception inputs known absentees by 08:30hrs ready for morning registration. By 10:00hrs the parents/guardians of any pupils who are unaccounted for have normally been contacted and a full picture of who is in school is on iSAMS, hard copies are printed daily for the fire register.
	Pupil Sign In/Out Folders (years 7-11) - Reception: <ul style="list-style-type: none"> • Pupils who arrive late or leave site.
	Visitors Sign In/Out Register - Reception: <ul style="list-style-type: none"> • All visitors to the Senior School and Sixth Form Centre (escorted IAW the Visitors Policy). Contractors sign in at the maintenance workshop out of term time.
	Approved Visitors Sign In/Out Register - Reception: <ul style="list-style-type: none"> • All approved visitors to the Senior School and Sixth Form Centre.
	Inventory Scanner: <ul style="list-style-type: none"> • Recognises staff and sixth form students ID card. • Scanners are located: Cortile, Elms Foyer, Yard entrance, Art Department, Sixth Form Centre • The locations of persons are shown on the inventory app/portal when the fire alarm is activated. •
Sixth Form Building Brookside	Pupil Year Group Folder – Entrance Hallway: <ul style="list-style-type: none"> • Cards for each tutor group used to register pupils.
	Inventory Scanner: <ul style="list-style-type: none"> • Recognises staff and sixth form students ID card. • Scanners are located: Sixth Form Centre, Cortile, Elms Foyer, Yard entrance, Art Department. • The locations of persons are shown on the inventory app/portal when the fire alarm is activated.
	Visitors Sign In/Out Register – Senior School Reception: <ul style="list-style-type: none"> • All visitors to the Sixth Form Centre.
	Fire Drill Register – School Hallway:

Building	Register/List
Junior School Chaucer Road	<ul style="list-style-type: none"> • Pupil are listed by forms. • Lists Junior School members of staff. • Daily attendance iSAMS sheets. ○ • Visitors Sign In/Out Sheets: <ul style="list-style-type: none"> ○ All visitors to the Junior School (escorted IAW the Visitors Policy). ○ All approved visitors to the Junior School.
	<p>iSAMS – Computer Application:</p> <ul style="list-style-type: none"> • 08:30hrs morning form registration • 13:45hrs afternoon form registration <p>Reception inputs known absentees by 08:45hrs ready for morning registration. By 10:00hrs the parents/guardians of any pupils who are unaccounted for have normally been contacted and a full picture of who is in school is on iSAMS.</p>
	<p>Inventory Scanner:</p> <ul style="list-style-type: none"> • Recognises staff ID cards. • The scanner is located by the main school door. <p>The locations of persons are shown on the inventory app/portal when the fire alarm is activated.</p>
	<p>Mary Ward House Brooklands Avenue</p> <p>Out of hours:</p> <p>Each boarding mistress has a list of all boarders in their flat accommodation.</p> <p>Daytime:</p> <p>Boarders Year Group Sign In/Out Folders - Reception:</p> <ul style="list-style-type: none"> • Folder for each year group used to register pupils. <p>Boarding Staff sign In/Out Sheets – Reception:</p> <ul style="list-style-type: none"> • Staff who leave site during the school day • Staff moving between Mary Ward House and other school buildings. <p>Staff and Cleaners Sign In/Out Registers – Reception:</p> <ul style="list-style-type: none"> • Non-boarding members of staff visiting MWH. <p>Visitors Sign In/Out Register - Reception:</p> <ul style="list-style-type: none"> • All other visitors to Mary Ward House (escorted IAW the Visitors Policy). <p>Approved Visitors Sign In/Out Register - Reception:</p> <ul style="list-style-type: none"> • All approved visitors to Mary Ward House.

Pupils and staff line up in order in their designated areas. Those present are then cross referenced with the appropriate register. Once roll call is complete no attempt should be made to re-occupy the building, even if persons are unaccounted for.

Roll call is led by the following persons:

Building	Term Time		Outside Term Time
	During School Day	Outside School Day	
Senior School Building including 47 Bateman St Art Building	<i>Co-ordinator:</i> Deputy Head (Pastoral) <i>Administrator:</i> Receptionist(s) <i>Form Registration:</i> Form Tutor <i>Teachers:</i> Exams Officer/Head of Language & Learning <i>Support Staff Registration:</i> HR Assistant/HR Administrator/HR Advisor <i>Visitors & Approved Visitors:</i> SLT Administrator/Administrator <i>Operations Manager Staff Registration:</i> Operations Manager/ Chef Manager	<i>Co-ordinator:</i> Senior member of staff <i>Administrator:</i> Receptionist till 17:30hrs <i>After School Activities/Events:</i> Activity leader, separate register required.	<i>Co-ordinator:</i> Senior member of staff <i>Administrator:</i> Operations Manager/ Deputy Operations Manager
Sixth Form Building Brookside	Senior teaching member of staff	Senior member of staff	NA - Not routinely occupied
Junior School Chaucer Road	<i>Co-ordinator:</i> Deputy Head <i>Administrator:</i> Secretary	Senior member of staff	Senior member of staff
Mary Ward House	Housemistresses	Head of Boarding	NA- Not routinely occupied

Additionally, in the Senior School during an alarm activation the following staff should move on to Bateman Street by the safest route:

- Works Dept (2 x persons).
- Porters (2 x persons).

They are to space themselves along the frontage of the school. Their roles are to direct pupils and staff who evacuate on to Bateman Street down to the garden pedestrian entrance (leading to the Fire Assembly Area),

ensure that no persons re-occupy the building until it is safe to do so, wave down the Fire & Rescue Service when they arrive. So that the Works Dept and Porters are accounted for during roll call, one member of the above should report to the receptionists after most persons have evacuated stating who is present on Bateman Street.

Contacting the Fire & Rescue Service

Once in the assembly area at either location the senior person present should contact the Fire & Rescue Service as soon as possible. Using either mobile phones or moving to another building to make the call. The following information should be given:

1. Name of the School and postcode of emergency location:
 - *Senior School, Bateman Street* *CB2 1LY*
 - *Sixth Form Centre, Brookside* *CB2 1JE*
 - *Junior School, Chaucer Road* *CB2 7EB*
 - *Mary Ward House, Brooklands Avenue* *CB2 8BQ*
 - *Cambridge City Rowing Club Boathouse, Kimberley Road* *CB4 1HJ*
 - *St Mary's School and Homerton College Sports Fields, Long Road* *CB2 8PX*
2. Nature of the incident (if known)
3. Any other emergency services required e.g., Ambulance service, Police.
4. Persons unaccounted for/trapped in the building (if known)
5. Caller's name and telephone number to call back on

The call should not be delayed to make it more comprehensive; up dated information can always be sent.

Arrival of the Fire & Rescue Service

Prior to the arrival of the Fire and Rescue Service one adult should be tasked to wave the vehicle down from the street. Once they arrive the following information should be given:

- Details of any persons unaccounted for and likely locations
 - Nature and location of the incident (if known)
 - Locations of external gas and electricity cut off valves (see fire sheet held with registers)
 - Additional hazards to fire fighters in the building (e.g., Science labs)
-