

Arrangements for Fire Safety

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
Under the 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.
Under the 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.
The Regulatory Reform (Fire Safety) Order (RRFSO) 2005 requires the responsible person to: <ul style="list-style-type: none"> • Carry out a fire risk assessment, identifying the risks and hazards • Consider who may be especially at risk • Eliminate or reduce the risk from fire as far as is reasonably practicable and provide general fire precautions to deal with any residual risk • Take additional measures to ensure fire safety where flammable or explosive materials are used or stored • Create a plan to deal with any emergency and, in most cases, document the findings • Review the findings as necessary
The Furniture and Furnishings (Fire) (Safety) Regulations 1988 set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery

General

- 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 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
- Cambridge City Rowing Club Boathouse – Kimberley Road

Each assessment should be reviewed annually, or whenever there is reason to suspect that it is no longer valid.

Fire Log Book

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

Serviceability of Fire Protection Equipment

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 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
- Practical Use of Extinguisher Training

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. Note that none of the systems are linked to the Fire and Rescue Service or to an external monitoring service. Therefore, 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 falls 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.

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 of the 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

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 is important that they are briefed on the fire procedure and the location of the fire assembly points.

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/ boarding staff 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"> • Lists the games options, where classes are held off site • Lists each tutor group • Lists Senior School members of staff (less Operations Manager staff held in the kitchen) • iSAMS sheets • Contain spare IPAD to register Sixth Formers
	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 09:30hrs 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 - Reception: <ul style="list-style-type: none"> • Pupils who arrive late or leave site
	Peripatetic staff sign in/out sheets - Reception:

	<ul style="list-style-type: none"> • Peripatetic staff working on site
	<p>Visitors Sign In/Out Register - Reception:</p> <ul style="list-style-type: none"> • All visitors to the Senior School and Sixth Form Centre (escorted IAW the Visitors' Policy) <p>Contractors sign in at the maintenance workshop out of term time</p>
	<p>Approved Visitors Sign In/Out Register – Reception:</p> <ul style="list-style-type: none"> • All approved visitors to the Senior School and Sixth Form Centre
	<p>Edureg Scanner:</p> <ul style="list-style-type: none"> • Recognises staff and sixth form students ID card or finger/thumb print • Scanners are located: Cortile, Elms Foyer, Yard entrance, Art Department, Sixth Form Centre • The locations of persons are shown on an email which is sent when the fire alarm is activated • Staff evacuate with their portable devices allowing staff and Sixth Formers to be accounted for
	<p>Operations Manager Staff List - Kitchen Office:</p> <ul style="list-style-type: none"> • Operations Manager Staff
Building	Register/List
Sixth Form Building Brookside	<p>Pupil Year Group Folder – Entrance Hallway:</p> <ul style="list-style-type: none"> • Cards for each tutor group used to register pupils
	<p>Edureg Scanner:</p> <ul style="list-style-type: none"> • Recognises Sixth Form pupils thumb prints or code • Scanners are located: Sixth Form Centre, Cortile, Elms Foyer, Yard entrance, Art Department • The locations of persons are shown on an email which is sent when the fire alarm is activated • Staff evacuate with their personal devices allowing staff and Sixth Formers to be accounted for
	<p>Staff – No list of members of staff due to the small numbers working here. Members of staff working in Brookside are included in the Senior School staff fire list as they work in both buildings</p>
	<p>Visitors Sign In/Out Register – Senior School Reception:</p> <ul style="list-style-type: none"> • All visitors to the Sixth Form Centre
Building	Register/List
Junior School Chaucer Road	<p>Fire Drill Register – School Hallway:</p> <ul style="list-style-type: none"> • Pupil are listed by forms • Lists Junior School members of staff • iSAMS sheets • Sign In/Out Sheets: <ul style="list-style-type: none"> ○ Staff who leave site during the school day ○ Staff moving between Junior School and other school buildings ○ Peripatetic staff working on site • 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

	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.
Building	Register/List
Mary Ward House Brooklands Avenue	Out of hours: Each boarding mistress has a list of all boarders in their flat accommodation Daytime: Boarders Year Group Sign In/Out Folders - Reception: <ul style="list-style-type: none"> Folder for each year group used to register pupils
	Boarding Staff sign In/Out Sheets – Reception: <ul style="list-style-type: none"> Staff who leave site during the School day Staff moving between Mary Ward House and other school buildings
	Staff Sign In/Out Register – Reception: <ul style="list-style-type: none"> Non-boarding members of staff visiting MWH
	Visitors Sign In/Out Register - Reception: <ul style="list-style-type: none"> All other visitors to Mary Ward House (escorted IAW the Visitors' Policy).
	Approved Visitors Sign In/Out Register - Reception: <ul style="list-style-type: none"> All approved visitors to the Junior School

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	Co-ordinator: Deputy Head (Pastoral & Boarding) Administrator: Receptionist(s) Form Registration: Form Tutor Teachers: Exams Officer/Head of SEN Support Staff Registration: Head's PA/HR Administrator Visitors & Approved Visitors: HR & Recruitment Officer/Head of HR	Co-ordinator: Senior member of staff Administrator: Receptionist till 18:00hrs After School Activities/Events: Activity leader, separate register required	Co-ordinator: Senior member of staff Administrator: Bursary member of staff Staff Registration: Head's PA/HR Administrator Visitors: HR & Recruitment Officer/Head of HR Operations Manager Staff Registration: Operations Manager/ Chef Manager

	Operations Manager Staff Registration: Operations Manager/ Chef Manager		
Sixth Form Building Brookside	Senior teaching member of staff	Senior member of staff	NA - Not routinely occupied
Junior School Chaucer Road	Co-ordinator: Deputy Head Administrator: Secretary	Senior member of staff	Senior member of staff
Mary Ward House	Housemistress/Matron	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:

- Name of the School and postcode:

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
- Nature of the incident (if known)
- Any other emergency services required e.g. Ambulance service, Police
- Persons unaccounted for/trapped in the building (if known)
- 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 & 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)

Review

This policy is the responsibility of the Health & Safety Manager and is to be reviewed annually. Due for review in: March 2021.