St Mary's School
CAMBRIDGE

Arrangements for Fire Safety

This policy is the responsibility of the Health & Safety Manager

Last review: March 26

Next review: March 27

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	The requires the responsible person to: 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. Nominate one or more competent persons to assist the responsible person in undertaking preventive and protective measures.
The Fire Safety Act 2021 **(The Fire Safety (England) Regs 2022)**	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. The responsible person must undertake quarterly checks on all communal fire doors and undertake annual checks on all flat/dwelling doors.
Furniture and Furnishings (Fire) (Safety) Regulations 1988	The set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

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 SMC Compliance tile. 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
Service Fire Alarm System	Annually	Approved contractor
Service Emergency Lighting	Annually	Approved contractor
Gas Catering Safety Inspection	Annually	Approved contractor
Check Boarding Communal Fire Doors	Quarterly	Health & Safety Manager
Roller Fire Shutters	Six monthly	Approved contractor
Service kitchen suppression systems	Six monthly	Approved contractor
Check Emergency Lighting, Fire Extinguishers and Fire Escape Routes	Monthly	Works Department
Test Emergency Door Release Mechanism(s)	Weekly	Works Department
Test Fire Alarm	Weekly	Works Department
Fault Check Building Fire Panels	Daily	Works Department
Unlock Final Escape Door Security Bolts (at the beginning of the day)	Daily	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. Additionally at Mary Ward House boarding accommodation, an out of hours drill is conducted while boarders are present on site.

Fire Awareness & Fire Warden Training

The school uses the service of Smartlog, a cloud-based fire and health & safety compliance management portal for Fire Awareness and Fire Warden training. All staff are required to annually complete Fire Awareness training, nominated staff complete Fire Warden training.

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 (e.g. technicians, boarding staff and members of the operations team). 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 in place:

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 call 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 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 manual call 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 which 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 in both the Senior School and Mary Ward House kitchens.

Places of Assembly

In accordance with the fire risk assessments for the Senior School and Junior School the maximum capacities of persons in each hall are:

Senior School Wigmore Hall (S0-20/Hall A) – seated in rows 260 persons.

Senior School Poyntz Hall (SO-16/Hall B) – seated in rows 240 persons.

Junior School Acton Hall - 60 persons (due to the room only having one exit).

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	Lawn 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). Outside of term the list is held in the Works Department Workshop. It is important that they are briefed on the fire procedure and the location of the fire assembly points.

Fire Alarm Panel Checks

On activation of the fire alarm the Works team responsibility is to check the building fire panel to determine the location and nature of the activation. In their absence the Assistant Operations Manager and nominated Porters can also carryout this function.

Fire Evacuation Roll Call

Once at the fire assembly area roll call is then initiated to confirm that all know 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 Evacuation Box - Reception: • Lists of each tutor group (using iSAMS data). • Lists of Senior School members of staff (divided into teachers & business support). • Daily Out of School sheet.
	iSAMS – Information Management System: • 08:30hrs morning form registration • Period 1-6 lesson 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 not present have normally been contacted and a full picture of who is in school is on iSAMS, as above hard copies are printed daily for the fire register. SOCs – Information Management System for extracurricular clubs and activities. Accessible through smart devices.
	Pupil Sign In/Out Folders (years 7-11) - Reception: • Pupils who arrive late or leave site.
	Visitors Sign In/Out Register - Reception: • All visitors to the Senior School and Sixth Form Centre (escorted during term time IAW the Visitors Policy). Contractors sign in at the maintenance workshop out of term time.
	Approved Visitors Sign In/Out Register - Reception: • All approved visitors to the Senior School and Sixth Form Centre.
	Inventry Scanner: • Recognises staff and pupil ID cards allowing an electronic log of who is in the building. • Scanners are located: Cortile (x 5), Elms Foyer, Minibus Yard entrance, Kitchen corridor, Art Department, Sixth Form Centre. • The locations of persons are shown on the inventry app/portal when the fire alarm is activated.

Building	Register/List
Sixth Form Building Brookside	Inventry Scanner: • Recognises staff and sixth form students ID card. • Scanners are located: Sixth Form Centre, Cortile (x 5), Elms Foyer, Minibus Yard entrance, Kitchen Corridor, Art Department. • The locations of persons are shown on the inventry app/portal when the fire alarm is activated.
	Visitors Sign In/Out Register – Senior School Reception: • All visitors to the Sixth Form Centre (escorted during term time IAW the Visitors Policy).
	Approved Visitors Sign In/Out Register – Senior School Reception: • All approved visitors to the Senior School and Sixth Form Centre.

Junior School Chaucer Road	Fire Evacuation Registers – School Hallway:
	• Pupil are listed by forms.
	• Lists Junior School members of staff.
	Daily Out of School iSAMS sheets.
	• Visitors Sign In/Out Sheets:
	  ○ All visitors to the Junior School (escorted during term time IAW the Visitors Policy).
	  ○ All approved visitors to the Junior School.

	iSAMS – Computer Application: • 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 not present have normally been contacted and a full picture of who is in school is on iSAMs.
Mary Ward House Brooklands Avenue	Out of hours: Each boarding mistress has a list of all boarders in their flat/bedroom to cover the nighttime period. Daytime: Boarders Year Group Sign In/Out Folders - Reception: • Folder for each year group used to register pupils.
	Boarding Staff sign In/Out Sheets – Reception: • Staff who leave site during the school day. • Staff moving between Mary Ward House and other school buildings.
	Staff Sign In/Out Registers – Reception: • Non-boarding members of staff visiting MWH.
	Visitors Sign In/Out Register - Reception: • All other visitors to Mary Ward House (escorted while boarders are resident IAW the Visitors Policy).

Building	Register/List
	Approved Visitors (cleaners) Sign In/Out Register - Reception: • All contracted cleaning staff on site at 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-enter 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) *Pupil Form Registration*: Form Tutor(s) *Teacher Registration*: Exams Officer/ Head of Learning Support & SENCo *Business Support Staff Registration*: H&S Manager/ HR Advisor/ Head of HR & Compliance/ IT Help Desk Manager *Visitors & Approved Visitors Registration:* SLT Administrator/ Operations Manager	*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:* Operations Manager/ Assistant Operations Manager/ Catering Manager
Sixth Form Building Brookside	Senior teaching member of staff, supported by the Operations team supported by the Operations team	Senior member of staff, supported by the Operations team	NA - Not routinely occupied
Junior School Chaucer Road	*Co-ordinator:* Deputy Head	Senior member of staff	Senior member of staff

Building	Term Time		Outside Term Time
	During School Day	Outside School Day	
	Administrator: Secretary		
Mary Ward House	Housemistresses	Head of Boarding/Housemistresses	NA- Not routinely occupied

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 where possible a member of staff 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)