



4 - 18 yrs Co-educational Independent Day School

Fire Safety Policy

FOR ALL STAFF AND VOLUNTEERS including EYFS

Approved by the Directors: 4th January 2023

Active from: 4th October 2023

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I. FIRE SAFETY MANAGEMENT POLICY

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a Fire Risk Assessment to be carried out and for this to be suitably reviewed. This was completed for the school in December 2022 and is reviewed annually or when there is a significant change, whichever occurs first.

In addition it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention. The Fire Safety policy sets out the objectives in respect of fire prevention emphasises the school's commitment to fire safety.

The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors.

We have formulated this policy to help us comply with the following:

- > The Regulatory Reform (Fire Safety) Order 2005
- > Current Education (Independent School Standards) Regulations 2014 (EISSR) applicable to Fire Safety

2. FIRE SAFETY STATEMENT

Arnold Lodge School is an independent day school for children aged 4 to 18. The School is located at 15-17 Kenilworth Road, Leamington Spa, Warwickshire, CV32 5TW.

The primary focus of Arnold Lodge School is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". It is the overall aim to minimise risk to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005. The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Directors and Headteacher are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day to day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see Fire Management Responsibilities and the organisation chart (Appendix 1) for details.

3. FIRE MANAGEMENT SYSTEM

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The leadership of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of the school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The most recent Fire Risk Assessment was completed by Neil Platt of Salvum Limited on the 15th and 16th December 2022. The Fire Risk Assessment is reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

- > The Headteacher is responsible for ensuring that all control measures identified in the Fire Risk Assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- > The Headteacher has assigned the Facilities Manager with the responsibility to complete each improvement action.
- > The Facilities team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- > Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

4. FIRE MANAGEMENT RESPONSIBILITIES

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

4.1. HEADTEACHER

The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds. The Headteacher may delegate these responsibilities to the Deputy Head Pastoral as the “Responsible Person”.

The Headteacher is responsible for ensuring:

- > The school has a Fire Safety Policy and that such a policy is reviewed annually.

- > That a Fire Risk Assessment is completed and reviewed annually.
- > Staff are notified of the significant findings of the Fire Risk Assessment.
- > Recommended actions derived from the Fire Risk Assessment are completed.
- > The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book.
- > That the school emergency plan and evacuation procedures are regularly reviewed.
- > The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff.
- > All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
- > The provision of fire awareness training to all staff.
- > The provision of fire warden training for designated staff.
- > That an emergency fire drill is undertaken every term.
- > The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability (PEEP).
- > The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting.
- > The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
- > Any fire prevention officer's recommendations and or enforcement notices are complied with.

4.2. HEAD FIRE WARDEN

The Head Fire Warden is responsible for:

- > Collecting all of the area and classroom information from Teachers and Fire Wardens
- > Controlling the assembly point
- > Ensuring that fire and rescue service access gates are opened
- > Following a practice completing the Fire Drill Reflection Log (appendix 4), noting escape times and providing observations for improvement.
- > Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- > Providing the fire and rescue service with a detailed (laminated) plan of the building
- > Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service

- > Implementing the major incident site evacuation plan if required.

4.3. SITE TEAM

The Site Team (specifically the Compliance Manager) are responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

Regular inspections of fire safety equipment, exit routes etc. will be carried out in accordance with the details in the Health and Safety / Fire Precautions log book, (which is kept in the Operations Team office). Any defects or shortcomings should be brought to the attention of the Head of Operations and Facilities Manager who will ensure the arrangements for replacement or replenishment.

The **Compliance Manager**, who is responsible for Health and Safety in the school, will complete a **Fire Risk Assessment** and review this annually, the latest version was completed in September 2023 for all buildings on site. Fire alarm tests will take place weekly. An fire drill will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record of the results of the fire drill is kept and feed back given to staff.

Members of the Senior Leadership Team and staff responsible for Health and Safety will be told beforehand of the drill and will act as observers.

The Compliance Manager or a delegated Competent Person will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the Site management team or a nominated person as follows:–

- > On the physical state of fire extinguishers.
- > Checking that the exit routes are free from obstruction and are left unlocked.
- > Reporting all defects to the Headteacher or other nominated persons who will ensure that any remedial action is taken.

The Site Team and or designated Competent Person are responsible for:

- > Formal maintenance and regular testing of the fire alarm every week.
- > The formal maintenance and regular testing of the emergency lighting every week.
- > The maintenance and inspection of the firefighting equipment
- > The maintenance of exit/escape routes and signage
- > The completion and upkeep of the school fire log.
- > Supervision of contractors undertaking hot work and cold work.
- > Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained.

- > Reporting any hazards (which cannot be dealt with) to the Headteacher.
- > Ensuring that access can be gained at all times to the electric and gas shut off devices.
- > Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime.
- > Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime.
- > Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.
- > Ensuring all visiting Contractors have undertaken appropriate Fire Safety Training and can provide evidence of training when requested.

4.4. THE OPERATIONS TEAM

The Operations team are responsible for:

- > Calling the fire and rescue service to ensure that they have been notified of the alarm.
- > Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
- > Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
- > Where appropriate escorting visitors and contractors from the building.
- > Collecting information such as contact details of parents.
- > Taking such information to the assembly point for use in a major incident / site evacuation.

4.5. TEACHERS

The Teachers are responsible for:

- > Acting as fire wardens when evacuating their class from the school.
- > Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
- > Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- > Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- > Ensuring that new pupils are suitably trained in evacuation procedures.
- > Ensuring that pupils who attend class with a prohibitive injury are assessed and that a Personal Emergency Evacuation Plan (see Appendix 3), is put in place.
- > Following school evacuation procedures including reporting to the Head fire warden with the results

of the register check.

- > Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the Head fire warden announces that the school is safe.
- > If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the school to a safe site.
- > Taking part in any fire safety training provided by the school.

4.6. FIRE WARDENS

The Fire Wardens are responsible for:

- > Ensuring that their designated areas are clear before leaving the building.
- > Closing all fire doors (not on automatic closers) before leaving their area..
- > Taking an active day to day role in fire prevention and hazard spotting
- > Reporting fire safety issues such as missing fire extinguishers.
- > Ensuring that fire escape routes/stairs and fire exits are not blocked.
- > Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- > Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area.
- > Assisting the Head fire warden in securing the building and ensuring that no one re-enters the Facilities until it is deemed safe to do so by the fire and rescue service.

5. OUT OF HOURS USE

During Open evenings, performances, awards ceremonies and any activities taking place outside the normal school day school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. Visitors will be made aware of the evacuation procedure and the means of escape from the buildings in use at the time.

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- > Be identifiable
- > Ensure no overcrowding
- > Keep exits and gangways clear
- > Be aware of the needs of the disabled.

The School operates a strict NO SMOKING policy at all times, including when there is use of the School during an event or under a lettings agreement.

Hirers and Extended School Providers

All hirers and contracted users of the Facilities will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take

such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility. Only those parts of the School in use during letting are unlocked. Users must be aware of means of escape available to them at any time.

Any electrical equipment bought onto school premises must comply with current safety requirements and must only be used by competent people. A copy of this policy will be provided as part of the information provided to each letting.

6. FIRE ALARM SYSTEM

The Fire Alarm is serviced on 6 monthly intervals by Status Alarms. The last service was carried out on the 17th July 2023.

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

7. FURTHER INFORMATION & SPECIFICS

Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturers requirements.

It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

Fire Extinguishers are serviced annually by Chubb Fire & Security. The last service was carried out on the 13th March 2023.

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

All staff will complete compulsory Fire Safety in Education training provided by Educare upon commencement of their employment and will undertake refresher training when requested to do so.

All appointed Fire Marshals received formal training by Principal Fire Protection Limited on the 3rd January 2023.

Emergency Lighting

The emergency lighting is tested in accordance with the relevant British Standard and Manufacturer's instructions. Emergency Lights are inspected annually by Safetest UK the last test was carried out on the 11th

April 2023.

Extinguishing Fires

Anyone discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

Extinguishing a fire should **NOT** be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

Fire Prevention in Specific Areas

Appropriate risk assessments should be in place for any activity that may pose a fire risk including the use of machinery. These should be regularly reviewed and all staff involved will have read and understood the Risk Assessments and signed to confirm the same.

All equipment is checked prior to use and the Facilities Manager is responsible for ensuring all appropriate annual testing and inspection of machinery and equipment takes place by a qualified and competent engineers, and records are kept.

The Facilities Manager is responsible for ensuring the testing and inspection of fixed gas installations and pipework. The Facilities Manager is also responsible for the equipment/appliance servicing and maintenance for specialist high risk areas such as Catering, Art, Food Tech and Science.

Flammable substances are stored appropriately in a lockable, flammables cupboard which is clearly labelled. All Gas and Oil fired appliances are serviced annually.

Science

All hazardous substances are stored in original packaging and in appropriate storage such as flammables cupboards. Science staff follow the guidance as issued by CLEAPSS, and appropriate risk assessments are in place, COSHH information, including firefighting and storage details is available and followed.

Radioactive substances are stored appropriately in lockable cupboards and signed in and out when used.

This school follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.

Arnold Lodge Schools subscribes to the CLEAPSS RPA Service.

- Radiation Protection Adviser (RPA) – Sheila Liddle, CLEAPSS,
- WES Safety and Premises Service Radiation Protection Officer (RPO) : John Ferris tel: 01926 412440 email: lexawincott@Warwickshire.gov.UK
- Teacher in Charge of Radioactive Sources/Radiation Protection Supervisor (RPS): Andrew Hawkins

Regular testing and inspection of radiation equipment stored in the school is carried out by the RPA, and records kept. Details of the location of these substances are indicated on the plans available for the fire service in the event of an emergency.

The School is registered to work with ionising radiation with CLEAPSS RPA Service and the HSE.

Art

The Art Departments may use a number of potentially flammable substances which are kept in a locked flammables cupboard which is clearly marked. Appropriate risk and COSHH assessments are in place. High attention to housekeeping, particularly regarding sources of ignition, is maintained with minimum levels of combustible materials kept.

Catering

The Catering Manager is responsible for the equipment/appliance servicing and maintenance in accordance with current regulations and guidance and for keeping records of those checks.

The Catering Manager is also responsible for ensuring all catering staff have received relevant training in the use of kitchen /washing-up equipment and use/storage of cleaning products and have read, understood and signed all Risk Assessments relevant to the equipment they are using.

Appendix I

Fire Management Responsibilities

Fire safety should be based on fire prevention. Fire warden and fire marshal roles fall into two categories:

1. Proactive day-to-day duties
2. Reactive emergency duties

Proactive day-to-day duties

Proactive duties include:

- identifying and reporting hazards to maintenance
- ensuring that fire exit routes and final exit doors, including safe refuges and protected stairwells remain clear.
- ensuring that fire extinguishers are in the right place, free from damage, serviced and not obstructed.
- checking that fire doors are not propped open and that they are free from damage.
- being satisfied that housekeeping standards are maintained without a build-up of combustible materials and other hazards.
- supporting your employer with ensuring that all internal statutory fire safety inspections and tests are undertaken.

Reactive emergency duties

In the event of a fire or other emergency evacuation:

- Raise the alarm if you discover the fire.
- If appropriate, attempt to put the fire out – this should ONLY be attempted if the fire is small (waste paper basket sized or less) and is not compulsory.
- Check that any gas supplies are switched off if applicable.
- Collect a High-Vis Jacket, registers and emergency evacuation pack if available.
- Bring up the rear of the evacuation. Sweep the area you are in charge of, checking each room as you go.
- Help to maintain silence and order at the Fire Assembly Point. Give out and collect registers as appropriate.

Role	Person Responsible	In case of absence
Responsible Person	Helen King	Mr D Preston
Fire Marshals : Science Alkerton Arnold Lodge Lillington Lodge Food Tech/Art Key stage 2 Key stage 1 Sixth Form Dining Hall Visitors and contractors	Mrs V Towers Miss B Foulstone Mr D Watson Mr A Edwards Mrs E Crocker/Mr J Browitt Mr P Smart Mrs F Joyce Mrs T O'Reilly/Mr P Dobson Mr M Stepisiewicz Mrs C Nunn	Mr A Baker Mr M James Mr K Owen Miss K Ebrahim Mrs N Triassi Mr G Chellis Mrs E Umhoefer Ms C Smith/Miss T Karr Mrs I Gill Mrs C Nunn
Calling the fire brigade	Mrs C Nunn	

Appendix 2

Fire Procedures

The member of staff who discovers a fire should 'break the glass' to sound the alarm.

Contact the Fire Brigade by phoning 9-999 from a school telephone or 999 from a mobile phone.

When the fire alarm sounds, you will either hear a continuous ringing bell or a siren.

Pupils must proceed quietly, orderly and quickly, under the direction of their teacher and assemble at the Fire Assembly Point (FAP), where they must 'line up' in forms. Staff, visitors and pupils should go to the nearest FAP to where they are working.

Escape routes and emergency exits are posted in every room in the school, indicating exits to be used in the event of an evacuation. Staff and pupils should study these notices carefully. In all cases, the correct route is the nearest safe exit.

Fire Assembly Point (FAP's)

Senior playground – For years 4-11, 6th Form. Teachers/T.A's, Administrative/Maintenance/Kitchen & Domestic staff, visitors and contractors.

Lower School playground – For Reception, Years 1 & 2, Teachers/T.A's, visitors and contractors if they are at lunch they are to line up on the Senior Playground.

If the site has to be evacuated, the FAP is the **front entrance of Kingsley School on Beauchamp Avenue.**

If the town is evacuated, the FAP is **Leamington Cricket Club.**

Roll Call

Senior School Playground – Forms will assemble as per the overhead plan.

- Fire Marshalls will let the Senior Fire Marshall know that buildings are clear.
- Form tutors will hold a roll call of pupils in their form.
- Admin Staff will hold a roll call of teaching staff, administrative staff, domestic staff, maintenance staff and visitors.
- Heads of key stage will check with form tutors that all of their pupils are present.
- If any person is missing, Admin staff will inform the Headteacher and Senior Fire Marshall immediately.

**Fire Assembly Point for this building is the
Senior School Playground**

Appendix 3

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation.

Date of PEEP:					
Date to be reviewed:					
New PEEP		Revised (change in circumstance)		Annual update	

Photo	Name of child/young person:
	D.O.B.:
	Class/group/form:
	Location of class/group/form in building:
	Play Leader/Teacher/Tutor: (including telephone extension)

PEEP Lead at the school/setting:
Those involved in developing the PEEP:

Consider	Yes	No	Comments
Does the child/young person change rooms during the day – taking them to more than one location within the building or site?			
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty using stairs?			

Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the child/young person about how they will inform someone of this:				

How is the child/young person to be informed of an emergency evacuation?			
Existing alarm		Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the child/young person would know if there was a fire:			

Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):

--

Equipment provided for use during evacuation: (include details of where this is stored)
Training in use of equipment provided by:
Persons receiving training:
Date:
Date to be reviewed:
Comments:

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Has the fire safety competent person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above

Signature of parent/carer

I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis

Signature of Leader/Headteacher/Principal

The completed Personal Emergency Evacuation Plan should be held:

- **In the child/young person's individual record**
- **By the Leader/Headteacher/Principal (Responsible Person for Fire Safety)**
- **By the Competent Person for Fire Safety at the school or setting (this may be the responsible person in some schools)**
- **By the Key Worker, Class Teacher or Tutor**
- **By the Designated Assistant**
- **In the Fire Log Book**

Appendix 4

Fire Drill Reflection Log

Building clear	Building Area	Time Confirmed	Marshal
	Arnold Lodge		
	Lillington Lodge		
	Key Stage 2		
	Key Stage 1		
	Science		
	Sixth Form		

Key Timings	Key Aspect	Time Confirmed	Notes
	Pupils safely out		
	Visitors Confirmed		
	Absence lists checked		
	Drill completed		

Question	Yes / No	Notes
Are all Fire Marshalls wearing high vis?		
Did all Fire Marshalls confirm building clear?		
Were all visitors accounted for?		
Were the admin team clear and visible?		
Did the mentors know how to register pupils?		
Did pupils know where to go?		
Was pupil behaviour of a good standard?		