



URSULINE HIGH SCHOOL
Wimbledon

Fire Safety Policy
and Procedure

June 2019

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Ursuline High School (UHS) policies and procedures relate to its operation, staff, facilities, Health and Safety, risk management and services provided.

UHS strive to ensure equality of opportunity for all. This policy forms part of UHS commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice to ensure fairness and consistency for all those covered by it regardless of their individual differences and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

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Ursuline Ethos/Mission Statement.

As an Ursuline School we aim:

- To build a caring and supportive Christian community where each individual is able to grow in their understanding of the faith and their commitment to Christ.
- To set standards of excellence in teaching and learning and to provide a broad, balanced and relevant curriculum.
- To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.
- To foster an attitude of respect for all regardless of age, race, colour, creed or gender.
- To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.
- To widen horizons, to encourage a sense of commitment and service to the wider world, and to enable each one to go on learning and changing all through life.

1. Introduction

Ursuline High School (“the School”) is committed to providing a safe working environment for its staff and visitors. For this reason the School has formulated this policy to facilitate compliance with its legal obligations under The Regulatory Reform (Fire Safety) Order 2005 (“Fire Safety Order”).

2. Policy objectives

- 2.1 To provide a safe and healthy working environment for all students staff and visitors.
- 2.2 To minimise the risks to School premises and any others that may be affected

by fire.

- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations under the Fire Safety Order that require the School to:
 - 2.5.1 Develop a policy to minimise the risks associated with fire.
 - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
 - 2.5.3 Provide means of escape.
 - 2.5.4 Demonstrate preventative action.
 - 2.5.5 Maintain documentation and records in respect of fire safety management.

3. **The Responsible Person**

The School has appointed the Headteacher as the 'responsible person'. The responsible person's duties are to ensure the safety of staff and visitors by:

- 3.1 Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will take into consideration everyone who may come onto the premises, whether they are employees or visitors and consideration will be given to people who may have a disability or anyone with special needs.
- 3.2 Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- 3.3 Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.

4. **Health and Safety Officer**

- 4.1 Assist the Headteacher with preparation and implementation of the Fire Safety strategy of the School
- 4.2 On behalf of the Headteacher carry out a Fire Risk Assessment for each building
- 4.3 Investigate all incidents of fire occurring on School premises and report findings to the Headteacher
- 4.4 Report to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) any fires that cause death or injury.
- 4.5 Provide Fire Safety training
- 4.6 Prepare Personal Evacuation Plans for disabled persons.

5. **Fire Marshals**

The School will appoint competent persons (Site team) to act as Fire Marshals. The Fire Marshals' duties will include:

- 5.1 Investigating any fire alarm trigger if safe to do so and reporting back to Headteacher or SLT member.
- 5.2 In the absence of the Headteacher or SLT member making contact with the emergency services.
- 5.3 Assisting in evacuations/fire drills.
- 5.4 Ensuring gates are open for the Fire Engine to access the site
- 5.5 Carrying out regular checks on all fire safety equipment including emergency lights and alarms.
- 5.6 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.

6. **Communication**

The Senior Site Manager will ensure any external contractors are instructed on fire safety according to the Managing of Contractors Policy. The Management of the School will consult with the employees (where relevant) on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures. Fire/Lockdown notices are located in each classroom for Teachers and students to follow.

7. **Training**

- 7.1 Upon commencement of employment, all employees (where relevant) will be given training on fire safety and will receive refresher training as appropriate.
- 7.2 Employees with specific fire related duties, e.g. Fire Marshals will be trained accordingly every three years.
- 7.3 All employees will be instructed to report any defective or missing equipment to their line manager.
- 7.4 All employees will receive instruction on their role in the case of an emergency.
- 7.5 Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

8. **Equipment/Testing**

- 8.1 The fire evacuation procedures will be practised every term.
- 8.2 Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or other means of firefighting may be made available where deemed appropriate by the findings of the fire safety risk assessment.
- 8.3 All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.
- 8.4 An appropriate fire detection and alarm system is installed. The type and extent of the alarm system provided is based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly (every Friday at 7 a.m.). Staff, students and visitors will be informed when these tests are scheduled.

- 8.5 Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the fire safety risk assessment.
- 8.6 Operation of fire exit doors, including any automatic closers, will be tested and recorded in the fire log on a weekly basis.
- 8.7 Any other safety systems installed will be checked regularly as part of the weekly H&S Inspection to ensure correct operation.

9. Procedures

School has introduced the following procedures in order to maintain high standards of fire safety:

9.1 Fire Action and Evacuation Procedure

Main School

If you discover a fire:

- Break the glass and sound the alarm at the nearest alarm point
- If possible ensure the emergency services are called
- Only deal with the fire if it is a minor one and you are competent and trained to deal with it – YOU MUST NOT TAKE ANY RISKS
- Follow the steps below

On hearing the alarm:

- Vacate the room walking quickly and in silence, with the last person closing the door and go directly to the Muster Point, taking students or any visitors in your care with you
- Do not stop, or allow the students to stop, to collect any belongings
- Make sure your evacuation route takes you away from any risk

The Muster Point for the Main School is the Tennis Courts.

St Angela's Centre

If you discover a fire:

- Break the glass and sound the alarm at the nearest alarm point
- If possible ensure the emergency services are called
- Only deal with the fire if it is a minor one and you are competent and trained to deal with it – YOU MUST NOT TAKE ANY RISKS
- Follow the steps below

On hearing the alarm:

- A Head of Faculty/Head of Department should discover from the panel, where the alarm has been activated and advise the Headteacher's PA as above whether it is a fire or false alarm
- Vacate the room walking quickly and in silence, with the last person closing the door and go directly to the Muster Point, taking students or any visitors in your care with you
- Do not stop, or allow the students to stop, to collect any belongings
- Make sure your evacuation route takes you away from any risk
- Report your arrival to the Fire Controller
- The Muster Point for the St Angela's is outside the main entrance on the drive to the Ursuline Prep school.
- Do not return to the building until you are instructed it is safe to do so.

9.2 School's primary muster point and main exits



9.3 Procedure for the Executive Suite

- Headteacher, Deputy Headteacher and their PA's will ensure the main fire panel located in the executive suite is constantly monitored.
- Fire panel will produce warning sound identifying that the fire alarm has been triggered and the 3-minute delay activated.
- Location of the alarm trigger will be read from the fire panel and immediately radioed to Fire Marshalls (Site Team)
- Signing in/out books and registers will be collected and taken to the assembly point for a Roll Call
- Based on information received from the Fire Marshalls, SLT member will contact Fire Rescue Service or will reset the fire alarm

9.4 Signs

		Prohibition signs These signs prohibit actions detrimental to safety	Black graphical symbol on a white circle within a circular red band and behind a red crossbar.	
		Mandatory sign Signs that require actions or activities that will contribute towards safety	White graphical symbol on a blue circle. <i>Because the "Fire Door keep shut" sign doesn't have a pictogram it is not in accordance with EC directive</i>	
		Warning signs These signs give warning of potential risks	Black graphical symbol on a yellow triangle that has a strong black border.	
			Safe Condition Signs These signs indicate exit routes in the event of a fire or emergency	These signs indicate exit routes in the event of a fire or emergency
		Fire Equipment Signs These signs are used to indicate the location of fire equipment	White graphical symbol on a red square.	
		Supplementary Information Signs	Determined by the appropriate sign.	

9.5 Personal Emergency Evacuation Plan (PEEP)

- Each person who requires additional support due to having a disability or reduced mobility or special needs must have a PEEP.
- This should be agreed between the member of staff and their line manager, or between the student and Teacher. Advice in drawing up the PEEP and agreeing evacuation protocols is available from the H&S Officer.
- People with mobility difficulties and other disabilities that may prevent them from a speedy and safe evacuation must always be located on ground floor.

9.6 **Fire/Lockdown notices** are located in each classroom for Teachers and students to follow in case of emergency.

FIRE EVACUATION

If you discover a fire:

- Break the glass and sound the alarm at the nearest alarm point
- If possible ensure the emergency services are called
- Only deal with the fire if it is a minor one **and** you are competent and trained to deal with it – **YOU MUST NOT TAKE ANY RISKS**
- Follow the steps below

On hearing the alarm:

- Vacate the room walking quickly and in silence, with the last person closing the door and go directly to the Muster Point, taking students or any visitors in your care with you
- Do not stop, or allow the students to stop, to collect any belongings
- Make sure your evacuation route takes you away from any risk
- Report your arrival to the Fire Controller

The Muster Point for the Main School is the Tennis Courts. Do not return to the building until you are instructed it is safe to do so.

LOCK DOWN






On hearing the Lock Down signal (5 intermittent rings)

- Lock your door or if not lockable move your class to the nearest lockable room
- Close all the windows, shut the curtains or lower the blinds
- Seat students away from windows or out of sight in silence
- Set your mobile to silent, no student should use their mobile phone unless explicitly instructed
- If safe to do so email: lockdown@uhs.w.com to confirm the number of students in your class and of any additional students and staff in your classroom. Check your account for updates
- The usual End of Lesson bell will mark the end of the lockdown and this will also be confirmed by email

In case of an entire evacuation of the site, the external muster points are WIMBLEDON COMMON and MORLEY PARK



9.7 Firefighting equipment

Water	Foam	Dry Powder	Carbon Dioxide (CO ₂)	Fire Blanket
Safe for wood, paper, textiles.	Safe for flammable fuels, liquids, fats.	Safe for flammable liquids, wood, paper, electrical.	Safe for flammable liquids and all electrical fires.	Safe for flammable liquids, clothing.
				
Unsafe on electrical equipment. All red coloured extinguishers. Water serves to cool the fire.	Unsafe on electrical equipment. Cream-coloured label. These extinguishers are good for smothering the flames.	Blue label. Good multi-purpose extinguisher. However, these are extremely messy!	Black label. Puts out fires by removing the oxygen. When using do not hold the plastic trumpet.	Use to smother the fire. Good for liquid fires such as chip fan fires etc. If clothing on fire, get victim down on the ground and wrap them up in it.

10. **Records**

The H&S Officer will record its staff training including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The School will keep the following records:

- 10.1 Records of weekly tests of fire alarms, fire exits.
- 10.2 Record of annual inspection and test of all firefighting equipment.
- 10.3 Records of periodic tests of emergency lighting.
- 10.4 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- 10.5 Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety.

This Policy will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.