



CHURCHER'S COLLEGE

CHURCHER'S COLLEGE SENIOR SCHOOL AND JUNIOR SCHOOL & NURSERY

POLICY ON FIRE SAFETY

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the schools in ensuring that staff, pupils and visitors do not add to the fire risk, and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Churcher's College Senior School and Junior School & Nursery are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Estates Manager, Darren Gooding is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the Health & Safety and Welfare Committee and the Governors.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the schools (including visitors and contractors) are given clear written or verbal instructions on where they should go in the event of a fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contracts and visitors, are shown the following notice:

1. If you discover a fire, operate the nearest fire alarm call point. Fire extinguishers should only be used by competent staff, and without taking personal risks, ensuring you have a clear exit at all times.
2. Leave the building via the nearest available exit. Make sure all doors are closed behind you. Do not run, and exit in silence. Follow the instructions of the Fire Marshall or responsible person.

3. Go to the Fire Assembly Point on the Headmaster's Lawn/Playing Fields and line up in your designated areas.
 - Do not collect personal belongings
 - Do not return to the building until instructed
 - Do not use any lifts

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF & PUPILS

All new staff and all new pupils are given a briefing on the school's emergency evacuation procedures on their first few days at the school. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of all pupils, staff and visitors is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of his or her own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE AND RESCUE SERVICE

The Fire and Rescue Service is automatically summoned by the fire alarm system via a monitoring service upon activation of a fire alarm outside of normal school hours. In normal school hours the Estates Manager or the Site Manager or their substitute will assess the cause and location of the activation and call the Fire and Rescue Service and any other Emergency Services when required. The fire alarm panels show the location of all the alarm call points and sensors on the networked alarm system in the school buildings. At the Senior School there are two master panels: one is located on the corridor wall opposite Reception, and the second one is located in the Estates Manager's office. At the Junior School the master panel is located in the Reception lobby.

VISITORS AND CONTRACTORS

All visitors and contractors are required to report to Reception, where they are issued with a visitor's badge which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the location of the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one-to-one induction on fire safety for disabled pupils and their carers, and for disabled members of staff. A PEEP (Personal Emergency Evacuation Plan) is put in place for each student or member of staff with mobility impairment as and when needed.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence, in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Fire Safety Manager or the Deputy Head. It is the responsibility of the School Fire Safety Manager or Site Manager to ensure that this information is passed to the Fire & Emergency Service as soon as they arrive.

On no account should anyone return to a burning building

RESPONSIBILITIES OF FIRE MARSHALLS

We have a number of trained Fire Marshalls covering the buildings at Churcher's College in the event of alarm activation. Fire Marshalls are generally members of the non-teaching staff, such as Technicians, Maintenance and Administrative staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the Teaching Staff may also opt to be trained as Fire Marshalls. All Fire Marshalls are 'competent persons' who have been trained to provide 'safety assistance' in the event of a fire. Fire Marshalls receive regular refresher training.

FIRE PRACTICES

We hold one fire practice every term at both the Senior School and the Junior School & Nursery. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshalls in every building helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- At the Senior School, master panels for the alarm system are located in the corridor opposite Reception and in the Estates Manager's office, and show the location of detector activation.
- At the Junior School & Nursery, the master panel for the alarm system is located in the Reception lobby, and shows the location of detector activation.
- Alarms sound in all parts of buildings.
- Fire routes and exits are kept clear at all times.
- Fire alarms and call points are tested every holiday, with monthly checks of fire doors, automatic door closures and emergency lights (and recording all tests and defects). This is the responsibility of the

Estates Manager/Maintenance Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:

- Six monthly professional checks on fire detection, warning equipment and emergency lights;
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept by the Estates Manager.
- At the Senior School, plans of all buildings and a list of emergency contact numbers for key staff are kept in the Fire Box located externally to the left of Reception, on the wall next to the lunch queue area.
- At the Junior School & Nursery, plans of all buildings and a list of emergency contact numbers for key staff are kept in the Fire Box located externally to Reception.

Electrical Safety

- Both schools have current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. A member of the Maintenance Team has been trained in this role.
- Records of all tests are kept by the Estates Manager.
- Teaching staff check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are switched off by the teaching staff at the end of the school day.

Gas/Oil Safety

- All fixed gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Estates Manager.
- Landlord's gas safety certificates are held for all school staff accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance is locked in purpose-made, flameproof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compounds.
- Combustible materials used in teaching, catering, maintenance and grounds are stored in flame proof cupboards.

PART 3: FIRE RISK ASSESSMENT

The school's Fire Risk Assessments for the Senior School and the Junior School & Nursery, meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, they identify:

- The hazard.
- The people at risk.
- The measures to evaluate, remove, reduce and protect from the risk.
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

The Fire Risk Assessments are redone every three years and are reviewed every year or more frequently if significant changes are made to the interior of buildings, or if new buildings are added.

Copies of this Fire Safety Policy and the Fire Evacuation Procedures are available to all staff on the Policies section of the school's Shared Drive (S Drive).

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