



## **Fire Safety Policy**

This policy is in line with the strategy of the school. Our purpose at Langley is to enable every young person to flourish and positively contribute with confidence. This is achieved by ensuring that the school is a **community** of **opportunity** and **excellence**. We celebrate achievement and encourage all pupils to take ownership, contribute, expect high standards and make good things happen for themselves and everyone around them. Policies give the framework and procedural guidance to allow this to happen.

### **Introduction**

Langley School recognises its responsibility to comply with duties defined under the Regulatory Reform (Fire Safety) Order, to ensure that risks from fire are identified and that arrangements are in place to control those risks. Langley School has procedures in place for:

- Carrying out fire risk assessment.
- Preventing fires.
- Fire emergency evacuation plan (FEEP).
- Personal emergency evacuation plan (PEEP), as appropriate.
- Maintaining and checking all fire detection, alarm and firefighting systems.
- Training and instruction of staff, pupils and visitors.
- Adequate signage and notices throughout the school site.

### **Responsibilities**

The Board of Governors, alongside the Headmaster, have overall collective responsibility for fire safety within the school. Particular responsibilities have been assigned as follow.

### **Management of Fire Safety**

The Director of Compliance and Operations and appointed Fire Officers will assist the Governing Body and Headmaster to.

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times, and have adequate emergency lighting.
- Provide and maintain in working order all firefighting appliances and devices including,
  - Fire detection and alarm systems.
  - Emergency lighting.
  - Fire-fighting equipment

- Notices and signage relating to fire procedures.
- Means of escape, considering the needs of any disabled users.
- Carry out fire risk assessment at each of the school's sites to ensure that the schools' facilities are compliant and reduce the risk of fire incidences.
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation drills.
- Ensure all staff, students, contractors, and visitors are made aware of and comply with the schools' fire procedures.
- Identify any special risks e.g., the safe storage of hazardous substances and put in place appropriate procedures to minimise risks.
- Liaise with the fire and rescue service, the school's insurers, and third-party advisers, as appropriate, to ensure that best practice fire prevention and procedures are in place.
- Monitor and review the Fire Safety Policy on a regular basis to ensure that any new risk, change in circumstances or alteration to regulations is addressed.

### **Inspection and Maintenance**

The Head of Facilities/Compliance Assistant will assist the Director of Compliance and Operations and Director of Estates regarding maintaining inspections and records within the school's fire log and ensuring rectification of any identified faults. As appropriate, fire safety service providers may be appointed for specific inspection and maintenance tasks.

### **Fire Officers**

A Fire Officer has been appointed at each school to act as coordinator in the event of fire evacuation. They will be point of contact during roll call and act as site liaison for the emergency services, as required. If they are off site, they will ensure a deputy fire officer is assigned in their place.

Please note: During boarding hours (applicable to senior school only), the most senior member of the Boarding Staff on duty will assume this coordinating role as 'Fire Safety Supervisor' in the event of an emergency evacuation.

### **Fire Leads**

In the event of an emergency evacuation Head of Departments/register holders will ensure roll call information is passed to the Fire Officer in a clear and precise manner. Designated staff may also be appointed to act as a 'buddy' to a student or staff member who has a **Personal Emergency Evacuation Plan (PEEP)** in place.

### **Fire Marshalls**

As appropriate to the school's fire marshal needs analysis, fire marshals may be recruited on a voluntary basis from within the staff body to be trained in the use of firefighting equipment and to provide 'safety

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

assistance' during a fire evacuation. Duties will be assigned in accordance with training completed and needs analysis.

## **Tutors**

Class tutors are responsible for ensuring students are aware of what is expected of them during a fire evacuation. This should be recapped regularly to incorporate, change of students/point of evacuation. In the event of an emergency evacuation teaching staff will act as chaperones, guiding student to their designated muster point, in a calm, quiet manner ensuring they do not stop for belongings and will form part of the registration process, as assigned.

## **All staff**

All staff are required to fully engage with fire safety training/information ensuring they are familiar with the schools **Fire Emergency Evacuation Procedures (FEPP)** and relevant evacuation guides and their responsibilities within these. All staff should regularly familiarise themselves of their nearest emergency evacuation routes and fire call points within their areas of work and practice fire safety vigilance, ensuring good housekeeping both to reduce excess fire load and to ensure fire routes are not restricted and exit doors are not blocked or propped open.

## **Fire Risk Assessment**

The school has carried out a comprehensive **Fire Risk Assessment** for each of its sites. The fire risk assessment is held by the Director of Compliance and Operations and identifies who will be at risk if there is a fire, fire hazards, control measures in place and any further measures required.

Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or the usage.

## **Fire Prevention**

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place, oxygen, flammable materials, and a source of ignition must all be present. The process of prevention is aimed at preventing one or more of these elements being together. Fire preventative measures are being implemented by Langley School to ensure,

- Compliance with relevant regulations on the storage, transportation, handling, and disposal of flammable materials (including hazardous substances etc.)

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

- Regular inspection of all the areas where there are potential sources of ignition and ensure that no inflammable materials are stored close by.
- Regular consultation and training for staff regarding fire safety and fire evacuation procedures.
- Include fire prevention and evacuation procedures during the induction process with all new starters and within inset as appropriate.
- That waste disposal bins/skips are kept away from any sources of ignition.
- Safe use and storage of chemical agents and highly flammable substances according to the Control of Substances Hazardous to Health (COSHH) Regulations.
- Only NICEIC qualified Electrical Engineers are used to test and maintain its electrical installations to meet current regulations.
- Current Electrical Testing Certificates are in place for all its buildings.
- Regular maintenance of electrical equipment to include annual portable appliance testing (PAT).
- All contractors working within the school sites are aware of and comply with the school's fire safety procedures and that works are monitored and permits are issued for 'hot works' processes.
- All lightning protection conforms to regulatory standards and is tested annually by a competent contractor.
- All gas appliances are regularly maintained and inspected by an Optec or Gas Safe Registered Engineer as applicable.
- Local Exhaust Ventilation (LEV) inspections are carried out at 14-month intervals by a competent contractor.
- Provisions are in place to comply with the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) as applicable.

### **Emergency Procedures**

Langley School has a **Fire Emergency Evacuation Plan (FEEP)** at each school site detailing action to be taken in the event of a fire, to include;

- Action to be taken when suspecting or discovering a fire.
- Means of raising a fire alarm.
- Evacuation procedures.
- Details of means of escape
- Muster/assembly points.
- Roll call procedures.

Summary notices will be displayed in each building of the school detailing the action to take in the event of a fire and advising the muster/assembly point to evacuate to in the event of a fire evacuation.

Means of escape will be clearly signed with pictograms.

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

A **Personal Emergency Evacuation Plan (PEEP)** will be in place for each member of staff or student requiring special arrangements or assistance during an emergency evacuation and a 'buddy' will be assigned from the staff body to accompany, assist, and report to the Fire Officer in an evacuation situation.

Fire drills will be held every term at each school site and within senior school boarding areas to include night-time drills.

Written records of fire/evacuation drills will be maintained within the fire log, kept by the Director of Compliance and Operations.

### **Fire Safety Training**

#### **Staff**

All staff will be informed in relation to,

- Action to take if they discover a fire, including how to activate the fire alarm.
- Action upon hearing the alarm, including location and use of exits and escape routes.

Staff with assigned fire safety duties will receive,

- Regular consultation/training in line with their responsibilities.

#### **Pupils**

Pupils will be made aware of what is expected of them during a fire evacuation and this will be practiced each term to ensure familiarity.

#### **Fire Marshalls**

- Assigned fire marshals will receive fire safety awareness/fire marshal role training.

#### **Visitors and Contractors**

- On arrival at the school, visitors and contractors will receive a briefing to ensure that they are aware of the policy procedures and muster/assembly point in the event of an emergency evacuation.
- For events and large numbers of attendees, such as open days, concerts and speech days, announcements will be made at the beginning of the event regarding evacuation arrangements.
- All contractors carrying out works within the school sites will be subject to approval via the schools **Contractor Approval Procedures** and daily monitoring to include issue of works permit for any 'hot works' undertaken.

#### **Disabled Staff, Pupils or Visitors**

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

- One to one consultation and induction will be arranged with regards to fire safety for disabled staff and pupils (and their parents/carers as appropriate) incorporated alongside their Personal Evacuation Plan (PEEP).

## **Fire Log Records**

All records of training, evacuations, maintenance reports and inspections are kept within the Fire Log. Inspection logs will include,

### **Fire Detection**

- Each of the School premises has adequate means of fire detection in place.
- The detection equipment is maintained and regularly checked by a competent person and checked 6 monthly by a competent contractor as part of the alarm panel checks.

### **Escape Route/Fire Doors**

- All escape routes must be kept free from obstruction and safe from smoke and fire.
- All fire resisting doors must be kept closed (fitted with automatic closures or held by door guards which are linked to the fire alarm).
- Escape routes are inspected weekly. If an obstruction is noticed it should be removed immediately and steps will be taken to prevent a recurrence. This may involve additional staff training, or the redesign or reconsiderations of a process or working area.
- All final exit doors designed as 'Fire Exits' open outwards and with one single action.

### **Fire Alarm Systems**

- Each of the School premises has an adequate means of raising the alarm in the event of fire by means of call point activation.
- The fire alarm system in each location is visually checked daily for faults and tested weekly with the date and time made known to all personnel on site. Each alarm system test will be activated from a different call point each week.
- Bed head testing is completed annually for all boarding areas.
- All fire alarm systems are serviced six monthly by a competent contractor.

### **Fire Fighting Equipment**

- Fire extinguishers and fire blankets are serviced, and requirements reassessed on an annual basis by a competent contractor, the service date is recorded on each unit.
- Visual checks of equipment are carried out monthly by the Compliance Team.
- Kitchen ducting and fire suppressant systems (as applicable) are cleaned/serviced six monthly and a certificate issued by a competent contractor.

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

### **Emergency Lighting**

- Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g., stairs, passageways and emergency exits.
- Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure.
- Emergency lighting is services six monthly by a competent contractor.

### **Fault Reporting**

All identified faults are recorded via Parago Helpdesk, identified as priority, tracked and followed up within the Estates and Compliance meetings.

### **Related Documents (Langley School)**

- Langley School Health and Safety Policy
- Langley School Fire Risk Assessment
- Fire Emergency Evacuation Procedures
- Contractor Approval Procedures

### **Further Information**

- Handbook for the Inspection of Independent Schools
- Regulatory Reform (Fire Safety Order)
- H M Government - Fire Safety Risk Assessment for Educational Premises

**Policy author:** Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024