

THE ARTS EDUCATIONAL SCHOOLS, LONDON DAY SCHOOL AND SIXTH FORM

FIRE RISK MANAGEMENT POLICY

STATEMENT OF INTENT

The Arts Educational Schools, London, will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire while on the premises. (Regulatory Reform Order 2005)

This policy is relevant to the Day School and Sixth Form; however, it was created in accordance with the institutional Health and Safety Policy and approved by the Health and Safety Committee.

Objectives of the policy

The objectives of this policy are:

- To ensure that staff, pupils, contractors and visitors to the premises are safeguarded from injury or death in the event of fire;
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and spreading;
- To reduce the potential for fire to disrupt the school's activities, damage premises or harm the environment; and
- To ensure the school complies with relevant fire legislation and standards.

Responsibilities

The Principal is ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They may share this responsibility with relevant senior managers.

The Head of Facilities Management is responsible for ensuring that:

- Up-to-date fire risk assessments are in place for school buildings;
- The installation and maintenance of fire detection and warning systems, fire-fighting equipment, emergency signage and lighting are carried out;
- Adequate means of escape from buildings, ensuring means of access for the emergency services, is provided at the school in the event of fire;
- New building works or modifications to existing buildings meet the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work, and the proposed building or modification work meets those requirements;
- Contractors minimise the risks of fire and explosions caused by their work on the premises by following safe working procedures and any particular precautions/procedures required by the school's staff due to the nature or location of the work being undertaken;

- In the event of an evacuation, they act as a Fire Evacuation Controller and are responsible for establishing control, communication protocols, gathering information and liaising with emergency services;
- Fire protection and fire response arrangements are in place on the premises, and fire evacuation drills are carried out periodically;
- Any remedial actions identified in the annual review of the fire risk assessment are assigned to the appropriate staff to implement;
- The status and progress of any outstanding actions are monitored and the fire risk assessment is periodically updated to reflect any status changes;
- Weekly fire alarm testing is carried out – this will usually be done at 08.15am on a Tuesday. If the test is not carried out on a Tuesday for any reason, it will be carried out on the next available working day; and
- Evacuation procedures are clearly signposted in all rooms (see **Appendix 1**).

The Headteacher is responsible for:

- Ensuring that fire issues are included in workplace inspections and risk assessments are carried out in their areas (see **Appendix 2**);
- Making their staff and pupils aware of fire hazards and local emergency procedures;
- Providing fire safety information and training to staff/pupils;
- Delegating sufficient staff to carry out Fire Warden functions; and
- Consulting with Facilities Management on major changes to the use of a space or work that may compromise a building's fire integrity.

Fire Wardens are responsible for:

- On hearing the fire alarm, ensuring that all pupils, staff and visitors in their designated or immediate area are directed to leave the building via the nearest escape route;
- Taking care that, in the execution of their duties, they do not put themselves or others at risk;
- Following instructions and reporting any faults or shortcomings in fire safety arrangements to the Fire Evacuation Controller/Facilities Coordinator or Fire Brigade Official;
- Ensuring they are easily recognisable during an evacuation by wearing a fluorescent garment;
- Checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched, to the Head of Facilities/Facilities Coordinator/delegated authority or Fire Brigade Official waiting at their designated assembly points;
- Checking if the refuge point located in their area is being used and, if so, informing the Fire Marshall if a person needs assistance in evacuating the building;
- Attending any training provided by the school in relation to their function as Fire Warden;
- Ensuring no one re-enters the premises; and
- Where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety meetings.

The school's administrators are responsible for:

- Informing Facilities Management of a permanent or temporary disability affecting any member of staff, pupil or visitor that may affect their ability to evacuate a building in the event of an emergency;
- Printing out whole-school registers by 09.00am every morning
- Compiling Personal Emergency Evacuation Plans (PEEPs) for pupils or staff with permanent/temporary disabilities, after consultation with Facilities Management; and
- In the event of a fire alarm, taking all registers to the fire evacuation point.

Teachers/all other staff are responsible for ensuring that they:

- On hearing the fire alarm, follow standard evacuation procedures and leave the building immediately via the nearest emergency exit;
- Take note and act upon instructions given by the Fire Wardens who may be assisting in the evacuation of the building;
- Proceed to the designated assembly points, making sure they report any issues to a Fire Warden on arrival at the assembly area;
- If they are a tutor, complete their form register by 09.00am every morning; and
- Report any pupils with permanent/temporary disabilities in their form to the School Administrator.

Pupils are responsible for ensuring that:

- They take care not to put themselves or others at risk; and
- They follow instructions and report any shortcomings in fire safety arrangements.

The **Front of House Manager** is responsible for ensuring that:

- All ushers are trained appropriately in fire evacuation procedures; and
- All audience members are escorted out of the theatres in an orderly manner and directed to the fire assembly point should there be a fire alarm.

Everyone has a duty:

- Not to damage or deliberately misuse any equipment provided for fire safety.

Arrangements

Fire risk assessment of buildings

- Facilities Management arranges for a review of the fire risk assessment to be carried out annually and updated as necessary.
- The fire risk assessment may be reviewed independently from time to time by our contracted Health and Safety Consultants.
- Termly risk assessments are conducted by the Deputy Headteacher and fed back to the Day School and Sixth Form (DSSF) Trustees (see minutes from meetings and **Appendix 2**).
- An annual Health and Safety review is conducted with the DSSF Chair of Trustees and the Deputy Head. The review is fed back to the entire board in the Autumn Term (see the annual review).

Polish Centre

- Staff and pupils who use the Polish Centre will be given induction training on the action to be taken in the event of a fire by the Manager at the Polish Centre. A fire drill will be conducted to ensure that all staff and pupils know how to evacuate the building.

Fire evacuation during rehearsals or performances in Andrew Lloyd Webber Foundation Theatre (ALWFT) and Studio Theatre

- All staff will receive training regarding the appropriate evacuation procedures from the ALWFT and Studio Theatre.
- During every show there will be staff supervising the pupils backstage, and it is their responsibility to direct pupils to evacuate and leave the building immediately via their nearest emergency exit.
- In addition, supervising staff should take note of and act upon instructions given by the Fire Wardens who may be assisting in the evacuation of the building.
- Proceed to the designated assembly points, making sure they report any issues to a Fire Warden on arrival at the assembly area.
- All pupils are briefed regarding the fire evacuation routes during performances.

Fire detection and alarm installations and fire-fighting equipment

- Arrangements for the maintenance, inspection, examination and testing of fire detection equipment, alarm installations and fire-fighting equipment are made by external specialists and are arranged as required by the Facilities Department.
- Visual checks on fire-fighting equipment are carried out during building audits conducted by internal maintenance staff.

Risk assessment of activities

- Every department must include fire issues in risk assessments of their activities, including research and pupil projects, open days, and any other activities

arranged or hosted by them on or off the premises. Control measures must be implemented to minimise any risks from fire or explosion.

- Risk assessments must be copied to the Head of Facilities, and must be reviewed annually and updated as necessary following any change in activity, process or location.
- The Science Department has additional fire risk assessments pertaining to chemical burns, bunsen burners, etc.

Training and instruction

- New staff and pupil induction training for action in the event of a fire should be arranged by the Headteacher.
- Task training specific to work or study activities, including relevant fire issues and precautions, should be given by line managers and appropriate academic staff.
- Fire Warden training is arranged by the HR Manager in consultation with the Head of Facilities.
- In general, only Fire Wardens will be trained in the use of fire extinguishers. Individual schools or departments may have additional trained personnel where a risk assessment has shown the need.
- Appropriate information on fire hazards, precautions and emergency arrangements can be provided by Facilities Management to contractors, visitors and relevant organisations where they are using shared/common areas of the school premises.
- Information on fire evacuation procedures should be communicated to pupils regularly via year tutors, or heads of department.
- All ushers should be appropriately trained by the Front of House Manager.
- Written instructions for dealing with emergencies are available from Facilities Management.
- Fire escape route and fire exit signage/fire action notices are displayed at appropriate locations throughout the building.

Monitoring by inspections

- The Day School and Sixth Form carry out workplace inspections three times a year; these inspections include fire issues.
- Facilities Management maintenance staff carry out monthly general inspections via the building audit process.
- Remedial actions identified during individual school/department inspections should be discussed with Facilities Management.

Monitoring by fire evacuation drills

- Facilities Management schedule fire evacuation drills for the premises at least twice a year. These will be carried out at different times of the day/week to incorporate alternative groups of staff/pupils/visitors.
- Fire drill reports and recommendations are written by the Head of Facilities, and are discussed at Health and Safety Committee meetings; the minutes of these meetings are sent to the attendees of the Health and Safety Committee and brought to the attention of the Principal.

Emergency evacuation

- Emergency evacuation procedures are in place, with fire action notices displayed in all classrooms/studios.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated assembly point and remain there until the 'all clear' to return to the building is given by the Fire Evacuation Controller or their deputy.
- Staff and pupils with disabilities that may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their PEEP.

Reporting fire incidents

- Fire incidents should be reported to the Facilities Management Office via email.
- Fire alarm activation logs for the premises are kept electronically by Facilities Management.
- All activations and fire incidents on the premises are initially investigated by Facilities Management.
- An annual summary of fire incidents (if any) would be discussed at the last Health and Safety Committee meeting of the year.

Fire risk review

- The Deputy Headteacher will conduct a termly fire risk review and feed this back to the Secondary School Subcommittee and the Health and Safety Subcommittee (see **Appendix 2**).

Review of Fire Risk Management Policy

Policy written:	September 2013
Policy written by:	Frank Daniel/Claire Parker-Wood
Date policy reviewed by Trustee:	January 2017
Next review date:	January 2018

Circulated to the Principal, Governing body, and teaching staff. This policy will be made available to parents and pupils on the website and on request.

APPENDIX 1

FIRE EVACUATION PROCEDURES DAY SCHOOL AND SIXTH FORM

ON HEARING THE FIRE ALARM

1. PUPILS ARE TO BE INSTRUCTED BY TEACHERS TO LEAVE THE BUILDING IN SINGLE FILE, IN A CALM AND ORDERLY MANNER.
2. PUPILS SHOULD NOT BE PERMITTED TO STOP TO COLLECT PERSONAL BELONGINGS IF IT WOULD DELAY A SWIFT EXIT FROM THE BUILDING.
3. THE PERSON IN CHARGE OF EACH CLASS MUST INDICATE THE EXIT ROUTE TO BE USED, WHICH IS TO BE INDICATED BY SIGNAGE FOUND ALL AROUND THE BUILDING. EVERYONE MUST BE DIRECTED TO THE PREDETERMINED ASSEMBLY POINT (FOR THE PUPILS' SCHOOL, THIS IS THE GRASS VERGE OUTSIDE ST MICHAEL & ALL SAINTS CHURCH).
4. SPECIFIC ARRANGEMENTS (PEEPs) MUST BE MADE FOR ANY PUPIL WITH PHYSICAL OR MENTAL DISABILITIES TO ENSURE THEY ARE ASSISTED DURING THE EVACUATION.
5. ON STAIRCASES, EVERYONE MUST DESCEND IN SINGLE FILE; OVERTAKING MUST NOT BE PERMITTED.
6. ANYONE WHO IS NOT IN CLASS WHEN THE FIRE ALARM SOUNDS MUST GO DIRECTLY TO THE FRONT CAR PARK AND MAKE THEMSELVES KNOWN TO A TEACHER WHO WILL TAKE THEM TO THE ASSEMBLY POINT.
7. ON ARRIVAL AT THE DESIGNATED ASSEMBLY POINT, ONE PERSON SHOULD BE NOMINATED TO HAVE OVERALL RESPONSIBILITY FOR ENSURING A ROLL CALL IS CONDUCTED AND NOTIFYING THE FIRE EVACUATION COORDINATOR OF ANY MISSING PUPILS OR STAFF.

NOBODY MUST BE ALLOWED TO RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE FIRE EVACUATION COORDINATOR OR FIRE OFFICER.

APPENDIX 2

2. FIRE		Y	N	N/A
2.1	Has the Fire Risk Management Policy been reviewed within the last 12 months?			
2.2	Evacuation notices posted in each classroom?			
2.3	Fire drills conducted termly and recorded?			
2.4	Fire alarm tested weekly and recorded?			
2.5	All new staff trained regarding fire evacuation procedures?			
2.6	Emergency exits/routes clearly signed and unobstructed?			
2.7	PEEPs arranged for all staff/pupils with temporary/permanent disabilities?			