WINDERMERE SCHOOL
FOUNDED 1863

12b: Fire Safety Management Policy and Emergency Evacuation Plan. Staff Handbook Section I 2.

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Policy Statement

Overview

Fires are one of the principal causes of death and injury in the workplace and domestic environments. Each year approximately 2,000 schools and colleges must call the fire brigade to fight a fire, 60% of which are started deliberately (16 a week). The likelihood of any individual school or college having to call the fire brigade is about 1 in 15. Statistics show that about a third of all fires take place during the normal working day. Many fires are the result of negligence – which means that they can be avoided through good management practices and vigilance.

Compliance

The safety of children/young people, staff, volunteers and visitors/contractors is of paramount importance to Windermere School and will be given appropriate attention by management to reflect this. It is our aim that the work environment is as safe from fire as can be reasonably achieved and, if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

We recognise & accept our statutory responsibilities as an employer, occupier and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe. We also recognise and accept our duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

We are committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, we recognise that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

We will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

1. Establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
2. Managing and maintaining its premises so as to adequately control the risk from fire;
3. Maintaining adequate fire precautions, with reference to:

    - Means of detection and giving warning of fire;
    - Provision of means of escape;
    - Means of fighting fire, and;
    - Training of staff.

4. Providing safe systems of work, based on risk assessment, to minimise the risk of fire;
5. Providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
6. Making adequate provision for the control of fire in work processes, including the control of hot working;
7. Keeping suitable and sufficient records;
8. Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
9. Making adequate resources available to meet the requirements of this policy.

Responsibilities.

Responsible Person

1. The 'Responsible Person' for Fire Safety will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. The Responsible Person, Director of Operations "Andrew Smith" will be responsible for implementing this Fire Safety Management Policy.
2. The Responsible Person will ensure that a Fire Risk Assessment is completed following the guidance provided in the appropriate *Fire Risk Assessment guidance document produced by HM Government.*
3. The Fire Risk Assessment will be reviewed annually or sooner if there are significant changes to the premises that could impact upon fire safety and the means of escape.
4. An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person. Reasonable target dates will be set for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.
5. A copy of the Fire Risk Assessment will be held on site in the Operations Mangers office and Electronically in the Staff Handbook.
6. The Responsible Person will:

- Manage (including fire safety arrangements) the premise(s) for which they have responsibility;
- Seek assistance of a competent Fire Safety Adviser when necessary;
- Implement the guidance contained within the appropriate *Fire Safety Risk Assessment Guidance* produced by HM Government;
- Develop and maintain the premises Fire Safety Logbook which will contain:
- Details of the fire warning and detection and record of testing and maintenance;
- Details of the kitchen fire suppression Systems and record of testing and maintenance;
- Records of routine fire safety monitoring checks;
- Records of fire drills and staff training;
- Records of false alarms;
- Records of testing and maintenance of fire-fighting equipment/systems;
- Records of testing and maintenance of emergency escape lighting.

- Develop a fire emergency action plan specific to their premises, test the effectiveness of that plan and ensure that staff and pupils are made aware of its contents;
- Make sure that both stages of the Fire Risk Assessment process have been carried out and that:

- The significant findings are recorded appropriately;
- An action plan is produced, as required, to improve control measures.

- Be accountable for the implementation of this Policy, and arrangements made under it;
- Make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control;
- Provide employees and non-employees with the necessary information to ensure their safety from fire;
- Make sure that there is communication and participation at all levels in fire safety matters;
- Ensure that a fire safety audit is carried out regularly, with results being acted upon appropriately;
- Monitor work activities which may involve fire hazards, so that appropriate safety standards are maintained;
- Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises;
- Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate; and
- Receive reports of fire incidents and near misses and take any necessary remedial actions.

Some of the duties of the Responsible Person may be delegated to others in the school; however, the legal responsibilities **cannot** be delegated.

Fire Safety Manager(s)

The Fire Safety Manager is in overall control during the evacuation process. The role of Fire Safety Manager rests with the **Head, Duty SLT / Operations Manager** / **Head of House**.

Out of normal school working hours, Heads of Houses will be responsible for the evacuation of their houses. For the purposes of these instructions, “normal working hours” are term-time weekdays between 0800 and 2200, but also cover Saturday and Sunday daytime activities when staff and pupils, including some day pupils, are likely to be dispersed throughout the School, rather than in residential accommodation.

The Fire Safety Manager’s duties in a fire situation include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the Fire and Rescue Service/emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

Informing the Emergency Services

Duty SLT / Operations Manager / **Head of House** in their absence is responsible for telephoning the Fire and Rescue Service on hearing the fire alarm, even if the building has an automatic fire alarm connected to the Fire and Rescue Service.

Fire Wardens / Class teachers / Boarding Staff / Estates

Fire wardens are valuable in any premises and vital in large ones. Fire wardens should always be given responsibility for a specific area, i.e. a floor or a class, and will have the following general duties:

- On hearing the fire alarm, they should check that the floor or section of the premises allocated to them has been fully evacuated by all persons (staff and visitors), making sure toilets, rest rooms, etc. are checked if safe to do so – undertaking sweeps.
- Assisting with the evacuation of children/young people and any other persons who need assistance to evacuate the building.
- Carrying out 'first aid' fire-fighting, as appropriate, if trained to do so but without putting themselves at personal risk – using fire-fighting equipment.
- Proceeding to the 'Assembly Point', closing fire doors/windows on route.
- Ensure that the person in charge of the evacuation is aware that their area has been checked and providing 'all clear reports' or otherwise.
- Assisting with the care and control of all persons evacuated from the premises.
- Not allowing anyone to re-enter the building until informed that it is safe to do so by the Fire and Rescue Service.

Evacuation Assistants

Where it has been identified from the Fire Risk Assessment that some people using a building may need additional support during an evacuation, specific arrangements will be developed to ensure they have safe egress from the building. Arrangements for safe egress to evacuate a building must be matched with the arrangements for building accessibility. **The evacuation plan will not rely upon the intervention of the Fire and Rescue Service to make it work.**

There are two areas of emergency evacuation which must be considered for people with disabilities or who require additional support:

- A personal emergency evacuation plan (PEEP) for pupils/young people, staff and regular visitors. Examples include someone with their leg in plaster, a wheelchair user, a person with a visual or hearing impairment etc.
- A general emergency evacuation plan (GEEP) for visitors or casual users of the building who may be present infrequently or on only one occasion. The groups of people who should be considered include staff from other offices/schools, contractors, visitors and customers.

However, it will not be assumed that all people with disabilities will require support to evacuate a building, or that a particular method will be suitable for everyone. If a PEEP is required, it will be developed with the person it is designed to help.

A suitable number of appropriate persons (staff) have been nominated and trained to ensure that persons with additional or special needs are safely evacuated (Evacuation Assistants). Evacuation assistants will be appointed should there be any children in school who require assistance to evacuate.

Evacuation Assistants must:

- Undertake the training necessary for them to perform their role.
- Work with fire teams and other evacuation assistants to refresh training and practice skills on a regular basis.
- Work with persons requiring support to develop a suitable PEEP.
- Assist persons to evacuate the building following the directions of the documented PEEP or GEEP.
- Provide feedback to the Head teacher/Bursar following evacuation drills.

All Employees

Employees will:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
2. Cooperate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with;
3. Not intentionally or recklessly interfere with or misuse anything provided in the interest of fire safety e.g. fire-fighting equipment, signage etc.
4. Have a particular duty to other persons (children/young people, staff, volunteers, visitors, contractors, other users of the premises) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security;
5. Draw the attention of the Responsible Person or their Deputy without delay, to any work situation which might present a serious and imminent danger to themselves or others;
6. Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premises;
7. Conform to all instructions, whether verbal or written, given to ensure personal safety and the safety of others;
8. Report all incidents and near misses which result in the potential outbreak of fire;
9. Assist fully in the reporting and investigation of any accident/near miss in connection with the potential outbreak of fire;
10. Attend as requested, all training courses/briefings covering fire safety;
11. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to the Responsible Person or their Deputy;
12. Wear/use protective clothing and equipment as specified;
13. Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Fire Risk Prevention Policy

Smoking Regulations

The school operates a non-smoking policy across the estate. This includes all areas of school land and school vehicles. Staff are also not permitted to smoke when in the presence of students or on School business at an external site when smoking may be permitted for members of the public.

No-smoking signs are displayed at the principal entrances to school buildings, and the policy is displayed on the visitors' and contractors' signing-in registers.

Flammable liquids, paint, petrol, oil and lubricants

If flammable liquids are stored, they are to be kept in metal cabinets that are designed for the purpose. The buildings in which they are stored and the metal cabinets are to be marked clearly **'CONTAINS FLAMMABLE LIQUIDS', using statutory signage.**

Waste materials are to be removed from buildings daily and taken to the bin store that it located remote from the main school building.

Waste rags are, at all times, to be kept in metal containers and are not to be littered.

Many paints and most solvents are highly flammable and must be handled with care.

Sufficient flammable liquids for not more than one day's use may be stored within buildings, unless there is an appropriate storage licence from Cumbria Fire & Rescue Department for a greater amount. Domestic fuel oil in appropriately designed and approved storage tanks are excepted from this ruling.

The handling of petrol, oil and lubricants within 25m of any naked light, flame, fire or other source of heat is absolutely forbidden.

Engines of vehicles are to be switched off when being refuelled.

Any spillage of flammable liquids is to be mopped up immediately with rags or dry sand and such materials are to be removed from the area for disposal.

All flammable liquids are to be stored in approved stores.

Flammable liquids are not to be stored within 50m of boarding houses or other living accommodation unless a specific licence for the location has been obtained from the Cumbria Fire & Rescue Service.

Approved Flammable material stores are located in the following places.

Location	Types of Material	Purpose for Material
Art Block Store	Spray Paints and Solvents	Art and Design
Science Labs	Acids, Alkalis and Radioactive material.	
Science Chemical Store	Corrosive Materials	
North Lodge Outbuildings	Petrol	Fuel for ride on mowers.
Quarry	Gas Cylinder Store	
Browhead Workshop	Paints	
Hodge Howe	Petrol	Fuel for safety boats

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Alterations to wiring or fittings are only to be carried out by authorised electricians at the direction of the Bursar, who is responsible for maintenance.
- Fuse box covers or doors are to be secured to prevent access.
- Regular portable appliance testing takes place. A member of the Estates Team has been trained in this role.
- Records of all tests are kept in the Bursar's office.
- The domestic team checks that all kitchen equipment is switched off at the end of the day and this is further checked each day by the Caretakers.

Electrically operated equipment
The following procedures are to be adhered to regarding electrical appliances, and enforced by the Bursar:

Personal computers, VDUs and printers may be left plugged in and switched on at the power supply, but must be switched off at the equipment when not in use.

Other items, such as kettles and toasters, must be switched off at the power supply when not in use.
Refrigerators may be left on permanently.

No unauthorised wiring or electrical apparatus is to be used in School premises. At no time should wiring or power cables etc. be looped over nails, hooks or radiators, etc.
The use of unauthorised multi-plug adapters is prohibited on School premises. Any extension leads used must be of an approved type that includes a red indicator light. Cables and flexes are not to be laid under floor coverings or routed through windows or doors.

Electric kettles and electric fires (of modern convector/radiator type) may be used, providing they have been authorised by the Bursar and tested for electrical safety (i.e. PAT testing).

When buildings, classrooms, dormitories, or any other rooms etc. are vacated for any appreciable length of time, e.g. for school holidays, unless manufacturer's instructions are to the contrary, all appliances (except fridges and freezers) are to be switched off and disconnected at the sockets.

Washing machines and dryers are not to be left running unattended overnight. Dryers are to be de-fluffed by matrons after each cycle.

Gas Safety
- All gas and oil appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service by Domestic staff and this is double checked by Caretakers each day.
- All laboratories are fitted with pressure sensing, key operated shut off valves and kept in the off position if not required for the lesson. Teaching staff have keys for these and they will only prime if all gas outlets are in the off position.

Lightning Protection
- All lightning protection and earthing is tested annually by a specialist contractor. Records of all tests are kept in the Operations Manager office and Electronical version stored in operations data file.

Access for Emergency Services
No vehicle is to block entry or exit points to buildings. Only designated parking spaces are to be used.

Grass and undergrowth
The Operations Manager working with designated Ground contractor are to ensure that around buildings, grass and undergrowth are to be kept short, and planted shrubs and trees trimmed. Residual cuttings, leaves and dead material are to be removed to a safe distance from:

Wooden buildings.
Vehicle parking areas.
Fuel oil tank and flammable liquid and paint storage locations.

Kitchens including Food and Nutrition classroom
Cooking oils and fats overheating and/or boiling over are often the cause of fire. The Operations Manager and all catering staff are to ensure that:

- Deep fat fryers and pans are **NOT** left unattended when switched on. A notice to that effect is to be prominently displayed.
- Frying pans are to be emptied daily.
- Defects in cooking apparatus are to be reported immediately to the General Services Manager.
- Extraction systems are cleaned annually by a suitably qualified external contractor. A record of this maintenance work is kept in the General Services Manager's Office.
- Electric or gas supplies are to be cut off at local isolation switches and at the main switch or valve in the event of fire.
- Kitchen staff are to be aware of the locations of fire alarms, firefighting equipment, isolation switches, and the main electric switch and gas shut off points.

House Kitchenettes and residential Kitchens
Boarding houses and staff accommodation also include domestic kitchen equipment. The resident staff member or **Head of House** is responsible for:

- Ensuring the kitchen is used appropriately.
- Reporting any breakages in equipment to the Bursar.
- The area is clear of rubbish, pictures and paper that could spread a flame.

Rubbish
Rubbish is not to be stored or allowed to accumulate in corridors, under stairwells, in basements and cellars, or outside buildings, other than in a designated dustbin shed or rubbish collection point. The Director of Operations and Operations Manager, in particular, are to ensure that their staff are conversant with and comply with the requirements below in relation to safety and good housekeeping. All staff, however, have a similar responsibility towards fire safety: Rubbish is to be removed to the designated collection areas at the earliest opportunity.

Fire exits, doors and other exits
All fire doors and fire exits are to be kept free from obstruction and in good working order at all times, which is vital to ensure that the School's buildings are subdivided into compartments or areas that restrict the spread of fire and smoke, to contain fires and to allow occupants time to escape.

Fire-resistant doors and smoke-stop doors are to be kept closed out of working hours and when not in use. During the working day they are to be operated in accordance with the printed instructions shown on the door and may, in some cases, have been adapted to close in the event of fire alarm systems being activated.

Fire extinguishers are **NOT** to be used to prop doors open.

Door wedges are **NOT** to be used to wedge fire doors open.

Means of escape
All means of escape are to be kept clear from obstruction at all times.

Training and fire practices
All Staff are to be trained and practised in the procedures to be adopted in the event of a fire.

Closure of doors and windows
All windows and doors are to be closed and any blinds are to be raised and curtains opened, when rooms are left unoccupied for a prolonged period. In the event of a fire, and if it is safe to do so, blinds should be raised and doors closed on exit.

General precautions
If any building is being used for a function for which it was not specifically designed, the Operations Manager must inspect it before use to make sure it is safe for the purpose proposed, and it is the responsibility of the person proposing to use the building to ensure that the inspection has taken place before making use of the building. If there is any doubt, a professional Fire Officer must be consulted.

All buildings are to be inspected by a nominated person before being closed and/or locked at the end of the term.

Damp clothing is only to be dried in authorised drying rooms or areas.

All leakages of gas, water, or shorting of electrical circuits, are to be reported to the Operations Manager and Maintenance Team immediately or to the appropriate House parent, On call maintenance, out of normal working hours.
Electric irons are to be placed on stands of fire resistant and non-conducting materials when switched on and when cooling. Plugs are to be removed when irons are left unattended or are no longer required.

Portable BBQs are only to be used in the following circumstances:
When gas bottle BBQs are used, as visually checked for tightness of hoses and connections by the kitchen staff. The gas bottle being disconnected and removed when not in use and returned to the Gas bottle storage site.

At staff properties in locations agreed with the Operations Manager, no less than 5m away from the property and other flammable material, must be supervised during use and if charcoal, dowsed with water to extinguish when finished.

For all BBQ use, a suitable fire extinguisher or blanket, or water bucket must be immediately available.

See below for responsibilities in relation to regular testing and record keeping.

FIRE ALARMS AND ASSISTANCE

Fire Alarms
The Fire alarm can be raised internally by break glass buttons located at exit doorways or will be activated automatically by Smoke / heat detection.

All staff should acquaint themselves with the location of the nearest break-glass push button (electric) Fire Alarms in their classroom, workplace, dormitory or accommodation (see fire plans attached).

During the hours of 10pm until 7am the alarm in Browhead ONLY will automatically dial the fire brigade using the Redcare system. However boarding staff are still advised to make a follow up request for Fire Brigade attendance once they have completed an evacuation.

This is not in place for the other boarding houses because the process of Alarm proving by the call centre is a distraction to evacuation. Browhead with its second floor and multipurpose use, is assessed as a higher risk and at benefit from early response Redcare without the need for call proving during these hours.

At all other times when the fire alarm is raised or activated the **Duty Fire Warden** is to check the fire panel to identify the location of the alarm and to then evacuate the building. They are to then undertake an external visual survey of the building for signs of fire and report to the muster point to consult other evacuees who may have witnessed a cause for the alarm. The Hub alarm panel is located in Browhead with a display repeater panel outside the Browhead front door.

If signs of Fire are evident through smell or sight of flames or smoke. Call the fire brigade immediately.

If a false alarm is reported (vandalism of break glass, deodorant on smoke detector etc) the Duty Fire warden will return to the panel to attempt a reset. If a reset is successful they must then carry out a visual sweep of the alarmed area to confirm it is safe for re-entry. If it does not reset, repeat an external sweep of the building and if in doubt call the fire brigade.

On hearing the Fire Alarm all staff are to comply with the instructions given in part two of these orders.

Assistance
Assistance will be obtained for firefighting or treating casualties, through fire, from:

Cumbria Fire Brigade – Telephone **999** and ask for fire service and state:

‘THERE IS A FIRE AT WINDERMERE SCHOOL, BROWHEAD CAMPUS, PATTERDALE ROAD, WINDERMERE, LA23 1NW’

or, as appropriate:

‘THERE IS A FIRE AT WINDERMERE SCHOOL, HODGE HOWE WATER SPORTS CENTRE, AMBLESIDE ROAD (A591), WINDERMERE,’ LA23 1EZ

The Ambulance Service – Telephone 999 and ask for the Ambulance Service, if casualties are likely, and state as above.

ACTION TO BE TAKEN AFTER FIRE. ‘Stand Down’ will only be given by the Senior Fire Officer present and the Headmaster and Operations Manager are to be informed if not already present.

NO ACTION IS TO BE TAKEN TO CLEAR UP OR REMOVE DEBRIS other than action to render the premises, equipment or area safe, until the cause of the fire has been investigated.

The danger of a fire re-igniting after appearing to have been extinguished is significant. The site of the fire must be kept under regular observation until the Fire Officer is satisfied that re-ignition will not occur.

All details are to be logged in the School Fire Diary by the **Operations Manager**

Any fire extinguishers used are to be replenished at the earliest opportunity.

WINDERMERE SCHOOL
(Browhead Site)
Site Responsibilities
IN CASE OF FIRE OR FIRE ALARM
Weekdays 8.00 am – 6.00 pm

1. Everyone

- On discovering a fire, raise the alarm.
- Set off the nearest fire alarm.
- Tell the nearest members of staff.
- Take a safe route to the lower Tennis Courts, closing all doors behind if last out.

2. Fire Warden, Maintenance and Grounds Staff

The role of Fire Warden will be undertaken in the first instance by the Director of Operations, or Operations Manager, Estates Supervisor or Head of Summer School in his absence.

- Take a safe route to the lower Tennis Courts, closing all doors behind if last out
- At the Lower Tennis Courts the Head/Deputy Head will oversee the assembly of all staff and pupils and obtain an accurate head count.
- During evening activity periods the External Visits Co-ordinator / Activities Co-ordinator is to provide the information needed to check the whereabouts of students.
- The Fire warden will direct individuals from the Maintenance department to identify the cause of the alarm utilising the information provided by the Fire Panel of the affected building and communicate the source once it is known.
- Once the source of the alarm is located the Fire Warden will assess the situation, call the Fire Service (if this is appropriate), or if this is a known false alarm check the activation zone.
- A member of staff is to be detailed to meet the Fire Service at the main entrance to the School and to direct the Fire Service to the location of the fire.
- After the event, and only when all is clear, reset all alarms.

3. Secretarial Staff

- Collect Form Lists, Staff Lists and Loudhailer
- Take to the lower Tennis Courts: Pupil attendance registers (Matron's desk)
  Staff lists
  Staff signing out book
  Visitors' book (front porch)
  Fire board
  Torch
- At the Tennis Courts administrative staff to check that all staff are accounted for, then report to the person in charge.
- If you have been told in which building there is a fire tell Fire Warden as soon as possible.

4. Tutors

- Go safely to lower Tennis Courts.
- Get tutor group registers.
- Assemble tutor group and maintain silence.
- Account for missing persons. Use the fire board, notices, registers, signing out books, as required.
- Report to the senior person in charge with list of those unaccounted for.
- Stay with tutor groups and maintain silence.

5. Head / Deputy Head / Person in Charge

- Go safely to lower Tennis Courts.
- Take charge of all staff and students and organise head count.
- Assemble absentee list.
- Report absentees to the Fire Service.
- If the evacuation is lengthy or in very bad weather, take everyone to a safe place e.g. Sports Hall.
- Give the all clear when the Fire Service agrees, or when the exercise is over.

6. Domestic Staff

- Switch off all appliances, if safe to do so.
- Turn off main gas supplies, if safe to do so.
- Go safely to lower Tennis Courts
- Report to Cook on Duty, who should then report to senior person in charge.

7. All Other Staff and Visitors

- Go safely to lower Tennis Courts, closing doors if last out.
- Report to Secretarial Staff, who are collecting names.
- The visitor / contractor pass has fire instructions on the reverse.

N.B The monitoring company will not call the fire service during the day.

In the event of Fire dial 999.

WINDERMERE SCHOOL
(Browhead Campus)
ALL BOARDING HOUSES
(Westmorland, Langdale)
RESPONSIBILITIES IN CASE OF FIRE OR FIRE ALARM

Every Day 6.00pm – 8.00 am & Weekends all day.

(N.B Browhead house <u>only</u> is linked to the Fire Service at this time)

MUSTER POINTS

1. **Westmorland House - Courtyard**
2. **Langdale House - Car Park**
3. **Browhead House – Front door reception shelter**

1. Everyone

- On discovering a fire, raise the alarm.
- Set off the nearest fire alarm.
- Tell the nearest members of staff.
- Take a safe route to muster point.

2. Staff on Duty

- Evacuate building employing sweeper system.
- Duty Staff to rouse the students, seeking help as required.
- Ring for extra help, such as the External Visits Coordinator / Head / Site Supervisor and resident staff, as required.
- Take the pupil lists, registers, torch (if needed), signing out book, and “weekend out list”, as needed, to the muster point.
- At the assembly, check all pupils and staff, using registers as required.
- Check if anyone present is confessing to a false alarm.
- If everyone is present carry out an external survey of the building to check for signs of Fire and if you discover Fire call the fire brigade.
- If no sign of fire and safe to do so return to the fire Panel to identify the zone location of the alarm and carry out a careful inspection of the corridors in this area, checking for smell of smoke. NB do not open any closed doors without visual panels.
- If still inconclusive, return to the panel and attempt a reset. If the panel resets, return to the original zone and carry out a thorough check before concluding it is a false alarm and safe to re-enter.
- If you are unsure call the fire brigade and shelter in the common room of the other boarding houses not triggering the alarm.
- Meet the Fire Service or send a runner to do so.
- If the fire brigade are required wait for them to give the all clear before resetting the alarms.
- If the alarm is due to a fault of the alarm, call Castle Fire on 01539 722500 and notify the on- call maintenance cover.
- If it is a fire contact the Duty SLT and Bursar.

3. Maintenance Team

- If called to a fire, support the House staff with confirming location and investigating if it is a real fire or false alarm.
- Assist with evacuation.

Note: if there is a genuine fire resulting in boarders of at least one house being without accommodation other residential staff will be called upon to assist with the relocation of boarders to alternative shelter.

Resident Staff Telephone Numbers

Head	Brow Wood	015394 44042	Westmorland House	015394 46709
	North Lodge	015394 43779	Langdale House	015394 40312
	South Lodge	015394 48764		
	Browhead House	015394 46164		

4. Domestic Staff

- Switch off all appliances, if safe to do so.
- Turn off main gas supplies, if safe to do so.
- Go safely to the area outside the school kitchen door.
- Report to Cook on Duty, who should then report to the Senior Staff present.

5. Senior Management Team (SLT) response

It may be necessary to call members of SLT to the school. If in doubt, do so**.**

Contact numbers

Head of School	07734 696316
Head of Pre-Prep School	07702 626367
Director of Operations	07714 272066
Operations Manager	07825 889151

Members of SLT to refer to Emergency Plan and initiate this, if required.

N.B The only building connected to the Fire Service via a monitoring company is Browhead Main Building between 10pm and 8am. At all other times and in all other boarding houses dial 999.

WINDERMERE SCHOOL,
Pre- and Prep School
ELLERAY HOUSE
BROWHEAD SECOND FLOOR PREP SCHOOL

FIRE PRECAUTIONS POLICY

AIMS: The Wider Vision

1. To keep pupils and staff safe from the risk of fire.
2. To work within the framework of the whole school Fire Safety Policy and Health & Safety Policy.

SPECIFIC OBJECTIVES

1. To evacuate all children and adults quickly, safely and effectively from school buildings, should fire break out.
2. To ensure the Fire Services are called promptly to deal with any fire.

Specific Responsibilities

Fire Wardens:	Head of Pre School
	Head of Early Years
Health & Safety:	Operations Manager

Fire assembly area: **Hard tennis courts.**

1. **Procedure on discovering a fire:**
   All staff responsible

   a) Sound fire alarm by breaking glass in nearest call point.
   b) Evacuate all children and adults to assembly point on hard court

2. **Procedure on hearing fire alarm:**
   The role of all teaching staff, matrons and play-supervisors on hearing fire alarm:

   - Evacuate the children you are teaching/supervising using the nearest Fire Exit on your floor and always moving downwards.
   - Close classroom doors behind you when children have left.
   - Stay with these children at the Fire Assembly point.
   - Do not return into the building until all clear given by the Fire Warden.

   - Staff leaving via front door (Secretarial Staff) to collect the box in the school office including:

     - Registers
     - Visits Out of School book/Visitors book
     - Music lesson list

- After School Activity file (if after 4.00pm)

- Staff on After School Care to bring After School Care Register.

Once outside at the Assembly Point (hard tennis courts):

1. (a) Form teachers or the member of staff on duty will check their forms for missing children. The Nursery Leader will check the Nursery children and staff.
   (b) The Head Chef will check Domestic Staff.
   (c) The Head of Music will check Visiting Music Teachers.
   (d) The Form Teachers will check the peripatetic teaching staff teaching their forms at that time.
   (e) All staff will check whether there are members of the public or students in school at that time.

2. A list of any children or adults missing will be given to the Fire Wardens/Fire Service.

   An attempt will be made by all present to establish the last known location of any missing person, e.g. maintenance/gardening team.

The role of the Fire Wardens on hearing the Fire Alarm:

Head or Duty Fire Warden to:

- Ensure that the evacuation is in progress and go to the designated fire assemble point “Main Tennis Court”
- Ensure that the evacuation is complete and ask if those leaving that area witnessed any evidence of fire.
- Undertake a full roll call for pre-prep school and report any lost or missing children to Headmaster/Deputy Head whom are overall designated Fire Officers

TRAINING

1. Children

a) All children must be trained during the first two weeks of each term by their Form Teacher to walk quietly out of the building along the designated routes the moment the fire alarm sounds, and to meet at the Assembly Point (hard court).

b) All children should be trained to walk the exit routes from each of the rooms they use, e.g.: Wansfell Hall, Art Room, Music Room, Form Rooms and Cloakrooms by their Form Teacher so that the evacuation of the building becomes automatic on hearing the fire alarm.

c) Children must not wait for an adult to accompany them out of the building.

d) Children in the Pre-School, Reception, Forms 1 and 2 should not be alone in any part of the main building and, therefore, will always have an adult present to accompany them out of the buildings in an emergency. However, these children must still be trained by their Form Teachers to leave automatically by the designated route by themselves on hearing the alarm.

g) Children must be trained to tell the nearest adult if they discover a fire, and reminded to do this each term.

2. Adults

1. A copy of Windermere School Fire Precautions will be kept in:

   a) The Staff Notes File in Staff room for Teachers, Both Browhead and Elleray House

   All staff must be conversant with and follow all the instructions in the Fire Precautions Policy. These written instructions form the major part of staff training.

2. Regular training for staff in the use of firefighting equipment will be provided via the Operations Manager, with practical demonstrations.

3. Fire Practices will provide training and practice in the following, based on a minimum of two such practices in the autumn term and one each in the spring and summer terms:

   a) The action to be taken upon discovering a fire.
   b) The action to be taken upon hearing the fire alarm.
   c) Raising the alarm, including the location of the alarm call points and alarm Indicator panels.
   d) The location and use of firefighting equipment.
   e) Knowledge of escape routes, including any stairway not in regular use, together with the operation of emergency release fastenings to exit doors.

4. Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm.
5. The operation of all escape doors not in regular use, to ensure that they function satisfactorily.
6. The evacuation procedure for the building should involve special arrangements for any disabled use, the checking of public areas and ensuring any members of

the public are directed or escorted to the exits and the Assembly Point (hard court).

7. Form Teachers will ensure students join termly walk of the Fire Routes and inform the Head of any problems.

NB: Staff on evening duty lock-up will ensure all doors in the main building are closed before leaving.

9. ▪ New Visiting Music Teachers will be advised of fire procedures by the Head.

10. Teaching staff will sign the 'Visits Out of School' book kept in the front hall if they leave the building during the school day, including non-contact time.

11. Parents will sign their children in the Visits Out of School book when taking them, for example, to medical appointments, but Form Teachers will put a 'Post-it' to this effect in their registers, removing this the following day.

MAINTENANCE

The maintenance of all Fire Fighting Equipment and the Fire Alarm System will be arranged and monitored by the Operations Manager using a specialist firm (presently Castle Fire Alarms of Kendal).01539 722500.

If any faults in the equipment or the alarm are noted by staff, these should be reported to the Operations Manager, whom will also on a weekly basis to run a fire alarm test, currently at Friday at 1:40pm each Friday.

RECORD KEEPING

A Fire Precautions Logbook will be kept in the Operations Manager office to record and monitor the effectiveness of the Windermere School Fire Policy.