

Copy Location(s)	Master: School Office Policy File
------------------	-----------------------------------

Fire Policy and Procedures

BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT

Pupils' views on why Bethany needs a fire policy.

So that the school takes all the necessary steps to prevent a fire and that there are clear rules which tell everyone what to do in the event of a fire.

Document Approved	November 2009
Date of Revision (if applicable)	February 2016
Date for Review	September 2017
Date for Review	September 2018
Date for Review	September 2019
Date for Review	September 2020
Date for Review	September 2021
Date for Review	September 2022

Revision History

Version	Date Issued	Reason for Issue
1.0	1 st November 2009	Annual Review
2.0	9 th July 2011	Annual Review
3.0	10 th January 2012	Annual Review
4.0	22 nd January 2013	Annual Review
5.0	9 th October 2013	ISI Inspection
6.0	26 th February 2014	Annual Review
7.0	18 th February 2015	Annual Review
8.0	12 th January 2016	ISI Guidance
9.0	28 September 2016	Amendment
10.0	6 th September 2018	Annual Review
11.0	02 September 2019	Annual Review
12.0	01 September 2020	Annual Review
13.0	25 March 2021	Amendment
14.0	01 September 2021	Annual Review

Contents

INTRDUCTION

POLICY

- 1.0 Responsibility**
- 1.1 Health safety committee**
- 2.0 Fire assembly point**
- 3.0 Events**
- 4.0 Peeps**
- 5.0 Routine Fire Procedure**
- 5.01 The Estate team Will:**
- 5.02 On Discovering A Fire**
- 5.03 On Hearing The Fire Alarm**
- 5.04 Procedures For The School Day 8:30-17:15**
- 5.05 The office Staff will:**
- 5.06 The Senior Member of SMT Will:**
- 5.07 Procedures For After And Before School 17:15-8:30**
- 5.08 Procedures For All Non-Boarding Staff On Site Between 17:15-8:30**
- 5.09 Fire Wardens Will:**
- 5.10 First aiders/medical staff will:**
- 5.11 On Hearing The Alarm, Students Will:**
- 6.00 Fire Inspection Procedures By Estate Team.**
- 7.00 Key Issues**
- 8.00 Fire Detection, firefighting and emergency lighting**
- 9.00 Know Your Fire Signs**
- 10.00 Fire Drill**
- 11.00 Fire Appliances**
- 12.00 Fire Audits**
- 14.00 Fire Risk Assessment**
- 15 .00 Fire Brigade**
- 16 .00 Fire Wardens**

BETHANY SCHOOL FIRE POLICY

It is the Governors' policy to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school 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 Bethany School are designed to help our community to respond calmly in the event that fire breaks out in one of our buildings. The owner or person who has control over the premises is responsible for several actions and tests in respect to the building's emergency lighting systems, to ensure compliance in securing the means of escape under the regulatory reform (Fire Safety) order 2021.

Fire awareness is a vital consideration for everybody who lives at, works at or visits Bethany School. The key elements of the school's overall Fire Safety strategy are described in these Procedures which apply equally to all areas of the school including the Boarding Houses.

1.0 The Facilities Manager is appointed by the Head master and is responsible, with the assistance of, the maintenance team, and staff for ensuring that:

- The fire safety policy is kept under review by the Governors and the SMT.
- The fire safety policy and procedures are shared with the entire school community.
- Records are kept of fire induction training given to new staff and continuation training given to existing staff.
- Regular maintenance/servicing of firefighting equipment is carried out by external contractors.
- The fire risk from the storage of hazardous substances is minimised by ensuring that all substances are stored in accordance with COSHH regulations and the environment in which they are stored is appropriately maintained.
- Everyone in the School (including visitors) is aware of where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- All flammable materials on site, including flammable petroleum products and paints, are stored in a safe manner that minimises the risk of accidental ignition.
- 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.
- The trained Bethany School Staff (Facilities Manager and Caretaker) are responsible for co-ordinating fire alarm testing, fire drills, etc.
- Boarding houses all have Housemasters/mistresses to ensure the building is cleared of people in an emergency.
- Fire alarm systems are never to be used for any purpose other than that for which they are intended. Use of fire alarms for any other purpose is strictly prohibited.
- All staff must report any absences/sick days off to HR as the fire roll call for staff is based on this.

- All visitors must be signed in and out by reception. Visitors to site must be informed of where the fire assembly point is on arrival at reception.
- During induction, Line Managers must ensure that all members of staff are instructed in the actions to be taken if a fire breaks out.

1.1 The Health and Safety Committee Responsible for:

- ensuring that appropriate Fire Safety Procedures are in place across the school and are regularly practiced and reviewed.

2.0 Fire assembly points

- Fire assembly point A - the main assembly point is on the hockey MUGA.
- Fire assembly point B - the secondary point is to be used if the main assembly point is compromised. Secondary point is the tennis courts.
- Fire assembly points between 17:15-8:30 are outside each boarding house.
- All non-boarding house staff on site between 17:15-8:30 use fire assembly point A/B

3.0 Events

- Risk assessment for the event will be completed with responsibilities for specific rolls identified.
- Fire wardens attending the event will be check all areas of the building.
- Fire assembly point A then B are the main assembly points or if necessary, alternatives are put in place before an event as part of the risk assessment.

4.0 PEEPS – Personal Emergency Evacuation Plan

- All people who may be vulnerable in the event of an emergency evacuation need to have a PEEP in place when they commence at the school and subsequently reviewed annually or as needed liaising with care staff and boarding.
- Visitors that require a PEEP should inform the main office prior to their visit to ensure that one is in place if needed.

5.0 ROUTINE FIRE PROCEDURE

The fire alarm consists of a continuous siren, but the alarm sound is not the same across all buildings.

Most buildings have a stand-alone system;

- Reception & administration
- Wellness Centre
- Holmes Building
- Drama Dance Studio
- Dining Hall complex, Library, Kendon House
- Assembly Hall
- Science Centre
- Haywood Building, Design Technology, Art
- Modern Languages, Food Nutrition Studies, Textiles

- Sixth Form Centre
- Orchard House, Acorn House
- Sports Hall
- Fitness Suite PE department *
- Swimming pool *
- Chapel
- The Mount
- Music School
- Old Poplars

If fire alarm sounds in one of these buildings, the alarm will not sound in other buildings as it is stand-alone.

5.01 THE ESTATES TEAM WILL:

- Check the contents of the yellow school evacuation bag against the list of contents at the start of each half term and ensuring that the bag is taken to the main school fire assembly point.
- Ascertain what the situation is.
- Inform the Senior member of SMT in charge if it is a false alarm.
- Inform the Senior member of SMT in charge if it is a fire.

5.02 ON DISCOVERING A FIRE

If you discover a fire or one is reported to you:

- Operate the nearest fire alarm call point. Shout “fire”
- Leave the building by nearest fire exit, closing doors behind you.
- Immediately call the fire brigade.
- Do not stop to collect any belongings.
- Send runner to reception to inform them of the fire location.
- Escort any students/visitors to the fire assembly point.
- Report to SMT in charge at the assembly point and inform them of the location of fire and actions you have taken.

The address is:
Bethany School
Curtisden Green
Goudhurst
Kent
TN17 1LB

(Do not assume that someone has already called the fire brigade. It does not matter how many times they are called as long as they are called.)

5.03 ON HEARING THE FIRE ALARM

- On hearing the fire alarm (continuous bell) leave the building immediately by the NEAREST FIRE EXIT
- Close doors behind you and turn off any dangerous equipment being used.
- Do not stop to collect any belongings.
- Escort any students/visitors in your charge or anyone you encounter to the fire assembly point.
- The person discovering the fire is to call the fire brigade and SMT present is to check the fire brigade has been called and call them again.

5.04 PROCEDURES FOR THE SCHOOL DAY (8:30-17:15)

- Assembly point A is on the Hockey MUGA.
- If assembly point A is compromised, assembly point B is the tennis courts.
- Assembled registers are taken by house staff.
- House staff will inform SMT in charge that all students in their houses are accounted for.
- It is important that the main school reception is informed of any off-site visits, names of the students and staff taking part and time of departure and their expected return.
- This information then forms part of the register at the fire assembly point.
- In event of reception not being open then the information must be handed over the day before and any alterations on the day itself must be phoned through to reception ASAP.

5.05 THE OFFICE STAFF WILL:

- Update information of off-site visits and registers.
- Take the registers of students on site that day to the assembly point.
- Maintain appropriate registers of visitors present on the school premises at all times during the normal school day.
- Ensure that all visitors are made aware of the location of the fire assembly point at the time of signing in; procedures are published on the visitors' badges and in the front office.
- Take the registers or visitors to assembly point and check all are present.
- HR to take staff registers.
- Inform SMT in charge when all visitors/staff are accounted for.

5.06 THE SENIOR MEMBER OF SMT WILL:

- Take charge.
- Wear a hi-visibility vest.
- Establish everyone is accounted for.
- Maintain control for the duration of the situation.
- Be responsible for calling the emergency services and liaising with the emergency services on arrival.
- Direct nominated staff to:
- Ensure access are kept clear.
- Ensure no-one comes onto site - except the emergency services
- Ensure no-one leaves the site.

5.07 PROCEDURES FOR AFTER AND BEFORE SCHOOL (17:15-8:30)

- Assembly points are outside each boarding house
- Boarding house staff are responsible for keeping and updating a record of students in their house and off-site visits, this record is to be used as the register for the fire assembly point.
- Will be responsible for ensuring that all boarding staff are fully briefed as to their duties in an evacuation and that the Boarding Fire Procedures are kept up-dated following in any evacuation.
- The senior boarding house staff will:
 - Ensure the Head is informed of situation.
 - Take charge and establish everyone is accounted for.
 - Maintain control for the duration of the situation.
 - Be responsible for calling the emergency services and liaising with them on their arrival
- Direct nominated staff to:
 - Ensure access is kept clear.
 - No-one comes onto site - except the emergency services.
 - No-one leaves the site.

5.08 PROCEDURES FOR ALL NON-BOARDING STAFF ON SITE BETWEEN 17:15 – 08:30

- Fire assembly point A unless compromised then B
- The senior member of SMT will:
 - Take charge.
 - Wear a hi-visibility vest.
 - Establish everyone is accounted for.
 - Maintain control for the duration of the situation.
 - Be responsible for calling the emergency services and liaising with the emergency services on arrival.
- Direct nominated staff to:
 - Ensure access are kept clear.
 - Ensure no-one comes onto site - except the emergency services
 - Ensure no-one leaves the site.

5.09 FIRE WARDENS WILL BE APPOINTED PER BUILDING. THEIR ROLE WILL BE TO:

- Ensure all escape routes are clear and safe egress is always possible.
- Help keep the building safe by being vigilant.
- In the event of alarm.
- Wear a hi-visibility vest.
- Help evacuate the building.
- Check rooms are clear of students/staff (do not put yourself at risk)
- Report to SMT in charge that your building is clear.

5.10 First aiders/medical staff will:

- Bring first aid kits to assembly point.
- Be ready to deal with any first aid issues.

5.11 On hearing the alarm, students will:

- Leave the building by nearest exit.
- Not stop to pick up personal items.
- Walk quietly and quickly straight to assembly point.
- Line up in house groups.
- Await instructions.

5.12 Swimming Pool when in use the supervising staff will:

- Keep record of who is in the pool
- on hearing alarm will:
- Get the students out of the pool.
- Exit the building cover students in foil blankets.
- Do not allow them to dress.
- Send runner to assembly point with list to inform SMT in charge that they are out of the building and in safe place
- If needed move to assembly point.

No-one is allowed to re-enter any building until the fire alarm is switched off and you have been advised by the senior member of SMT or boarding staff in charge that it is safe to do so.

As soon as practicable the School Emergency co-ordinator should be contacted to ensure disaster action plan is implemented to minimise disruption to school services.

6.00 FIRE INSPECTION PROCEDURES BY ESTATES TEAM, ALL TO BE RECORDED:

- Weekly test of fire alarm system. Each alarm panel must be tested.
- Annual service of fire alarm system (contractor).
- Weekly test of all automatic door release systems.
- Monthly visual checks of the fire extinguishers.
- Annual service of fire extinguishers.
- Weekly visual checks of escape routes.
- Monthly flick test of emergency lighting.
- Annual 3 hour drain down test of emergency lighting.
- Weekly visual checks of fire doors.
- Fire drills are carried out and recorded feedback is given to all staff and actions implemented.
- The Facilities Manager is to ensure all test/service/inspections/drills are carried out to comply with statutory requirements.
- All issues arising from test/service/inspections/drills must be recorded in writing to the Facilities Manager.
- All issues raised outside the inspection process must be recorded in writing to the Facilities Manager
- The Facilities Manager must action any works needed from the test/service/inspections/drills/issues as soon as possible and where necessary put procedures in place to cover the site until the works can be completed.
- The Facilities Manager will report any serious issues to the Bursar and Head Teacher.

A fire in your School (workplace) can have serious consequences in terms of damage to the school property and injury to personnel. All staff and students need to be aware of the fire hazards in their School (workplace). The aim of this document is to provide you with basic fire safety information which, if followed, will ensure that the risk of fire, injury and property damage is kept as low as possible.

7.00 KEY ISSUES

The following issues are to be noted and actioned by different areas within the school's population:

- Make sure you know where the assembly point is.
- Fire doors must be kept closed – fire extinguishers are not to be used as door wedges (All)
- Where possible, and before leaving the building, close windows/doors if alarm sounds (All)
- Some fire doors are held open by a magnetic device. If the fire alarm system is activated the doors will automatically close. As with all fire doors, it is important that these are not blocked. These doors are normally checked as part of the fire drill to ensure they close once the alarm has sounded. (All)
- Do not accumulate unnecessary paper or other combustible material in the workplace (All)
- Ensure building windows are closed when workplaces are not occupied (especially if on the ground floor). (All)
- Ensure electrical items are switched off when not in use (All)
- Do not trail electrical cables under carpets, rugs, etc. (All)
- Combustible items should not be placed near or on heating equipment (All)
- Do not use candles on the school site (All)
- LPG heaters, old electric bar fires and electric fan heaters should not be used on the school site (All)
- Secure your room when you leave (Staff and Boarders)
- Office doors on “dead end” corridors must be kept closed (Staff)
- NB – significant changes to rooms should not be made without consultation with the Facilities Manager (Staff)
- Fire exits must be kept clear at all times.
- Equipment and combustible materials should not be stored on escape routes.
- Do not overfill external waste bins, making lids difficult to close.
- Do not let waste accumulate on floors around the bins.
- Keep lids to waste bins and waste bin compound gates closed (and locked) (Staff & Estate)
- Damaged furniture e.g. when foam begins to show on chairs and sofas, should be removed from the workplace (Staff & Facilities Manager)
- Visual checks of equipment should be carried out on a regular basis (Staff & Facilities Manager)
- Portable electrical equipment checks must be carried out at regular intervals (varies from 1 to 5 years) (Facilities Manager)

- Flammable gases should not be stored in school buildings but rather piped in from outside (Facilities Manager)
- Waste bins must be emptied on a regular basis (Cleaning staff)
- Recyclable materials should be removed from the workplace regularly (Cleaning Staff)
- Make sure you know the alternative routes from your building – don't assume that the route you normally use to enter and exit the building will be available.
- Do not use lifts in the event of a fire.

1.1 8.00 FIRE DETECTION, FIRE FIGHTING AND EMERGENCY LIGHTING

Fire action notices and building plans are located at various points in your buildings and boarding houses. These tell you what to do and where to go if you detect a fire.

- There is a mix of heat and smoke detectors across the school
- Remember – the best fire detector is YOU!
- Be aware of what processes and activities take place in your area and always be prepared to use the alarm call points if you find a fire
- Familiarise yourself with the locations of alarm call points
- Various types of fire extinguishers are available at locations throughout school buildings. Staff should familiarise themselves with their locations and basic operations. More detailed training in their use should be provided to those who have been given a more active role in fire fighting. The main priority must always be to evacuate the building and not to fight fires** save lives.
- Fire blankets are available, mainly in kitchen areas.
- It is everyone's responsibility for ensuring fire safety at Bethany School.

REMEMBER – You are expected to evacuate without delay. You should be able to stop what you are doing, make it safe, and then leave.

- Evacuation drills are carried out at least termly. You will not be told when this will happen. You should treat any extended sounding of the alarm as a real fire and evacuate accordingly.

Certain routes may be blocked off by signs as part of the test. You will be expected to find an alternative route to exit the building.

The fire detection and emergency lighting systems within the school and boarding houses are covered by In-House trained maintenance staff, weekly bell tests, service, and tests to comply with BS 5839-1 2017.

Emergency lighting System BS 5266 part 8 2012 (log books in Estates Office)

Emergency Lighting Testing Quick User Guide

Reference:

British Standard 5266 part 8 2004 (BS EN 50172) – Emergency Lighting

9.00 Know your fire signs

You must follow the safety guidance provided. These will normally be found on fire doors, final exits, etc. Green signs, the directional “running man” and fire exit signs are examples of these. Red coloured signs will indicate important fire safety information, normally found near fire extinguishers, call points, etc.

2. 10.00 FIRE DRILLS

All staff and students should acquaint themselves with:

- The locations of the fire alarm operating points
- The location of portable fire fighting equipment
- The location of assembly points for their area

Fire drills will be held in accordance with the Fire Precautions Act 1971. A full School evacuation will be held once a term and debriefing points will be documented on each occasion.

Boarding Houses must carry out three full evacuations annually – one per term outside School hours – of these, one should be at night. Between 00:00-06:00

It is essential that all routes must be clear and capable of being readily opened from within. (House Buddies / Housekeeping will ensure daily escape routes are checked).

Housemasters/Mistresses should always record fire evacuations within the Boarding Houses. Fire bells should be tested weekly from a different call point.

A “post-mortem” should always be held after each drill as this provides an opportunity for staff to report any problems. Feedback must be recorded and any actions addressed.

3. 11.00 FIRE APPLIANCES

To avoid any possible delay in dealing with a fire, fire fighting equipment must always be readily accessible and any suspected damaged, missing or discharged extinguishers be reported to the Bursar for action.

The Facilities Manager will arrange for regular inspections of all fire appliances. Records will be maintained for this activity.

All personnel are reminded that under Health and Safety at Work Act 1974 it is an offence to interfere with or misuse fire extinguishers in the interest of Health and Safety.

Escape routes include passageways, stairways, corridors, external fire escapes, fire exit doors in normal use, though which a person may have to pass when leaving the building.

DO NOT OBSTRUCT FIRE ESCAPES

4. 12.00 FIRE AUDITS

There are 3 systems for audit of the fire arrangements

- Fire Risk Assessments
- Local Test Procedures
- Fire Brigade

5. 13.00 FIRE RISK ASSESSMENTS

Fire Risk Assessments are carried out yearly by surveys, which review the adequacy of the fire arrangements and consider any modification to the buildings. Actions are raised from the survey where improvements are considered necessary.

6. 14.00 FIRE BRIGADE

The School is subject to audits by the local authority (Fire Service). Where any recommendations that are made by the fire authority actions, will be taken to comply with these recommendations.

15.00 FIRE WARDENS

Fire wardens list for responsibility

Name	Responsibility	Training
Jonny Brinson	Music School	September 2021
Maggy	Science block	September 2021
Chesh	Hayward	September 2021
Katie Harper	Hayward	September 2021
Simon Cuthbert	Benians	September 2021
Alex Garcia	Languages	September 2021