



## **(12b) FIRE PROCEDURES**

### **1 APPOINTMENTS**

#### **Responsible Person**

In compliance with the Regulatory Reform (Fire Safety) Order 2005 (FSO), the Head, Mrs C Cameron is appointed as the Responsible Person for Fire Safety at Queen Mary's School.

#### **Competent Person**

Mr C Smith has been appointed by the Head as the Competent Person to ensure the employer's duties under the regulations are met and to monitor all matters relating to fire safety to ensure compliance.

#### **Fire Wardens**

In accordance with Regulatory Reform (Fire Safety) Order 2005, members of staff are trained and appointed as Fire Wardens to assist the Responsible Person. The fact that the School is effectively in use 24hrs a day a significant number of wardens are required. The responsibility of the Fire Warden is to ensure that Fire Precautions are successfully implemented and maintained within their area of responsibility, to ensure that situations where fires may start are avoided, that escape routes are kept clear of obstructions, and emergency equipment is not misused. They must also in an emergency take responsibility for the supervision for evacuation within their areas to ensure all persons evacuate buildings quickly and safely, and take the necessary follow-up action, in accordance with procedures.

Any member of staff may be required to undertake the role of Fire Warden, but no appointment will be made without prior approval of the School's Senior Leadership Team and the appointee must undergo formal Fire Warden training.

Each Fire Warden has responsibility for specific duties, and areas within the building. All resident staff are trained and appointed as Fire Wardens and will cover the Fire Warden responsibilities whilst on duty, particularly at night. As staff members leave the School's employment, SLT will nominate replacements and ensure they are trained to a competent standard as necessary.

### **2 FIRE RISK ASSESSMENTS**

#### **Fire risk assessments**

Fire Risk Assessments (FRAs) have been produced for each area, taking account all identified hazards and recording the control measures and procedures that are in place to minimise risk. The FRAs identifies the actions, with target completion dates, necessary to ensure the procedures and control measure are to an adequate standard. The FRAs will be reviewed regularly, and updated as determined by incidents and events. The role and duties of the Fire Warden are at Section 1 to this appendix.



### **3 INSTALLED FIRE ALARM SYSTEMS**

#### **Fire Alarms**

In accordance with current standards, the whole school has an addressable fire alarm systems installed. The Main School Fire Alarm Panel is situated in the corridor opposite the rear entrance from the courtyard. Zone layout plans and system log books are positioned adjacent to the fire alarm panel in the Fire Control Grab Bag. The alarm system is not linked to the Fire and Emergency Services; they must be called to summon them once a fire is detected, either by the Red Direct Call Phone opposite the fire panel or mobile.

#### **Weekly Maintenance and Testing**

In accordance with BS5389 Part 1:2002 all Fire Alarm Systems are tested weekly by Estate Staff on Monday's between 10.15hrs and 10.30hrs. A record of the test is entered into the Log Book which is situated in the Main School Office. Defects detected at this time are entered into the Log Book and reported to the Estate Manager.

#### **Half Annual / Annual Maintenance and Inspection**

In accordance with BS5839 Part 1:2002 the Alarm Systems are inspected every 6 months, culminating with the issue of a certificate of worthiness on the annual inspection.

#### **False Alarms**

When determined, all false alarms, regardless of the cause of activation, are to be entered into the fire alarm log book located in the Main School Office. In addition, and at the earliest opportunity, staff members are to report all Alarm Activations to the Estate Manager.

#### **Faults**

Faults to the Fire Alarm System will be dealt with as a priority. If specialist remedial work is required, the nominated fire alarm engineers will be contacted under the existing maintenance contract.

#### **Operating the Fire Alarm Panel**

All residential staff appointed as Fire Wardens have received instructions and training for operating the Fire Alarm Panel. Refresher training is provided periodically. Written instructions are provided in the Fire Log Book situated in the Main School Office.

### **4 CONTINGENCY WHEN ALARM SYSTEM FAILS TO OPERATE**

If for any reason the Fire Alarm System fails to operate and cannot be repaired in time to protect occupants in sleeping accommodation, Residential Staff must remain on duty in the areas affected, and, periodically throughout the night, check for signs of fire throughout the entire building.



## **5 FIRE EVACUATION PROCEDURES**

### **Evacuation**

The School has a Full Evacuation Procedure immediately the Fire Alarm has been activated, the actions to be taken in the event of a fire or other major incident so that everything possible is done:

- To Save Life
- Prevent Injury
- Minimize Loss

These procedures are practised at least once each term in boarding time, and are fully explained during the Health and Safety induction of all new staff. It is the responsibility of The Head of Boarding and teaching staff to explain the procedures to the children. Notices of the procedures are prominently displayed throughout the School. The procedures for evacuation of the building are listed in the Emergency Fire Plan located in the Fire Bags outside the Main School Office / Opposite the Fire Panel

### **Evacuation Strategy**

Once the Fire Alarm is activated, the Whole School will evacuate to the Fire Muster Point (situated on the Front Lawn), lining up in Form Order from the Fire Point Sign. If the activation of the alarm is accidental (an unwanted alarm) the Fire Marshal will indicate to the Fire Point Controller and silence the alarm. However, if a Fire is discovered, the Fire Wardens are to ensure the full evacuation procedure is followed.

### **Evacuation Registers**

In order to account for persons on site at any time, registers are stored at the School Office.

The registers account for Pupils, Staff and Visitors, and the Pupil Registers are updated twice a day throughout the School Week. All contractors on site are entered into the Visitors Register at the Main School Office

### **Arrangements for Persons Requiring Assistance**

Any person that may require assistance in an Emergency Evacuation shall be identified by School staff and the Fire Wardens will be notified. Personal Emergency Evacuation Plans (PEEPs) are provided for any members of staff if identified, and generic building plans are available for Visitors from the School Office.

### **Visitors**

All Visitors, including Contractors are required to sign in on the appropriate register at the Main School Office whereupon an identification badge will be issued and a guide on Health & Safety including Fire Evacuation Plans upon hearing the Fire Alarm. Office staff are to draw visitors' attention to these Instructions.

### **Isolation of Utilities**

Staff members are encouraged to Switch Off electrical appliances as they evacuate the building where



this does not delay their escape and where practical. Catering Staff and Science Room Teachers should Switch Off gas appliances, making them safe, and activate the Gas (LPG) Shut-Off Valve on their exit from the Kitchen / Science Classrooms.

### **Evacuation Reports**

Fire Wardens are to forward formal written reports of all evacuations to the Health and Safety Officer at the earliest opportunity. These reports will be used to assess the effectiveness of the evacuation procedures, the standard of individual's awareness, and to identify defects and faults.

### **Missing Persons**

Should it become apparent during the accounting process that someone is missing; efforts should be made to determine the individual's whereabouts and the school's Missing Child Policy Adopted. Searches may be instigated provided it is safe to do so and the anticipated search area is clear of the identified building fire. On no account should anyone re-enter a burning building. If it is suspected that the individual remains in the Identified Burning Building Area the Fire and Rescue Service must be informed immediately upon their arrival.

## **6 DISSEMINATION OF FIRE SAFETY INFORMATION**

Information relating to fire safety is disseminated by the following means:

- It is incorporated in to the School's Health and Safety Policy
- Posted on walls/doors inside all rooms. (Fire Action notices)
- Incorporated into presentation issued to all staff during fire safety and awareness training and;
- Incorporated into guidance notes for residential staff

## **7 FIRE ESCAPE ROUTES**

Escape routes for safe egress in emergencies have been identified and are clearly indicated with signs that comply with current standards. Girls are made aware of routes from their sleeping accommodation by undertaking walk-through practices at the start of each term.

All staff members and particularly Fire Wardens are to ensure that escape routes are kept clear of obstructions and other combustible materials. Periodic inspections by the Health and Safety Officer will monitor compliance with this requirement.

## **8 EMERGENCY LIGHTING**

Emergency lighting is installed in accordance with current standards. The lighting is tested on a monthly basis to check illumination of lamps, and annually to test the whole system. The monthly testing is to be recorded in the log book and a certificate of worthiness is to be issued on completion of the annual inspection by an appropriately qualified Electrical Contractor, and both log and certification retained in the Fire log book situated in the School Main Office. Faults identified as a result of the testing and inspections are to be reported to the Estate Manager.



## **9 FIRE ASSEMBLY POINTS**

To meet the emergency evacuation strategy the Main Fire Assembly Point, the front of the school has been selected taking into account the safe distances from affected buildings, adequate space and safe access routes.

The fire assembly point is indicated with a sign on the ground, conforming to current standards.

## **10 FIRE FIGHTING EQUIPMENT**

### **Fire Extinguishers**

Appropriate fire extinguishers are positioned at predetermined locations around the School to fight small fires and assist escape. The location, type, and number of extinguishers have been determined by the Fire Extinguisher Specialists. Every fire extinguisher is tested by a competent engineer on an annual basis, in accordance with current standards and is recorded on the extinguisher and certificated.

### **Fire blankets**

Fire blankets are mounted on walls in areas where cooking facilities are provided.

## **11 NOTIFYING THE FIRE AND RESCUE SERVICE**

The Fire Warden controlling the evacuation will be responsible for ensuring the Fire and Rescue Service (FRS) is contacted in an emergency. If there are no Fire Wardens available, or if their presence at the Main Fire Assembly Point has been delayed, the call to the FRS should be instigated by any other responsible person present. They should be contacted by using any available telephones, providing it is safe to do so, or by using a mobile phone.

## **12 FIRE TRAINING**

### **Escape Route Familiarisation**

At the start of each term the Housemistress is to ensure that all girls are familiar with their designated escape routes from their dormitories / bedrooms. This is achieved by carrying out a fire walk through procedure, on the first evening of each term. On completion, a report is sent to the Health and Safety Officer confirming the training was successfully carried out.



### **Fire Practice/Fire Drills**

Fire evacuation drills are carried out at least once each term during boarding time in accordance with NMS. In addition, all Staff and any Visitors on site will be involved in at least one evacuation practice, termly. The Health and Safety Officer, together with the assistance of Fire Wardens, will monitor the performances of girls and staff during the evacuation of the building, and the speed and accuracy of the accounting process.

### **Fire Awareness**

Staff training days are programmed at the start of each term before the girls return to School. Periodically, fire training will form part of this staff training. Training will be provided as necessary to take account of any changes in requirements or procedures, or as refresher training.

### **Induction Training**

Every new member of staff is required to undergo formal Health and Safety induction training as soon as is practicable after starting work at Queen Mary's School. Emergency Procedures, including procedures for evacuation are included in this training. A record of individual induction training is retained by the Main School Office.

## **13 FIRE PROTECTION DEVICES**

### **Fire Doors**

Generally, Fire Doors are installed in accordance with Building Regulations. Fire Risk Assessments have identified all fire doors. Fire doors are only to be held open on the magnetic door holding device designed to release the door, on the activation of the Fire Alarm. Fire Doors must not be propped open with anything except the magnetic door opening device unless it is essential and if they do, they must ensure the doors are closed immediately they have finished their task.

Door holding devices will be checked regularly as part of the weekly Fire Alarm test to ensure they work correctly.

## **14 FIRE PREVENTION INSPECTIONS**

The Health and Safety Officer will carry out periodic inspections in all areas within the building to check that staff and where appropriate, pupils are complying with the requirements of the School's policies and procedures. Issues of particular concern are storage of combustible materials, obstructing escape routes, misuse of electrical appliances, electricity and use of naked flames.

## **15 HAZARDOUS SUBSTANCES**

Fire risk assessments identify where hazardous substances are used and produced and identify measures to control the risk of these substances causing a fire.



**Carole Cameron**  
Head

**Clint Smith**  
Estate Manager / Health & Safety Officer

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## **SECTION 1 – ROLE AND DUTIES OF THE FIRE WARDEN**

### **Provision for Fire Precautions**

On appointment and following appropriate training, Fire Wardens will be responsible for maintaining fire precautions in their area. Specifically they will ensure:

- Safe use of electrical appliances, ensuring circuits are not overloaded
- That fire doors are not held open unless fitted with proprietary device for this purpose
- The standard of housekeeping does not contribute to a fire hazard
- All fire escape routes are kept clear of obstructions and flammable materials at all times
- Fire extinguishers are mounted on the wall or stored in a cradle in the correct locations and are not tampered with
- School's policies for fire safety are adhered to by all persons.

### **Provision for Fire Procedures**

In an emergency when the Fire Alarm has been activated, Fire Wardens will carry out the following procedures:

Actions on hearing the fire alarm in buildings:

- Ensure all persons within their area of responsibility safely evacuate the building to the Fire Assembly Point (FRONT LAWN)
- Check the area indicated by the fire panel to confirm if a fire is present
- If it is a false (unwanted) alarm, re-set the fire alarm system at the panel
- Providing the system re-sets correctly allow persons to re-enter the building
- Enter details of the alarm activation in the Fire Log Book kept in the main school office
- Complete a report for the alarm activation and forward it to the Health and Safety Officer.

Actions by the Fire Warden in Control:

- Ensure persons assemble in their Registration Group Order and remain quiet
- Ensure roll call is taken and compile a list of unaccounted persons
- Ensure the emergency services are contacted
- Prevent any persons re-entering the building
- Prevent any non-emergency vehicles from entering / leaving the school
- Keep routes to the building clear for emergency vehicles
- On their arrival, brief the Fire and Rescue Service on the situation and notify them of any persons who cannot be accounted for
- Contact the duty member of SLT and appraise them of the situation
- Consider safe accommodation for assembled persons if weather is inclement.

## PROCEDURE

Two Emergency Grab Bags are located by the external double-door from the main building into the courtyard and in the Outer Hall outside the main School Office. Three walkie-talkies are located at each of these points, left permanently on charge and set to channel 16

Contents of the Outer Hall Emergency Grab Bag:

- Folder of laminated Registers for the whole School
- Loud-hailer
- Hi-vis jackets
- Torches
- Head torches
- Emergency tape
- Emergency blankets
- Inhaler

In the Emergency Grab Bag by the fire panel, there are:

- Emergency envelope containing master key and boarding door code
- Hi-vis jackets
- Torches
- Head torches
- Action Cards
- Fire Evacuation Log
- Inhaler

When the Fire Alarm sounds, **if it is safe to do so:**

- Unless supervising pupils, Fire Marshalls report quickly to the fire panel
- First Fire Marshall to the panel takes control of the incident (the Controller)
- The Controller collects the Action Cards, Emergency Equipment Bag and walkie-talkies from opposite the fire alarm panel
- The Controller uses the fire panel to locate the fire
- The Controller issues the Second and Third Fire Marshalls with a radio, emergency equipment and Action Card 2
- Fire Marshalls who arrive later at the fire panel should report immediately to the Fire Assembly Point via an outside route
- The Second and Third Fire Marshalls should go quickly to the location highlighted on the fire panel
- Once the location has been checked, inform the Controller (by radio) what has triggered the alarm.
- In the case of fire, the Controller quickly calls the Fire Service (999) using the emergency only phone located in the room adjacent to the Fire Panel
- In the case of a fire, the 2<sup>nd</sup> and 3<sup>rd</sup> Fire Marshalls should leave the building immediately by the nearest exit and go the Fire Assembly Point
- If no fire is found and after consultation by radio with the Fire Marshal at the Muster Point, the Controller switches off and resets the alarm
- After waiting one minute after reset and if the alarm has not resounded, the Controller gives the all-clear to all other Fire Marshalls by radio
- Only after the all-clear has been given should the Fire Marshal at the Fire Assembly Point allow people back inside the building
- The Controller to complete the Fire Evacuation Log

## **ACTION CARD 1**

### **On arrival at the fire panel:**

- Ensure radios are set to channel 16
- Collect the emergency grab bag
- Use fire panel to locate incident
- On arrival of Fire Marshalls 2 and 3, issue cards and emergency equipment
- Send Fire Marshalls 2 and 3 to source of incident and await their findings by radio

### **In case of fire:**

- Use emergency phone dial M1 / mobile – dial 999
- Evacuate the building by the nearest exit and report to the Fire Assembly Point

### **If no fire is discovered:**

- Switch off and reset the alarm
- Wait one minute after reset and if the alarm has not resounded, give the all-clear to all other Fire Marshalls by radio
- Record evacuation details in the log
- Replace all equipment and ensure radios are replaced and on charge

## ACTION CARD 2

On arrival at the Fire Panel:

- Second and Third Fire Marshalls –take a radio and switch to Channel 16
- Receive other emergency equipment from Controller
- ***MARSHALLS 2 AND 3 REMAIN TOGETHER AT ALL TIMES UNTIL THE ALL-CLEAR IS GIVEN***
- On instruction from the Controller, go to the location of the fire to investigate
- Use the radio to report back to the Controller, advising of any evident reason for alarm
- If fire is discovered, evacuate the building immediately by the nearest exit and report to the Fire Assembly Point
- When safe to do so, return the equipment to the Controller