



CLAYESMORE

# FIRE SAFETY & RISK PREVENTION POLICY

Responsible:	Head of Compliance & Head of Estates & Operations
Date Reviewed:	30 January 2024
Review Period:	Biennial
Scope:	Whole School
Approval Authority:	DFO
Approval Date:	31 January 2024
External Release:	No

# INTRODUCTION

## I. General

Our priority is to minimise the risk to life and to reduce the likelihood of injury by maintaining the physical fire safety integrity of the school and ensuring that staff, students and visitors do not add to the fire risk on site. The fire risk prevention policy, fire risk assessment and associated procedures at Clayesmore are all designed to reduce the likelihood of fire and ensure that our community responds calmly and effectively in the event of a fire.

The school completes a Fire Risk Assessment (FRA) normally every two years. An external fire risk specialist is engaged to provide a thorough and systematic review of the whole premises. The actions raised are then prioritised and completed to ensure compliance under The Regulatory Reform (Fire Safety) Order 2005.

A comprehensive record of the school buildings and any physical alterations are maintained and can be provided to the Fire Service, in the event of an emergency. A detailed knowledge of building plans, utilities and emergency cut offs is also important.

In addition, on arrival to site, the Fire Service will be informed of the location of any hazardous substances kept on site for academic and support departments.

The following areas are worthy of note:

- Physics Department (Ground Floor, Jubilee Building) small quantities of radiological sources are kept in a locked cabinet.
- The Science Department (1<sup>st</sup> Floor, Jubilee Building) is the main chemical store.
- Health & Wellbeing Centre – oxygen cylinder for first aid.
- Sports Centre – oxygen cylinder for first aid in the main office. Chemical stores (for the swimming pool) in the plant room under the building.
- Grounds Yard (the sunken tennis court) where there is a gas bottle store
- Cookery Department gas cookers are gas-bottle fed.
- Biomass boilers in the Barn at the far end of site provide heat through underground pipes to the majority of the site.
- Catering department (under Ground floor, Main House) - gas

## 2. Fire Drills

School fire drills are completed every term for both the Prep and Senior Schools.

Each term, there is also a separate night time fire drill to test the boarding pupils and residential staff. The details of these drills are recorded and a copy of the log is sent to the HoC for review.

Any concerns or issues that are identified as a result of these drills are investigated and appropriate actions taken

### 3. Fire Provisions

Fire alarm systems are checked regularly (through the Estates Office) and fire extinguishers are serviced under contract.

Fixed fire alarm systems are fitted in all boarding houses.

All boarding staff must familiarise themselves with the systems. Thorough training is provided to that end including use of specific fire panels.

All staff must be aware of the fire procedures for all areas in which they work. All areas have a Fire Action Plan that details evacuation procedures and the assembly point:

- The main Senior School assembly point during the day is the fountain.
- The Prep School has an assembly point by their tennis courts.
- The buildings located off the main campus e.g. the Art School have separate assembly points.
- The Sports Centre has a phased evacuation to assist with people who may be swimming when the alarm sounds. Their assembly point is close by but they send a runner to the Fountain to report.

### 4. Basic Fire Safety Rules

- Combustible materials must be disposed of in the appropriate manner. Inappropriate storage is a fire risk and could be an invitation to arson.
- Corridors, stairways, entrances and fire exits must be kept clear at all times. Protected and maintained evacuation routes are vital.
- Classroom displays, (Christmas) decorations and work displays should be set up with care. Any risk is increased if they are hung near a heat source or light fitting.
- Boiler rooms must always be kept clean, clear and locked.
- All portable electrical equipment used in School undergoes regular PAT testing. Electrical plugs should not be overloaded. Staff are encouraged to report any electrical concerns via Every.
- The school's electrical wiring is subject to regular fixed wire testing and inspections.
- Any portable heaters are provided via the Estate Office where they are tested and maintained. Advice is provided on their safe use.
- Gas appliances are also maintained by competent engineers.

### 5. Role of the Fire Safety Officer

The Senior Deputy Head is the designated Fire Safety Officer for the Senior School, and the Deputy Head of Prep has the same responsibility in the Prep School. Along with the HoC, they are responsible for ensuring that:

- The Fire Policy is kept under regular review by the H&S Committee, SLT and the Governors.
- The Fire Policy is circulated and available to the entire school community.
- Everyone in the School (including contractors and visitors) are given clear written instructions on what to do in the event of a fire.
- Records are kept of the fire induction training given to new staff and students.

- Procedures for emergency evacuation are regularly tested and kept under review.
- The Fire Risk Assessment (FRA) is regularly reviewed and updated.
- Fire prevention measures are followed.
- Any changes to the school or alterations made to buildings are reflected in the fire safety information.

## 6. Visitors to Site

All visitors to the site must sign in (at the Main Reception, Estates Office or Prep School Office) and they are issued with a visitor's badge and lanyard. This must be worn at all times when they are on site. They will be made aware of the emergency evacuation procedures and the assembly point. It also means they are recorded as being on site in the case of an emergency. The staff member responsible for the visit must ensure their safe evacuation in case of an emergency.

When visitors are gathered on site, e.g. for a concert or social event, staff must make an announcement at the start of the proceedings advising of emergency exits and what to do if an alarm sounds. The theatre has a specific fire procedure to follow before a performance.

## 7. Staff, Pupils or Visitors with a physical disability

Individuals that come on to site with a disclosed disability are provided with a one to one induction that covers fire safety.

Should an individual with a physical disability join the school, it is important that a personal plan is created to enable safe evacuation – PEEP (Personal Emergency Egress Plans). In some cases, e.g. if someone is hard of hearing, the plan could be as simple as to ensure staff and pupils make the individual aware that a fire alarm is sounding.

However, with some physical disabilities a more detailed written plan could be required. The plan should document where the individual works and lives (if resident on site) and what plans are in place to enable their time at Claysmore to be safe. Where possible every effort should be made to consider working and living arrangements to aid access e.g. ground floor teaching and bedrooms are available throughout the school.

House staff, in particular, should be aware that temporary fire safety arrangements may need to be made should a boarding pupil become injured e.g. should a pupil break their leg they may need to be moved to a different room for the duration of their recuperation.

## 8. Examples of supporting fire paperwork is provided in the appendices:

- Appendix 1 – Emergency Evacuation Report – Fire
- Appendix 2 – Fire Action Plan – Senior School
- Appendix 3 – Fire Action Plan – Prep School

The appendices give the generic FAP for the Senior and Prep Schools. Other buildings and the boarding houses will have a FAP specific to their location and/or overnight emergencies.

## Appendix I



CLAYESMORE

### EMERGENCY EVACUATION REPORT

*This form should be completed immediately. One copy should be retained for your records and another forwarded to the Head of Compliance (Tracy McConnell) and Estates & Operations Manager (Nick Church).*

<b>1 – Details of Evacuation</b>	
Building	
Date	
Time	
Evacuation Time	
Number of Staff	
Number of Pupils	
Any problems recorded	
Type of Activation	
Drill <input type="checkbox"/> Fault <input type="checkbox"/> Fire <input type="checkbox"/>	
<b>2 – Action Required (to be completed by the Head of Compliance)</b>	
<b>3 – Form Completed by</b>	
Signature	
Position	Date

## Appendix 2

## Senior School - Fire Action Plan

### ASSEMBLY POINT -

### THE FOUNTAIN

#### PUPILS -

#### IF YOU HEAR THE FIRE ALARM:

1. Leave the building immediately and proceed to the assembly point
2. **DO NOT** return to collect any personal belongings
3. If safe to do so, close doors and windows on your way out
4. Move **QUICKLY** and **QUIETLY** and **DO NOT RUN**

#### IF YOU DISCOVER A FIRE:

5. Operate the fire alarm call point immediately
6. **DO NOT** attempt to tackle the fire yourself
7. Leave the building immediately and proceed to the assembly point
8. **DO NOT** return to collect any personal belongings
9. If safe to do so, close doors and windows on your way out
10. Move **QUICKLY** and **QUIETLY** and **DO NOT RUN**
11. When at the assembly point, tell whoever is in charge the location of the fire

#### STAFF -

#### IF YOU HEAR THE FIRE ALARM:

1. Conduct a sweep of the building and help to assist pupils to evacuate
2. **DO NOT** attempt to tackle the fire yourself, unless specifically trained to do so
3. Leave the building immediately and proceed to the assembly point
4. **DO NOT** return to collect any personal belongings
5. If safe to do so, close doors and windows on your way out
6. When at the assembly point, ensure all students & staff are accounted for and ascertain whether the fire is genuine ie has someone discovered it?
7. If the fire is confirmed as genuine, follow steps 7+ below

#### IF YOU DISCOVER A FIRE

1. Operate the fire alarm call point immediately
2. **DO NOT** attempt to tackle the fire yourself
3. Leave the building immediately and proceed to the assembly point
4. **DO NOT** return to collect any personal belongings
5. If safe to do so, close doors and windows on your way out
6. When at the assembly point, ensure all students & staff are accounted for
7. With another suitably trained member of staff, ascertain the severity of the fire and whether it is safe for you to attempt to extinguish it.
8. If it **IS** Safe:- Follow the steps and instructions provided during your training

#### DO NOT PUT YOURSELF IN DANGER

- If it **IS NOT** Safe:- Call the Fire Service - dial 9-999 and ask for the fire services
- State clearly "Fire at Music Department, Clayesmore School, Iwerne Minster. DT11 8LL"
- Collect Emergency Rucksack – or send someone to do so
- Ensure Competent Persons, and helpers, are wearing HiVis jackets (in rucksack)
- Prevent people from re-entering the building
- Inform the Fire Service if anyone is missing or any parts of the building that have not been checked
- Contact the Head, Deputy Head or DFO

## Appendix 3

## Prep School - Fire Action Plan

### ASSEMBLY POINT -

**TENNIS COURT (day-time)**  
**EVERETT HALL (night-time)**

### PUPILS -

#### IF YOU HEAR THE FIRE ALARM:

1. Leave the building immediately and proceed to the assembly point
2. **DO NOT** return to collect any personal belongings
3. If safe to do so, close doors and windows on your way out
4. Move **QUICKLY** and **QUIETLY** and **DO NOT RUN**

#### IF YOU DISCOVER A FIRE:

5. Operate the fire alarm call point immediately
6. **DO NOT** attempt to tackle the fire yourself
7. Leave the building immediately and proceed to the assembly point
8. **DO NOT** return to collect any personal belongings
9. If safe to do so, close doors and windows on your way out
10. Move **QUICKLY** and **QUIETLY** and **DO NOT RUN**
11. When at the assembly point, tell whoever is in charge the location of the fire

### STAFF -

#### IF YOU HEAR THE FIRE ALARM:

1. Conduct a sweep of the building and help to assist pupils to evacuate
2. **DO NOT** attempt to tackle the fire yourself, unless specifically trained to do so
3. Leave the building immediately and proceed to the assembly point
4. **DO NOT** return to collect any personal belongings
5. If safe to do so, close doors and windows on your way out
6. When at the assembly point, ensure all students & staff are accounted for and ascertain whether the fire is genuine ie has someone discovered it?
7. If the fire is confirmed as genuine, follow steps 7+ below

#### IF YOU DISCOVER A FIRE

1. Operate the fire alarm call point immediately
2. **DO NOT** attempt to tackle the fire yourself
3. Leave the building immediately and proceed to the assembly point
4. **DO NOT** return to collect any personal belongings
5. If safe to do so, close doors and windows on your way out
6. When at the assembly point, ensure all students & staff are accounted for
7. With another suitably trained member of staff, ascertain the severity of the fire and whether it is safe for you to attempt to extinguish it.
8. If it **IS** Safe:- Follow the steps and instructions provided during your training

#### **DO NOT PUT YOURSELF IN DANGER**

- If it **IS NOT** Safe:- Call the Fire Service - dial 9-999 and ask for the fire services
- State clearly "Fire at Art Department, Clayesmore School, Iwerne Minster. DT11 8LY"
- Collect Emergency Rucksack – or send someone to do so
- Ensure Competent Persons, and helpers, are wearing HiVis jackets (in rucksack)
- Prevent people from re-entering the building
- Inform the Fire Service if anyone is missing or any parts of the building that have not been checked
- Contact the Head, Deputy Head or DFO