



FIRE SAFETY ARRANGEMENTS

Version	Update	Author	Date
202009.01	Update to include need to maintain social distancing at assembly points	M Sims	01/09/2020

1. INTRODUCTION

Fire awareness is a vital consideration for everybody who lives at, works at or visits Edge Grove. 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 House and EYFS. The Pre-School at School House adopts the same principles but with specific variations appropriate to the location.

2. FIRE ZONES

The school has a fully integrated fire alarm system (i.e. if the alarm goes off in one area, it will sound in all areas except as noted here). School House and the new Estates Yard both have individual self-contained and stand-alone fire alarm systems with no link to the main school system. The main fire alarm panel is located in the Bursar's corridor (at the rear of the Main House). The total school area is divided into 15 fire zones, as follows:

<u>Zone 1.</u>	Main House (Ground Floor – West side)
<u>Zone 2.</u>	Main House (Ground Floor – East side)
<u>Zone 3.</u>	Main House (First Floor – North side)
<u>Zone 4.</u>	Main House (First Floor – South side)
<u>Zone 5.</u>	Main House (Second Floor)
<u>Zone 6.</u>	Main House (Top Floor)
<u>Zone 7.</u>	Main House (Cellar & Boiler Room)
<u>Zone 8.</u>	Music School & Assembly Hall
<u>Zone 9.</u>	Jubilee Building
<u>Zone 10.</u>	Science/Food Tech/Languages Building
<u>Zone 11.</u>	Pre Prep
<u>Zone 12.</u>	Sports Hall & Changing Rooms
<u>Zone 13.</u>	Apthorp Building
<u>Zone 14.</u>	Stable Block
<u>Zone 15.</u>	Junior School

All 15 zones are served by the main fire alarm panel; local panels are also in place in the Music School (Zone 8), Jubilee Building (Zone 9), Science Building (Zone 10), Pre Prep (Zone 11), Sports Hall (Zone 12) and the Apthorp Building (Zones 13 & 15).

A repeater panel is located in the Main House First Floor Boarding Area so that the alarm location is visible on that floor. Instructions for the operation of the main fire alarm panel are displayed adjacent to the panel.

All systems are set to automatically dial staff in the event of an alarm when the buildings are unmanned; staff dialled will be the Head of Maintenance, Head, Caretaker and Bursar.

3. ORGANISATION

- a) *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.
- b) *The School's Fire Officer (Bursar) and/or Deputy School Fire Officer (HR & Compliance Manager)*
Is the School's competent person, appointed by the Head, and is responsible for ensuring that:

- 1) The school's fire evacuation drill is in place and widely publicised across the School site (see Annex 1). A room/area specific evacuation procedure is published in each boarding area/room.
- 2) Satisfactory arrangements are in place for the production of registers and the conduct of roll-call at every fire evacuation (both night-time and day-time).
- 3) Fire evacuation procedures are kept under continuous review (particularly in the light of changes to the school's infrastructure or working practices).
- 4) Both night-time and day-time fire evacuation drills are carried out at least once every term, when full complements of boarders and day pupils are present, respectively.
- 5) A separate "Boarding Fire Procedure" is drawn up in conjunction with the Housemaster to reflect the requirements of evacuating the boarding house during the night (see Appendix 3).
- 6) Fire evacuation drills are carried out at varying times, on different days at under varying simulated circumstances on each occasion during the school year.
- 7) A written report on each fire drill is submitted to the Bursar (as the designated School Safety Officer) as soon after the fire drill as possible.
- 8) Any unsatisfactory occurrences during fire drills – or any acts or omission requiring remedial action – are followed up effectively and without delay.

c) *The School Safety Officer (Bursar)*

Responsible for:

- 1) Calling the Fire Brigade in the event of an unplanned alarm during normal School hours after consultation with the Head of Maintenance and/or Head.
- 2) Carrying out (or commissioning its execution by an external specialist consultant) and recording the triennial (or more frequently as appropriate depending on change of use or development of school buildings) Fire Risk Assessment which shall include commentary on the elimination or reduction of risks from dangerous substances.
- 3) Ensuring that required measures identified in the Fire Risk Assessment are incorporated in the Health & Safety Action Plan, and followed through effectively.
- 4) Maintaining detailed fire zone plans, showing the locations of all:
 - (a) Fire exits.
 - (b) Emergency luminaries.
 - (c) Break-glass call points.
 - (d) Automatic smoke detectors.
 - (e) Automatic heat detectors.
 - (f) Fire extinguishers.
 - (g) Other fire-safety equipment.

- 5) Ensuring that fire zone plans showing fire exits and break-glass call points, are prominently displayed adjacent to all fire alarm panels.
- 6) Arrangements for online fire awareness & fire warden training as appropriate through the School's provider, iHasco, and maintenance of those training records.
- 7) Carrying out weekly tests at a time that is well publicised of the efficient operation of the main fire alarm panel and the audibility of the fire alarm bells across the site, and maintaining suitable records of such tests.
- 8) Maintaining written records of the checks at (7) above, and monitoring all necessary follow-up action.
- 9) Ensuring that a 100% check of all emergency routes, call points, doors, signs, notices, emergency lighting, fire & heat detectors, alarms & fire extinguishers is carried out once per year by a suitably qualified person or company.
- 10) Creating and maintaining effective Personal Emergency Evacuation Plans, (PEEPs) for people who may be vulnerable during an emergency evacuation of school buildings. Liaising with Boarding and Pastoral Care staff over boarders who may suffer from mobility issues – boarders must be able to access and descend the exterior fire escapes with endangering themselves or others.
- 11) Ensuring that the arrangements for visitors are appropriate and that visitors are directed to the information available on their visitor badges and the Fire Procedures available at the Front Office.
- 12) Ensuring that a check of the contents of the red school evacuation bag stored at the Chapel night time assembly point is carried out and recorded at the start of each school term.
- 13) Maintaining a central record database of all documents relating to Fire Safety at Edge Grove.
- 14) Liaising with Hertfordshire Fire and Rescue Services or other external agencies on fire-related issues as required.

d) *The Head of Maintenance*

- 1) Will be responsible for carrying out such tasks of those outlined at c above, as are delegated to him by the School Safety Officer.
- 2) In the event of a fire alarm sounding, the Head of Maintenance and all members of the Facilities Management team are to assemble at the Main Fire Alarm panel (or as close to it as safety will permit), for further deployment as directed by the School Safety Officer (or Head).
- 3) In the Bursar's absence, calling the Fire Brigade as appropriate.

e) *The Head of Pre Prep*

Will be responsible for:

- 1) Taking registers to the relevant fire assembly point in order to facilitate roll-calls.

- 2) Ensuring that radio contact is made with the main school assembly point to liaise regarding further action as needed.
 - 3) Ensuring appropriate first aid cover and equipment are available in the Pre Prep in the case of a fire or drill.
- f) **The Pre-School Manager**
Will be responsible for:
- 1) Maintaining appropriate registers of all employees, pupils and visitors present on the Pre-School premises at all times during the normal school day. Taking registers to the relevant fire assembly point in order to facilitate roll-calls.
 - 2) Ensuring that phone contact is made with the main school site to liaise regarding further action as needed.
 - 3) Ensuring appropriate first aid cover and equipment are available in School House in the case of a fire or drill.
- g) **The School Office Manager**
Will be responsible for:
- 1) Maintaining appropriate registers of all employees, pupils and visitors present on the School premises (including Pre Prep) at all times during the normal school day. Registers are to be brought to the assembly point(s) for all fire evacuations in order to facilitate roll-calls.
 - 2) Ensuring that all visitors are made aware of the visitors fire procedures at the time of signing in; procedures are published on the visitors' badges and in the front office / hall.
 - 3) Checking 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.
- h) **Boarding House Master / Mistress**
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 and following in any evacuation.
- i) **Duty/House Staff at Evening/Night (once front office is closed)**
Will be responsible for:
- 1) Calling fire brigade once safety of all personnel (staff & pupils) has been accounted for (see Annex 1).
 - 2) Ensuring that they have access to all keys required for a night time evacuation
- j) **All Employees and Pupils**
All employees at Edge Grove are responsible for both familiarising themselves with the school's Fire Safety Rules & Procedures and for following all related School policies and procedures in order to reduce the risk of fire wherever possible; this will include the turning off all unused electrical equipment. Teachers, in particular, have a personal responsibility for the safety of pupils in their charge, and must ensure that they are thoroughly acquainted with all aspects of the fire evacuation drills. Staff accompanying visitors when the school office may be closed (and therefore not "signed in") are, at all times, responsible for the safety of their visitor.

k) *Fire Evacuation Practices/Drills*

Fire Drills are held as soon as possible after the start of each academic year and regularly thereafter. With the exception of the first drill of the year, all drills are normally held without warning.

If a false alarm occurs, the building should be evacuated before re-occupation. It may be decided to allow such an evacuation to proceed to a roll call and count it as one of the quota for the term.

Covid-19 precautions: Staff and pupils must ensure they maintain social distancing at all times within existing year group bubbles. The main staff assembly for those not engaged with children will be on the Astro pitch.

For fire drills a notional location for the fire may be determined and the 'danger area' closed to people leaving the building. This will train staff and children to use alternative routes as circumstances dictate.

Drills through the year should be held at different times, so those problems that arise during assemblies and break times can be identified and countered if necessary.

Annexes

1. Main School - Fire Evacuation Procedure
2. Pre School – Fire Evacuation Procedure
3. Fire Safety Rules for all Staff
4. Evening & Overnight Fire Procedures
5. Fire Procedures for Visitors
6. Fire Classifications
7. Types of Extinguisher to use

M Sims
Bursar
September 2020

EDGE GROVE SCHOOL FIRE EVACUATION PROCEDURE

On discovery of a fire:

1. Any person discovering a fire should operate the nearest alarm.
2. If this person is a pupil, find the nearest member of staff and report the situation to him/her.
3. The fire brigade must be called immediately by the member of staff or the Front Office staff. If using the School phone system, dial 9 for an outside line. Give the operator the following details;

ADDRESS:

**EDGE GROVE SCHOOL, RADLETT ROAD,
HIGH CROSS WD25 8NL (On the B462)**

LOCATION OF FIRE

Do not hang up on the call until the details have been repeated back by the operator.

4. On hearing the fire alarm:

When in class: The order to clear will be given by the teacher, who will indicate the route to be followed.

When not in class: form single file and move by the most direct route to the place of assembly.

At all times:

ACT QUIETLY

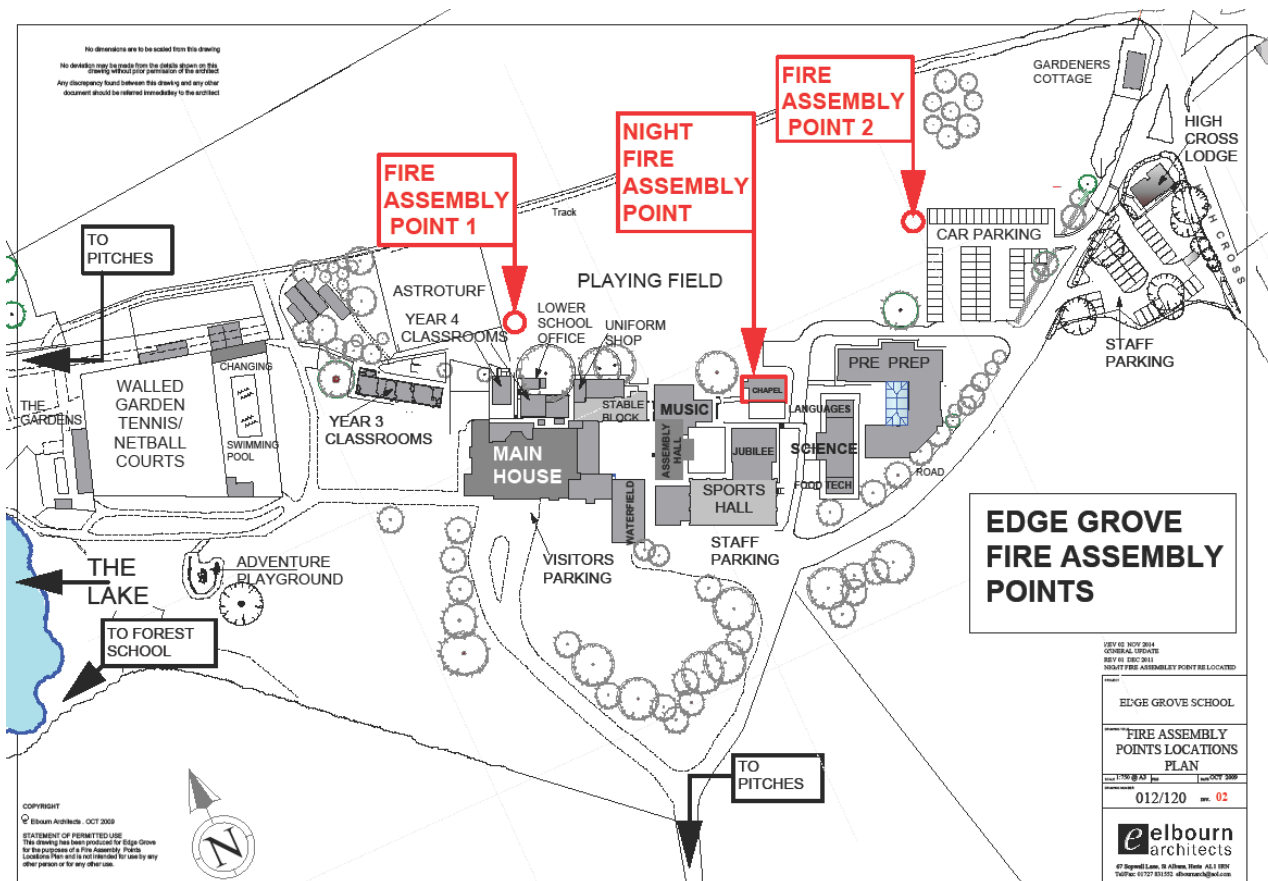
DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY

THE PLACE OF ASSEMBLY IS THE CHAPEL AT NIGHT AND ON THE PADDOCK (DESIGNATED BY SIGNS) DURING THE DAY (see plan below)

- Remember to close all doors and windows.
- Staff will carry out a roll call and inform the Head or Fire Officer of any absentees.
- Once the premises have been evacuated, no one is allowed to re-enter until the "All-Clear" has been given.
- Children, staff and visitors may only leave the assembly point on the instructions of the Head or the Fire Officer.

Staff are instructed never to put themselves at risk in attempting to fight a fire



EDGE GROVE PRE SCHOOL FIRE EVACUATION PROCEDURE

On discovery of a fire:

1. Any person discovering a fire should operate the nearest alarm.
2. The fire brigade must be called immediately by the member of staff. If using the School phone system, dial 9 for an outside line. Give the operator the following details;

ADDRESS:
EDGE GROVE PRE SCHOOL, SCHOOL HOUSE,
CHURCH LANE, ALDENHAM, WD25 8AP

LOCATION OF FIRE

Do not hang up on the call until the details have been repeated back by the operator.

3. On hearing the fire alarm:

When indoors: The order to clear will be given by the teacher or member of staff supervising the children, who will indicate the route to be followed.

When outdoors: form single file and move by the most direct route to the place of assembly.

At all times:

ACT QUIETLY

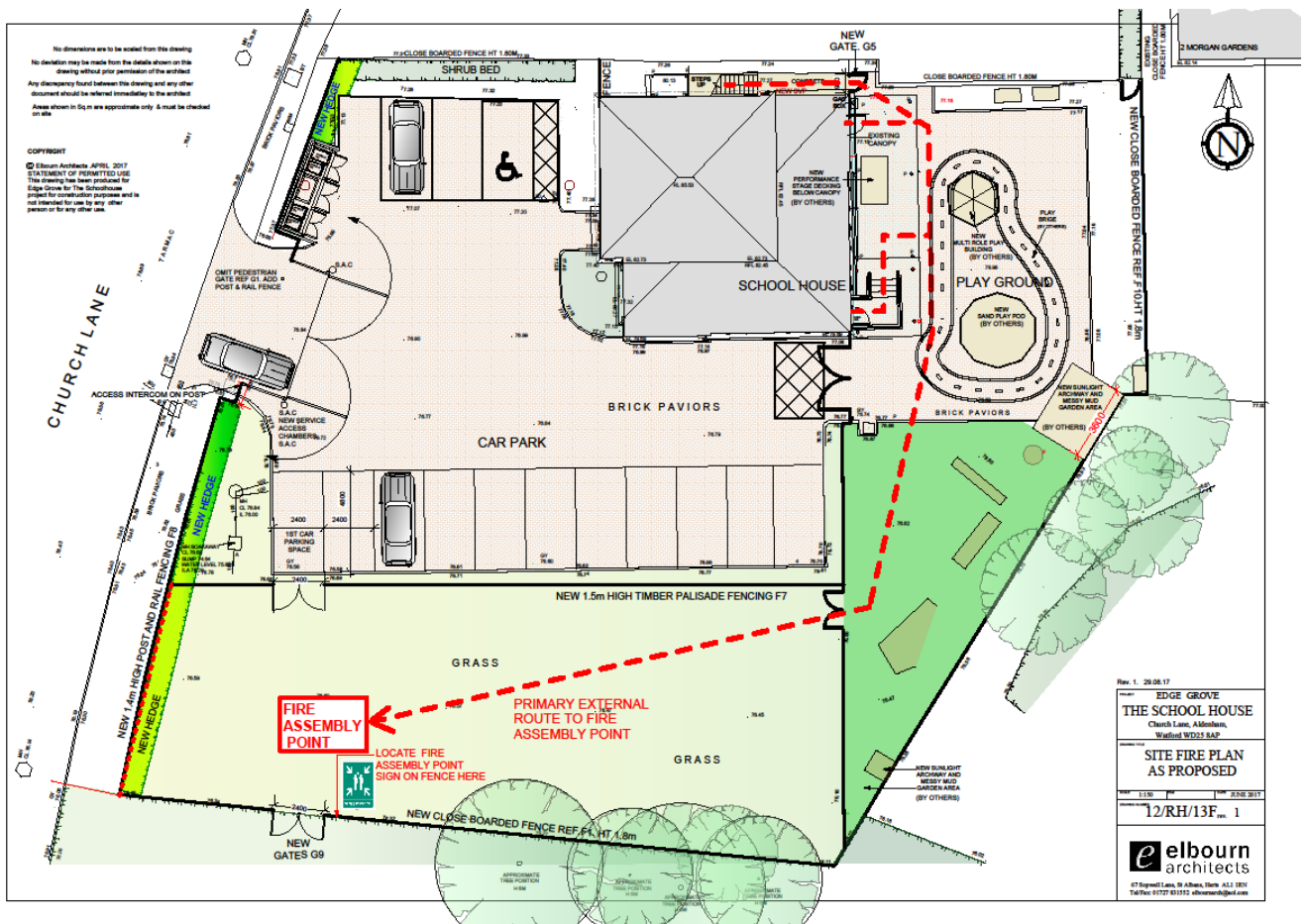
DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY

THE PLACE OF ASSEMBLY IS ON THE GRASS AT THE FRONT OF THE PROPERTY.

- Remember to close all doors and windows.
- Staff will carry out a roll call and inform the Pre School Manager of any absentees.
- Once the premises have been evacuated, no one is allowed to re-enter until the "All-Clear" has been given.
- Children, staff and visitors may only leave the assembly point on the instructions of the Pre School Manager.

Staff are instructed never to put themselves at risk in attempting to fight a fire



Fire Safety Rules for all Staff

These rules must be applied by all staff at all times – they are simple and straightforward but are not optional extras.

All staff are equally responsible for the prevention of fire within the School.

Fire Doors – these are all clearly marked. They must never be left wedged or propped open when a room is unoccupied. Where they are retained on magnets they must not be obstructed or wedged open.

Fire Extinguishers – should not be taken off the wall bracket unless for use in an emergency. These are not door stops! Signs showing location of extinguishers must not be obscured.

Fire Exits – must never be obstructed by furniture or propped/wedged open and all blinds/curtains over them must be raised when the room is occupied. Direction signs for the fire exit must be kept clear and not obscured in any way.

Fire Exit Routes – minimise furniture and clutter used as escape routes – all fire exits must have a minimum 1 metre width at all times. This applies equally to all corridors signed as a fire exit. Notable problem areas in the past have included the Jubilee staff work area and backstage in the Assembly Hall; these are communal areas and all users must ensure these areas are maintained in a safe and legally compliant manner.

Fire Precaution Notices – all rooms within the School should have one of these clearly visible and adjacent to the door. They must not be removed or covered under any circumstances. Please contact the Bursar for a replacement if you realise any are missing or in poor repair.

Martin Sims
September 2018

Evening/Overnight Fire Drill Procedure

Evening/Overnight Fire Drill Procedure

The boarders' fire list is filled in and totalled at supper shortly after children make their way from activities. During after supper activities it is kept by the evening duty team leader. Once upstairs it is kept on the side by the upstairs fire board. After the final register is taken at approximately 8.45pm, a b/w photocopy is taken and left by the fire exit on the girls floor, the main list is left by the fire board. All boarders leave their jumpers and shoes by their beds in case of a fire drill. They are made aware of the location of fire alarm bell buttons. Children who board are made aware of the various fire escape routes to the Chapel front door. Chapel is the primary assembly point from the end of supper (6.00pm) until breakfast (8.10am) the next day. Our current staffing guarantees 2 members of staff are in the building overnight. The Head of Boarding and Housemistress must liaise with those sleeping on the first floor to ensure there is always at least two members of staff on the first floor in case the stairs coming down are blocked by fire.

On hearing the alarm the primary on call staff member must pick up the duty phone, the walkie-talkies and the fire list. They should check the upstairs fire board and note the number on the fire list so they know where the fire is located.

If the fire board informs us that the Jubilee building (3) or the Music School (6) are suspected of being on fire all routes should divert to The Pre Prep Hall (5).

When the alarm sounds all girls in dormitories leave through the crash bar exit from their corridor and proceed down into the yard. If this route is blocked, the girls go through South/Willow. They must turn left past the music practice rooms and onto the path by the paddock, unless fire or smoke can be clearly seen in that direction. The female GAP assistants and the Assistant Housemistress will ensure the girls' rooms are clear. The Housemistress will make the final check.

If a pupil is in sickbay their name(s) will be written on the white board by the fire board. It is the primary on call staff member whose responsibility it is to check this board and go and evacuate anyone from sick bay and, provided it is assessed as being safe to do so, take them down to the girls' end. The sick child(ren) will join the girls on their evacuation.

Boys in South leave through their window exits, climb backwards down the ladder before turning left and heading though the sports hall car park, past the science block, to the Chapel. If this route is blocked, these boys can either go out through the girls' fire exit or though North dorm. Boys in North have instructions to work together to check the 2 areas of the dorm are clear and leave through their crash bar exit. They climb the steps carefully, moving backwards and then follow the lit path past the music block, to the chapel. If this route is blocked, they are to go through South. The Head of Boarding should clear the boys, checking first South to ensure the escape is opened and the boys are on the move. Boys in North are taught to work independently, but if the male GAP assistant is able to care for the younger boys, the older boys can be escorted by the Head of Boarding. The Head will assist with the boys' dorms, starting with South and then moving to check the girls' dorms.

Once at the Chapel the primary on call staff member should open up and first check for problems. If there is, and if safe, muster should be moved to the Pre Prep Hall. Meanwhile the secondary on call staff member takes a head count – informing the primary staff member if there is a discrepancy before pupils file into the chapel and sit whilst a roll call is taken. Once all pupils and staff have been accounted for, two staff members take one of the two 2-way radios and a phone (not the primary staff member) and investigate the fire at the place initially indicated on the fire board. If it is established that the event is a drill, the alarms can be silenced at the main fire board. Those in the Chapel will return quietly and safely when the alarms fall silent and when notified by radio. If it is established that there is a fire the investigating staff call 999 and inform the primary duty staff member by radio. If pupils or staff are unaccounted for, the two person team will look for these pupils first by retracing the practiced route those pupils should have taken before investigating the fire. Emergency equipment and a list of phone numbers have been placed in the Pre Prep plant room in case of further issues.

Fire Procedures for Visitors

Introduction

Fire awareness is a vital consideration for everybody who lives at, works at or visits Edge Grove. The aim of this document is to set out the school's procedures with regard to the presence of visitors on its premises in the event of the fire alarm being sounded.

Procedures

1. All visitors to the School (including visitors to the Pre Prep) are to be signed in and out of the premises at the School Office. A key element of the signing-in process is to direct visitors' attention to this procedure which will be displayed in the School Office along with the School Fire Evacuation Procedure and site map showing the location of the fire assembly points. The badges issued to visitors contain a summary of these procedures.
2. Visitors arriving at times when the office is closed must be escorted at all times by the sponsoring member of staff who takes full responsibility for ensuring the safety of their visitor in the event of a fire.
3. The School Fire alarm is an integrated one and sounds across the whole campus whenever an alarm is triggered in any area. The sound emitted is a bell.
4. On hearing the fire alarm, Visitors must proceed to Fire Assembly Point 1 (visitors to the Pre-Prep proceed to Assembly Point 2) on the Paddock playing field (for a daytime alarm) or the Pre-Prep Hall (for a night-time alarm) where they should report to the Fire Marshal and ensure that their presence is recorded on the fire register.
5. The Fire Alarm is routinely tested weekly during term time at approximately 10.20 am on Friday mornings. The test lasts for a few seconds only and no action should be taken unless the alarm sounds for a longer period, in which case the Fire Evacuation Procedure should be followed as above.

FIRE CLASSIFICATIONS



You must identify the type of fire before you take action.

Class A:
ordinary combustibles

...such as wood, paper, wastepaper baskets, stationery stores, textiles, fabric and furniture.

Class B:
flammable liquids

...such as lubricants, spirits, petrol, paints, solvents, fuel oils and flammable liquid stores.

Class C:
flammable gases

...such as propane AND butane.

Class D:
metals

... such as magnesium, aluminium, sodium and potassium (unlikely in an office environment).

Class F:
cooking oils

... such as vegetable oil, sunflower oil and liquefiable solids like lard, butter and margarine.

Electrical ⚡

Danger areas include ventilation systems, computer rooms, switch gear and lift motor rooms.
















Using the wrong extinguisher on the wrong type of fire can lead to disaster and could cost you your life.



FIRE EXTINGUISHERS

The table below is a reminder of which extinguisher is suitable for which class of fire. When a Class D fire is detected the Fire Service should be called.

	WATER	DRY POWDER	CARBON DIOXIDE	FOAM SPRAY (AFFF)	WET CHEMICAL
Class A: ordinary combustibles			✗		
Class B: flammable liquids	✗				✗
Class C: flammable gases	✗			✗	✗
Class D: metals	✗	✗	✗	✗	✗
Class F: cooking oils	✗	✗	✗	✗	
Electrical 	✗			✗	✗

