

**APPLEFORD SCHOOL
FIRE SAFETY POLICY**

This policy applies to the whole school, including boarding

1. Introduction

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing.

2. Aim.

This document sets the policy on how the new regulations are interpreted at Appleford School.

3. Execution

The Appleford School fire safety policy regime mirrors closely the existing health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. The Appleford School H&S Policy states that the Directors of the School have a duty to take reasonable precautions to safeguard the lives of employees, pupils and other visitors.

4. Allocation of Responsibilities

Responsibilities are as follows:

	Tasks	Comments
Managing Director	Responsible in law for what happens on the premises	Dr P Gardner
Responsible Person (Head Fire Warden)	Plans, implements, monitors and reviews the policy	Claire Cooper (Operations Manager), (assisted by the Headmaster as required)
Fire Wardens	Assist the Responsible Person in the Management of fire safety	Members of staff appointed by the Operations Manager
Employees (including Pupils)	Comply with Fire policy and take reasonable steps to protect themselves and colleagues at work	Half Termly day and night practice evacuations
Visitors	Should be briefed on any issues that will affect them, as required, when they are on site	All visitors are informed of fire evacuation procedures upon arrival to school

5. Risk Assessment

An approved external Body produces the Risk Assessment for the purpose of identifying the general fire precautions that need to be taken on an annual basis. This is held by the Operations Manager. The Risk Assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. In April 2021 the overall risk has been assessed as moderate.

6. Fire Precautions Maintenance

The following arrangements have been made for maintenance:

Timeframe	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open.	Fire wardens and all staff
Weekly	Test fire alarm on Friday (end of the school day) via a different call point in a different building every week.	Operations Manager
Annually	Test fire panels and emergency lighting in accordance with BS5839 split over two visits per year.	Dale Philpott (External Contractor)
Annually	Test all fire extinguishers, check all fire blankets. Report on any missing/damaged fire information signs.	Fire Action Ltd (Organised by the Operations Manager)

7. Smoking

Smoking can be a major source of fires. The following area has been designated as smoking area at Appleford; the area behind the Elm House top playground (but not during the pupils breaktimes). Smoking is prohibited in any other place; temporary relaxations of this rule may only be given by the Headmaster.

8. Training

The Person Responsible (Head Fire Warden) will recommend any relevant training for staff.

9. Practice Evacuations

There will be a number of practice evacuations each term. The aim of the practices is to familiarise pupils and staff with evacuations procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes by day or night. The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings; these details are to be passed to Claire Cooper (Head Fire Warden) for record keeping purposes. The following practices should occur **every term**:

	Detail	By whom
Boarding Houses	One day and one-night time evacuation practice	Houseparents or Head Fire Warden
Whole School	One daytime evacuation practice	Head Fire Warden or Headmaster

10. Action on Hearing a Fire Evacuation Bell or continuous Whistle

The following actions should occur when anyone hears a fire evacuation bell:

- a. **Evacuate** all buildings in an orderly manner and carry out registers.
- b. **Confirm** what has happened; The Head Fire Warden and/or Deputy decide whether to call the Wilts Fire and Rescue Service.
- c. **Control** re-entering to buildings. The Head Fire Warden and/or Deputy should investigate all false alarms, recording all details for record keeping purposes. No entry to buildings until alarms have been silenced and authorisation given.
- d. **Fire fighting.** The aim is to evacuate the buildings as quickly as possible, only when that has occurred should a decision be taken to fight a fire be made. This should not stop staff from using a fire extinguisher for instance to stop a fire in a dustbin. Fire extinguishers are in place to aid your escape, not to fight fires.

11. **Annual Review.** This document will be reviewed annually as part of the H&S Annual Report.



Signed:

Claire Cooper
Operations Manager

David King
Headmaster

Dated: September 2021
Review: September 2022

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- a. **General introduction.** With 10 buildings on site (Oak House, Elm House, The Beeches, Sports Hall, Willow House, The Rookery, The Orchard, The Design & Technology Block, The ELSA Shepherds Hut and The Staff Workroom) and Maddington House (off site), there are a small number of people likely to be affected it is relatively easy to keep risk management under continual review. Because the premises are small the risk has been assessed as a whole not as individual building.
- b. **Sources of ignition.** The number of sources of ignition are relatively few, naked flames are carefully controlled in the kitchen, Food tech and science labs, hot surfaces are few – kitchen (well managed), electrical sockets etc are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks – contractors are supervised by maintenance staff.
- c. **Sources of fuel.** There are relatively few sources of conventional fuel held at Appleford, Calor gas to supply the science labs, sports hall heating, The Beeches heating, kitchen for cooking and laundry for clothes drying. Oil is used to provide hot water and heating in Oak House. All other forms of heating are by night storage or convection heaters. (There is a commercial deep fat fryer in the kitchen – not used every day).
- d. **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. During the current COVID 19 pandemic doors and windows may be opened during the day but must be closed at night time.

2. People at risk.

- a. **By day.** By day there are some 155 pupils and up to 100 staff that form the base population of the school, with some 10% allowance for visitors/contractors at one time the overall number of people at risk rises to 270, however because of the siting of the building the maximum number of people at risk reduces to some 90 at any one time. For very short periods (speech day) the numbers peak to some 550 in and about the school grounds.
- b. **By night.** At night the boarding facility is split into, Maddington House for up to 15 boarders, Elm House for 17 male boarders, Willow House for up to 15 female boarders and The Beeches for up to 16 female boarders.
All of these Houses have up to two staff that live in. Two staff reside in Oak House Monday to Friday, term time.

- c. **During holidays.** During holiday when Appleford pupils have returned home there are very few people on site with the exception of letting periods when the letting companies duplicate the Appleford arrangements for staff supervision ratios.
- d. **People especially at risk.** There are no pupils or staff considered to be especially at risk.

3. Evaluation of risk.

- a. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **Moderate** because there are few ignition sources and combustible materials are kept away from them. The kitchen staff are well trained in safe working practices as are all the staff on reduction of hazards to acceptable levels. Smoking is only permitted in the designated area, electrical equipment is inspected regularly and tested, and the chance of arson is assessed as Moderate part due to the location of the school, part due to the construction of the older buildings and part due to the learning issues of the pupils.
- b. **Evaluation of risk to people from fire.** Risk to people from fire is low,
- c. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
- d. **Reduction of risk to people.**
 - i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting and warning bells.
 - ii. **Fire fighting.** In the past staff have not been trained in fire fighting, the aim was to ensure that the pupils were evacuated and accounted for and the fire and rescue service called.
 - iii. **Fire Wardens.** The school has a comprehensive list of staff who are given the task of being fire wardens.
 - iv. **Escape routes.** The school has sufficient fire signage for all extinguishers and evacuation signage is clearly displayed in all buildings.
 - v. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.

- 4. **Records and Review.** The Head Fire Warden as the Responsible Person plans, implements, monitors and reviews the fire safety policy. She is responsible for record keeping and maintaining the emergency evacuation and liaison with other interested parties.