



BEAUDESERT PARK SCHOOL

FIRE POLICY AND FIRE RISK ASSESSMENT

FIRE POLICY

Beaudesert Park School's ("the School's") Fire Policy is to minimise the risk of fire in the School through the management of the School's flammable resources, ignition sources and adherence to safe operating procedures. In particular smoking is not allowed within the School's premises and should eliminate this source of ignition of a fire. The fire risk is minimised through the below Fire Risk assessment.

In the event of a fire, the School's Fire Policy is to identify the location of the fire and ensure the safety of its pupils, employees and visitors by the efficient evacuation of personnel from the School's buildings to the Fire Assembly Point, where a roll call of personnel will be conducted to ensure that everyone is accounted for. The Fire Brigade will be notified of the fire by the School's automated Fire Detection and Alarm System. If appropriate and pending the arrival of the Fire Brigade, staff present will be deployed to fight the fire with School's fire-fighting appliances. The School's evacuation procedures are detailed in the School's Staff Handbook. All new staff, pupils, contractors and visitors are shown the Emergency Evacuation Notice in Appendix B. The Head of Maintenance tests the Fire Alarm and Detection System weekly and fire evacuation drills are carried out each term the alarm will be activated using a different activator point each week, where this is practicable. The fire alarm system is serviced six monthly by a competent contractor (eg ISO 9001 / BAFE) currently an alarm company called Security 1.

The School's Staff are trained at the required intervals (this January 8th 2018 ie 3 year intervals) to be aware of the risks of fire and their responsibilities in this regard and how to operate the first aid fire-fighting appliances. Directions to the two Fire Assembly Points, Prep and Pre-Prep. Use the red coloured Finger posts and signage at the Fire Assembly Points to indicate successful arrival. In the event that Pupils, Staff and Visitors are found missing from the School Register the nominated Fire Marshalls, The Estate Manager and Head of Maintenance will conduct a sweep of the School, clearing and checking agreed zones. The extent and progress of the search will be passed to Fire Control point by radio on our currently unsecured comms recorded on our School plan and handed to the Rescue Services when they arrive. As soon as the Fire Alarm is sounded, nominated persons (Luke Rob and Ken) will man the three main gates (Lodge, Main Exit and Kitchen Entrance Gate) clear the entrances of

encumbrances ready for the arrival of the Emergency Services denying entrance to any other vehicles. They will also redirect our own Minibuses returning from events to our emergency assembly point at the Pinfarthings layby.

In the event of a genuine fire with the subsequent attendance of the emergency services and on the assumption that there will either a fire in the PAC or the Main Prep and Pre-Prep buildings, not both, then Children, Staff and visitors will be ushered into that building without the Fire with permission of the attending Fire Brigade Commander. How they are dealt with after this is outside the scope of this Assessment.

For the proper operation to occur if the Office is compromised a mobile comms point called Fire-Control will be established (Office, Caretaker, Estate Manager, Headmaster or Deputy Head) from which to direct operations and to set out plans to show clearance progress.

Correct Radio Voice Procedure with radios will be used at all times. All non-emergency transmissions will cease and only emergency related transmissions allowed.

Regular assessments are made by staff, including the Fire Marshals /Head of Maintenance to ensure that the walkways and fire routes are kept clear of obstructions and tripping hazards. In addition fire doors and their closure will be monitored, if holding-open devices are employed the correct operation of these devices will be regularly ascertained. Fire doors closed and windows closed when rooms vacated.

A Fire Map is maintained by the Head of Maintenance and is stored by the Main Fire Board by the Day Door, by Gent Panel by the double green doors, in the Qube and a copy is mounted on the wall alongside the Fire-Board in the Performing Arts Centre. All plans are currently being updated.

A 'Grab Bag' is maintained in the Front Office under Tree's desk with the fire wardens jackets, school plans, spare walkie talkies, torches and a list of chemicals used in the Science Block and their whereabouts.

FIRE ASSEMBLY POINTS

Middle Terrace: Prep. Pupils and Staff, Visitors and Contractors, visiting schools who find themselves in the School when the alarm goes off. (Visiting Staff will take a register of their pupils and present this to the person in charge at the Assembly point)

PAC Croquet Lawn: Pre-Prep Pupils and their teachers. Disabled pupils and visitors.

Alternative/Temporary Assembly Point: 'Pinfarthings layby' Children and Staff returning from the Playing Fields and Minibuses returning to school during an evacuation procedure will be directed by the Gate Controllers to their alternative holding position at Pinfarthings layby and communicate their own register to Fire Control either by phone or by runner.

FIRE RISK ASSESSMENT

The Fire Risk Assessment of Beaudesert Park School has been undertaken to comply with the requirements of the Fire Precautions Regulations 1997 (As Amended) and the Management of Health and Safety at Work Regulations 1999 Regulation 3(1). As the School is an employer with more than 5 employees this assessment has been formally recorded in the written format below. However, as a School there is also a responsibility to ensure the safety of its pupils as well the staff in its care. This fire risk assessment is should ensure the safety of the School's pupils, employees and visitors whilst at the School or travelling in the School's vehicles.

In order for a fire to take place there needs to be a source of combustible material and source of ignition, as well as a source of oxygen. This is known as the Fire Triangle. In the event of a fire starting there must be ways of mitigating the risk of the fire to ensure the safety of the School's employees and pupils, the buildings and contents of the School.

The below Beaudesert Park School Fire Risk Assessment has assessed the fire risk for each of the factors listed in the paragraph above in a generic fashion as pertaining to the whole of the School and then more specifically for certain areas of the School as necessary; the latter is included at Annex A.

SOURCES OF COMBUSTIBLE MATERIAL

The general sources of combustible material in the School have been identified as follows:

- a. Furniture and Fabrics.
- b. Flammable utility supplies such as gas, portable fuel supplies for vehicles, machinery and barbeques.
- c. Waste containers.
- d. Paper and books.
- e. Paints.
- f. Cooking oils.
- g. Clothing.

SOURCES OF IGNITION

- a. Hot surfaces and naked flames.
- b. Arson.
- c. Spontaneous ignition of certain materials.
- d. Portable Electrical Appliances.
- e. Electrical Supplies.
- f. Smoking.
- g. Vehicles.
- h. Reactions of certain chemicals.
- i. Boilers and gas dryers.

- j. Kitchen equipment.
- k. Kiln.
- l. Lightning Strike

GENERIC FIRE RISK MITIGATING MEASURES

- a. Appropriate First Aid Fire Fighting Equipment, with appropriate labelling is distributed throughout the School. This equipment is serviced in accordance with relevant servicing requirements and intervals; the servicing of the equipment is recorded.
- b. Fire alarm system is distributed throughout all the main School buildings and is tested on a weekly basis, including the automatic linkage to the Emergency Control Office and hence to the local fire brigade. The testing of the system, including the initiating MCP, is documented. An additional fire alarm system is installed in the Stable flats where the gap year students reside. Fire sensors are smoke and heat activated as appropriate. The fire alarm system in the Performing Arts Centre is tested and maintained in the same manner but the two systems are currently not linked to allow Boarding pupils a refuge at night in the event of a fire in the Main School. This link is currently under review but it is generally felt to be working well so will remain unlinked.
- c. Smoke or heat sensors and first aid fire-fighting equipment are also installed in other staff residential dwellings.
- d. There is an emergency light supply through most areas of the School that would assist in the School being evacuated in the event of a power failure. The system is tested monthly by the Head of Maintenance; this includes both functionality and discharge tests.
- e. The interconnectivity of the School buildings presents a natural path for fire and smoke to propagate; fire resistant doors, some on mains powered self-closure mechanisms, will reduce the risk of this propagation.
- f. There are many fire escapes and other doors to allow egress from the School buildings in an emergency. With the exception of Pre-Prep, there are multiple routes via different staircases to gain access to ground first floor level and then fire escapes.
- g. School portable electrical appliances are tested by appropriately qualified personnel in accordance with necessary regulations and at the required periodicity each July. Personal mains powered portable electrical appliances, including those of boarding pupils, are not allowed to be used on School premises in accordance with School policy. Staff living in School accommodation are allowed to use their own personal electrical appliances; those living in the main School building have their portable electrical appliances tested at the School's expense. Detailed testing records are provided to Head of Maintenance.
- h. The School's fixed wiring is tested in accordance with the necessary regulations and frequencies (5 years) by suitably qualified companies. Last carried out in 2015
- i. The School's policy is that no one is allowed to smoke in the School's main buildings or grounds.

- j. Wood, flammable paints and solvents needed by the School's Maintenance and Grounds Team are stored in remote storage facilities away from Main School buildings.
- k. The School's gas boilers and dryers are annually serviced and tested by appropriate qualified companies in accordance with the specified procedures and requirements. A scheme of auto-disconnect gas valves in the event of the fire alarm being activated is being rolled out across the School when the opportunity arises.
- l. School vehicles are tested annually in accordance with Department of Transport requirements; they are also serviced and maintained in accordance with the necessary procedures. Each minibus has its own fire extinguisher and the operation of all doors is ascertained before each journey.
- m. The use of naked flames within School buildings is limited to the absolute minimum. There are artificial gas fires in the Staff Common Room, the Headmaster's Study, the Drawing Room, the Reception Office and the Housemaster's Flat. These fires are located on pre-existing hearths and fire screens are available to be used in 3 of the rooms. Additional use of naked flames in both the kitchen and Science Block are used in day-to-day activities. The log burners in all buildings are swept annually and a certificate issued.
- n. Staff, including some of the Chartwell's team, have been trained to use first aid fire-fighting appliances; records of such training are maintained by the Bursar's team. Periodic first aid fire-fighting training/retraining, particularly for science and other staff in higher risk environments is provided on a 3 yearly cycle.
- o. Termly fire evacuation practices take place each term both for the School in general and specifically the Boarding House.
- p. To mitigate against the effects of arson the School has various methods to deter or stop intruders entering buildings. However, the School's estate has to be open to enable pupils, parents, staff and legitimate visitors access to the School and its grounds and as such it is impossible to restrict access to would be arsonists. However, the School has keypad locks most accessible external doors and all visitors to the School must report to the Reception Office on arrival. Staff are also aware that they should challenge any unknown individual who is not accompanied by a member of the School's team or wearing a visitor's badge. A scheme to upgrade all external doors to keypads has been instigated and the only area that remains un-key padded is the DT courtyard.
- q. The School's kitchen equipment is maintained in accordance with legislation and procedures and is serviced annually by a specialist company.
- r. The Chartwell's cleaning team clear the School of any waste material on a daily basis Monday to Saturday and on a reduced basis during holiday periods. This waste material, primarily paper, which could act as a source of combustible material, is stored in containers away from the School buildings and these in turn are emptied by specialised waste contractors on, currently, tri-weekly basis.
- s. Waste vegetable cooking oil from the kitchen is removed on a fortnightly basis; removed oil is stored in labelled containers in a metal

- bunded storage container and is collected in turn by a specialised waste contractor employed by Chartwells at 4-6 week intervals.
- t. The filters at high level in the kitchen are subject to the ingress of the effluent from all of the various cooking devices in the kitchen; these can include various fats and oils and as such can present a source of readily combustible material. To reduce this risk, the Chartwells catering staff clean these filters on a termly basis. An annual deep clean is carried out by contractors.
 - u. The School's Lightning Conductor System is tested annually.
 - v. Hot work will be carried out using the School's Hot Work Permit system and recorded by the Head of Maintenance and the Estate Manager
 - w. All fabrics and materials will be checked to ascertain that they are appropriately fire retarded.

The above list of fire risk mitigating measures details how Beaudesert Park School has identified the potential risks for fire in the School and what measures have been put in place to mitigate these risks. To ensure that the Fire Risk Assessment has considered all risks and in all areas of the School, the additional spatial assessment at Annex A has been completed.

This Fire Risk Assessment of Beaudesert Park School is due for review annually and is next due in September 2018.

AR Hale
Estate Manager
Beaudesert Park School
28th September 2017

Appendix:

- A. Specific Area Fire Risk Assessment within Beaudesert Park School.
- B. Emergency Evacuation Notice
- C. Disabled Staff, Pupils or Visitors

This policy can be made available in large print or other accessible format if required.

Authorised by	M Campbell <u>Chair of Governance & Compliance Committee</u>
Date 21/11/17	
Approved by	M Pyper <u>Chair of Governors</u>
Date 21/11/17	
Last Reviewed	November 2016
Next Review	November 2018

APPENDIX A - SPECIFIC AREA FIRE RISK ASSESSMENT
WITHIN BEAUDESERT PARK SCHOOL.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
1	Qube four classroom woodland development to replace Porta-cabins		Single Storey, with new fire alarm system incorporating magnetic hold backs for classroom doors. The system has been linked through the Gent system into the main school system	None Identified
2	Swimming Pool & Gym.	High level electric heaters and a large curtain..	Heaters are protected by guards and are away from fabric. Curtain is made of non-flammable material.	None Identified
3	Changing Rooms.	Potential for untidy storage of clothes around the room during changing ready for games.	Members of staff on duty in changing rooms when occupied.	None Identified.
4	Prep Classrooms.	None Identified.	None.	None Identified.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
5	Pre-Prep Classrooms & Hall.	<p>Lack of alternative exit from 1st floor accommodation. Large amount of storage in corridors. Hanging decorations in corridors potentially encumbering escape or potential for fire to spread and fall on escaping pupils staff and visitors.</p> <p>All classrooms have large paper and plastic hanging displays on the ceilings of classroom</p>	<p>Fire alarm and current staircase.</p> <p>Remove hanging items from corridors.</p> <p>Re-house excess items from corridors and build cupboards</p> <p>Keep hanging items from ceilings to a minimum ensure they are fire retardant and ensure that should they fall they would not present an escape hazard. Any wires for hanging items should be metal wire to slow collapse of displays. All hanging displays kept 1 metre minimum away from ceiling mounted projectors.</p>	22 Jan 07 Update: during follow-up inspection Fire Officer confirmed no secondary egress required.
6	Science Block.	Reactive chemicals and considerable use of naked flames as part of the curriculum.	Storage of more hazardous chemicals, that could lead to a fire and that are used in the School's curriculum, are stored in specialised storage bottles that are in turn secured in lockable metal containers. The use of naked flames is carefully controlled by teachers; panic isolation switches are provided in each laboratory to isolate the supply of gas, electricity and water. Chemical List kept up to date in the Science Block and in the emergency grab bag kept in Front Office	None Required.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
7	Office Accommodation in Highlands	Extensive use of IT and other electrically powered equipment.	Maintenance of equipment and safe use of equipment	None Required
8	Boarding Accommodation in Highlands, to include that of the Housemaster's and the 2 Matrons' Flats.	Potential for egress of significant numbers of individuals during dark hours. Storage of materials in cupboards corridors of main exit routes are a source of combustible	Fire detection system should alert all individuals to any emergency; emergency lighting should help egress from building via multiple staircases and fire doors. Storage cupboards now lined with fire proof material. Sensors also present	None Required
9	Attic spaces.	Attics are used for storage of packing materials and costumes of Drama Department.	Highlands attic fitted with fire detection sensors, control of entry to attics limits risk.	On-going requirement to monitor and minimise storage of materials in attics. The new Performing Arts Centre is the new depository for all props and costumes leaving the absolute minimum in the attic
10	Pottery	Kiln and considerable use of water. Kiln left operating overnight.	Kiln only used by qualified staff and is maintained by specialist company. 'Wet Area' of Pottery fitted with splash proof fittings with correct Ingress Protection levels. Kiln room on main school fire system with a heat/smoke detector in each room. Kiln Room Locked	No further action required

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
11	Kitchens & Dining Room	<p>Waste cooking oil.</p> <p>Saturated extraction filters.</p> <p>Stoves, ovens and fryers.</p> <p>Extraction Ducting.</p>	<p>Waste vegetable cooking oil from the kitchen is replaced on a fortnightly basis; removed oil is stored in labelled containers in a storage shed and is collected in turn by a specialised waste contractor employed by Chartwells at 4-6 week intervals.</p> <p>The filters at high level in the kitchen are subject to the ingress of the effluents from all of the various cooking devices in the kitchen; these can include various fats and oils and as such can present a source of readily combustible material. To reduce this risk, the Chartwells catering staff clean these filters on a termly basis.</p> <p>The School's kitchen equipment is maintained in accordance with legislation, is serviced annually and maintained by a specialist company. Kitchen Ducting has had access panels incorporated to enable interior of ducting to be cleaned of dust and fat to minimise fire risk.</p>	None further identified.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
12	Design & Technology and Art Studios	Many electrically powered devices in D&T Studio. Flammable aerosol paint cans are used and stored in Art Studio.	Emergency isolation switch in D&T Suite. To be extended this Summer '16 Aerosol Paint cans are only used under close supervision of teacher and are stored (max of 6) in lockable cupboard. Smelting only carried out properly cordoned off on the Dining Room Terrace. (correctly rated and fully unwound extension lead used. Shavings not allowed to accumulate and dust extraction systems regularly emptied. Soldering operations keep soldering irons on their mounts when not in use with full supervision at all times.	None required
13	IT Suite.	Considerable amounts of electrical equipment.	Equipment is constantly being upgraded and is subject to electrical PAT testing. Fixed IT equipment tested every three years lap tops every year.	None required.
14	Performing Arts Centre (PAC)		All materials and fabrics are treated with fire retardant solutions All corridors kept clear and fire doors kept shut Adequate fire-fighting equipment available	PAC alarm currently unlinked from Main School Fire Alarm system. UNDER CONSTANT REVIEW but we still think this is preferable. The IT department are the chosen runners to alert PAC occupants of an alert in the Main School.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
15	Library	Flammable Books on shelves. Large Table potentially partially restricting fire escape exit onto roof	Extra Fire Extinguishers to be added Books returned to shelf position closed and pushed to the back of the shelves. Tables returned to their minimum size in the default position as soon as they are finished with.	Extra fire extinguisher ordered
16	Sports Pavilion on remote School Playing Field site.	Remote location makes this building a more likely arson target.	Limited use by School employees and pupils; the small single storey pavilion is equipped with an extinguisher. Fuel stored in Sports Field Machinery Store in separate lockable fuel store	None required.
17	Stable Flats.	Some machinery, electrical equipment and materials used and stored at ground floor level below Flats. Fire escape from tower prone to clutter.	Fire detection system and multiple escape routes from flats. Grounds and Maintenance personnel isolate supply to electrical equipment at cease work. New room created in fire escape area from tower. Fuels and clutter removed. Kitchen area properly compartmentalised.	Extra matching Fire/heat detectors being sourced for extra rooms created in the fire compartmentalisation process to extend the fire alarm. Final plaster skim required. Extra detectors now connected.
18	Stable Yard Grounds Machinery Building.	Storage of paint, fuel and chemicals.	Non-residential and limited access. Materials stored within specialist lockable containers.	None required.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
19	Outdoor Swimming Pool.	Storage of chemicals.	Limited quantities of chemicals stored by pool, limited access to storage shed and open air environment would limit any effects.	None required.
20	Cellar.	Gas heating equipment supplying Main school heating at the base of the School. Strategically vulnerable being in a timber frame building.	Gas shut off valve in place using weights and fusible wire which shuts off the gas in the event of fire or heat. No flammable material kept in cellar. Extra Torch always kept down there.	New fire alarm linked gas shut off system would be of additional benefit and though not a legal requirement this will be the next one to be converted as we roll out of these linked systems across the school's gas heating boilers. A one-off sprinkler system is under consideration.
21	Plant Rooms.	No additional risks identified.	Control of Access to Plant Rooms limits risk.	Keys, and their location, to Plant Room need to readily available to necessary personnel in the event of an emergency.
22	Laundry.	Gas Driers are a source of ignition, particularly for items containing more combustible products, ie cleaning cloths with impregnated fat/oil from kitchens.	Recorded daily cleaning of filters in driers and annual servicing of driers minimises risk. Hot wash of cloths containing oil dissipates oil prior to drying cycle. Drier operating cycle limited to daytime operation or when Matrons' area manned. Scheme of improved gas pressure and manual solenoid disconnection being implemented from the 23 rd October 2017	None required. Carbon Monoxide alarm in place. Vacuum cleaner in place in Laundry to specifically help clean the filters and filter housing more effectively.

<u>Ser No</u>	<u>Area</u>	<u>Additional Fire Risks Identified</u>	<u>Current Specific Risk Mitigation</u>	<u>Additional Measures Required</u>
23	Sports Field Machinery Store on Playing Fields.	Sports Field Machinery Store. Storage of fuels for grounds machinery, combustible & potentially explosive grounds' chemicals.	Access limited to Grounds Staff. Appropriate segregated storage of fuels and chemicals in locked and bunded containers. First Aid Fire Fighting Appliance available in Machinery Store.	None required.
24	Minibuses	Clutter on floor during journeys with no separate storage space	<p>Keep items under seats or on the passengers' laps. Ensure every door operates before each journey</p> <p>Establish presence of fire extinguisher and first aid kit</p> <p>When coming to an halt in the event of a fire ensure the doors are not encumbered by anything outside</p> <p>Extra luggage van to be hired to avoid clutter on the floor hindering escape if excessive luggage expected</p>	None Required

Appendix B: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm/call point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at Middle Terrace for Prep and the PAC Lawn for Pre-Prep or for after School events held in the PAC.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the duty Caretaker/ Boarding Staff will summon the Emergency Services if the alarm sounds (this is done automatically after 2 minutes should the alarm sound and nobody answers the school phone when called by our monitoring service.)
5. If you have a disabled pupil in your class, you should move him or her downstairs, a Fire Marshall will have been tasked to help in the event of a fire.
6. Take the register of your class as soon as you reach the assembly point and pass on to Fire Control.
7. Report anyone who is missing immediately to Fire Control (Office, Caretaker, Estate Manager Headmaster or Deputy Head) who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services or Fire Control.
8. Remain at the assembly point with your pupils until the all clear is given or until directed elsewhere by the person in charge.
9. Fire Marshalls will clear designated zones where safe and report back to Fire Control

Appendix C: Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for disabled pupils and their carer's and for disabled members of staff.