

## **Fire Risk Prevention Policy & Emergency Evacuation Procedures**

King's College School's (the 'School') priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School. The School will ensure that staff, pupils and visitors do not add to the fire risk and will follow safe evacuation procedures of the School buildings if a fire breaks out. The fire safety policy, procedures and risk assessments of the School are designed to help our community respond calmly and effectively in the event that fire breaks out in one of the School buildings and ensure compliance with the School's duties under the Regulatory Reform (Fire Safety) Order 2005.

### **1. Introduction**

The School has procedures in place for carrying out fire risk assessments, preventing fires, evacuation in the event of a fire and maintaining and checking all fire detection, alarm and fighting systems. The School Bursar has responsibility for maintaining and ensuring the implementation of the School's fire and emergency evacuation procedures and that they are implemented by the School including the provision of at least one Fire Warden in every building.

### **2. Fire Risk Assessment**

All of the School premises are subject to a fire risk assessment. This is conducted by an external consultant, Owen David Ltd. The person undertaking the assessment liaises closely with Heads of Department. The fire risk assessment is reviewed and / or updated every year or in the event of significant changes to the buildings or their usage. A physical copy of the fire risk assessment report is available onsite (from the Compliance Officer) and on the School Portal. Staff are informed of any hazards found in the assessment. The School Health and Safety Committee also review the fire risk assessment reports. Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work. Regular assessments are made by staff, including the Fire Wardens and Clerk of Works to ensure that the walkways are kept clear of obstruction and tripping hazards.

### **3. Fire Prevention**

The School takes all reasonable precautions to prevent a fire from breaking out. The processes of prevention are aimed at preventing oxygen, flammable materials and a source of ignition from being in close proximity. To ensure the processes are being implemented, the School Bursar, Clerk of Works and Heads of Department comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc); regularly inspect all the areas where

there are potential sources of ignition and ensure that no flammable materials are stored close by; maintain awareness through training and refresher training of the preventative steps that need to be taken; include fire prevention and evacuation procedures during the induction process with all new starters and pay close attention to the activities of contractors, particularly during maintenance and building works.

#### **4. Fire Detection**

Each of the School buildings has adequate means of fire detection. The detection equipment is maintained and regularly checked by an external contractor and the Clerk of Works.

#### **5. Fire Alarm**

Each of the School buildings has an adequate means of raising the alarm in the event of fire. The fire alarm system in each location is tested weekly with the date and time made known to staff. This is managed by the School Bursar and Clerk of Works. The alarm will be activated using a different activator point each week, where practicable. The fire alarm system is serviced quarterly by a competent contractor. Records of these tests and servicing are maintained in a fire log book held by the School Bursar.

#### **6. Fire Fighting Equipment**

The fire risk assessment determines the minimum level of firefighting equipment which must be present on the School premises. Fire extinguishers, fire hoses, wet and dry risers and / or other fire suppressant systems, if applicable, are serviced by a competent contractor annually and the service date recorded on each device.

#### **7. Emergency Lighting**

Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. Battery operated emergency lighting is installed at the School; the lighting is tested every half term (monthly in the boarding house), as agreed with Cambridgeshire Fire Protection, by way of simulated mains failure. An annual full discharge test is carried out by a competent contractor. Records of testing and servicing of emergency lights is maintained by the Clerk of Works.

#### **8. Emergency Evacuation Procedures**

A written Emergency Evacuation Procedure is provided to staff. These written instructions include procedures in the event of a fire and, where required, notices are displayed in each building of the School premises detailing the action to take in the event of a fire including the assembly point to evacuate to in an emergency. Classrooms include a display outlining the

route to be taken. The Emergency Evacuation Procedure is included at Appendix 1 and is displayed around the site and used to brief new staff, pupils and contractors.

There are adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms. The means of escape are regularly inspected by the maintenance department and Fire Wardens, to ensure they are kept clear of obstructions and tripping hazards. Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place; disabled visitors are looked after by the School Bursar. Further guidance may be found at Appendix 2.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Form tutors are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to School Bursar / Evacuation Controller. It is the responsibility of School Bursar / Evacuation Controller to ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

## **9. Summoning the Fire and Emergency Services**

The School Office is manned between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 12.00pm during half terms and holidays, apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the reception entrance. If the alarm goes off for any reason, the Fire and Emergency Service are summoned automatically unless they are informed it is a false alarm. The School operates a calling procedure that enables certain staff to be contacted by emergency services in the event of the alarm sounding. This includes the School Office during school hours, and the Clerk of Works, School Bursar and residential staff in the Boarding House outside of school hours. Full evacuation fire drills are held every term at the School. The School also practices a night-time evacuation of the Boarding House at least twice a year. Written records of fire or evacuation drills are maintained in the fire log book which is kept by the School Bursar.

## **10. Fire Training**

Staff are informed of the correct action to take if they discover a fire, including how to activate the fire alarm and the action to take on hearing the alarm, including location and use of exits and escape routes. Pupils are informed of exits and escape routes; details are displayed in classrooms. Form tutors take charge of new pupils' fire safety training and ensure they are knowledgeable about the procedure as soon as is practicable after joining. The School has at least one Fire Warden in every building and in the Boarding House. All Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. They follow the Fire Wardens Guide. All visitors and contractors are required to register at the

School Office. They are issued with a visitor's badge, which should be worn at all times that they are on the School site. Visitors are made aware of the Emergency Evacuation Procedures and are shown the way to the assembly point. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarm sounding.

## **11. Fire Records**

Records are kept of training, inspections, evacuations, and maintenance of systems and equipment with the School Bursar, Clerk of Works and Compliance Officer.

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Date of Last Review:	November 2021
Date for Next Review:	November 2022
Policy Owner:	Bursar
Authorisation:	Senior Leadership Team

## **Emergency Evacuation Procedures**

Fire Exit information is displayed in every classroom. The Assembly Point is Front Pitch.

If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit. In the event of a fire, a long siren will sound. The Clerk of Works / School Bursar will manage the attendance of the Emergency Services.

If you are responsible for a class, ask them to line up in silence and evacuate the building, using the designated route for that classroom. No one should talk. The class teacher will accompany the class after closing all windows and doors. Do not take anything with you, and do not allow the pupils to take anything.

No lifts should be used unless this is part of a PEEP. Children who have a PEEP should follow the procedures laid out. Staff will follow the procedures laid out in the PEEP. Copies of relevant PEEPs are stored on the notice board at the main fire panel in reception.

The first arriving member of staff should remove the white railing at the corner of the Wiles Building in order to create a wider area through which evacuation can take place.

Silence should be maintained whilst walking to Front Pitch where everyone should assemble, children lined-up in register order in their forms with Year 8 closest to the Sports Pavilion and then in descending year group order to Reception nearest to the fence by the main drive.

Fire Wardens will sweep their area to ensure that everyone has left the building and report to an Evacuation Controller ('EC') on Front Pitch.

Office staff will take the visitor and staff register, pupil registers and megaphone to Front Pitch. Gap students will help distribute the registers to form tutors and then collect them in again.

Form tutors should take the register of their form as soon as they reach the assembly point. Immediately report anyone who is waiting to be evacuated from a designated refuge, or who is missing, to an EC who will inform the Emergency Services. On no account should anyone return to any building until given permission by the Emergency Services or an EC.

The ECs will reconcile those present with the registration system. Visitors on site should report to the office staff; Visiting Music Teachers should report to the Music Department Administrator; support staff should register with the Bursar.

The EC / Bursar will inform the Emergency Services if anyone is unaccounted for. If anyone is unaccounted for, a search will be made of the building by Emergency Services.

All staff should remain at the Assembly Point (Front Pitch) with pupils, maintaining silence at all times, until the 'all clear' is given by an EC.

## EVACUATION FROM THE SCC

### **Whole School Assembly Evacuation**

All rooms contain a display card next to each door that highlights the direct route of exit from that point. Please make yourself aware of these routes. It is important that fire exit routes are kept clear and, to limit the spread of fire, please do not secure open fire doors at any time.

If the fire alarm sounds, please leave the building immediately in a quiet and calm manner, year groups should exit through their preassigned exit door. Once outside the building make your way to Front Pitch where a roll call will be taken.

From the 1<sup>st</sup> floor main hall there are 4 staircases which are numbered 1 to 4 (see attached maps):

**Staircase 1 – Years 5 & 6 will exit through this route.** Form 2 lines, this staircase exits down the main foyer staircase and out of the School entrance doors leading to the Music block.

**Staircase 2 – Pre-Prep classes will exit through this route** Form 2 lines, this staircase exits down through fire escape doors leading on to the area by the Adventure Playground. This will be the first exit of choice when there are small groups of pupils/staff.

**Staircase 3 – Years 3 & 4 will exit through this route.** This staircase exits down on the North elevation Library side to either exit doors onto Grange Road or by the swimming pool. Leave via the doors by the swimming pool which will lead round via St Martin's entrance.

**Staircase 4 – Years 7 & 8 will exit through this route.** This staircase exits down on the West elevation facing the swimming pool and again leads to Grange Road and double doors beside the swimming pool. Leave via the doors by the swimming pool which will lead round via St Martin's entrance.

Please bear in mind that your nearest exit may not be accessible. If necessary, move to the next available exit.

All staircases have refuse call points if required.

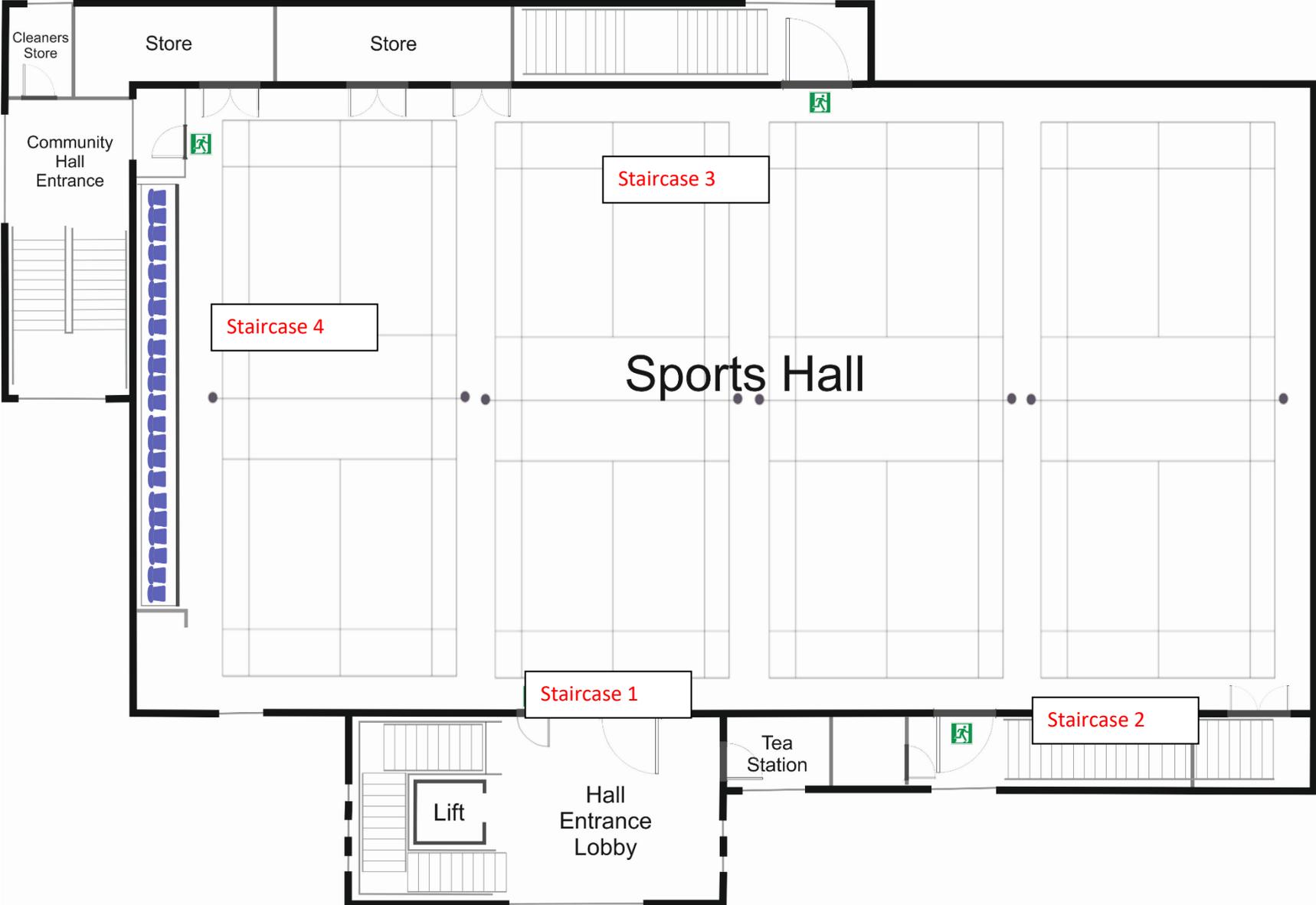
When the main hall is in use for an out of school hours event with a large number of people, an announcement will be made prior to the start of the event, informing everyone present of the procedure in an event of the fire alarm sounding and to use the nearest available exit to leave the building, making their way to meet on Front Pitch where further instructions will be given.

**ALL DOORS will automatically unlock when the fire alarm sounds.**

# SCC GROUND FLOOR PLAN



SCC FIRST FLOOR PLAN



## **Disabled Staff, Pupils or Visitors**

The School has a special induction on fire safety for disabled pupils and their carers, and for disabled members of staff. All teachers and carers of disabled pupils are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the upper landings of the staircases in the school for use in a fire and when disabled lifts cannot be used. The School also has designated safe refuge points in a number of buildings, with signs advising of their location, (usually in a stair well). When the fire alarm sounds, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher in charge of the disabled pupil will ensure that the name of the disabled person and carer are given to the Evacuation Controller.

## **Guide for Fire Wardens**

September 2021

The Fire Warden evacuation system is a simple means for arranging that all parts of a building are checked to ensure that occupants leave promptly in the event of an emergency.

Each Fire Warden is given a designated area of the building to check, this may be a whole floor or in larger buildings, part of a floor. When the fire alarm sounds the wardens immediately start to check their designated areas, ensuring that everyone in the area is responding to the alarm and leaving promptly by the nearest safe exit. Having checked that their area is clear, the wardens leave the building and report to the Evacuation Controller ("EC") at the assembly point. Generally they should be able to report that their area is clear, but occasionally they may have to report that there is a problem, such as smoke; if a warden is out of the building or otherwise remote from their designated area they should not return there but inform the EC instead. Within a few minutes, the EC should have sufficient information to provide a useful briefing for the Emergency Services on their arrival. This should include the location of the fire, any known specific hazards, the likely location of anyone known to be missing and any areas that haven't been declared clear.

### **Evacuation Controller's Duties:**

When the fire alarm sounds:

- Put on high visibility waistcoat and collect area checklist
- Go directly to the pre-determined assembly point
- Gather and record information from Fire Wardens
- Supervise the evacuees to ensure their safety
- Brief the emergency services on their arrival
- If necessary make arrangements for sheltering evacuees

### **Fire Warden's Duties:**

A Fire Warden has two roles, a day-to-day role and one for when the fire alarm sounds.

#### **Day-to-day role:**

- To check the general fire safety of the area, building or floor the warden has been allocated
- Check corridors and stairwells to ensure combustible materials are not stored there
- Monitor escape routes to see they are kept free of obstructions

- Check that fire doors are not tied, propped or wedged open
- To check that final exit doors are open, and are not obstructed
- To check that extinguishers are where they should be and no obvious misuse or defect has occurred
- To check that smoke and/or heat detectors are not covered

This may seem like a lot of extra work but in reality it can be done as part of the normal job just by being a little more observant, any problems or defects need to be reported to the EC or School Bursar.

**When the fire alarm sounds:**

- Put on the yellow high-visibility waistcoat
- Check their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person off their floor
- Checking all accessible rooms including toilets and offices to make sure people are leaving
- Checking any refuge in their area in case someone is waiting for assistance to evacuate
- Do not go to the allocated area if you are not in it at the time the alarm sounds. Make your way straight to the assembly area
- Reporting to the EC at the assembly area or just outside the building, to advise that their area is clear (or to report anyone who can't or won't leave the building)
- To assist the EC with crowd control, encouraging people towards the assembly area
- To take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures

## **FIRE WARDENS – SEPTEMBER 2021**

**Evacuation Controller ('EC') – Tom Hales/J Rist**

**Art Block**

Claire Willis

**Briggs Building**

Top Floor – Jo Mann

Middle Floor – Herve Sanchez

Ground Floor – Helen Barker

**Day Surgery/M1 – M3**

Alison Gelling

**ICT Lab, DT Lab, staff room and downstairs toilets**

Paul Taylor and Richy Gogin

**Music Block/Assembly Hall**

Rachael Dunlop and James Randle

**Main Building**

Boarding House – Meredith Trueman

Offices – Lisa Bailey/Jill Hay

Kitchens – Paul Purser/George Darling/Mollie Stuart

**Offices in Workshop**

Jane Day

**Squash Court**

Rob Palmer

**St Martins**

Top Floor – Lucy Cochrane-Brown

Middle Floor – Colin Dely

Ground Floor – Kathryn Burroughs

**SCC**

Pippa Graddage

**Main Gate**

Mick Simcock