



FIRE RISK ASSESSMENT POLICY

Version 5.0

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Reviewer:	Bursar/ Premises Manager
Governor Link:	H&S Link

Fire Risk Assessment Policy

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

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1. SCHOOL ARRANGEMENTS AND ORGANISATION

1.1 Responsibilities

The Governing body has a legal responsibility to ensure that the School has suitable and sufficient arrangements for complying with their statutory duties.

Member of Governing Body with Health and Safety responsibility:	<u>John Ireton</u>
Member of Leadership Team with Health and Safety responsibility:	<u>Sue Waters</u>
Member of staff who co-ordinates information required for the	<u>David Boast</u>
Fire Risk Assessment:	(Health & Safety Coordinator)

Other Members of staff with specific responsibilities:

The Bursar (Sue Waters) has responsibility for:

1. Making the School Fire Log available to the Fire Brigade in the event of fire
2. Calling the Fire Brigade in the event of a fire (Premises Manager deputises this role)
3. Organising Portable Appliance Testing
4. Grounds and waste maintenance – ensuring that grounds and waste management is carried out in a manner which minimises fire risk.
5. Security – preventing unwanted access.
6. Liaising with contractors and those who let the premises – checking activities and ensuring that those who let are aware of appropriate Fire Evacuation procedures.

The Premises Manager (Alan Hugall) has responsibility for:

1. Checking the Fire Panel to ascertain location of incident and whether emergency call points activated.
2. Meeting the Fire Brigade at the gate in event of an emergency. (Assistant Caretaker carries out this duty if Premises Manager unavailable)
3. Ensuring the regular testing of fire alarms
4. Keeping a log of tests and information relevant to Fire Safety
5. Carrying out Inspections to inform Fire Risk Assessments with Health and Safety Coordinator (David Boast)
6. Use Half Termly Checklist to inform Risk Assessments (Appendix 3)
7. Calling the fire brigade in the absence of the Bursar
8. In the event of a Fire Evacuation, check whether assistance is needed at the stairwells (Control Panel in Main Office). Alert and direct a Fire Warden to give immediate assistance.

The Head of Premises (L Swaine) has responsibility for:

1. Ensuring that regular fire drills are carried out and any issues arising are raised at the appropriate level.

The Data Manager (Jonathan Smith or another member of Admin Office Staff in his absence) has responsibility for:

1. Ensuring that student registers are printed and taken out to Fire Assembly point and given to form tutors;
2. Ensuring that the following documents are taken out to the Fire Assembly point:
 - a. Late lists
 - b. Visitors' Lists
 - c. Signing out book
 - d. Cleaners' register.

All members of staff are responsible for assessing fire risks and for ensuring they are aware of the requirements of this policy.

1.2 Process of monitoring and review of the Fire Risk Assessment

The school uses the Health and Safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any significant problems are addressed immediately and serious issues are reported to the Governing Body via Premises Committee.

The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the annual health and safety audit (for Governors Report) and whenever there are significant changes to the workplace, and implements any recommended changes as soon as possible.

Staff are requested to report issues to the Health and Safety Co-ordinator (David Boast) if they arise during the year.

1.3 Communication and Dissemination of Information

All information received by the school concerning fire safety is passed to the Health and Safety Co-ordinator. It is disseminated via one or more of the following procedures:

- a. displayed on the Staff Room notice board;
- b. placed in the Staff Resource area on the VLE;
- c. discussed as an agenda item at staff meeting;
- d. discussed as an agenda item at Governing Body meeting (Premises Committee);
- e. given directly to individuals / staff through staff bulletin.

2. HAZARDOUS MATERIALS IDENTIFICATION

There are two categories of Hazards with regard to fire:

- Something that has the potential to start a fire
- Something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire.

2.1 Electrical

Electrical hazards have the potential of starting a fire and should be controlled in the following ways:

- a. Always purchase to the appropriate British or European Standard
- b. Maintain an accurate inventory of equipment
- c. Ensure equipment is placed in suitable locations with regard to fire safety, particularly with respect to escape routes
- d. Ensure equipment is regularly tested and maintained in accordance with the manufacturer's instructions.
- e. Ensure all staff are aware of the need to visually inspect electrical equipment for damage prior to each use and remove from circulation if damaged.
- f. The use of temporary/portable electrical heaters is strictly controlled and should only be used in the event of a breakdown of the permanent heating supply and under the direction of a competent electrical/heating engineer.
- g. Ensure the mains supply is maintained and tested in accordance with current Electricity at Work Regulations
- h. Ensure all staff are aware that they must not interfere with or amend the mains supply in any way.
- i. Ensure that adapters are prohibited from use at all times and that the use of extension leads is controlled. Where extension leads are in long-term use, they are identified for planned replacement.
- j. Ensure electrical intake rooms and Switchgear are kept clear of combustible material at all times.

2.2 Chemical

Chemical hazards can cause fire and will accelerate the spread and ferocity of a fire and should be controlled in the following ways:

- a. Ensure all purchases of chemicals, including non-curriculum areas, comply with the control of Substances Hazardous to Health Regulations and include the Hazard Data Sheet. This will provide the information on the chemicals flammability and safe storage arrangements.
- b. Ensure stocks of chemicals are kept to reasonable levels and do not exceed safe storage capabilities.
- c. Ensure regular stock checks are undertaken and chemical disposal is undertaken where appropriate, in the manner prescribed in the Hazard Data sheets.
- d. Ensure storage areas for chemicals have suitable health and safety signage.

2.3 Gas

Gas hazards have the potential of starting a fire and will accelerate the spread and ferocity of a fire and should be controlled in the following ways:

- a. Ensure all staff working in areas provided with gas equipment (kitchens, labs, workshops and boiler room) are aware of the location of isolation equipment/valves
- b. Ensure isolation equipment/valves remain accessible at all times and in good working order.
- c. Ensure gas equipment such as boilers and similar plant is regularly maintained and serviced.
- d. Ensure that rooms are kept clear of combustible material at all times.
- e. Portable gas heaters should never be introduced into schools unless under the direction of a competent heating engineer.

2.4 Furniture and Furnishings

Furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways:

- a. Ensure all budget holders are aware of the School's purchasing policy, which should ensure that upholstered furniture and soft furnishings have suitable fire retardant qualities. Upholstered furniture should meet the Furniture and Furnishings (Fire Safety) Regulations 1988. Any furniture purchased before this date is likely to contain foam, which gives off highly toxic smoke when ignited. Covers are also likely to ignite more easily than those are, which meet the Regulations. This includes PE equipment.
- b. Ensure inspection procedures identify any damage to furniture and furnishings which will affect their fire retardant qualities and that they are stored safely until repairs can be made or disposed of, as appropriate.
- c. Any upholstered furniture which does not meet the Regulations should be phased for replacement and should never be placed in open-plan or semi-open plan areas.
- d. Never accept second hand furniture or soft furnishings unless it carries a label confirming that it complies with the Regulations.
- e. All PE equipment must be stored appropriately when not in use.

2.5 Stationery, paper, cardboard, etc.

Stationery, paper, cardboard, etc. will accelerate the spread and ferocity of a fire and should be controlled in the following ways:

- a. Only minimal amounts of stationery, paper, cardboard etc. should be kept within individual classrooms, all significant supplies should be kept in a suitable store.
- b. Ensure stocks are kept to reasonable levels and do not exceed safe storage capabilities.
- c. Displays of artwork, posters etc must never be placed in stair enclosures
- d. Staff need to be mindful of fire escape routes when positioning displays in corridors. Never suspend artwork from the ceilings in corridors.
- e. Ensure fire exits are never blocked by displays, or the corridors or other escape routes are obstructed. Ensure fire alarm call points, notices and signs are not obscured by displays.
- f. Ensure artwork is never hung from light fittings.

3. HAZARDOUS ACTIVITIES IDENTIFICATION

Some activities that take place within the school may either be the cause of a fire, or may through poor management of them; make the consequences of any fire more severe.

3.1 Curriculum

The need to undertake risk assessments for curriculum activities is already well established, and progress is being made in recording these. Where the activity includes the possible hazard of fire, the risk assessment must also include this hazard, and the control measures necessary to reduce the risk of fire as far as is reasonably practicable.

3.2 Smoking

East Barnet School is a 'No Smoking Zone'. This policy must be made known to all staff, visitors, contractors and students. The purchase of further NO Smoking signs is planned. The restrictions on smoking should not be lifted for social events, community use or for contractors working during school holiday periods. However, it is appreciated that as the school has a rigorous lettings policy, this may be difficult to enforce.

3.3 Waste Handling

All accumulated waste, including discarded furniture and equipment should be removed from the building as soon as possible but at least at the end of each day. Waste materials must never accumulate in corridors or stairwells where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread. The school must have a clearly acknowledged system for the removal and safe storage of large items of waste until collection can be arranged. External waste stores should be kept well away from the main building and as secure as possible.

3.4 Contractors

When contractors are working in schools the work they are undertaking may be a potential source of fire, or their presence may cause an obstruction to escape routes. Before contractors are permitted to start work in the school, the following issues must be discussed with the Premises Controller and agreed:

- a. Will any of the work carried out use heat? e.g. blow lamps, welding etc.
- b. What combustible materials or flammable liquids will the contractor have and where will it be stored? E.g. paints, thinners, gas cylinders
- c. Will any of the work being undertaken affect the existing fire protection? E.g. breaking through fire resistant structures to pass cables, make the alarm inaudible in a section of the building, etc.
- d. Will the presence of the contractor restrict the escape routes or exits in any way? E.g. position of ladders, trestles or other materials.

These matters must be considered even during holiday times, as cleaners, summer schools, holiday clubs etc may still occupy the school.

Any work involving a heat process should only operate on a permit to work basis (see LA Guidance on Permits to Work)

3.5 Shows and Productions

All shows and productions undertaken by the School are subject to a formal written risk assessment, which should include the hazard of fire. Consideration must be given to the activities within the show/production, which may cause a fire, such as the use of candles, the scenery or props. The number of people allowed into the space must be strictly controlled and ensure seating layout does not obstruct exits or escape routes. Scenery and curtains must not obscure fire signs.

3.6 Lets and Community Use

The school is responsible for assessing the suitability of the group and its activities for the space they are hiring to them. Any implications that the group's presence may have on the school's normal occupation of the premises must be considered. The hirer is responsible for assessing the risks to those taking part in their activities and providing the school with any information they need to decide on the suitability of the

venue. The school must also provide the hirers with information regarding emergency procedures to ensure they can react appropriately if a fire occurs during the let. Groups who let the premises regularly are recommended to have a fire drill at least once during the year.

4. FIRE FIGHTING EQUIPMENT

The School is responsible for determining the provision of fire extinguishers in terms of location and type, and also for the annual maintenance of the equipment. The school is also responsible for the purchase of new equipment and the repair or recharging of existing equipment.

Fire Wardens, Premises staff, Kitchen staff and designated staff from Science and Design and Technology Faculties will be trained in the safe use of Fire Extinguishers.

It is recommended that evacuation is the safest course of action for everyone else.

Details of fire-fighting extinguishers, their type, location and maintenance are kept in the Main Offices on both sites and in the School Fire Log.

5. FIRE DETECTION AND ALARM SYSTEMS

The school has an automated system to raise the alarm in case of fire or by smoke and heat. The alarm is activated by striking call points/break glass units. All call points are clearly identified. Location of points detailed on Site Plans available from Main Office.

Smoke detectors are installed in a number of places around the school.

The school is responsible for ensuring that the alarm system is maintained, and is inspected and serviced annually. The fire alarm is tested weekly. A different location is selected each time.

Details of the alarm system are kept in the School Fire Log.

6. EMERGENCY LIGHTING

Emergency lighting is provided in escape routes and in areas used out of normal school hours.

Details of the location of emergency lighting and its maintenance are kept in the School Fire Log.

7. FIRE NOTICES AND SIGNS

All fire signs comply with either the British Standards or with the European Standards and be of the same type. The need for signs is identified during internal inspection or annually during maintenance of fire equipment.

7.1 Fire Action Notices

Every occupied room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm, and all teaching rooms (classrooms, halls, library, small-group rooms) have a plan of the school with the escape routes and assembly points shown.

7.2 Fire Exit Signs

Signs direct people from the place within the building that they are at, to the final fire exit. Signs are also located at the final fire exits. These signs must include the words "Fire Exit", a directional arrow and a pictogram of a running-man.

7.3 Fire/Smoke Control Doors

Fire doors and Smoke Control doors, not on hold-open devices, should have "Fire door keep shut" notices on both sides.

7.4 Fire Point Signs

The location of fire extinguishers is indicated by the use of a fire point signs.

7.5 Flammable stores

Flammable stores have appropriate signs on the outside to warn others of the nature of the materials stored within.

8. EMERGENCY EVACUATION PROCEDURES

See Appendix 2: Fire Evacuation Procedures

The firm alarm is a continuous siren and in some areas a visual indicator, and is used in case of any emergency requiring immediate evacuation of the building. Everyone should leave in accordance with the Fire Evacuation Procedures

Fire evacuation drills should endeavour to emulate the 'real thing' in as many situations as possible. Staff are asked to familiarise themselves with the location of fire exits, fire blankets, extinguishers and fire alarm call points.

- a. The Head of Premises decides on times/dates of drills.
- b. Drills take place at least once a term
- c. The Head of Premises informs the Premises Manager to set the alarm ringing.
- d. On hearing the alarm all supervising adults (teachers, classroom assistants etc) will evacuate the students by the nearest fire exit in a calm orderly manner.
- e. Doors need to be closed on exiting classrooms and the building, and registers taken outside by teachers
- f. Students and adults assemble at their designated assembly point on the astro-turf and await further instructions. Teachers call the register and report clearance of areas/rooms to the Premises Controller.
- g. The Head of Premises records the date and time, and any important points relating to the drill.

Fire evacuation procedures and exit routes are displayed in each classroom and non-teaching areas and fire exit signs are displayed in accordance with Health and Safety requirements. Matters arising from an evacuation (drill or otherwise) are reported to the Headteacher or Health and Safety Co-ordinator so procedures can be reviewed as necessary.

Students or staff with special needs must be supervised by support staff to ensure rapid evacuation. They are to go immediately to the Disabled Refuge point at the nearest stair well where an evac-chair is situated where they will be helped out of the building with a Fire Warden or with a suitably trained member of staff. If an evac-chair is not accessible at the stair well, press the emergency button at the Refuge and a Fire Warden will collect a chair from another stair well.

False alarms are treated as the real thing, and are investigated as necessary by the Headteacher or Deputy Headteacher.

If you discover a fire:

- a. Immediately operate the nearest fire alarm call point by breaking the glass.
- b. Dial 999 and inform the Duty Officer of the location of the fire (this will usually be done by the Bursar or Premises Manager).
- c. The Premises Manager will go to the main gate to give the fire brigade access and will provide them with as much information as possible together with a copy of the building fire strategy plans
- d. Staff are not expected to fight fires, but may do so in minor circumstances without taking any risks.
- e. Exit the building following fire drill procedures.
- f. At the Assembly Point, each teacher should register their class and inform the most senior person available of any missing students.
- g. Remain calm and if caught in smoke, get down below the smoke level, and use the back of the hand / fingernails to feel your way out of the room / building.

- h. Report anyone missing and their last know location as soon as possible.
- i. Do not re-enter the building until you have been given clearance to do so by the fire service.

Details of evacuation / fire drills are kept in the School Fire Log.

9. EMERGENCY PLAN

(See Appendix 1: Critical Incident Management Plan)

In the case of unsafe conditions, the Headteacher, Deputy Headteacher or member of the Leadership Team will arrange for evacuation of the area, having decided on the extent of the area to be evacuated i.e. partial or complete evacuation.

Initially those evacuated will assemble at the assembly points and await further instructions. These may include assembling in another location.

In the case of any evacuation, teachers and admin staff must take out registers and records of those on the premises. This enables students and adults to be accounted for and parents and carers to be informed of the situation.

To assist the Fire Brigade, a plan of the school is given to them on arrival. This includes:

- a. Position of fire exits
- b. Position of firefighting equipment
- c. Main isolation valves/points
- d. Areas of high fire risk such as chemical stores, furniture and equipment stores such as gymnasium/sports hall stores.
- e. An indication as to whether asbestos is known to be present in the building or not.

10. COMMUNICATION AND DISSEMINATION

The contents of this document is communicated to all persons affected by it, (including staff, trade union health and safety representatives, students, contractors and members of the community) by:

- a. Distribution of copies to members of staff in Staff Booklet.
- b. Display on Health and Safety notice board
- c. Display on school website and Staff Shared Resource Area on the VLE
- d. Drawing attention of staff / students / contractors and community to certain aspects verbally and /or in writing.

It is part of the School's Induction Policy to ensure new members of staff, including support staff, are informed of matters concerning Health and Safety. It is the Premises Controller's responsibility to advise contractors and those who let the premises occasionally. Organisations that let the premises regularly are given a copy of this policy and the school recommends that regular users have an evacuation drill annually.

11. TRAINING

The school ensures that all members of staff given duties within this document are trained and competent to carry them out effectively. If training is required, the school ensures this is provided. Staff must take responsibility for attending training that is offered / provided.

All Fire Wardens (and other selected staff) will be trained in the use of evac-chairs and will be required to practice evacuations with the chair at least once per term.

A record of training relating to this policy is kept in the School Fire Log

12. SCHOOL FIRE RISK ASSESSMENT

The findings in terms of the risk of fire are summarised in the Risk Assessments in the School Fire Log.

13. MONITORING AND REVIEW

The school uses the annual health and safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any problems should be addressed immediately and reported to the Governing Body in the usual way.

The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the annual health and safety audit and whenever there are significant changes to the workplace, and implement any recommended changes as soon as possible.

CRITICAL INCIDENT MANAGEMENT PLAN

Appendix 1

Action	Time
<ul style="list-style-type: none"> Incident Manager (IM) to differentiate between a major or minor incident. Assess continuing risk to ensure safety of students and staff. Make safe hazard (if possible) 	Immediate
<ul style="list-style-type: none"> IM to gather incident support team (Leadership Team initially, additional support from nominated First Aiders, Senior Admin Support Staff, Heads of Faculties, Year Heads) Roles / duties allocated. Office Staff to have accurate timetable location of Leadership Team, First Aiders and other Senior Staff. Establish central liaison point (school office) 	Immediate
Identify two telephonists a) School phone for incoming calls b) Mobile phone for outgoing information / staff use	Immediate
Telephone emergency services	Immediate
Telephone Chair of Governors (or Vice-chair if unavailable)	Immediate
Gather information	Immediate
Preserve evidence eg collect and retain names of witnesses	Immediate
Inform staff: <ul style="list-style-type: none"> in case of fire or similar emergency follow fire alarm procedures otherwise staff will be informed by members of incident support team. at break or lunch, incident support team inform duty staff, rest of staff informed by either fire alarm or by a member of incident support team 	As soon as possible
Inform students – appropriate information given on advice from incident support team	As soon as possible
Contact parents	As soon as possible
Arrangements for expressions of sympathy / acknowledgment	As soon as possible
Inform HSE	Within 24 hours
Complete and return appropriate HSE and LA forms	Within 48 hours
Assess need for support / counselling, organise counselling	Over days /weeks
Organise counselling	As required
Complete entry in Incident Book	Within 48 hours
Plan and activate Recovery Programme	As soon as possible
Return to normal school timetable / routine	As soon as possible
Evaluation	As soon as possible

Fire Evacuation Procedure

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

- **The fire alarm is the continuous sounding of the alarm.**
- In the case of a fire, the alarm will be activated by using a Fire Alarm break-glass unit and the Fire Brigade will be contacted immediately by the Bursar or when unavailable by the Senior Caretaker.
For a Fire Evacuation Drill, the alarm will be activated by a Caretaker.
- Only trained staff will use fire extinguishers, evacuation is the safest action for everyone else.
- The lift must not be used in a Fire Evacuation.
- Students and teachers must not re-enter the building until they have been given instructions to do so from a senior member of staff.
- Should an evacuation take place outside of lessons, all staff will be required to assist in guiding students via the correct evacuation routes. Registers must be taken if the evacuation is during break or lunch.
- Should a route be blocked because of fire, staff should guide students via the most suitable alternative route to the assembly point.
- All students, staff and visitors must assemble on the Astro-turf in their designated area.
- Staff and visitors will be designated an area just inside the Astro-turf gate to the left.

Instructions for Staff With Classes

Remind students of the seriousness of a Fire Evacuation and that it needs to be undertaken calmly, efficiently and in silence. Always assume that it could be the real thing and not just a Drill.

The Assembly Point is the Astro-turf at the rear of the school building.

When the fire alarm sounds:

Instruct students to:

- **Stop talking** and **listen** to instructions;
- Line up at the door;
- Leave bags or equipment in the room;
- Follow the route indicated in the classroom which will take them out of the building and onto the Assembly Point;
- **Remain silent** as they follow their exit route and when at the Assembly Point.

On leaving the classroom:

- Select a responsible student to lead the group out, teacher follows as last person;
- Take your class register with you;
- Check that the room is empty;
- Close all windows if possible;
- Close the door behind you.
- Make sure that your students maintain a silence

At the Assembly Point:

- Students should **line up silently** in their designated form area at the back of the Astro-turf;
- Students should face the school in their form line along with their form tutor or teacher who will then register the form;
- Any missing students must be reported to the senior supervising staff near the main entrance to the Astro-turf;
- Students and Staff must remain with their form/teaching group and await further instructions.
- Year 12 and 13 students assemble in teaching groups at the back and to the right of the astro-turf. The group teacher will take a register. Students not in teaching groups assemble in the Year 12, 13 allocated area.

Instructions for Staff Without Classes

On hearing the Alarm: please make yourself available to assist and supervise the orderly evacuation and the organised re-entry.

Assemble on the Astro-Turf and assist with the assembly and supervision of students.

Instructions for Non- Teaching Staff and Visitors

Assemble on the Astro-Turf at the marked assembly point to the left of the gate.

Instructions for Caretaking Staff

On hearing the Alarm: Go to Control Panel to check location of incident. If a real emergency one caretaker must go to main gate to give the fire brigade access and provide fire officers with as much information as possible, together with a copy of the building fire strategy plans.

Check status of emergency call points and inform Fire Warden or Senior Member of staff asap.

Instructions for Visitors & Contractors

On hearing the Alarm: Leave the premises through the nearest fire exit and assemble at the assembly point. Follow instructions given by any member of staff.

Instructions for Examination Supervisors

On hearing the Alarm: Leave the premises through the fire exits indicated on the Fire Evacuation sheet, and assemble at the shelters at the front of the Astro-turf. Take a register when assembled at the shelter.

Instructions for Disabled Students or Disabled Visitors

Disabled also refers to temporarily disabled or injured students and visitors who would have difficulty with stairs.

Fire evacuation procedure for persons requiring assistance. (Evac-chair).

Level 4 Evacuation

- Make your way, if safe, to the North East stairwell, the North West stairwell or the South West stairwell.
- The evac-chair is located on the wall, only trained staff can operate.
- If you are with someone who is trained to use the evac-chair, evacuate from Level 4.
- If a safe exit is possible on Level 3, proceed to exit the building via the main entrance.
- On arrival at main entrance a caretaker will be there; he will contact Mrs Waters (or a LT member) of your exit from the building.
- If there is no safe exit on Level 3, carry on down the stairs and exit at Level 2.
- If there is no-one to assist PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 3 Evacuation

- Make your way if safe to the main entrance.
- On arrival at main entrance a caretaker will be there, he will contact Mrs Waters (or a LT member) of your exit from the building.
- If it is not safe to leave by the main entrance; make your way, if safe, to the North East, North West or South West stairwell.
- On arrival, PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 2 Evacuation

- Make your way if safe to either North East stairwell and leave by the canteen fire door or North West stairwell and leave by the fire door near the Caretakers office.
- There is a third fire exit in near the main stairs, on the north corridor between D&T (228) and Food which can be used.

Level 1 Evacuation

- Fire exits are available at the end of corridor and some classrooms. Leave by the nearest available fire exit.

Data Manager (Jonathan Smith) or other member of Main Office Staff will print out student registers and take them immediately to the Fire Assembly point with the following documents:

- a. Late lists
- b. Visitors Lists
- c. Signing out book
- d. Cleaners register

Fire Wardens (names correct as of January 2018, reserves in italics)

Level 1	F. Hurst	<i>J. Foley</i>	M. Fry	<i>A. Chapman</i>
Level 2	D. Boast*	<i>M.Chandler</i>	H. Kennedy	<i>C. Redshaw</i>
	S. Sadler		E. Betts	<i>S.White</i>
Level 3	B. Saleh	<i>N. Bain</i>	M. De Maria	<i>M. Blunsum</i>
	A. Cobb	<i>A Griffiths</i>		<i>P. Shah</i>
Level 4	J. Zourdani	<i>M.Cleovoulou</i>		C. Furneaux
	<i>R. Bryant</i>	T. Khotari	<i>S. Patel</i>	
	S. Donald			

* DB checks Level 2 and takes a position at the entrance to the Astro Turf.

Fire Wardens will be stationed on every level to ensure everyone follows the correct evacuation routes. When they are sure that the level is clear they follow a route via stairwells to report to the Senior Fire Warden (David Boast or nominated fire warden) at the entrance to the Astro-turf, before taking their place at the Assembly Point (Astro-turf). The Senior Fire Warden will then report to the Senior Teacher.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

Fire Wardens will be stationed on every level to ensure everyone follows the correct evacuation routes. When they are sure that the level is clear they follow a route via stairwells to report to the Senior Fire Warden (David Boast or nominated fire warden) at the entrance to the Astro-turf, before taking their place at the Assembly Point (Astro-turf). The Senior Fire Warden will then report to the Senior Teacher.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

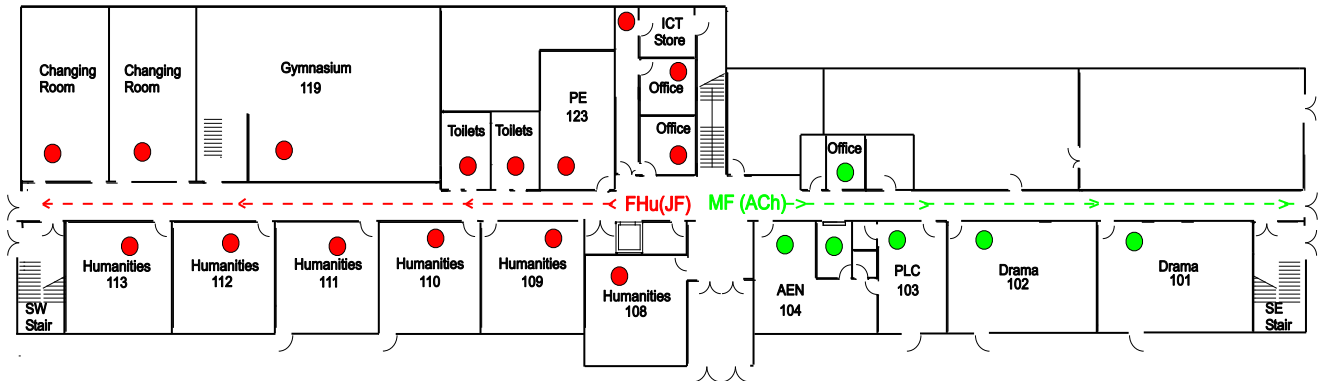
No-one is to re-enter the building until they have received instructions to do so from either a senior member of staff or the senior Fire Brigade officer in attendance.

See also:

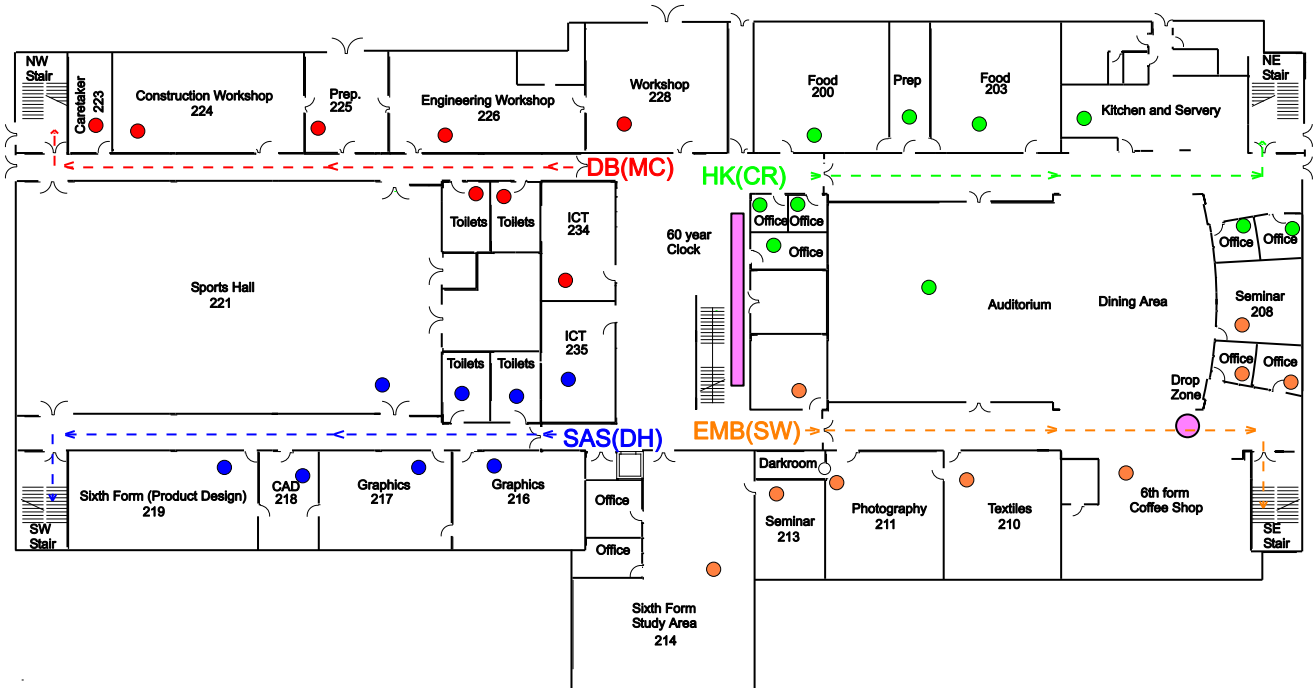
Bomb Evacuation Procedure
Critical Incident Management Plan
Fire Risk Assessment Policy
Health & Safety Policy

Fire Wardens: Rooms/Areas to check

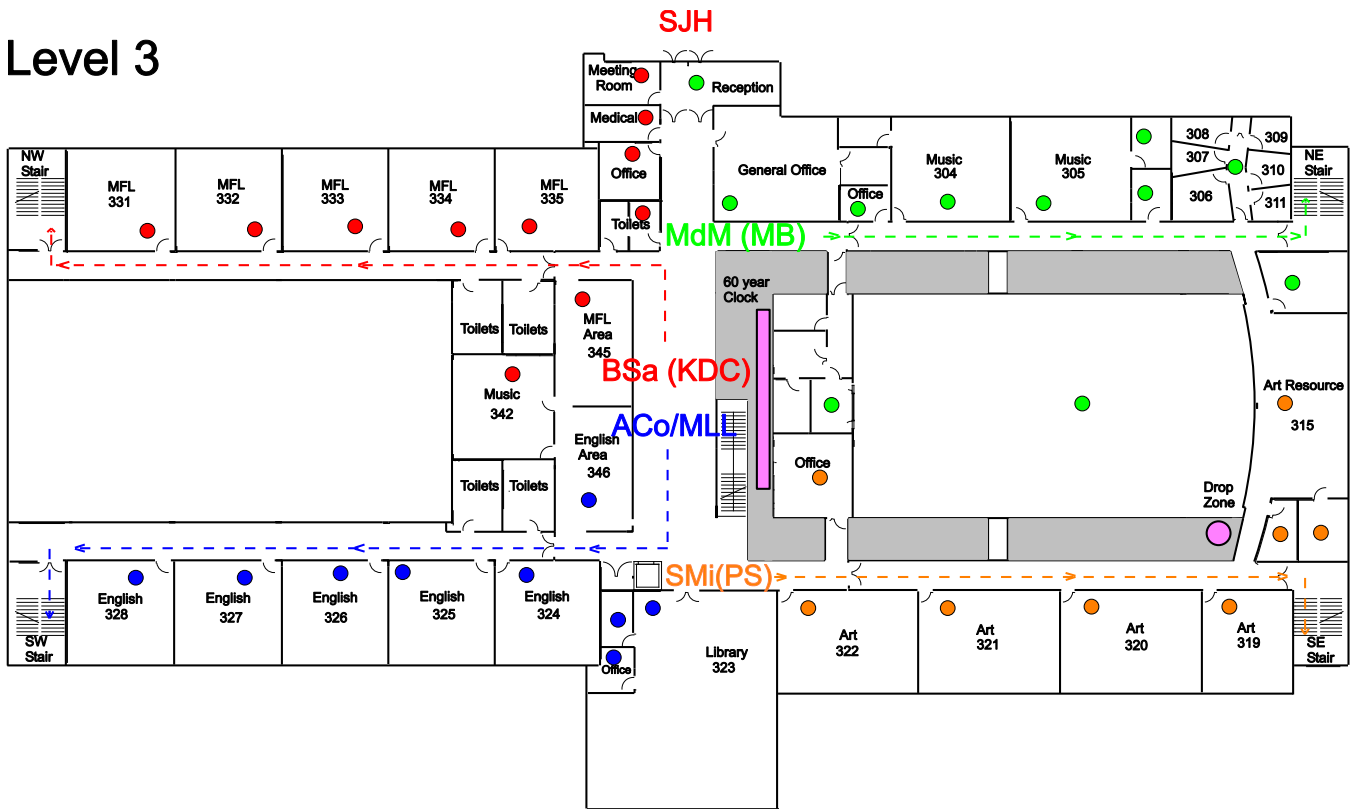
Level 1



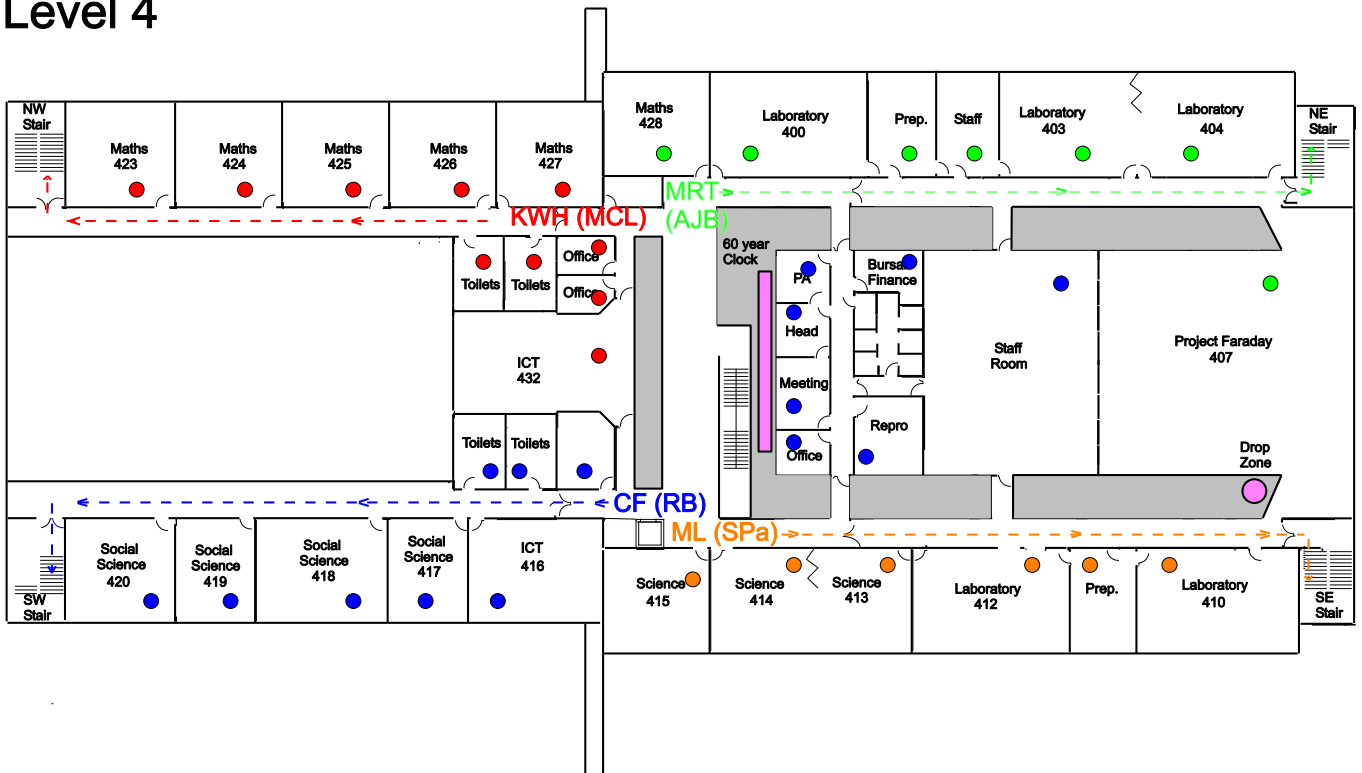
Level 2



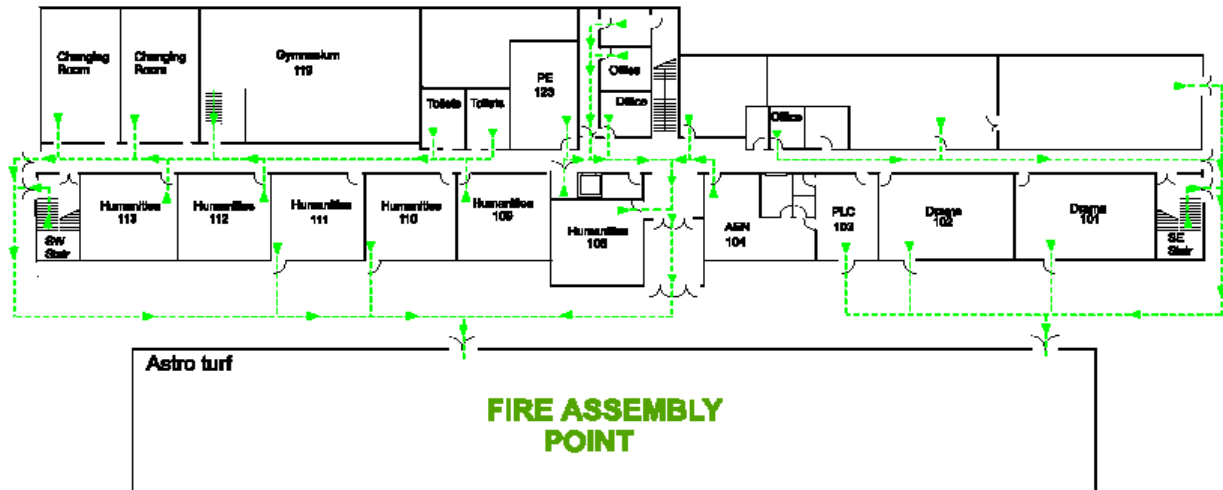
Level 3



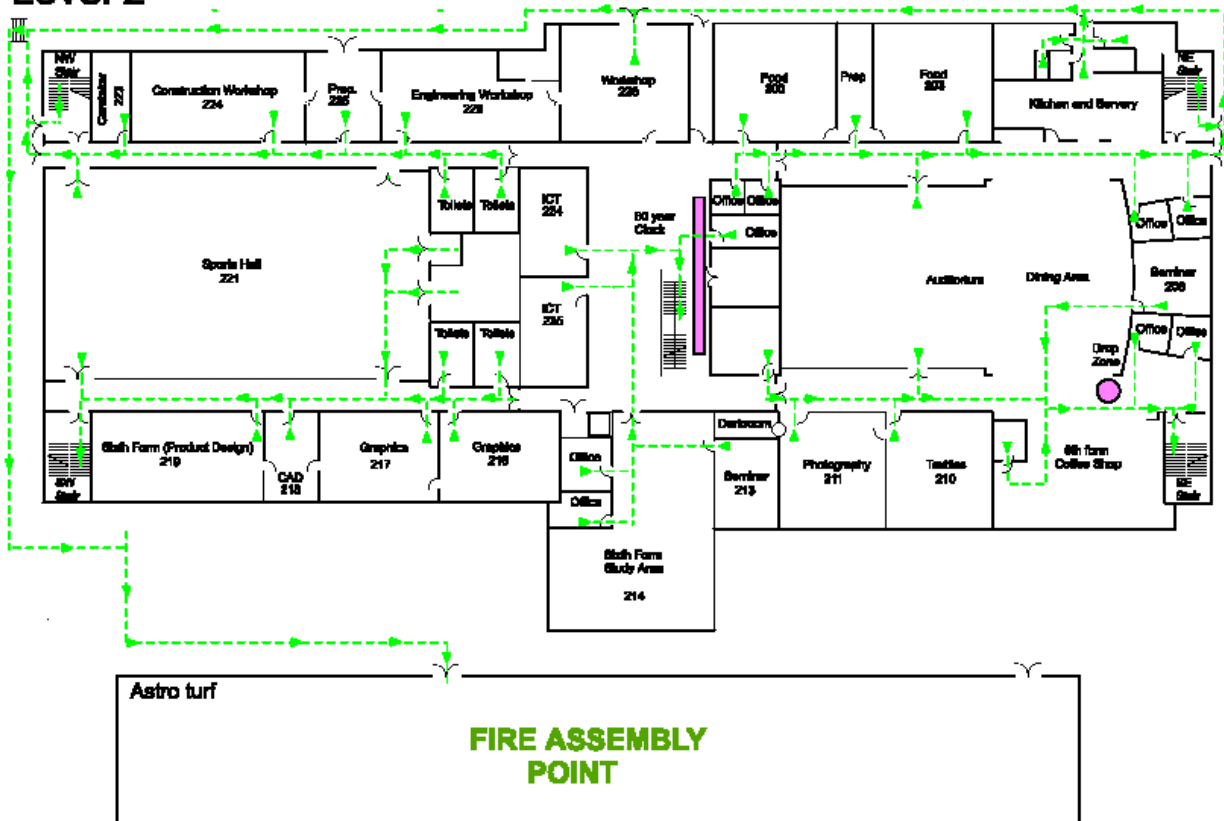
Level 4



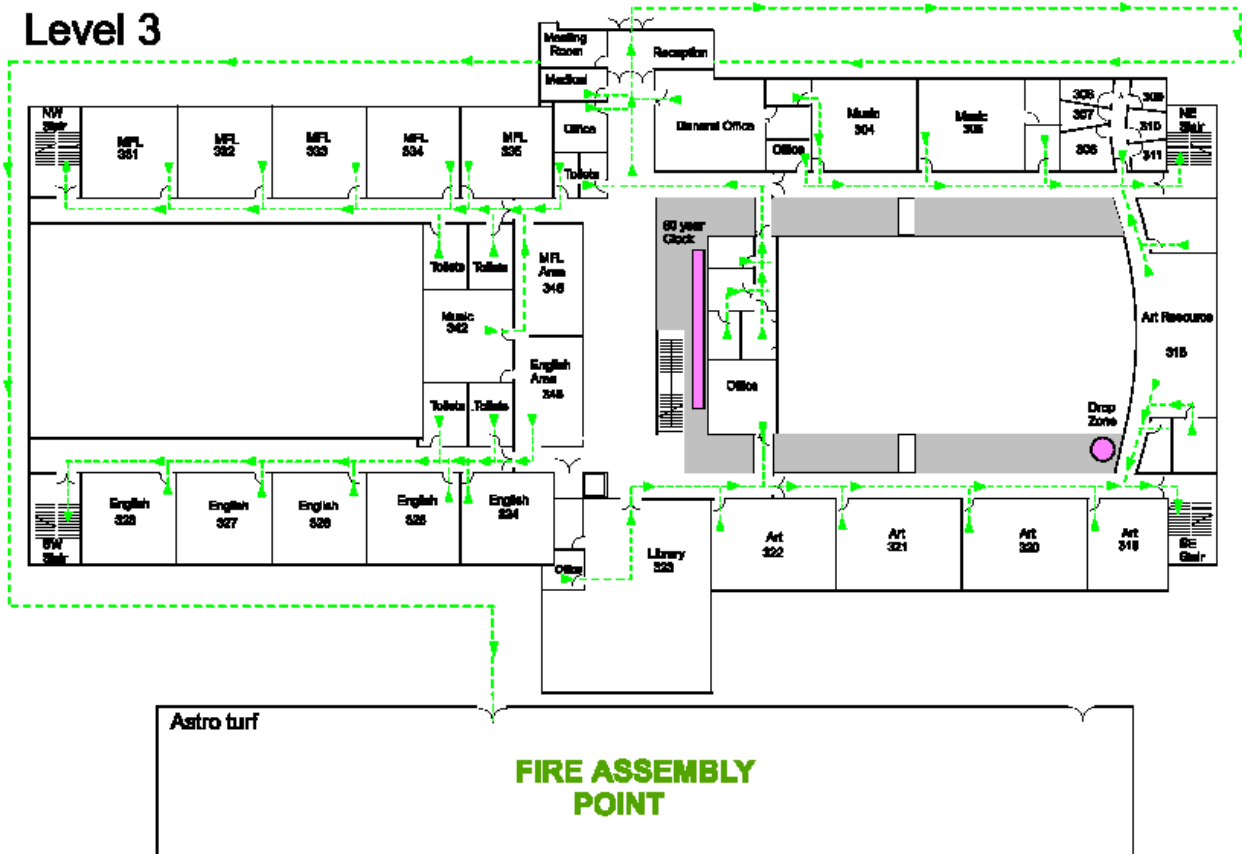
Level 1



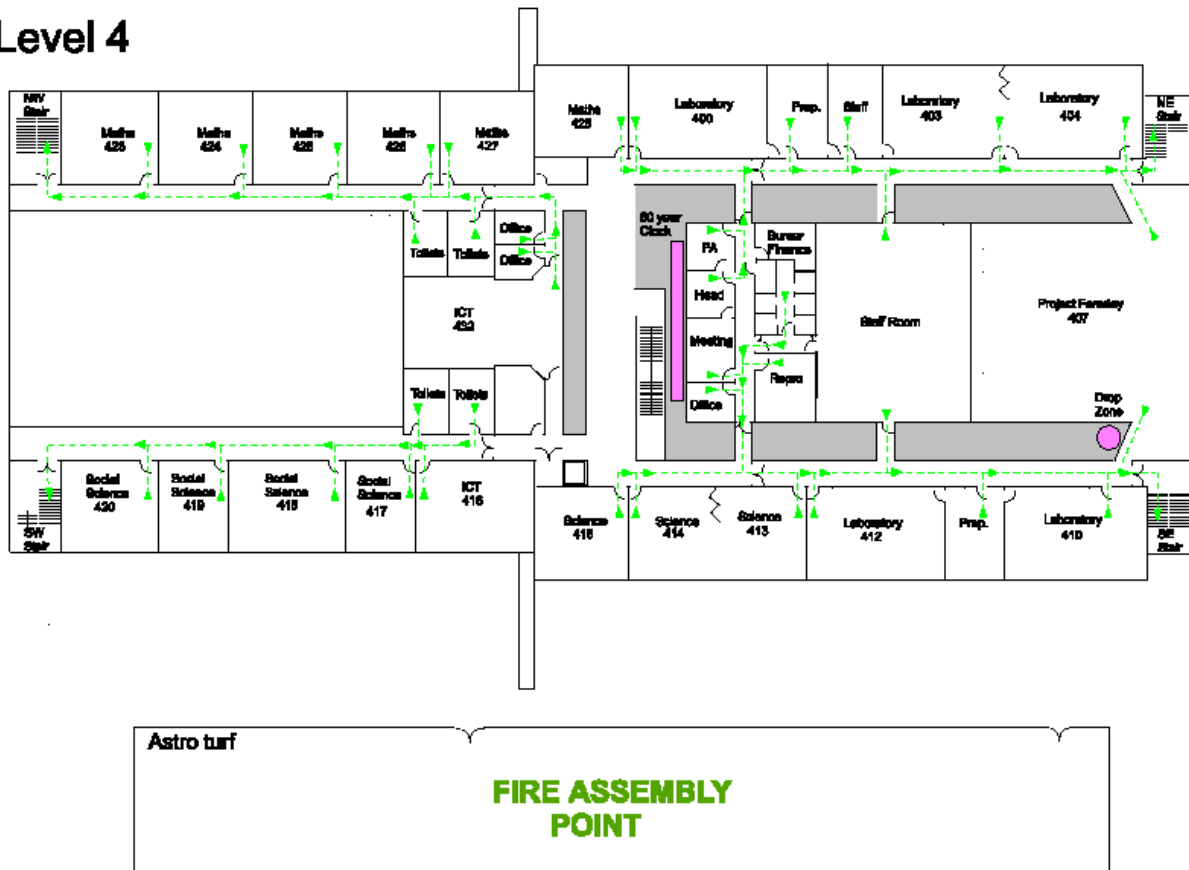
Level 2



Level 3



Level 4



Managing Fire Safety Half Termly Checklist

Appendix 4

The Checklist is based on one issued by the Arson Prevention Bureau in 1998.

Sprinkler System	1. Functioning?	Yes/No
	2. in good order?	Yes/No
Fire Alarm	1. Alarm working?	Yes/No
	2. Main power operational?	Yes/No
	3. Panel lamps working?	Yes/No
	4. Connection with Fire Station in order?	Yes/No
Extinguishers	1. Present and correct, including signage?	Yes/No
	2. Not obstructed?	Yes/No
	3. In good order?	Yes/No
Fire Doors	1. Not obstructed?	Yes/No
	2. Self-closing devices working?	Yes/No
	3. Seals OK?	Yes/No
Boilers	1. Checks made and record maintained?	Yes/No
Smoking	1. Smoking rules obeyed?	Yes/No
Flammable Liquids	1. No excessive quantities?	Yes/No
	2. No damage?	Yes/No
	3. No accumulation of empty containers?	Yes/No
	4. Kept in secure place when not in use?	Yes/No
Gas Cylinders	1. No idle cylinders?	Yes/No
	2. All kept secure?	Yes/No
	3. No damage?	Yes/No
Housekeeping	1. No accumulation of rubbish?	Yes/No
	2. No untidy or congested areas?	Yes/No
	3. No unauthorised heaters in use?	Yes/No

- 4. All portable electrical appliances checked? **Yes/No**
- 5. No combustibles near heaters/switchgear? **Yes/No**
- 6. Oil storage areas clear? **Yes/No**
- 7. Build up/ excessive of stationary? **Yes/No**
- 8. Sprinklers clear? **Yes/No**

Maintenance

- 1. All checks on appliances up-to-date? **Yes/No**
- 2. No damage to electrical fittings? **Yes/No**
- 3. No heater or fuel leaks? **Yes/No**

Electricity

- 1. Are plugs and electrical equipment correctly wired? **Yes/No**
- 2. Correct fuses fitted? **Yes/No**
- 3. Maintained regularly by a competent person? **Yes/No**

Other

- 1. Any other observations? **Yes/No**

Checked by

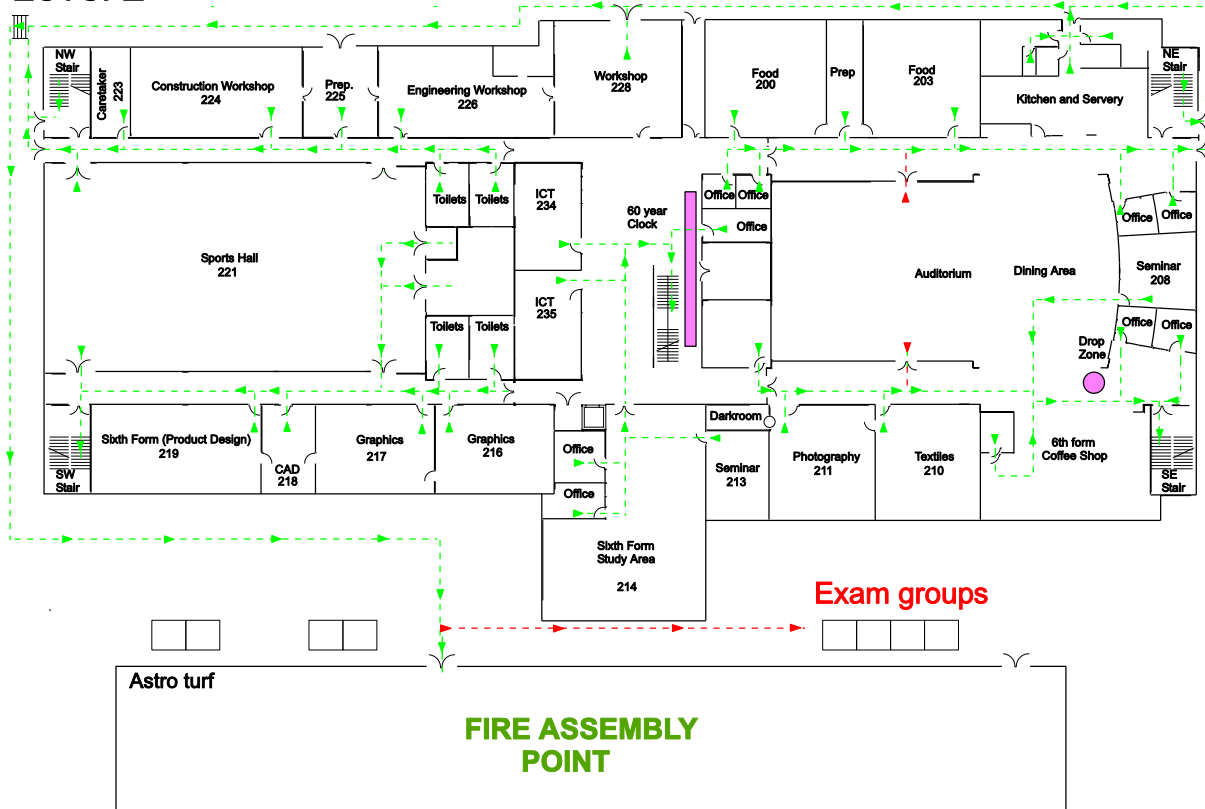
Date

Instructions for Examination Supervisors

On hearing the Alarm: Leave the premises through the fire exits indicated on the Emergency Evacuation sheet and assemble at the shelters at the front of the astro-turf.

Take a register when assembled at the shelter.

Level 2



EMERGENCY EVACUATION

To exit safely:

- stop talking, leave bags etc;
- when instructed by a teacher, exit in silence and in an orderly manner to the Fire Assembly Point.



East Barnet School
'I want to learn'

East Barnet School Fire Risk Assessment		No.	FRA
	Assessment by:	Date:	
Review Date:	Approved by:	Date:	

Hazard / Risk	Who is at Risk? Student Teacher Visitor	Initial Risk Rating Low Medium High	Normal Control Measures <i>(Brief description and/or reference to source of information)</i> <i>Information gathered via regular H&S site inspections</i>	Are Control Measures		Additional Control Measures <i>(to take account of local /individual circumstances and Residual Risk)</i>
				In Place Y/N/NA	Adequate Y/N/NA	
Electrical / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> Inventory kept and updated by Bursar – regular Portable Appliance Testing. Careful positioning of equipment – heaters not near curtains etc. No overloading of sockets Electrical work carried out by approved / qualified personnel No combustible material near Electrical intake areas. 	Y	Y	
Chemical / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> COSHH regulations strictly followed - Hazard data sheets relating to flammability of chemicals kept (DH) Safe and adequate storage Appropriate signage 	Y	Y	
Gas / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> Staff in areas using gas aware of location of isolation equipment. Gas equipment maintained and checked No gas heaters used in school. 	Y	Y	
Furniture/ Fittings / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> Purchasing awareness of Fire Retardant Materials 	Y	Y	
Stationary etc. / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> Minimal amounts of paper / card stored in classrooms. Stocks do not exceed safe storage No artwork displays in stairways, all displays conform to regulations (enclosed, correct distance apart) Signs or exits not obstructed 	Y	Y	

			<ul style="list-style-type: none"> • Combustible materials not stored under stairs 			
Curriculum / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Activities with possible fire risk have separate risk assessments eg SC7 Using Combustible Materials 	Y	Y	
Smoking / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • East Barnet School is a No Smoking Zone 	Y	Y	
Waste Materials / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Disposal of waste is carried out efficiently at the end of each school day. • External waste stores are well away from the school building 	Y	Y	
Contractors / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • See COS Contractors on site Risk Assessment. 	Y	Y	
Shows and Productions / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Risk Assessment to be written by person producing the show – normal Fire Procedures observed 	Y	Y	
Community Use / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Bursar to check requirements of and ensure safe usage of facilities by Hirers • School to provide hirers with emergency procedure information 	Y	Y	
Fire Fighting Equipment / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Regular checks of equipment, location and signage. (in H&S site inspection) • Location of equipment etc. detailed in Site Plans available from main office, 	Y	Y	
Fire Detection and Alarms / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Alarm is tested weekly • Smoke detectors checked on inspections 	Y	Y	
Signage / fire, smoke, fumes	S V T	L M H	<ul style="list-style-type: none"> • Appropriate signage for equipment, stores and Fire Escape Routes 	Y	Y	
Date of Review:	Reviewed by:			Comments:		