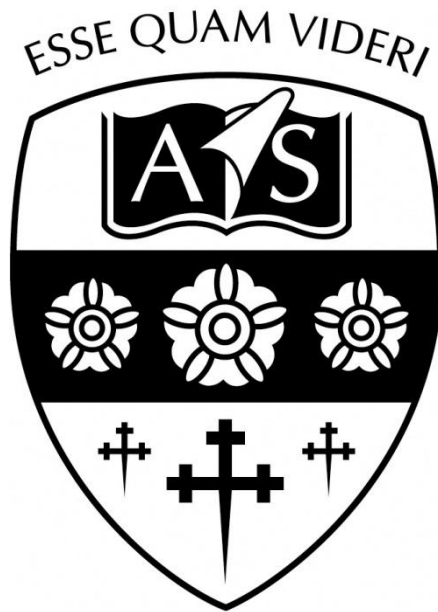


ASHFORD SCHOOL



**FIRE SAFETY
GENERAL**

MARCH 2010

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TRAINING

All Staff

- Staff are to ensure that they are aware of their responsibilities in the event of an emergency, with particular focus on pupil supervision and registration
- Fire training will be given on induction and on a three yearly basis thereafter – see Whole School Induction Procedure
- Staff must ensure that they:
 - Know how to raise the alarm
 - Know how to call the fire brigade
 - Know when not to tackle a fire
 - Know how to use a fire extinguisher correctly and safely
 - Know the correct evacuation procedures for the premises
 - Know where the assembly points are
 - Are aware of the contents of the Fire Risk Assessment
 - If possible close all windows and doors
- Should staff feel unsure of any of the above they must raise concerns through the management chain

Visitors & Contractors (Guests)

- All Guests will be briefed on the location of the fire evacuation point by Reception Staff
- Long term contractors are to report any problems/incidents to the H&S Coordinator
- Tenants are responsible for their fire procedures as per contracted agreement

Fire Marshalls

- There is a requirement to have sufficient numbers of staff trained to act as Fire Wardens
- They will receive special training, this will be organised by the School Business Manager
- They will be given a designated area to look after
- They will need to conduct a workplace inspection of their area on a monthly basis
- They may be given specific evacuation duties (pending area)

FIRE SAFETY RULES

Access and Egress

- Do not block fire escape routes; it may result in persons being unable to exit the building safely in the event of a fire
- Do not wedge open fire doors, these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke & fumes).

Prevention

- Do not overload electrical sockets, or tamper with plug fuses
- Take care with portable heating appliances; all heaters are to be registered with Ruth Pender to ensure the building's electrical supply is capable of taking the load. Radiant heaters i.e. fires with an exposed element or flame must not be used.

AWARENESS OF COMMON CAUSES OF FIRE

Heating

- Keep portable heating appliances away from furniture and any combustible materials

Smoking

- Smoking is prohibited on the premises

Dangerous Goods

- All aerosols are either flammable or explosive
- Keep them all well away from any source of heat
- The careful use and storage of any flammable liquid or aerosol is essential to maintain a safe working environment

Arson

- Help to protect the premises from an arsonist by locking away any flammable liquids or Gases
- Effectively secure the premises at the end of the day
- Remove rubbish out of the premises and into wheelie bins as quickly and as often as possible
- Do not leave bins or other combustible sources under the eaves of a building

CHECKS AND INSPECTIONS

Smoke Detectors

Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with manufacturer's instructions.

Fire Drills & Evacuations

At the intervals shown below, drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of Senior Leadership Team.

Pupils and staff are to ensure that they follow the procedure shown in the Fire Drill Info Sheet at Annex A to this document. A record sheet (see Annex B) is to be completed for each drill/evacuation and a copy sent to the H&S Coordinator.

Do NOT call the fire Brigade for the purposes of a drill, it is an offence.

Inspection & Checks

Weekly and monthly checks are to be carried by persons identified in location specific procedures. They are to complete the check sheet shown at Annex C to this document. These will be compiled by the SBM along with external contractor documentation. Annex D is the Fire Inspection Matrix that demonstrates overall compliance. This will be signed off by area on a monthly basis to ensure that we are correctly managing the fire safety of each and every building within the school premises.

FIRE DRILL

BELL - long continuous ring, plus siren

SILENCE – respect the situation

LEAVE EVERYTHING

Leave the building via the NEAREST fire exit

- LINE UP BY TUTOR GROUP ON THE EVACUATION POINT
- KEEP QUIET AND REMAIN AT THE ASSEMBLY POINT – DO NOT WANDER
- AWAIT FURTHER INSTRUCTIONS FROM STAFF ON DUTY

FIRE EVACUATION REPORT

Site/Building				
Date of Evacuation				
Reason for Evacuation				
Weather Conditions				
Time Alarm Activated				
Time – All persons accounted for				
Incident Managers in Attendance				
Overall Standard (tick)	Unsatisfactory	Satisfactory	Good	Very Good
Comments	Action required/responsibility		Action Cleared	
Signature Block				
Senior Incident manager				
Date				

MONTHLY FIRE CHECK

AREA: _____ NAME OF ASSESSOR: _____ ASSESSOR SIGNATURE: _____
 DATE: _____ TIME: _____ LEAD MARSHALL SIGNATURE: _____

		Acceptable		Comments (e)
		Yes	No	
		(c)	(d)	
FIRE EXTINGUISHERS				
1	Clearly Accessible?			
2	Fully Charged and in good order?			
3	Correctly Located?			
4	Do all emergency fastening devices to fire exits, such as push bars, work correctly?			
5	Are external routes clear and safe?			
6	Fire Doors closing properly?			
7	Fire doors not wedged open?			
8	Corridor free of debris?			
9	Stairwells Free of Debris?			
10	Do all self-closing fire doors work correctly?			
11	Are all fire seals and self-closing doors in good condition?			
ESCAPE LIGHTING				
12	Are charging indicators visible?			
OTHER				
13				

WEEKLY FIRE CHECK

AREA: SENIOR SCHOOL NAME OF ASSESSOR: _____ ASSESSOR SIGNATURE: _____

DATES: _____ TIME: _____

1. Have you tested a zone (and recorded the test?)
2. Are there areas where the alarm cannot be heard!

Fire Panel	Zones	Weeks										Remarks	
		1	2	3	4	5	6	7	8	9	10		
7													
Reception	1. Basement												
	2. 2 nd flr Somerville												
	3. 2 nd flr Old Alfred studies												
	4. Grnd flr Somerville												
	5. Grnd flr Old Alfred Food Studies/Chaucer/Cranmer												
	6. Grnd flr Old Alfred												
	7. 1 st flr Old Alfred												
	8. 1 st flr Old Alfred Studies												
	9. 1 st flr Somerville												
	10. 1 st flr Somerville (computer room)												
	11. 1 st flr Somerville LRC												
Coronation	1. 1 st flr North, Studios 1&2reading gallery												
	2. 1 st flr South English classrooms & corridors												
	3. 1 st flr computer main frame & central classroom												
	4. Grnd flr Atrium & corridor from entrance												
	5, Grnd flr old gym, textiles studios												

ANNEX C TO
FIRE SAFETY GENERAL
DATED MARCH 2010 UPDATED JAN 2011

Fire Panel	Zones	Weeks										Remarks	
		1	2	3	4	5	6	7	8	9	10		
	6. Grnd flr South classrooms & corridors												
	7. Brake												
Old San	1. Grnd floor												
	2. 1 st floor												
Brabourne	1. & 2. Ground floor												
	3. & 4. 1 st floor												
	5. & 6. 2 nd floor												
Brooke	1. Basement/boiler room												
	2. Ground floor												
	3. Ground floor extension												
	4 1 st floor extension												
	5.1 st floor												
	6. Ground floor												
	7. 1 st floor roof void												
	8. 2 nd floor roof void												
Refuge	1. Roof void												
	2. 2 nd floor												
	3. 1 st floor												
	4. Ground floor												
	5. Boiler room												
	6. Basement												
Alfred	1. & 2. Alfred H grnd floor												
	3. & 4. Alfred H 1 st floor												

ANNEX C TO
FIRE SAFETY GENERAL
DATED MARCH 2010 UPDATED JAN 2011

	5. & 6. Alfred H 2 nd floor											
Nightingale	8. 1 st floor back stairs											
	9. Boarding (2 rooms)											
	10. 1st floor gym side											
	11. Grnd flr rear road side											
	12. Grnd flr front road side											
Refectory												
Bridge House	1 Basement											
	2. Grnd floor rear side											
	3. Grnd floor road side											
	4. 1 st floor											
	5. 2 nd floor											
	6. Spare											

WEEKLY FIRE CHECK

AREA: PREP SCHOOL NAME OF ASSESSOR: _____ ASSESSOR SIGNATURE: _____

DATES: _____ TIME: _____

1. Have you tested a zone (and recorded the test?)
2. Are there areas where the alarm cannot be heard?)

Fire Panel	Zones	Weeks										Remarks
		1	2	3	4	5	6	7	8	9	10	
7												
West Wing	1. SEN / A S Club											
	2. Classrooms											
Mountbatten	1. Ground floor											
	2. Lendrum Hall											
	3. 1 st floor Art room/ classroom											
	4. 1 st floor H&E/D&T/Music rooms											
ICT Building	1. IT room											
	2. Clothes store											
Stable Block	1. All old classrooms											
Cottage	1. Grnd floor shower room/store room											
	2. 1 st floor Gym/ toilets/shower room											
	3. Boiler room/changing rooms											
	4. Grnd floor sports store/ staff toilets											

ANNEX C TO
FIRE SAFETY GENERAL
DATED MARCH 2010 UPDATED JAN 2011

	21 Corridor outside of Prep Library											
	22 Corridor next to Yr 4 classrooms											
Gym												

ASHFORD SCHOOL FIRE INSPECTION MATRIX

The below matrix is to be kept updated by SBM PA as per the building specific checks – following.

Site	Building	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Senior School Main	Old Alfred												
	Somerville / LRC												
	Chaucer												
	Cranmer												
	Medical Centre												
	Refectory												
	Jubilee												
	Cedars / Old Sanatorium												
	Brake												
Coronation													
Senior School Boarding	Brabourne												
	Brooke / Refuge												
	Alfred												
Senior School Others	Bridge												
	Nightingale												
	Gymnasium / Sports Hall												
	Head's House												
Prep School Great Chart	Stable Block Education												
	Stable Block Changing												
	Old Building & West Wing												
	New Building												
	Gymnasium / Pool												
	Heads House												
	Old Cottage												