



FIRE SAFETY POLICY

SCOPE

This policy applies to the John Lyon School and Quinton Hall School – the John Lyon Prep School. All references to ‘the School’ refer to both the Senior and Prep schools except where otherwise specified.

OVERVIEW

Legislation (Fire Precautions Act, 1971) is designed to protect people at work from the effects of fire. Statutory provisions require employers to provide general fire precautions, including training, fire warning systems, fire-fighting equipment, signage and means of escape.

- The School will ensure that instruction in fire safety is given to all employees and pupils so that they understand the fire precautions and the action to be taken in the event of a fire.
- The School undertakes Fire Safety Risk Assessments to comply with the requirements of the Fire Precautions (Workplace) Regulations, 1997 of all buildings in use and the activities undertaken within.
- Fire Action Notices detailing evacuation procedures are displayed throughout the School premises. Procedures specific to individual sites will be circulated to the appropriate staff. Fire Alarms and call points will be tested on a weekly basis. Fire Drills will be held at least once a term on the main School sites and Le Beau House and once per annum at Sudbury Fields. Details of all Fire Alarm Tests and Fire Drills will be recorded by the Project Manager Buildings & Compliance and filed in the H&S folder on the R: Drive.
- The School produces and monitors a written Fire Safety Risk Assessment and Fire Emergency Plan for all areas.

Fire Evacuation Procedure

The Facilities Manager and one of the two Deputy Heads will take overall responsibility, or in their absence a nominated deputy as outlined in the Evacuation Procedure.

All employees, pupils and visitors must adhere to the fire drill procedures and assemble at the Fire Assembly Area in an orderly and quiet manner.

Persons of Responsibility

The following people have responsibility for the evacuation of the School:

Location	Responsible	Deputised by
Middle Road senior campus	Facilities Manager	Deputy Head
Le Beau House	Project Manager Buildings & Compliance	Director of Operations
Sudbury Fields	Grounds Manager	Grounds Officer
Quinton Hall, Prep and Pre-Prep, Hindes Rd	Senior Teacher Administration	Welfare Officer
Quinton Hall, Early Years, Radnor Rd	Senior Teacher Administration	Welfare Officer

Procedures On discovering a fire

- Operate the nearest Fire Alarm call point.
- Leave the building immediately.

Middle Road, Senior School Campus

On hearing the Fire Alarm, Staff should take the following actions:

Muster and guide all pupils under your care out of the building by the nearest fire exit route. Do not stop to collect belongings.

- Proceed to the Assembly Area (the School Practice Pitch) using the designated routes and remain there until told otherwise.
- Do not attempt to re-enter any building until informed that it is safe to do so by the Deputy Head, designated person or Fire Service.
- Form Tutors will register their own forms at the Assembly Area.
- All other staff and visitors will be registered by a designated person at the Assembly Area.
- The Deputy Head or designated person will notify emergency services in the event of a genuine fire or emergency.

If the fire/incident is in a less than obvious location, the Deputy Head will ensure that a responsible person is nominated to direct the emergency services to the scene.

Le Beau House, West Street

On hearing the Fire Alarm, Staff should take the following actions

- Guide any visitors if present and exit the building via the rear fire exit and congregate at the Fire Assembly Area at the back of the car park.
- Do not attempt to re-enter any building until informed that it is safe to do so by the Project Manager Buildings & Compliance, Director of Operations, designated person or Fire Service.
- The Project Manager Buildings & Compliance, Director of Operations or designated person will register all staff and visitors.

Sudbury Playing Fields

On hearing the Fire Alarm, Staff should take the following actions:

- Muster and guide all pupils and visitors under your care out of the building by the nearest fire exit route. Do not stop to collect belongings.
- Exit the Pavilion via the fire exit and congregate at the Fire Assembly Area at the back of the car park.
- Do not attempt to re-enter the Pavilion until informed that it is safe to do so by the Grounds Manager, designated person or Fire Service.
- Sports Staff will register pupils and visitors in the Fire Assembly Area.
- The Fire Safety Deputy for Sudbury Playing Fields will register staff and visitors.

Prep and Pre-Prep, Hindes Rd

On hearing the Fire Alarm, Staff should take the following actions:

Muster and guide all pupils under your care out of the building by the nearest fire exit route. Do not stop to collect belongings.

- Proceed to the Assembly Area (the central play area) using the designated routes and remain there until told otherwise.
- Do not attempt to re-enter any building until informed that it is safe to do so by the designated person or Fire Service.
- Class teachers will register their own classes at the Assembly Area.
- All other staff and visitors will be registered by a designated person at the Assembly Area.
- The designated person will notify emergency services in the event of a genuine fire or emergency.

If the fire/incident is in a less than obvious location, the designated person will ensure that a responsible person is nominated to direct the emergency services to the scene.

Early Years, Radnor Rd

On hearing the Fire Alarm, Staff should take the following actions:

Muster and guide all pupils under your care out of the building by the nearest fire exit route. Do not stop to collect belongings.

- Proceed to the Assembly Area (the central play area) using the designated routes and remain there until told otherwise.
- Do not attempt to re-enter any building until informed that it is safe to do so by the designated person or Fire Service.
- Class teachers will register their own classes at the Assembly Area.
- All other staff and visitors will be registered by a designated person at the Assembly Area.
- The designated person will notify emergency services in the event of a genuine fire or emergency.

If the fire/incident is in a less than obvious location, the designated person will ensure that a responsible person is nominated to direct the emergency services to the scene.

Communication

The Health and Safety Manager should be notified as soon as possible in the event of any unplanned evacuation of a building.

Visitors

Employers have a duty to protect visitors (as non-employees) under section 3 of the Health & Safety at Work Act 1974. Under the Occupiers' Liability Act 1957, the employer may be liable to pay compensation to visitors injured on their premises.

- All visitors to the **Middle Road Senior School Campus** and to the **Quinton Hall site** must sign in at Main Reception. They will be issued with a Visitor Pass. Visitors with a red lanyard should not be left unaccompanied and should, if possible, not be taken into hazardous areas of the premises. If this is unavoidable, the appropriate protective equipment must be supplied (if they do not possess their own). Visitors with a green lanyard must be given instructions on what to do in the event of an evacuation or fire by the member of staff that has arranged their visit or the member of staff on Reception as appropriate.
- Hosts must ensure that visitors are signed out at Reception on completion of the visit.
- A plan or map of the premises, together with details of any specific high-risk areas where high voltage or dangerous chemicals may be present, should be available for issue to any emergency service.
- Visitors must sign in as outlined in the School Visitors Policy.

Fire Prevention

1. It is the responsibility of all employees to look out for anything that may constitute a fire risk/hazard and notify the Project Manager Buildings & Compliance.
2. Buildings are risk assessed and checked by the Project Manager Buildings & Compliance. Electrical circuits and Portable Electrical Equipment are periodically tested, but always look out for faulty wiring, frayed leads, etc. If in doubt do NOT use the appliance or fitting and seek advice. Only use proper extension cables and three or four gang socket boards.
3. All fire equipment is checked annually by an accredited contractor.
4. Heads of Department should check that up-to-date Fire Action Notices are displayed in every room within their department. If in doubt check with the Project Manager Buildings & Compliance.
5. Each building has one or more Fire Alarm Call Points. These are checked on a weekly rotational basis by the Estates team. Malfunctions should be reported to the Facilities Manager.
6. Never obstruct fire exits. Fire doors should not be propped or wedged open.
7. Do not pile up or collect flammable materials and waste unnecessarily.
8. Flammable liquids, etc. must be stored properly, usually in secure stores, with clear signage.
9. A Fire Drill must be carried out each term on the Main School campus, the Quinton Hall site and Le Beau House and annually at Sudbury Fields, with records filed and maintained in the Fire Log Book.
10. Switch off or unplug electrical equipment when not in use. Current recommendation is to switch computers off at night, especially laptops.

All staff have a duty to report any fire hazards, even suspected ones. This proactive approach helps to maintain a safe working environment. If you suspect any fire hazard, please report them immediately through the usual Estates reporting mechanism and this will be passed on to the Project Manager Buildings & Compliance.

Fire Evacuation – Best Practice

For full guidance on Fire Evacuation, please refer to the [Fire Evacuation Procedure](#).

1. Activate the nearest Fire Alarm Call Point, if the fire alarm has not already been activated.
2. Evacuate the building immediately and go to the Assembly Area as indicated on the Fire Action Notices. If possible close windows and doors (but not lock) behind you and alert those in adjacent rooms but **DO NOT DELAY**, time is of the essence.
3. Evacuate pupils in silence and in an orderly fashion.
4. Your priority is to get people **OUT**. You may tackle a small fire with a fire extinguisher if you see fit. **DO NOT** put yourself at risk.
5. If there is smoke, stay low.
6. Your normal fire exit may be obstructed by fire. It is advisable to familiarise yourself with an alternative route.
7. If trapped, block the bottoms of doors with whatever is available. Doors are supposed to be able to contain fire for a significant period. It is smoke that you need to worry about first. Shout for help from windows. Wait for rescue. If the situation is desperate attempt to lower yourself to the ground from windowsills using clothing, curtains etc.
8. **DO NOT** use lifts under any circumstances.
9. If clothing is on fire, lie the victim down and roll and smother them, using a fire blanket if available.
10. For cooking fires use a fire blanket if fire is small. **DO NOT USE WATER**.
11. Once out of the building report fire to Reception. Do not enter building again until the Deputy Head, designated person of Fire Service give the all clear to return to the building.
12. If you suspect that it is a False Alarm, even with good reason, you should follow the evacuation procedure. It is the Facilities Manager or designated person's responsibility to check the source of the alarm. **NEVER** put yourself in danger.

If you are unsure of any of the content within this Fire Safety Policy or have any queries contact the Project Manager Buildings & Compliance.

Review and monitoring

This policy will be reviewed annually by the Health & Safety Manager. Electronic copies are available via the School's R: Drive. Hard copies are also available from the Health & Safety Manager, if required.