

International School of Creative Arts

Fire Safety Policy

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1. INTRODUCTION

ISCA will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how ISCA complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

ISCA Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Governing Body ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation
- The Executive Director has the ultimate responsibility for the implementation and management of this policy
- The Head of School is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy
- The FSO places duties on the 'Responsible Person'. Certain day to day responsibilities can be delegated down to a 'duty holder'
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit fire spread
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

4. MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. the Operations Manager.

The Operations Manager will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times and that the means of escape have adequate emergency lighting.
2. Provide and maintain in working order all fire-fighting appliances and devices including:
 - a) fire detection and alarm systems
 - b) emergency lighting systems
 - c) fire-fighting equipment
 - d) notices and signage relating to fire procedures
 - e) means of escape, taking into account the needs of any disabled users

3. Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessment.
4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties. The school fire detection and alarm system is maintained and checked by the proprietor Teikyo.

The contractor used is CODRUS Fire Detection Systems Ltd and they visit twice a year. The alarm sounders are tested on a weekly basis by the Teikyo Maintenance team.

The school emergency lighting is checked by CODRUS twice a year. Notices and Signage are updated as and when required and checked annually by Teikyo Facilities Manager and replenished or replaced annually by Teikyo. Fire extinguishers are checked annually by CODRUS.

A Fire Log Book which contains records of fire safety issues is maintained by the Teikyo Facilities Manager and located at the Teikyo Manor House and Bursar's file management records.

These issues include:

- fire drills
- hot work permits, etc
- the storing of hazardous materials
- the inspection and testing of fire detection and alarm systems
- emergency lighting systems
- firefighting equipment
- staff training records

6. FIRE RISK ASSESSMENT

The Proprietor, Teikyo School has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept at the Manor House. The fire risk assessment

identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended every two years, if there is any significant change in legislation, if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

7. FIRE SAFETY TRAINING

All staff receive basic fire safety induction training online and attend refresher sessions annually. Key staff in the individual school buildings receive more detailed instruction which is half a day Fire Marshall Training onsite. Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire. Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through in SMT meetings and staff meetings and to students in Community Briefings any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

9. FIRE EQUIPMENT

Staff must make themselves aware of the location of break glass points and fire equipment near their teaching rooms.

The Teikyo Fire Wardens are trained to use fire extinguishers and are able to tackle localised fires in case of emergency. The School is equipped with different sorts of fire extinguishers that are designed to tackle electrical, chemical and normal fires.

10. FIRE PRACTICES

There will be at least one fire practice per term. The first fire practice of the academic year is normally announced to staff, but others may not be.

11. FIRE NOTICES

All staff are responsible for ensuring that their teaching area is equipped with an up-to-date fire notice giving details of evacuation procedures. If one is missing please obtain a replacement from the School Office.

Appendix 1:

EVACUATION PROCEDURE

1. Any staff member discovering the fire rings 999 on hearing alarm and immediately sends someone to break glass of nearest fire alarm.
2. On hearing the fire alarm ALL PERSONS PROCEED TO ASSEMBLY POINT
3. Where appropriate, ensure master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible leave windows open to dissipate gas and no electrical switches should be used.
4. In classrooms, pupils nearest windows should be told to close them.
5. Staff assemble pupils and instruct them to proceed to the Assembly Point on the school field, next to the Tennis courts, walking rapidly NOT running. The classroom door should be closed behind the last person to leave. Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their classrooms, studios or rooms.
6. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them. During working hours, the Operations Manager will ensure collection of the Fire Log (containing off-site lists), staff signing in/out books and visitors' book before proceeding to the Assembly Point. In the evenings this will be done by the senior on-duty boarding member of staff.
7. Teikyo will make contact with the caretaking staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation.
8. Where safe to do so, the zone triggered by the alarm will be noted. Depending on whether it is during the school day or at evenings and weekends - one of the 23 fire marshals on duty will report the safety and whereabouts of the caretaking staff and will maintain contact throughout the procedure. The security guard or evening duty staff will open the gates for the Fire Service and await their arrival and will discourage any casual visitor from entering the premises.
9. Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

- Pupils line up in rows at Assembly Point according to the floor and accommodation block their room is located on.
- During the day, each row is assigned to a member of staff responsible for taking the rollcall and reporting absences to the Head of School. These responsibilities are recorded in the Fire Log.

- In the evening, the two on-duty members of boarding staff take the roll call and absences are noted by the senior member of staff.
- Absences are immediately reported to the Head of School or Teikyo Fire Officer.

Staff/Visitors Reporting Procedure:

- Staff and Visitors gather at the Assembly point and report to the Operations Manager.
- The Operations Manager immediately reports any absences to the Head of School.
- The Head of School will report absences immediately to Teikyo Duty Fire Marshall

The Head of School (or the most senior teacher or member of staff in his absence) checks that all persons are accounted for, reports absences to Teikyo Fire Officer, awaits the arrival of Fire Service and responds to and relays Fire Officer's instructions.

No-one should leave the Assembly Point until instructed to do so by the Head of School (or the most senior teacher or member of staff in his absence)

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the personnel folders for staff and in the student's registry folder for students. Personal Emergency Evacuation Plan (PEEP) for the students and employees will be defined at the time of induction and a copy is always kept in the Fire Log.

Having considered the risks, the Operations Manager will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head of School and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements Wheelchair users/Persons with Mobility Difficulty Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

Visitors with disabilities:

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. This is the responsibility of the member of staff that invited the person on site.

The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

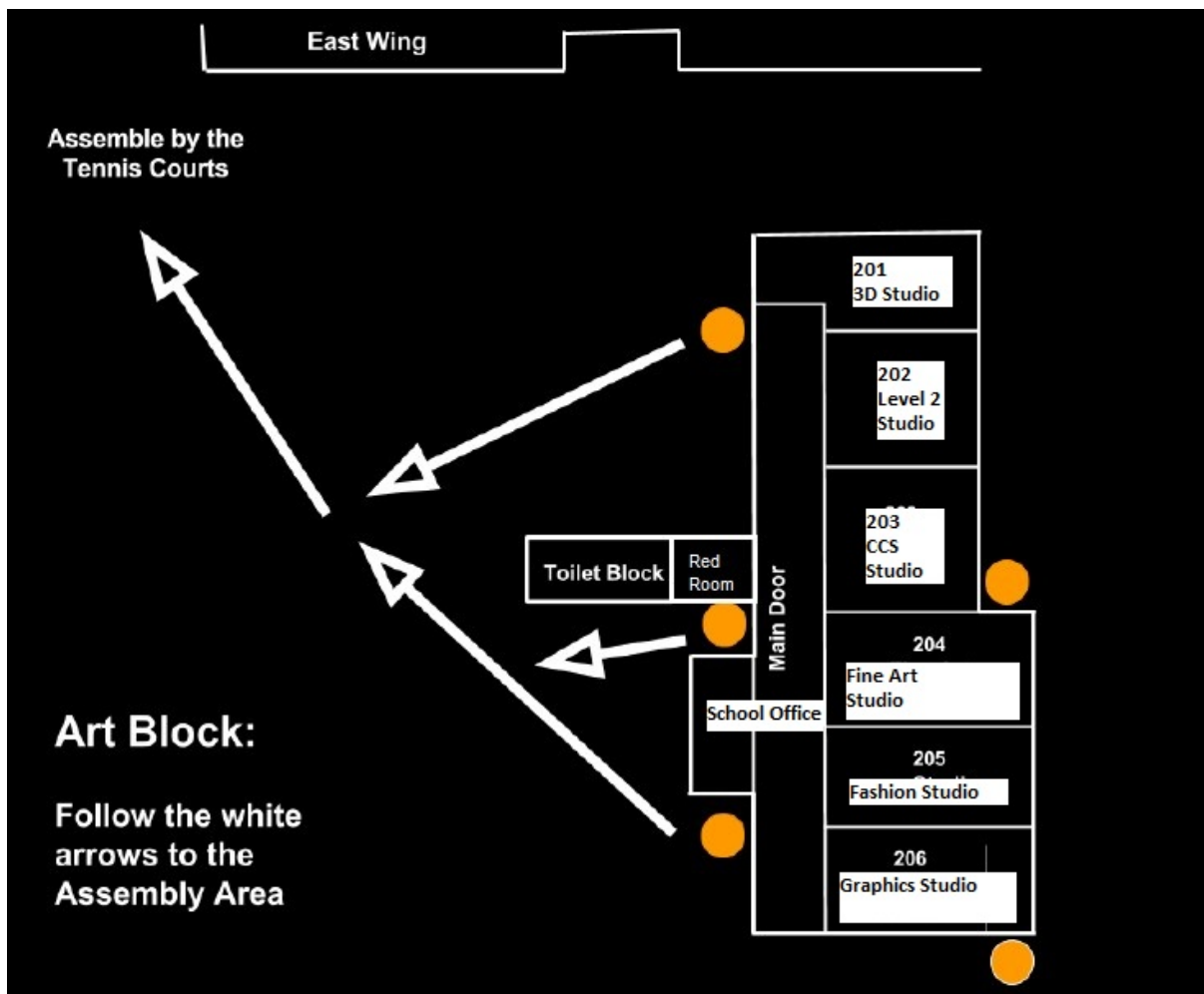
Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes.

Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas – in the fire resistance corridors. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Appendix 3

Example of Emergency Exit plan to be displayed in classrooms

Emergency Exit plan



Appendix 4

Notice for accommodation and class room notice boards:

In the Event of a Fire

Evacuation Procedure

On hearing the fire alarm, please stop what you are doing, follow the staff's directions and walk calmly and directly, to the **Reporting Area which is between the tennis courts and the south facing classrooms**. You are to line up according to which floor your room is on:

- West Wing: Ground Floor, 1st Floor, 2nd Floor and 3rd floor (1st term)
or
- East Wing: Ground Floor, 1st Floor, 2nd Floor and 3rd floor (2nd and 3rd term)

You should try and remain as quiet as possible during the evacuation and roll call. If time permits doors and windows should be closed.

If the usual route is blocked or inaccessible, please follow staff to safety via other routes. **If the normal assembly point is blocked, or if the south facing classrooms are on fire, students and staff are to assemble in the car park immediately outside of the Manor House.**