



BEESTON HALL SCHOOL

Fire Safety Policy and Procedures

Updated by: Freddie Walton (Fire Officer) and Bob Hammond (Sept 2023)

Reviewed by the Headmaster September 2023

Next review by: September 2024

FIRE SAFETY PROCEDURE POLICY

1. The Fire Safety Officer is Mr. Freddie Walton (Head of Boarding).
The Health and Safety Officer is Mr Tim Cole
The Governor in charge of Health and Safety is Mr Ian Barber
The Fire Deputies are; Mr. Fred de Falbe, Mr. Mike Cole, and Mr. David Godden
2. The person responsible for alerting the emergency services is any member of staff who has been involved in checking whether the alarm is 'real' or 'false'. In most cases, this will be done from the School Office (or by any other means).
3. Beeston Hall School has a number of buildings that are individually alarmed:
 - The Main Hall and Sports Hall
 - The Main Teaching Block
 - The Swindell's Building
 - Deterdings House
 - The Music School
 - The Art School

A bell links all of the buildings and is manually controlled in the Bursar's Office (on the right-hand wall, adjacent to the door as you walk in). This button is labelled 'Whole School Evacuation Alarm'.

It is the policy of Beeston Hall School during the:

- Day time: To evacuate the Whole School whenever there is a Fire Alarm. This is to enable the school to account for all children, staff and visitors.
- Evenings: The main house will evacuate together with any other areas which staff or pupils are present.

Daytime is defined as between the hours of 8am – 5:45pm.

Evening is defined as between the hours of 5:45pm – 8am.

There are two fire procedure documents (attached in the Appendix) as follows:

1. An explanation of what the children are to do in the event of a fire which includes some essential information on the prevention of fire. There are two versions of this document:
 - a) For each classroom or study area.
 - b) For Main House Boarding house.
2. A document for staff procedure in the event of a fire.
3. A specific policy for the Boarders and Staff in Main House to follow in the evening in the event of a fire.
4. Information is distributed to:

- **Whole School:** (Pupils and Staff) through a talk at the beginning of term and then supplemented by regular fire practices.
 - **New Children:** Through a talk shortly after they join the school and then supplemented by regular fire practices.
 - **Whole Staff:** (All staff) through the Staff Handbook and circulation of this policy.
5. The role of staff when the fire alarm sounds are to be found on pages 9-13 of this document in the Appendix.
 6. The manner in which each area is evacuated is found in the four Fire Procedure documents found in the Appendix.
 7. The Assembly Points are:
 - The Dean Courts – Daytime
 - The Car Park – Night time for Main House
 8. The Attendance Register is to be found:
 - Day time: School Office.
 - Night time: Main House - with the Housemaster and overnight Matron.
 9. There is a minimum of one fire drill practice per term for both day children and boarders. A record is held on a spreadsheet on the staff shared under:
 - Staff_shared/Admin/Fire/Fire practice record log
 10. The fire alarms are tested weekly and a record kept on the spreadsheet referred to above.
 11. The School is periodically Fire Risk Assessed. A hard copy of the Fire Risk Assessment are stored in the Bursar's Office and an electronic copy on the staff shared drive at the following link:
 - Staff_Shared/Admin/Fire /Fire Risk Assessments and Regulatory reform document.

These will be reviewed annually by the Fire Officer and Bursar and a record kept of these reviews. The reviews are monitored by the Bursar.
 12. All fire safety equipment is checked every 6 months, records of which are kept in the Bursar's Office. The fire alarm system is also recorded on the fire spreadsheet found on staff shared.
 13. All Risk Assessments for the School are kept in the Bursar's Office or electronically on the staff shared under:
 - Staff_Shared/Admin/Fire /Fire Risk Assessments and Regulatory reform document.

In addition, each area and in many cases each room has its own risk assessment posted in the area or room.
 14. (a) The School will ensure that all hazardous substances are kept in locked areas and that flammable materials are kept in locked and flame proof cabinets.
 - (b) All staff at the school are made aware of fire safety through INSET days, fire safety refresher briefings at the start of each term and by notices posted throughout the school. Training is given to key personnel by the local fire and rescue training department in fire marshalling.

(c) Visitors to the school report to the School Office and must sign in the visitors' book. This book has information on fire procedure on the front and the Office staff will draw the visitor's attention to this.

(d) The named Fire Officer is the appointed competent person who can assist in taking preventive and protective measures (including fire fighting and evacuation).

(e) All emergency routes and exits are clearly marked. Signs, notices, emergency lighting, fire detectors, alarms and extinguishers are regularly maintained (evidence with the Bursar). The Fire Officer checks all is in order before the start of each term.

15. The School, following the Regulatory Reform (Fire Safety) Order 2005, will ensure to have in place the following records:

- Fire Risk Assessments – Bursar's Office and on the school's shared drive.
- A Fire Procedure Policy- located on the school's shared drive, in the fire register in the front office and with the Fire Officer.
- A record of any training in fire safety- Fire Safety Officer.
- Fire drills (records on the staff shared under fire logs)
- Certificates for the installation and maintenance of all fire-fighting systems and equipment- Bursar's Office.
- A 'grab bag' of information for the fire and rescue service in the event of an emergency.

16. The School will ensure that:

- Means of escape – clearly marked signs are throughout the school.
- Emergency lighting is to be found throughout the school.
- Fire doors are present and checked regularly.
- Signs and notices are posted throughout the school.

These will be checked before the start of each term with a record kept with the Fire Officer.

17. Letting or hiring the School.

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies which the hirer certifies that he/she has read and understood the School's fire safety policy and procedures.

A school Grounds staff member who is able to manage the fire system is always on call when the school is let or hired for an outside function or event.

18. This policy will be reviewed annually by the Fire Officer. Any amendments to the policy will be raised in the termly Health and Safety meetings by the Fire Officer and then if necessary passed onto all members of staff, children and visitors.

Annex A

Emergency Evacuation Procedure

Please be aware of the following steps to take in the event of a fire alarm or emergency evacuation. Please also remember that during a fire alarm the main consideration is to evacuate everybody safely. Protection of property is incidental.

Staff Procedure

- Ask the children to leave the classroom calmly.
 - Make sure they are:
 - walking
 - silent
- Liaise with other staff in your building so that one member of staff can go to the Bursar's Office to sound the whole school alarm. When this is completed please make your way to the daytime evacuation assembly point, the Dean Courts.
- Grab bag collected by Fire Officer or Fire Warden
- The rest of the staff are responsible for escorting the children out of the building and to the Dean Courts.
- If you are cut off by a fire (all escape routes), please re-enter your classroom, close the door and windows and await rescue.
- The Fire Safety Officer (Head of Boarding) or other duty member of staff will summon the emergency services if the alarm sounds and it has not been immediately established that it is a false alarm.
- At the assembly point the children must line up in their form tutor groups. A register will be taken by the form tutor (or support form tutor). If the form tutor (or support form tutor) are unavailable the register must be taken by any other available member of staff.
- That register must be passed to the member of staff taking the whole school roll call. That will usually be the Fire Safety Officer or Fire Safety Deputies.
- Remain at the assembly point with your pupils until the all clear is given.
- The pupils will be dismissed from the assembly point one year group at a time.

Annex B

Fire Alarm Procedure – Main House

The safety of the boarding community is paramount.

Below are the various scenarios which could occur when the fire alarm goes off during boarding hours:

What should the staff do when the fire alarm goes off after lights out?

If there are two members of staff:

The Head of Boarding or duty member of staff will:

- Go to the fire board and find where the fire is.
- Go to the zone and locate the cause of the alarm.
- If there is a fire the Head of Boarding will make sure all of the dorms are clear.
- The Head of Boarding will call 999, Norfolk Fire & Rescue, giving entry directions to the site and information about the fire.
- Meet the boarders and matron on duty in the car park.

The Matron or duty member of staff on overnight duty will:

- Take the list of boarders and meet them outside in the car park.
- Make sure the boarders are on silence.
- The matron will do a roll call to check all are present.
- If there is anyone missing the matron will contact the Head of Boarding to search for the missing person and evacuate them but only if it is safe to do so.
- The matron and boarders should wait until the Head of Boarding comes outside, the boarders must remain silent.

If it is a false alarm then the boarders will be asked to return to their dorms. The staff on duty should settle the boarders and make sure they get back into their beds.

If there is a fire then the boarders and staff will be taken into the Music School and the crisis management plan process will be activated (see

If there are three members of staff:

The Housemaster will:

- Go to the fire board and find where the fire is.

- Go to the zone indicated by the board and locate the cause of the alarm.
- If there is a fire the Housemaster will make sure all of the dorms are clear.
- The Housemaster will call the Fire Brigade giving entry directions to the site and access to the fire.
- Meet the Boarders and Matrons on duty in the car park.

The Matron on overnight duty will:

- Take the list of Boarders and meet them outside in the car park.
- Make sure the Boarders are on silence.
- Once the dorm captains have checked their dorms the Matron will do a roll call to check all are present.
- If there is anyone missing the Matron will contact the Housemaster to search for the missing person.
- The Matron and Boarders should wait until the Housemaster comes outside, the Boarders must remain on silence.

The extra member of staff will:

- Check each dorm to make sure all Boarders are awake and out of bed.
- Go outside to help support the overnight Matron.

If there is no fire then the Boarders will be asked to return to their dorms. The staff on duty should settle the Boarders and make sure they settle back down into their beds. If the alarm goes off at 7am the Boarders will be asked to get up as normal.

If there is a fire then the Boarders and Staff will be taken into the Music School to wait for the Fire Brigade.

If there is no fire then the Boarders will be asked to return to their dorms. The staff on duty should settle the Boarders and make sure they settle back down into their beds. If the alarm goes off at 7am the Boarders will be asked to get up as normal.

If there is a fire then the Boarders and Staff will be taken into the Music School to wait for the Fire Brigade.

The Housemaster is then responsible to fill in the *Fire log on the staff shared*.

If the Housemaster is ever away then he will liaise with the staff on duty before he goes away to make sure they all know how to use the Fire Alarm and to reinforce their roles in the event of the Fire Alarm going off.

Fire alarm panel procedure

1. Make sure all children are evacuated and the fire alarm evacuation procedure is in effect.
- 2. Look up at the panel and see which zone is going off.**
3. Tap in the code 3112 and press silence.
- 4. Go to the zone indicated on the panel and look into each room. You are looking for the smoke detectors in the room. If one is flashing a red light then that is the one which has triggered the alarm.**
5. If you cannot find a smoke alarm with a red light then check the break glasses.
- 6. If there is no fire and all the children are safely outside then tap in 3112 and reset.**
7. Various lights will flash and it should set again.
- 8. If the alarm goes off again then follow the procedures above.**
9. Please then make a note of the time the alarm went off, how quickly the children left the building, whether they did it well and the zone where the problem occurred. This is needed for the fire alarm log which is maintained by the Fire Safety Officer.

