

Policy A11 Fire Risk assessment
Fire Procedures
(ISI Reference 12a and 12b)

1.0 RESPONSIBILITY

1.1 Responsible Person. In accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) the School's Acting Head, Mr Lars Fox, is appointed as the Responsible Person for fire safety for Queen Margaret's School.

1.2 Competent Person. Mr Q Cardy has been appointed by the Head as the Competent Person to ensure the employers' duties under the regulations are met, and to monitor all matters relating to fire safety to ensure compliance.

1.3 Fire Wardens. In accordance with Article 15 of the FSO, members of staff are trained as Fire Wardens and appointed by the Head to assist the Responsible Person. Given the number of buildings and that the School is effectively in use 24hrs a day a significant number of wardens are required. Each Fire Warden has responsibility for specific buildings, and areas within buildings. All resident staff are trained and appointed as Fire Wardens and will cover the Fire Warden responsibilities whilst on duty, particularly at night. As staff changes occur SLT will nominate replacements and ensure they are trained to a competent standard as necessary.

2.0 FIRE RISK ASSESSMENTS

2.1 Fire risk assessments (FRAs) have been produced for each building taking account of all the identified hazards, and control measures and procedures that are in place to minimise risk. The FRAs identify the actions, with target completion dates, necessary to ensure the procedures and control measure are to an adequate standard. The FRAs are reviewed regularly, and updated as determined by incidents and events. The role and duties of the Fire Warden is at Section 1 to this Policy

3.0 INSTALLED FIRE ALARM SYSTEMS

3.1 Fire Alarms. An L1 addressable fire alarm systems has been installed in all residential buildings in accordance with current standards. In addition to this, teaching rooms that are considered to present a higher fire hazard risk, such as the Art and Technology Building, and the Music School have alarm systems to an enhanced L4 standard, or equivalent. As the science laboratories are situated under sleeping accommodation an L1 standard fire alarm has been installed. At present the Sports Hall has a manual fire alarm only, and automatic detection limited to only the plant room, identified as higher risk. To aid simplicity, all fire control panels in residential accommodation are similar in design and supplied by the same manufacturer, and where practicable they have been installed in the lobby of the main entrances. Zone layout plans and system log books are positioned adjacent to each fire control panel. None of the alarm systems are linked to Fire Station.

3.2 Weekly Maintenance and Testing. In accordance with BS5389 Part 1:2002 all fire alarm systems are tested weekly by School estate staff on Tuesdays between 1600hrs and 1630hrs, and Fridays between 0845hrs and 0930hrs. A record of the test is entered into the log book adjacent to each fire alarm panel. Defects detected at this time are entered into the log book and reported to the Estate Office.

3.3 Quarterly/Annual Maintenance and Inspection. In accordance with BS5389 Part 1:2002 the alarm systems are inspected every 3 months, culminating with the issue of a certificate of worthiness on the 4th quarterly inspection.

3.4 Dealing with False Alarms. When determined, all false alarms, regardless of the cause of activation, are to be entered into the fire alarm log book located next to the fire alarm panel. In addition, and at the earliest opportunity, staff are to report all alarm activations to the Estate Office.

3.5 Dealing with Faults. Faults to the fire alarm systems will be dealt with as a priority. If appropriate the School's electrician will carry out the repair. If specialist remedial work is required, specialist fire alarm engineers will be contacted under the existing maintenance contract.

3.6 Operating the Fire Alarm Panel. All residential staff appointed as Fire Wardens receive instructions and training in the operation of the fire alarm panels. Refresher training is provided periodically. Written instructions are provided at the fire panel.

4.0 CONTINGENCY WHEN ALARM SYSTEM FAILS TO OPERATE

4.1 If for any reason the fire alarm system fails to operate and cannot be repaired in time to protect occupants in sleeping accommodation, residential staff must remain on duty in the areas affected, and periodically throughout the night check for signs of fire.

5.0 FIRE EVACUATION PROCEDURES

5.1 Fire Evacuation Strategy. Due to the complexity of the site and to avoid unnecessary disruption to the operation of the School a two stage evacuation procedure has been developed. As the fire alarm systems in individual buildings are not inter-linked throughout the School, the first stage of the evacuation procedure requires only the individual building where the alarm is sounding to evacuate. If the activation of the alarm is accidental (an unwanted) alarm it is to be dealt with at a local level without involving the remainder of the School. However, if a fire is discovered the Fire Warden is to instigate a full evacuation by causing the klaxon to sound, to ensure that the whole School evacuates. Procedures for evacuation are shown at Section A to this appendix and a flow chart showing the evacuation strategy is shown at Section 2.

5.2 Evacuation Registers. In order to account for persons on site at any time, registers are maintained and stored in plastic boxes at Reception. A duplicate set of registers with fire wardens instructions are stored in the Security Office as a contingency. The registers account for girls, staff and visitors, and are updated twice a day throughout the School week. All contractors on site are entered into the contractors register at the Estate Office. Residential staff are encouraged to maintain registers for year group girls for use in the Local Fire Assembly Point during silent hours.

5.3 Arrangements for Persons Requiring Assistance. Any person that may require assistance in an emergency evacuation shall be identified by School staff and the local Fire Wardens will be notified. Personal Emergency Evacuation Plans (PEEPs) are provided for any members of staff, and generic plans are available for visitors from reception.

5.4 Visitors. All visitors, including contractors are required to sign in on the appropriated register whereupon an identification badge will be issued. On the badge are instructions for the actions to be carried out upon hearing the fire alarm. Reception staff are to draw visitors' attention to these instructions.

5.5 Isolation of Utilities. Staff are encouraged to switch off electrical appliances as they depart the building in an evacuation where this does not delay their escape and where practical. Catering staff should switch off cooking appliances, making them safe, and activate the gas (LPG) shut-off valve on their exit from the Kitchen.

5.6 Evacuation Reports. Fire wardens are to forward formal written reports of all evacuations to the Health and Safety Officer at the earliest opportunity. These reports will be used to assess the effectiveness of the evacuation procedures, the standard of individuals' awareness, and to identify defects and faults.

5.7 Missing Persons. Should it become apparent during the accounting process that someone is missing, efforts should be made to determine the individual's whereabouts. Searches may be instigated provided it is safe to do so and the anticipated search area is clear of the building fire. On no account should anyone re-enter a burning building. If it is suspected that the individual remains in the burning building the Fire and Rescue Service will be informed immediately upon their arrival.

6.0 DISSEMINATION OF FIRE SAFETY INFORMATION

6.1 Information relating to fire safety is disseminated by the following means:

- it is incorporated in to the School's Health and Safety Policy;
- posted on prominent notice boards in corridors and in communal areas;
- posted on walls/doors inside all rooms. (Fire Action notices);
- incorporated into leaflets issued to all staff during fire safety and awareness training;
- incorporated into guidance notes for residential staff;

7.0 FIRE ESCAPE ROUTES

7.1 Escape routes for safe egress in emergencies have been identified and are clearly indicated with signs that comply with current standards. Girls are made aware of routes from their sleeping accommodation by undertaking walk-through practices at the start of each term.

7.2 All staff, and particularly Fire Wardens, are to ensure that escape routes are kept clear of obstructions and other combustible materials. Nominated Fire Wardens are responsible for undertaking regular checks of their designated areas and of the preventative and protective equipment installed within, and forwarding their reports to the Health and Safety Officer. Periodic inspections by the Health and Safety Officer will monitor compliance with this requirement.

8.0 EMERGENCY LIGHTING

8.1 Emergency lighting is installed in accordance with current standards. The lighting is tested on a monthly basis to check illumination of lamps, and annually to test the whole system. The monthly testing is to be recorded in the log and a certificate of worthiness is to be issued on completion of the annual inspection, and both log and certification retained in the Estate Office. Faults identified as a result of the testing and inspections are to be reported to the Estate Office.

8.2 Testing and inspection is carried out by the School's electrician, or contracted to another appropriately qualified engineer when necessary.

9.0 FIRE ASSEMBLY POINTS

9.1 To meet the emergency evacuation strategy there are six Local Fire Assembly Points from A to F located around the campus for use at local evacuation, and one Main Fire Assembly Point to be used when a full School evacuation is necessary. Each area has been selected taking account of safe distances from affected buildings, adequate space, safe access routes, and close to existing lighting.

9.2 Each fire assembly point is clearly indicated with a sign conforming to current standards. A site plan has been produced showing the locations of each.

10.0 FIRE FIGHTING EQUIPMENT

10.1 Fire Extinguishers. Appropriate fire extinguishers are positioned at predetermined locations around the School to fight small fires and assist escape. The location, type, and number of extinguishers shall be determined by the Estate Manager (QM Fire Officer) in consultation with appropriate fire authorities. Every fire extinguisher is tested by a competent engineer on an annual basis, in accordance with current standards which is recorded on the extinguisher and at the Estate Office.

10.2 Fire blankets. Fire blankets are mounted on walls in all residences where cooking facilities have been provided.

10.3 Fire Hose Reels. Generally, these are not installed within the School. The only exception is the Riding Stables where two hose reels have been installed.

10.4 Fire hydrants. There are three fire hydrants within the vicinity of the School grounds. These are shown on the Location Plan in the Emergency Fire Plan and are tested periodically by the Fire and Rescue Service.

12.0 NOTIFYING THE FIRE AND RESCUE SERVICE

12.1 The Fire Warden controlling the evacuation should be responsible for ensuring the Fire and Rescue Service (FRS) is contacted in an emergency. If there are no Fire Wardens available, or if their presence at the Main Fire Assembly Point has been delayed, the call to the FRS should be instigated by any other responsible person present. They should be contacted by using any available telephones, providing it is safe to do so, or by using a mobile phone. Security staff may be tasked to contact the Emergency Services.

12.2 As soon as the emergency services have been contacted and all occupants have safely evacuated the building, the duty member of SLT must be contacted.

13.0 FIRE TRAINING

13.1 Escape Route Familiarisation. At the start of each term residential staff are to ensure that all girls are familiar with their designated escape routes from their dormitories and bedrooms. This is achieved by carrying out a fire walk through procedure, by housemistresses staff on the first evening of each term. On completion, a report is sent to the Health and Safety Officer confirming the training was successfully carried out.

13.2 Fire Practice/Fire Drills. Fire evacuation drills are carried out at least once each term during boarding time when boarders may be expected to be asleep in accordance with NMS. In addition, all staff and visitors will be involved in at least one evacuation practice, involving the whole school, annually. Health and safety staff, together with assistance from Fire Wardens, will monitor the performances of girls and staff during the evacuation of buildings, and the speed and accuracy of the accounting process.

13.3 Fire Awareness. Staff training days are programmed at the start of each term, before the girls return to School. Periodically, fire training will form part of this staff training. Training will be provided as necessary to take account of any changes in requirements or procedures, or as refresher training.

13.4 Induction Training. Every new member of staff is required to undergo formal health and safety induction training as soon as is practicably after starting work at QM. Emergency procedures, including procedures for evacuation, are included in this training. A record of individual induction training is retained by the Health and Safety Officer.

14.0 FIRE PROTECTION DEVICES

14.1 Fire Doors. Generally, fire doors are installed in accordance with Building Regulations. Fire risk assessments have identified areas where the standard is not adequately met, and a programme of upgrading is in process. Building occupants must not hold open fire doors unless it is essential, and if they do, they must ensure the doors are closed when they have finished their task.

14.2 Door Holding Open Devices. Where it is necessary for fire doors to be held open automatic proprietary devices have been installed. These will be checked regularly as part of the weekly fire alarm test to ensure they are working correctly.

15.0 FIRE PREVENTION INSPECTIONS

15.1 Health and Safety staff will carry out periodic inspections in all areas within buildings to check that staff, and where appropriate girls, are complying with the requirements of the School's policies and procedures. Issues of particular concern are storage of combustible materials, obstructing escape routes, misuse of electrical appliances and electricity, and use of naked flames.

16.0 HAZARDOUS SUBSTANCES

16.1 Fire risk assessments identify where hazardous substances are used and produced and identify measures to control the risk of these substances causing a fire.

Quinn Cardy
Competent Person (Regulatory Reform (Fire Safety) Order 2005)

Tom King
Clerk to the Governors

Agreed date: May 2019
Review Date: Autumn Term 2020

Sections following

Role and Duties of the Fire Warden.
Procedures for Emergency Evacuation.
Strategy for Emergency Evacuation.

SECTION 1 – ROLE AND DUTIES OF THE FIRE WARDEN

Provision for Fire Precautions

On appointment and following appropriate training, Fire Wardens will be responsible for maintaining fire precautions (preventative and protective measures) in their area. Specifically they will ensure:

- Safe use of electrical appliances, ensuring circuits are not overloaded.
- Fire doors are not held open unless fitted with proprietary device for this purpose.
- The standard of housekeeping does not contribute a fire hazard.
- All fire escape routes are kept clear of obstructions and flammable materials at all times.
- Fire extinguishers are mounted on the wall in the correct locations and are not tampered with.
- School's policies for fire safety are adhered to by all persons.

Provision for Fire Procedures

In an emergency (serious and imminent danger) when the fire alarm or klaxons have been activated, Fire Wardens will carry out the following procedures:

Actions on hearing the fire alarm in buildings:

- Ensure all persons within their area of responsibility safely evacuate the building to either the Local Fire Assembly Point (LFAP).
- Take control at the LFAP. No requirement to carry out roles call.
- Check the area indicated by the fire panel to confirm if a fire is present.
- If it is a false (unwanted) alarm, re-set the fire alarm system at the panel.
- Providing the system re-sets correctly allow persons to re-enter the building.
- Enter details of the alarm activation in the Fire Log Book adjacent to the fire panel.
- Complete a report for the alarm activation and forward it to the Health and Safety Officer.

Actions on hearing the klaxons or confirmation of a fire:

- Sound the klaxon if not already activated.
- Ensure all persons assemble at the Main Fire Assembly Point (MFAP).
- Take control at the MFAP unless other trained Fire Wardens have already assumed the responsibility.

Actions by the Fire Warden in Control:

- Ensure persons assemble in their correct groups and remain quiet.
- Ensure role call is taken and compile a list of unaccounted for persons.
- Ensure the emergency services are contacted.
- Prevent any persons re-entering the building.
- Prevent any non-emergency vehicles from entering campus.
- Keep routes to the building clear for emergency vehicles.
- On their arrival, brief the Fire and Rescue Service on the situation and notify them of any persons who cannot be accounted for.
- Contact the duty member of SLT and appraise them of the situation.
- Consider safe accommodation for assembled persons if weather is inclement.

A; Procedures for Emergency Evacuation

FIRE EVACUATION

FIRE EVACUATION

If you hear the fire alarm: (adopt procedures for local evacuation)

- Close any windows and doors in your area (without causing unnecessary delays) and evacuate the building, in silence, using the nearest available exit.
- Do not attempt to silence or reset the fire alarm system.
- Escort any visitors and assist any disabled persons who require assistance.
- Remain quiet and calm, do not collect personal belongings, don't use lifts, and do not run.
- Assemble in the Local FAP where the FW or staff member will give further instructions.

If you hear the Klaxon: (adopt procedures for full evacuation)

- Evacuate the building by the nearest available exit.
- Activate the building fire alarm at the nearest MCP to warn others in the building.
- Go directly to the Main Assembly Point at reception car park.

If you discover, or suspect a fire: (adopt procedures for full evacuation)

- Raise the alarm by using the nearest Manual Call Point (MCP).
- Report the matter to a member of staff who will activate the klaxon.
- Evacuate the building using the nearest available exit, closing all doors and windows en route (without causing unnecessary delays).
- Go directly to the Main Fire Assembly Point.
- At the Main FAP report your discoveries to the Fire Warden (FW), or member of staff.

ACTION BY THE FIRE WARDEN

- Without unduly delaying your own escape, check rooms within your area of responsibility to ensure all occupants have evacuated the building.
- Assemble at the Local FAP and account for all occupants, if practicable.
- If the cause of alarm activation is not obvious, return to the fire alarm panel if safe to do so, and using the displayed information identify the location of the activated device.
- Send two competent people to check the identified location, if safe to do so.
- If evidence of a fire is confirmed contact the Fire and Rescue Service immediately, give instructions for the klaxon to be activated, and instruct those in the Local FAP to move to the Main Fire Assembly Point (Main FAP), adjacent reception car park for a full evacuation. (Procedures for Full Evacuation to apply).
- If the cause of activation is confirmed as a false or unwanted alarm, or if there no evidence of a fire, having conducted a thorough search, the fire alarm system should be silenced and reset.
- The building may only be re-entered if the alarm system resets correctly. (Note. If the glass in an MCP has been broken it will require replacing before the fire alarm system will reset).
- Once the fire alarm system has been reset, enter into the Fire Alarm Log Book (adjacent to fire alarm panel) details of the incident. At the earliest opportunity a full report of the incident is to be forwarded to the Health & Safety Officer.

FULL EVACUATION – BY DAY

Mon – Fri 8.30am – 5.25pm & Sat 8.25am - noon



The sounding of the klaxon indicates that a full evacuation is in progress. On hearing the klaxon all persons on site (including off duty staff and family dependants) are to evacuate the building immediately, setting off the fire alarm system en route to ensure all building occupants are alerted to the evacuation.

All persons shall exit the buildings in silence (except those issuing instructions), by the nearest available exit, closing windows and doors en route (without unnecessary delay to their escape), and walk briskly to the Main FAP adjacent reception car park.


Pupils are to assemble in year groups together with year group staff who will conduct a roll call and confirm to the Fire Marshall (FM) whether all persons have been accounted for.

Remaining staff shall assemble in their designated departmental check list groups at the rear of the pupils, where a nominated person from each group will conduct a roll call and confirm to the Fire Marshal (FM) whether all persons have been accounted for.

All persons shall remain in the Main FAP until the situation has been made safe, and await further instructions from the FM to re-enter buildings.

FULL EVACUATION – BY NIGHT

(Mon – Fri 5.25pm – 8.25am & Sat – Mon noon – 8.25am)



The sounding of the klaxon indicates that a full evacuation is in progress. On hearing the klaxon all persons on site (including off duty staff and family dependants) are to evacuate the building immediately, setting off the fire alarm system en route to ensure all building occupants are alerted to the evacuation.

All persons shall exit the buildings in silence (except those issuing instructions), by the nearest recognised escape route, closing windows and doors en route (without unnecessary delay to their escape), and walk briskly to the Main FAP adjacent reception car park.

Pupils are to assemble in year groups together with year group staff who will conduct a roll call and confirm to the Fire Marshall (FM) whether all persons have been accounted for.

No residential staff on the School premises at this time are to assemble at the rear of the pupils and inform the Fire Marshall (FM) of their presence.

All persons shall remain in the MFAP until the situation has been made safe, and await further instructions from the FM to re-enter buildings.

Fire Safety GOOct 2011

