



The Hampshire School  
C H E L S E A

The Hampshire School Chelsea

## **Fire Safety and Prevention Policy**

This policy applies to all pupils at The Hampshire School Chelsea, including those  
in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Next review: July 2022

Checked August 2021 by:

Dr Edmonds (Head)/Mr Cloke (Facilities Manager)

## **KEY STAFF FOR FIRE SAFETY AND PREVENTION**

Head:	Dr Pamela Edmonds
Chair of Health and Safety Committee:	Dr Pamela Edmonds
Lead Person for Fire Safety ("the competent person"):	Mr Harry Cloke
Fire Wardens/Fire Marshals:	Dr Pamela Edmonds Miss Danison Mr Shepherd
Education Board	Steve Wade, David Williams, Mr Gregg Davies

## **ADDRESSES OF PREMISES**

Pre-School, Pre-Prep and Prep School  
15 Manresa Road  
Chelsea  
London SW3 6NB

The Hampshire School Chelsea is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there can be approximately 150 pupils and 40 staff on the school site at Manresa Road.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages Thameside Fire Ltd to undertake its Fire Risk Assessment (FRA). This is undertaken annually and also at any time when there is a significant change to the building or the way it is used.

In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the Facilities Manager.

Date of last external Fire Risk Assessment: August 2021 (annual)

Date of last in-house review of the FRA: August 2021

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Chair of the Health and Safety Committee in order to respond immediately to any issues that may arise.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment. All boilers are gas fired and are serviced by NCC Mechanical Services Ltd.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls, if possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- Kitchen staff (Thomas Franks employees) ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen are regularly checked.
- Science: electricity and gas services within the science lab are regularly checked. A cut-off mains switch for both gas and electricity is installed in the science lab.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils do not have access to mobile telephones in school. Chargers for laptops are PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, school offices and the Reception. Pupils should not be left unsupervised with computers.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.

- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Fire Officer liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## SUMMARY OF FIRE SAFETY RESOURCES

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Chelsea  
London SW3 6NB

- There is a double battery back-up fire alarm system installed.
- There is one internal fire escape route in addition to the three exit routes; two side exits and one is the main entrance.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

## SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Head, who delegates the leadership of action in relation to fire safety and prevention to the Facilities Manager.
- Average evacuation time in standard drills is 3 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 3.5 minutes.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Head, office or any member of the Health and Safety Committee **AT ANY TIME.**

## DETAILED EVALUATION

1. The school premises are used for educational purposes only.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by Thameside Fire Ltd

- Maintenance of fire alarm system is undertaken 6 monthly by Thameside Fire Ltd
- Maintenance of emergency lighting is undertaken 6 monthly by Thameside Fire Ltd
- Maintenance of fire detection equipment is undertaken 6 monthly by Thameside Fire Ltd

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. Fire door escapes exist at both sides of the school building.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat and smoke detectors on every floor.

6. Emergency lighting is in place for all floors and exits. These are checked monthly by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested by Thameside Ltd once a year.

7. There is a detailed Fire Emergency Plan for the building

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the Facilities Manager's Office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for clubs, individual music lessons or sports coaching must register at the Front Office reception and Early Birds provision on arrival.

13. Alarm systems are linked across the whole school site at each school site. When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.

14. The fire alarm panel is situated in in the corridor near the Receptionist's desk which will indicate the place of call point activation.
15. The fire brigade is called automatically via an off-site monitoring system.
16. The Facilities Manager and Head liaise with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.
18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

#### **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Installation of robust gates.
  - Installation of a robust doubly fronted main door
  - Security doors on remaining two points of entry
  - An intruder alarm system which is activated once the premises is vacated
  - Ensuring that all windows are closed and locked once the premises is vacated
  - Preventing unauthorised entry to the building by use of door entry system.
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

#### **MAINTENANCE AND ROUTINE TESTING**

##### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

##### Weekly

- The Fire Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

##### Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

##### Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider Thameside Ltd.
- All gas boilers are inspected six monthly by a licenced registered plumber. The inspection will include the cut-off switch and the Bunsen burners. These switches are located in the Plant Room.

#### Annually

- All fire-fighting equipment is checked annually by the providers – Thameside Fire Ltd.
- Portable electrical equipment is inspected annually and PAT tested by a qualified person (Safety Solutions)

#### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

### **ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION**

#### **Role of Fire Marshals:**

- On hearing the fire alarm, each floor marshal will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/She will then report to the Head that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The Fire Marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.

#### **Role of Form Tutors:**

- Registers are taken by Form Tutors in the morning registration. The Form Tutor or a member of staff teaching them at the time completes afternoon registration. Class lists will be provided by the admin staff at the roll call point.
- The Form Tutors or the teacher teaching the pupils at the time (if the Form Tutor is absent that day) count heads at the assembly point and inform the person in charge (the Head) once they have completed the roll call and accounted for all of their pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

#### **Role of teaching staff who do not have a tutor group:**

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- It is important not to allow pupils to mix into other groups or become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and

The Hampshire School Chelsea. Fire Safety and Prevention Policy verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

### **Role of members of the front office**

- To ensure that the Form Tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
  - A list of each member of that particular class
  - Information of whether each pupil should be present in the building
  - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- The school has an automatic connection to the emergency services.
- To ensure that a current list of pupils who are registered absent from school at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any tutor being absent from College, the tutor's folder is handed to a member of staff without tutor responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

### **Role of Person in charge at the roll call point**

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.

**Note:** The fire system automatically alerts the fire brigade via a manned central office unless they have been forewarned about a fire drill. The Facilities Manager contacts the company directly by phone to confirm that they have been made aware of the nature of the emergency.
- Liaise with the fire brigade on its arrival.

## APPENDIX 1: FIRE PROCEDURES

### PROCEDURES IN THE EVENT OF A FIRE

The School is on two sites:

15 Manresa Road  
Chelsea  
London  
SW3 6NB

#### Assembly Point/Place of Safety: Manresa Road

#### On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarms are located on every floor.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

#### On hearing the alarm

In the event of a fire or other emergency the alarm will sound.

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

**Staff must:**

- not delay evacuation in order to close windows and doors or fight fires.
- ensure that pupils not in class will immediately leave via the nearest fire exit and then join their class at the assembly point

Form Tutors will be given a register printout from the **Receptionist**, and call the register ensuring that each pupil answers his/her name individually. Staff will hold the register up high to indicate all pupils are present.

The **Head (or a member of the SLT)** check that all pupils are accounted for by counting the registers from Form Tutors.

The **Facilities Manager** will be informed when all pupils are present and safe – evacuation will continue, including sweeping of the buildings by staff until confirmation that all pupils, and adults, are safe is confirmed.

The **Receptionist** is responsible for taking out any registers and staff signing-in books to conduct a register of staff and visitors.

The **Facilities Manager** will check that all drivers are accounted for.

The **Facilities Manager** is responsible for phoning the emergency services and reporting to the senior member of staff (SLT) co-ordinating the emergency.

**Contractors** are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

The **Catering Manager** is responsible for checking the presence of their employees and reporting to the named person in charge of staff.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area on Manresa Road
- the method of sounding the alarm
- the location and operation of the various fire-fighting appliances
- the procedures and responsibilities set out in this policy

**APPENDIX 2: SAMPLE LOG OF FIRE EVACUATIONS**

Date	Reason (eg drill, false alarm, fire)	Time of day	Time taken		Comments on any issues arising	How and when issues were addressed
			to evacuate	To account for everyone		