



# SOLIHULL

## Fire Safety Policy

**Owner:** Bursar  
**Author:** Assistant Bursar (Facilities, Compliance and Transport)  
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Version 3

## STATEMENT OF INTENT

Solihull School is committed to providing a safe environment for its staff, pupils and visitors, this responsibility extends to the provision and management of fire safety systems and procedures. Solihull School will take all reasonable steps to ensure the safety of persons and premises against the threat of fire or other emergencies.

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimise the likelihood and deal with this eventuality, prioritising the management of systems to reduce the risk of injury to persons and where possible the damage to property.

Our general intentions are:

- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation;
- To undertake suitable and sufficient fire risk assessments of the premises;
- To identify and implement practical control measures to control the risks from fire as identified in the risk assessment process;
- To develop and implement fire safety procedures that will so far as is practicable reduce the likelihood of loss of life, injury and damage to property;
- To reduce the risk of fire as far as reasonably practicable;
- To conduct regular fire evacuation drills and test emergency equipment to ensure its effectiveness;
- To provide adequate information, instruction and training for employees and other persons as necessary regarding fire;
- To appoint one or more competent persons (with sufficient knowledge, experience and training) to assist in identifying fire hazards and assist in taking preventative and protective measures.
- To effectively liaise with the local fire authority where appropriate;
- To review and revise this policy at regular intervals to ensure its effectiveness.

## **Organisational Responsibilities**

### **Overall and Final Responsibility for Fire Safety**

#### **The Board of Governors**

Responsibilities of the Board of Governors

- To be the 'responsible person' for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005;
- To ensure that the fire risk assessment is undertaken and reviewed as necessary, on at least an annual basis;
- To ensure adequate resources are provided to allow the organisations fire safety policy and fire safety controls to be effective;
- To ensure suitable fire equipment is provided as necessary and is maintained and conforms to all relevant statutory provisions;
- To appoint competent persons who are responsible for the day-to-day management of fire safety;
- To ensure that fire safety information within the fire safety management system is made available to all staff and relevant persons;
- To take appropriate action when statutory requirements are not being met and there is significant risk to safety of persons.

#### **Nominated Persons on Site for Fire Safety - Fire Officers**

##### **The Bursar and Assistant Bursar (Facilities, Compliance and Transport)**

Responsibilities of the Bursar and Assistant Bursar (Facilities, Compliance & Transport):

- To be the nominated persons for the day to day management and supervision of fire safety at Solihull School;
- To actively engage in the fire risk assessment process at the premises to understand, initiate and monitor the effectiveness of any recommendation and actions highlighted and the control measures in place;
- To allocate resources appropriately and in the right areas to allow the organisations fire safety policy and fire safety controls to be effective;
- To oversee and manage the provision of fire equipment and related materials as necessary to ensure all relevant statutory provisions are being met;
- To appoint as necessary, competent persons who can assist in the management of fire safety and maintenance of fire safety equipment;
- To make available to staff, pupils and other relevant persons, fire safety information within the fire safety management system including the fire risk assessment, policy and procedural documents;

- To ensure staff, pupils and other relevant persons have been given the relevant fire safety instruction, information and training required to undertake their role;
- To take appropriate action when statutory requirements are not being met and there is significant risk to persons;
- To record, monitor, review and investigate all fire incidents and take appropriate action to minimise their recurrence.

### Emergency Fire Control Officers

Warwick Road Campus	Prep School Campus
<b>Fire Control Officer:</b> Head of the Senior School	<b>Fire Control Officer:</b> Head of the Preparatory School
<b>Staff Fire Control Officer:</b> Senior School Deputy Head (Academic)	<b>Staff Fire Control Officer:</b> Preparatory School Deputy Head (Academic)
<b>Deputy Fire Control Officer/Deputy Staff Fire Control Officer:</b> Senior School Deputy Head (Pastoral)	<b>Deputy Fire Control Officer/Deputy Staff Fire Control Officer:</b> Preparatory School Senior Deputy Head (Pastoral)
<b>Site Fire Officer:</b> School Marshal	<b>Site Fire Officer:</b> Site Manager
Deputy Head of Senior School Maintenance	Deputy Head of Preparatory School Maintenance
<b>Emergency Fire Control Officer:</b> PA to the Bursar	<b>Emergency Fire Control Officer:</b> PA to the Head of the Preparatory School
School Marshal (outside normal hours, 18:00 – 08:45)	Prep Campus Administrator
	Evening/Morning Caretaker (outside normal hours, 5pm – 8am)

- The Bursar, Assistant Bursar (Facilities, Compliance and Transport) and Head of Maintenance will assist with any Fire Evacuation Process should the Fire Alarm activate whilst they are on that campus.

## **Responsibilities of the Emergency Fire Control Officers**

- To be familiar with Solihull School's Fire Safety Policy, Evacuation Procedure and other relevant documents;
- To be the lead school co-ordinator in the event of a fire evacuation and take responsibility for ensuring the fire services have been called and are aware of the relevant location of the fire within the school, which gate should be used for access and where emergency cut off switches are located;
- To co-ordinate the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high risk areas where necessary;
- To liaise with Head of Sections/Head of Years at the Assembly points to ascertain the identity of any unaccounted-for persons in the school and pass this information on to the fire services;
- To continually assess, monitor and take actions to minimise the risk of injury during a fire and emergency situation until the fire services arrive on site;
- To instruct and give information to relevant staff in order that the risk of injury can be minimised, this may include closing gates, relocating persons from at risk areas or ensuring that fire alarm panels are checked for information;
- To actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to management and addressed;
- Determining in conjunction with the relevant Site Fire Officer when an emergency is over, when the fire brigade do not attend site and informing staff the buildings can be reoccupied. Where they do attend, they will make this decision and advise when buildings can be reoccupied.

## **The Maintenance Manager**

### **Responsibilities of The Maintenance Manager & Maintenance Teams**

- To be familiar with Solihull School's Fire Safety Policy, Evacuation Procedure and other relevant documents;
- To check that fire fighting and any other relevant emergency equipment is provided, readily available and in a useable condition.
- To actively assess the fire controls and equipment and report any deficiencies or issues to management;
- To update Safety Cloud with relevant information of the checks undertaken;
- To report any unsafe conditions, obstructions or concerns with fire safety to one of the Fire Officers;
- To update Safety Cloud with relevant information of the checks undertaken.

## **School Staff**

### **Responsibilities of Staff**

- To be familiar with Solihull School's Fire Safety Policy, Evacuation Procedure and other relevant documents;
- To undertake active 'hazard spotting' of fire controls, exit routes and equipment and report any unsafe conditions, obstructions, deficiencies or concerns to management;
- To provide guidance, information and direction to pupils about fire safety matters;
- To provide direction, assistance and support to persons in the event of an emergency to ensure an effective and speedy evacuation can be achieved;
- To be familiar with all exit routes from the building and be comfortable in advising others on suitable exit routes;
- To provide feedback to the Emergency Fire Control Officers or other responsible person following an evacuation.
- Observe fully any instructions, information and training given and abide by the fire safety policy at all times;
- Not to interfere with anything provided to safeguard fire safety;
- To keep waste materials, dust and combustibles to a minimum within school premises;
- To report to management any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Avoid taking any undue risks in the event of a fire breaking out;
- To be aware that non – compliance with fire safety procedures can result in disciplinary action, which may include dismissal if appropriate.

## **Pupils**

### **Responsibilities of Pupils**

- To sign out at reception when leaving school premises outside core school hours;
- To familiarise themselves with the emergency procedures and fire action notices;
- To stay with the teacher or staff member as necessary during evacuation procedures or abide by any direction given by school staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.

## **Visitors and Contractors**

### **Responsibilities of Visitors and Contractors**

- To sign in and out at reception on arrival and before leaving;
- To familiarise themselves with the emergency procedures and fire action notices;
- To stay with the school representative as necessary during the visit or abide by any direction given by school staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.

## **Hirers of School Facilities**

### **Responsibilities of Hirers**

- To agree and abide by the terms and conditions detailed in the hirer's documents;
- To familiarise themselves with the relevant emergency procedures and fire action notices;
- To take responsibility for the persons using the facilities they have hired and ensure that fire safety information and evacuation procedures are communicated to all persons who use the facilities;
- Observe fully any instructions and information relating to fire safety given by representatives of Solihull School;
- To report to Solihull School any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- To keep waste materials, dust and combustibles to a minimum within school premises;
- To raise the alarm and contact the fire services where a fire is identified;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere with anything provided to safeguard fire safety.

## **Competent Person**

### **Citation**

#### **Responsibilities of the Competent Person**

- To assist with the ongoing fire safety and to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;
- To undertake the fire risk assessment and provide an action list of recommendations to Solihull School;

- Assist the School in formulating the fire policy and related procedures required to comply with the Order;
- Assist the School to identify the fire risks and hazards which are associated with the school's' activities and formulate effective management systems to reduce the risk of injury and loss;
- To undertake site audits to monitor the effectiveness of the school's policies, procedures and management systems;
- To aid with any fire related incident investigation;
- Provide competent advice and support relating to any concerns, queries or questions that arise relating to fire safety management.



# **WARWICK ROAD CAMPUS: EMERGENCY PROCEDURE**

## **Evacuation Plan**

### **ON DISCOVERING A FIRE**

- Sound the fire alarm using the nearest call point.
- Alert any nearby persons of the fire.
- Leave the building using the nearest or safest exit route.
- Report to the Site Fire Officer or Fire Control Officer at the assembly point and give them information on the type, size and location of the fire.
- The Site Fire Officer in conjunction with the Fire Control Officer will decide whether the Fire Services should be called and ring them with as much information as possible.
- Where it is clear to a member of staff that the Fire Services should be called immediately, they should do this and then subsequently inform either the Site Fire Officer or Fire Control Officer.

### **ON HEARING THE FIRE ALARM**

#### **During School Hours Including Break Times (08:00 - 16:10)**

- All teaching staff and pupils will proceed out of the building, classes will be escorted via the paths to The Level.
- Pupils working alone should go to The Level and join their forms.
- All teaching and educational support staff should all assemble on The Level and report to the Staff Fire Officer.
- Refectory Staff, administration staff, science and art technicians should assemble outside Bradford House (Bursary) and report to the relevant Emergency Fire Control Officer.
- Other staff, parents and visitors should exit the building and report to their nearest assembly point.
- Any contractors should follow staff members to the nearest available exit and congregate at the nearest assembly point.
- The Fire Officers will liaise with the maintenance team to determine the location of the fire and assess the risk to persons and any further action that may need to be taken.
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- If the alarm sounds during break time, staff on duty should ensure that all rooms in their duty area have been evacuated and report the status to the Fire Control Officer.
- Persons requiring assistance should be helped from the building by other staff.

- WALK, DO NOT RUN.
- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors.
- Pupils and staff are not permitted to leave the school site during an evacuation.
- The Site Fire Officer and Fire Control Officer will determine when any emergency is over and issue appropriate instructions.

FIRE ASSEMBLY POINTS	
<b>The Level</b>	<p>All pupils report to The Level and line up in their form groups. Form tutors check everybody is present and report to the Heads of Section, who in turn report to the Fire Control Officer.</p> <p>All teaching staff without forms, DT and theatre technicians, visiting music teachers, coaches and other educational support staff should all assemble on The Level and report to the Staff Fire Officer.</p>
<b>Outside Bradford House (Bursary)</b>	<p>Any pupils who arrive to school when the fire alarm is sounding should join their form on The Level if it is safe to do so. If not safe, they should assemble outside Bradford House (Bursary) and report to the relevant Emergency Fire Control Officer. Any visitor who arrive at school when the fire alarm is sounding should be directed to outside Bradford House (Bursary) and report to the relevant Emergency Fire Control Officer.</p> <p>Refectory staff, administration staff, science and art technicians should assemble outside Bradford House (Bursary) and report to the relevant Emergency Fire Control Officer.</p>

### Out of School Hours

- Any teaching staff in charge of an activity in which pupils are involved should supervise their evacuation to the nearest assembly point or a place of safety.
- Where necessary, staff should call the Fire Services.
- The available Emergency Fire Control Officers will determine the location of the fire and assess the risk to persons and any further action that may need to be taken.
- During school holiday periods and between 18:00 and 08:00 in term time, all staff should report to outside Bradford House (Bursary).
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- Persons requiring assistance should be helped from the building by other staff.
- WALK, DO NOT RUN.
- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors.
- Pupils and staff are not permitted to leave the school site during an evacuation.

# **PREP SCHOOL CAMPUS: EMERGENCY PROCEDURE**

## **Evacuation Plan**

### **ON DISCOVERING A FIRE**

- Sound the fire alarm using the nearest call point.
- Alert any nearby persons of the fire.
- Leave the building using the nearest or safest exit route.
- Report to the Site Fire Officer or Fire Control Officer at the assembly point and give them information on the type, size and location of the fire.
- The Site Fire Officer in conjunction with the Fire Control Officer will decide whether the Fire Services should be called and ring them with as much information as possible.
- Where it is clear to a member of staff that the Fire Services should be called immediately, they should do this and then subsequently inform the Site Fire Officer or Fire Control Officer.

### **ON HEARING THE FIRE ALARM**

#### **During School Hours Including Break Times (08:00 – 15:30)**

- All teaching staff and pupils will proceed out of the building, classes will be escorted via the paths to The Netball Courts.
- All teaching and non-teaching staff should assemble on The Netball Courts in their designated area. Refectory staff should also assemble on The Netball Courts and the supervisor should report to the Fire Control Officer.
- Other staff, parents and visitors should exit the building and report to the Netball Courts.
- Any contractors should follow staff members to the nearest available exit and make their way to the assembly point.
- The Fire Control Officer will liaise with the maintenance team to determine the location of the fire and assess the risk to persons and any further action that may need to be taken.
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- If the alarm sounds during break time, staff on duty should ensure that all rooms in their duty area have been evacuated and report the status to the Fire Control Officer.
- Persons requiring assistance should be helped from the building by other staff.
- WALK, DO NOT RUN.

- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors.
- Pupils and staff are not permitted to leave the school site during an evacuation.
- The Site Fire Officer and Fire Control Officer will determine when any emergency is over and issue appropriate instructions.

FIRE ASSEMBLY POINT	
<b>The Netball Courts (Playground)</b>	<p>All pupils will be escorted to the Netball Courts where they will line up in their form classes. Form tutors will be handed their registers and will proceed to check everybody is present and report to the Fire Control Officer.</p> <p>All teaching staff without forms, technicians, visiting music teachers, coaches and other educational support staff should all assemble on The Netball Courts and report to the Staff Fire Officer.</p> <p>Refectory staff, non-teaching staff, visitors and contractors should also assemble on the Netball Courts in their designated area where they will be accounted for by the Fire Control Officer.</p>

### Out of School Hours

- Any teaching staff in charge of an activity in which pupils are involved should supervise their evacuation to the assembly point, this is inclusive of Wraparound Care.
- Where necessary, staff should call the Fire Services.
- The available Emergency Fire Control Officers will determine the location of the fire and assess the risk to persons and any further action that may need to be taken.
- All bags and personal belongings should be left in the building.
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting.
- Persons requiring assistance should be helped from the building by other staff.
- WALK, DO NOT RUN.
- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors.
- Pupils and staff are not permitted to leave the school site during an evacuation.

## **GENERAL EVACUATION INFORMATION**

No persons are permitted to leave either school site during an evacuation unless this has been approved by the Site Fire Officer or Fire Control Officer. Persons leaving site during an evacuation can lead to persons being unaccounted for and may lead to fire fighters entering buildings and putting their lives at risk.

During an evacuation, key employees with duties will have access to radios in order to effectively communicate information across the site. All staff should be familiar with the use of this equipment and ensure it is available and used during fire drills. Any staff member who is unfamiliar or not confident in the functions of this equipment should inform either of the Fire Officers.

Any pupils who arrive at the Warwick Road Campus whilst the fire alarm is sounding should join their form on the Level if it is safe to do so. Once the alarm is over, if they have not signed in, they should do so at reception before going to classes.

Any pupils who arrive at the Prep School Campus whilst the fire alarm is sounding should wait with the member of maintenance staff at the entrance to the site until the evacuation is over. The pupil should then be handed over to a member of the front office staff to sign in and be rejoined with their class.

### **Specific Duties of Staff during Evacuation**

#### **FIRE CONTROL OFFICER DUTIES**

- To collect the school roll, signing in/ out book and late arrivals list from reception prior to meeting at the assembly points.
- To collate the roll call information and make a list of any unaccounted-for persons.

#### **SITE FIRE OFFICER DUTIES**

- To liaise with the maintenance team and pass on key information to them including a list of unaccounted persons so this can be relayed to the Fire Brigade.
- With the input of the Fire Control Officer decide whether to call the Fire Brigade.
- To liaise with the maintenance team and Fire Control Officer to determine when any emergency is over and issue appropriate instructions.

#### **THE MAINTENANCE MANAGER AND MAINTENANCE TEAMS**

- To liaise with the Fire Services and pass on key information to them such as list of unaccounted persons, location of cutoff devices and storage of flammables/ chemicals.
- To direct the fire services to the correct area of the school when they arrive and ensure there is a clear unobstructed path.
- To provide information and guidance to persons at assembly points.

## **SCHOOL NURSES**

- The school nurses should inform form tutors of any pupils sent home during the day.

## **HEADS OF SECTION/HEADS OF YEAR (PREP)**

- Where a form tutor is absent for any reason, the head of section from the relevant section of the school will take over the duty of checking form groups and reporting any unaccounted-for persons.

## **Pupils and Staff Requiring Special Assistance**

Should the school be made aware that a pupil, employee or regular visitor to the school has a disability or requires special assistance in emergency situations, a personal emergency evacuation plan (PEEP) will be devised for them.

## **Visitors Requiring Special Assistance**

All visitors are required to sign in on arrival and should the school be made aware that a visitor has a disability or may require additional help and support during an emergency, the school will ensure adequate arrangements are in place. These arrangements may include ensuring visitors are accompanied at all times, giving visitors specific information about evacuation procedures in some buildings/ areas or directing staff members to be responsible for assisting with specific persons evacuation in an emergency.

## **Personal Emergency Evacuation Plan (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) will be drawn up as soon as the school becomes aware of the regular attendance to school of someone who may require assistance in the event of an emergency. This may include wheelchair users, persons with a physical disability, persons who are deaf or have hearing impairments, blind or visually impaired persons and anyone who does not have the mental capacity to understand the fire alarm signal and react in a safe way to exit the building.

An assessment of what the PEEP should include will be undertaken by a competent person taking into consideration the role of the person in the school, their normal working location in the school, proximity to a place of safety and refuge points and their needs for additional assistance during an emergency. The person will be consulted during the assessment and should agree to the plan and the assistance to be put in place. A PEEP is a personal document that caters for an individual's needs and requirements in an emergency, so these documents may differ significantly from person to person.

The PEEP will be reviewed periodically, in line with any changes to the law, their health or usage of the school as well as changes to effectiveness. Any equipment required to be used as part of the PEEP should be available and the emergency fire control officer or other person who will provide the support will be trained in its safe use.

## **Fire Orders**

A summary of these evacuation procedures is displayed in each classroom as Fire Orders together with the location of each class assembly point on either The Level (Warwick Road) or The Netball Courts (Prep School Campus).

## ARRANGEMENTS FOR IMPLEMENTATION

### Safety Cloud

Safety Cloud is a web-based system, providing a modern approach to Health and Safety.

Safety Cloud is a system designed to hold and provide access to fire risk assessments to all staff and record clear due diligence trails of the checks and serving of equipment undertaken.

Safety Cloud monitors all fire equipment checks undertaken and advises of impending checks and reviews required. Training is also managed through Safety Cloud including the provision of e-learning tutorials.

### Fire Risk Assessment

In line with the duty placed upon them by the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, Solihull School will ensure fire risk assessments are carried out by a competent person.

The most recent fire risk assessment:

**Warwick Road:** January 2023 by Andrew Stracey AIFireE of Citation.

**Prep School Campus:** January 2023 by Mitchell Williamson MIFSM validated by Mark Blackman of Citation.

The risk assessments are reviewed and updated at least annually.

### Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the school to promote a culture whereby employees and staff are encouraged to bring to the attention of management or Governors any issues relating to safety.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All staff will have access to read this and other policies via the Safety Cloud website and can raise concerns at any time.

### Fire Detection and Warning Systems

The school buildings are fitted with fire detection and alarm system in most buildings designed to provide an audible alarm on detection of smoke or other elements of combustion given off in a fire. The alarm can also be activated by persons who see a fire by the activation of the manual push call point. In buildings where automatic fire detection is not in place, it is considered that due to the layout and usage, persons would be able to see a fire and manually activate the alarm system.

Detectors and the call points are located at strategic points throughout the school buildings and staff should familiarise themselves with where these are located.



## **Portable Fire Fighting Equipment**

In order to safeguard people in case of fire, portable appliances have been provided for fire-fighting purposes in line with guidance, taking into account room size, type of substances present and proximity to fire escape routes.

The equipment is provided by a reputable supplier and serviced on an annual basis. The pressure of the extinguishers and the requirement to discharge them every five years is completed as part of the service contract. Checks are also completed by Solihull School to ensure the extinguishers are located in the correct position and have not been damaged.

Fire extinguishers are provided to put out small and early stage fires and as an aid in clearing a safe passage from a building during evacuation. They should only be used by persons who are competent and confident to use them. The primary concern should always be to ensure that you can exit the building safely.

There are broadly six types of fire extinguisher, water, foam, wet chemical, dry powder, vapourising liquid and carbon dioxide. The correct type of extinguisher should be used for the class of fire it is intended. The school has provided the correct type of extinguisher for the areas where each class of fire are likely to be but you should check the extinguisher is suitable for the class of fire before each use.

Class A: Ordinary combustibles (wood, paper, plastics) - Water extinguishers

Class B: Flammable Liquids (petrol) - Foam, Dry powder, CO<sub>2</sub>

Class C: Gases (LPG) - Dry powder,

Class D: Metals (Aluminium) - Wet chemical

Electrical Fires - CO<sub>2</sub> and dry powder for low voltage

Class F: Cooking fats and oils - Wet chemical

A fire blanket is also available in kitchens and cooking areas.



## **Fire Exit Routes**

All emergency routes lead to a place of safety and the number, locations and dimensions of emergency routes and exits are adequate for the size of the building and the number of persons that may be present on site.

All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials should be stored in a designated exit route or on a stairway. Corridors should be kept clear of bags and combustible materials and any source of fuel or ignition should be stored in appropriate containers away from escape routes.

## **Fire Doors**

Buildings are compartmentalised to restrict the spread of fire, smoke and the products of combustion from one area to another. These compartments are linked by fire doors to allow



people to move from area to area. Fire doors have two key functions; to form a barrier and prevent fire spread and also provide a means of escape in an emergency.

Due to their importance in fire safety, fire doors are tested and rated to European Standards to ensure they provide resistance to fire for a certain length of time. Fire doors should therefore be maintained in a good condition without holes or gaps and never be propped open unless they are fitted with closers linked to the fire detection and alarm system.



All fire doors should be marked as such with a label and feature a self closing mechanism. They will also normally be fitted with intumescent seals that expand in the heat of a fire to seal the door shut against its frame and prevent heat and gases escaping. As smoke inhalation is the biggest threat to life in a fire, some fire doors are also fitted with cold smoke seals to prevent smoke escaping in the early stages of a fire and give persons adequate time to escape.

### **Door Holding Devices**

Devices are often used to hold open doors to allow better freedom of movement in corridors and high use areas and can provide better wheelchair access, increased ventilation and ease congestion at pinch points. Only devices that will allow the door to close fully in the event of a fire should be used on fire doors; so wooden wedges, doorstops and hooks should not be used on doors where they are left open for any period of time. Even doors that people may intend to shut in an emergency may be left open in the panic situation of a real emergency or if persons evacuate in other directions.

The school has some electromagnetic doors that are linked to the fire alarm system and will automatically close on the activation of the fire alarm. The school undertakes checks of these doors to ensure they close as designed when the fire alarm sounds.

Another type of door holding device the school has fitted is a Dorgard. These can be fitted to all types of doors and have the benefit of not needing to be hard wired to the alarm system directly as they work by the door holder retracting if the noise level is above 65dB for an extended period of time. The downside is that in very noisy areas the door holder can be activated by background noise levels. The school undertakes a check of these devices to ensure they are working as designed when the alarm sounds.

### **Refuge Points**

There are a number of refuge points that are available to be used in the newer school buildings some with built in intercom systems, however due to the lack of any persons requiring assistance, these are not currently in use. Refuge points are designed to provide an area where less able persons can wait for assistance in order to help them exit the building that has added protection from fire to the rest of the building.

When and if the refuge points are brought back into use, they will be marked as such and should be kept clear of materials and combustibles. Currently all refuge points are clearly marked with signage to denote they are not in use and not checked. Equipment such as evacuation chairs and person carrying should be available for use if these areas are to be used. The use of a refuge points should be detailed in the PEEP with relevant information on how the individual will be assisted in exiting the building and by whom. They should not be used by other persons unless they are unable to exit the building independently, where this is

the case, the Fire Control Officer needs to be made aware of this to ensure that they are rescued or the Fire Services are made aware.

### Emergency Exit Signage

Fire escape signage has been erected in key areas of the buildings to ensure that persons can easily identify the closest or safest escape route to where they are.



Powered emergency lighting has been provided throughout the building to ensure that persons can exit the building safely in low light or in the event of a power failure in other areas.

### Monitoring, Audit and Inspection

Regular checks are completed in-house to ensure that good fire safety standards exist and fire safety equipment is in place and fit for purpose. The checks that are undertaken are listed below.

### Fire Safety Checks

Item	Check	information
Fire Exits/ Walkways	Daily	<ul style="list-style-type: none"> <li>Are all fire routes and walkways unobstructed?</li> <li>Are combustibles stored properly and not in escape routes or under stairs?</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>Can all final exit doors be accessed and opened easily?</li> </ul>
Fire Doors	Daily	<ul style="list-style-type: none"> <li>Are all fire doors free from wedges and will close on the alarm sounding?</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>Are all fire doors in good condition and free from damage?</li> <li>Are all intumescent strips and smoke seals in place?</li> </ul>
Fire Alarm and Detection System	Daily	<ul style="list-style-type: none"> <li>Are the alarm panels active and operating correctly?</li> </ul>
	Weekly	<ul style="list-style-type: none"> <li>Call points tested on a rotating basis and alarm detects correct call point?</li> <li>Can sounder be heard in all areas?</li> <li>Do automatic/ magnetic fire door holders close as designed when alarm sounds?</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>Detection devices (smoke alarms) activated and backup power checked?</li> </ul>
	Annual	<ul style="list-style-type: none"> <li>Service on alarm and detection devices by a competent person.</li> </ul>
Emergency Lighting	Monthly	<ul style="list-style-type: none"> <li>Is the power light or light on?</li> <li>Complete a short test to ensure batteries are effective and emergency lighting will come on if power failure.</li> </ul>
	Annual	<ul style="list-style-type: none"> <li>Service on emergency lighting completed by a competent person.</li> </ul>

Item	Check	information
Fire Exit Signage / Notices	Weekly	<ul style="list-style-type: none"> <li>• Can all signage be seen in all areas of the building?</li> <li>• Are any signs worn or obstructed?</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>• Are Fire Action Notices and emergency evacuation procedures displayed and in readable condition?</li> </ul>
Fire Extinguishers / Blankets	Monthly	Are all fire extinguishers in place, accessible and on hooks to prevent damage? Are all tags in place to show not tampered with? Is the pressure on the fire extinguishers acceptable? Are all fire blankets in place and accessible?
	Annual	Service on all fire fighting equipment by a competent person.
	5 Yearly	Discharge of fire extinguishers by a competent person.

### Monitoring and Training

Item	Check	Information
Fire Drill	Termly	<ul style="list-style-type: none"> <li>• Choose a time when school is in normal use and aim to evacuate the building quickly and safely.</li> <li>• Record any issues, problems or training points.</li> <li>• When achieving good times and people are familiar with the routine, you may try blocking doors or pretending there is a fire in an area to check response.</li> </ul>
Fire Training	Induction	<ul style="list-style-type: none"> <li>• All staff to receive training on fire evacuation procedures, including specific information on hazards in their area of work, exits and cut off switches locations.</li> </ul>
	Annually	<ul style="list-style-type: none"> <li>• Persons with specific roles in an evacuation such as fire control officers should be reminded of their roles in line with any changes to documentation.</li> </ul>
	Every Two Years	<ul style="list-style-type: none"> <li>• Fire awareness training on the principles of fire safety is recommended to be completed on induction and then every two years for all staff.</li> </ul>
	Every Three Years	<ul style="list-style-type: none"> <li>• Where felt necessary, additional physical training may be completed on the use of fire extinguishers.</li> </ul>
Fire Risk Assessment, Policy and Document Review	Annually	A review of all fire safety documentation is recommended annually.

Responsibility for carrying out these checks will be co-ordinated by the Fire Officers but may be delegated to other persons including the maintenance team. A monthly health and safety audit will be undertaken to check that everything has been completed.

In addition to internal checks, Solihull School are audited on a six-monthly basis by their Health and Safety Consultants, Citation who would highlight any fire safety concerns that were noted as part of their audit and provide feedback and recommendations for improvement. Citation will undertake an annual site safety audit.

### **Fire Drills and Practices**

A fire drill practice is undertaken for all staff and pupils at the beginning of each school year on both campuses. This is a briefing to cover the emergency procedures in place and a walk through of the exit routes and what to do in the event of a fire. This provides an opportunity for all staff, pupils and persons involved in the practice to ask questions and gain an understanding of the fire orders. The Fire Officers organise these practices and is responsible for passing on relevant information to staff, pupils and those with additional responsibilities.

Fire drills are conducted at least once a term. The Fire Officers are responsible for organising when these will be undertaken. Information and feedback will be gathered as part of the fire drill record to aid with improving fire safety, this includes:

- Date/ time of drill/ evacuation
- Time taken to evacuate the building
- Any issues with evacuation (doors difficult to open/ obstructions/ unable to hear alarm)

### **Waste Management**

Waste will be stored in a metal container and away from ignition sources. Waste bins will be emptied on a regular basis and combustibles are kept to a minimum.

### **Smoking**

The school has a strict no smoking policy on school premises.

### **DayCare at Saint Martins**

Daycare at Saint Martins is a joint venture daycare centre that is located on the west side of the Preparatory School Campus (Park Avenue Entrance). Although situated on the Prep School Campus they operate under their own Fire Safety Policies and Procedures.