SOLIHULL

Fire Safety Policy

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Author: Health and Safety Officer
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Version 7

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, Building Safety Act 2022 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, Assistant Bursar (Facilities, Compliance and Transport) and Health and Safety Officer

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

- 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
Fire Control Officer: Head of the Senior School	**Fire Control Officer:** Head of the Preparatory School
Staff Fire Control Officer: Senior School Deputy Head (Academic)	**Staff Fire Control Officer:** Preparatory School Senior Deputy Head (Academic)
Deputy Fire Control Officer/Deputy Staff Fire Control Officer: Senior School Deputy Head (Co-Curricular and Operations)	**Deputy Fire Control Officer/Deputy Staff Fire Control Officer:** Preparatory School Deputy Head (Pastoral)
Site Fire Officer: School Marshal	**Site Fire Officer:** Site Manager
Deputy Site Fire Officer: Head of Senior School Maintenance	**Deputy Site Fire Officer:** Head of Preparatory School Maintenance
Emergency Fire Control Officer: PA to the Bursar / Heads Wing staff	**Emergency Fire Control Officer:** PA to the Head of the Preparatory School / Malvern Hall reception staff
School Marshal (outside normal hours, 19:00 – 08:45)	Evening/Morning Caretaker (outside normal hours, 5pm – 8am)

Responsibilities of the Emergency Fire Control Officers

FIRE CONTROL OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- To actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted and addressed.
- To collate the roll call information and 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 if necessary.
- To liaise with the maintenance team and Site Fire Officer to determine if it is safe to investigate and locate any unaccounted-for persons.
- With the input of the Site Fire Officer, decide whether to call 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 liaise with the maintenance team and Site Fire Officer to determine when any emergency is over and announce appropriate instructions to the school.

STAFF FIRE CONTROL OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- 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.
- To collate the roll call information and make a list of any unaccounted-for members of staff.
- 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 communicate this to the Fire Control officer.

DEPUTY FIRE CONTROL OFFICER / DEPUTY STAFF FIRE CONTROL OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- 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.
- In the absence of the Fire Control Officer / Staff Fire Control Officer, the Deputy will take on the responsibilities as detailed above.

SITE FIRE OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- To be the lead school coordinator in the event of a fire evacuation and with the input of the Fire Control Officer, decide whether to call the Fire Services**.**
- To 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 cutoff switches are located as well as the storage of flammables, chemicals, and compressed gases.
- 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 the maintenance team and pass on key information to them.
- 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 liaise with the maintenance team and Fire Control Officer to determine when any emergency is over and issue appropriate instructions to the Fire Control Officer.

DEPUTY SITE FIRE OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- 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.
- In the absence of the Site Fire Officer, the Deputy will take on the responsibilities as detailed above.

EMERGENCY FIRE CONTROL OFFICER DUTIES

- To be familiar with the School's Fire Safety Policy, Evacuation Procedure and other relevant documents.
- To collect the school roll, signing in/out book and late arrivals list from reception prior to meeting at the assembly points.
- 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.
- To liaise with the Grounds team and other departments such as Outdoor Pursuits to ensure that they are made aware that the fire alarm has been activated so that the Head of each department can account for the whereabouts of their team.

THE HEADS OF MAINTENANCE AND MAINTENANCE TEAMS

- To be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents.
- To direct the fire services to the correct area of the school when they arrive and ensure there is a clear unobstructed path by unlocking any gates or lifting barriers.
- To provide information and guidance to persons at assembly points.
- To check that firefighting 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 the School's online Health and Safety platform; Atlas with relevant information of the checks undertaken.
- To report any unsafe conditions, obstructions or concerns with fire safety to one of the Fire Officers.

SCHOOL NURSES

- To be familiar with Solihull School's Fire Safety Policy, Evacuation Procedure and other relevant documents.
- The school nurses should inform form tutors of any pupils sent home during the day.
- To meet any pupils with a specific PEEP enroute to the assembly point with a wheelchair if required.
- To ensure that any equipment required to be used as part of the PEEP should be available, maintained and ensure that the nurse's team are trained in its safe use.
- To provide emergency First Aid at the evacuation point if required.

HEADS OF SECTION / HEADS OF YEAR

- To be familiar with Solihull School's Fire Safety Policy, Evacuation Procedure and other relevant documents.
- Form tutors to check and register form groups, reporting any unaccounted-for persons. To relay this information onto Heads of Section / Heads of Year.
- Heads of Section / Heads of Year are then responsible for communicating this to the Fire Control Officer.
- Where a form tutor is absent for any reason, the Deputy Fire Control Officer will take over the duty of checking form groups and reporting any unaccounted-for persons.

School Staff & Regular Contractors

Responsibilities of Staff & Regular Contractors

- 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.
- Regular contractors (catering and cleaning) are given a fire safety talk during their induction and are required to familiarize themselves with the School Fire Safety Policy, Evacuation Procedure and other relevant documents.
- In the event of fire at the Warwick Road campus:
  - We Clean staff are to assemble at the designed fire assembly point by the Bursary. The location manager is responsible for registering their own staff. Any unaccounted-for persons are to be reported to the Emergency Fire Control Officer. The out of hours evacuation point for We Clean staff is The Level.
  - Thomas Franks staff are to assemble at the designed fire assembly point by the Bursary. The campus manager is responsible for registering their own staff. Any unaccounted-for persons are to be reported to the Emergency Fire Control Officer. The out of hours evacuation point for Thomas Franks staff is The Level.
- In the event of fire at the Prep School campus:
  - We Clean staff are to assemble at the designed fire assembly point on the Netball Courts, which is also the out of hours evacuation point. The location manager is responsible for registering their own staff. Any unaccounted-for persons are to be reported to the Emergency Fire Control Officer.
  - Thomas Franks staff are to assemble at the designed fire assembly point on the Netball Courts, which is also the out of hours evacuation point. The campus manager is responsible for registering their own staff. Any unaccounted-for persons are to be reported to the Emergency Fire Control Officer.

Pupils

Responsibilities of Pupils

- To sign out at reception when leaving school premises during 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.

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.

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 School Nurse or other person who will provide the support will be trained in its safe use.

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, who are Evac chair trained, to be responsible for assisting with specific persons evacuation in an emergency. Visitors with mobility impairments will be asked upon signing in whether they consent to evacuation by means of an evacuation chair in the unlikely event of a fire. The member of staff hosting the visitor is responsible for obtaining this confirmation. Visitors who do not consent to the use of an evacuation chair will not be permitted access beyond the ground floor.

Standalone buildings

School Chapel

- The School Chapel has its own Fire Assembly Point on the grass verge at the front of Chapel car park for external hirers of the Chapel out of normal school hours.
- If there is a fire in the Chapel during normal school hours, the Chapel Acting Fire Officer/ Deputy Fire Officer/s must raise the alarm using the fire alarm call point.
- If there is a fire in the Chapel outside of normal school hours, the Acting Fire Officer/ Deputy Fire Officer/s must raise the alarm using the fire alarm call point and contact the Fire services and the School Marshal.
- Please see the Chapel Fire Evacuation Protocol for further details.

Grounds Building

- If there is a fire in the Grounds building on either campus, a member of the Grounds team must raise the alarm with the Head of Grounds and the Site Fire Officer, who will liaise and decide if the Fire services are required and/or a whole school evacuation is needed.

Executive Headmaster's House

- If there is a fire at the Executive Headmaster's house during a school event, the Fire Control Officer/ Deputy Fire Control Officer must shout 'Fire' to raise the alarm and are responsible for directing people to the fire evacuation assembly point.
- The normal School Fire Assembly Point on the level is to be used for evacuations from the Executive Headmaster's house.
- The Site Fire Officer is responsible for calling and directing the emergency services when they arrive.
- Please refer to the Fire Orders for the Executive Headmaster's house for further details.

Mountain Cottage

- If the smoke alarm is activated or a fire is discovered at the cottage, that person must shout 'Fire' and activate the fire alarm.
- On hearing the alarm, persons should immediately leave by the quickest and safest route
- All persons should assemble at the evacuation point, which is the entrance gate
- Please refer to the Fire Orders for the Mountain cottage for further details.

Fire Orders

A summary of these evacuation procedures is displayed in each classroom, office, standalone building and common area as Fire Orders together with the location of each class assembly point on either The Level (Senior School Campus) or The Netball Courts (Prep School Campus) or individual fire assembly points for standalone buildings

Visitors and Occasional contractors

Responsibilities of Visitors and Occasional contractors

- To sign in and out at one of the School receptions 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 the School.
- To report to the 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 if a representative of the School is not present.
- Avoid taking any undue risks in the event of a fire breaking out.
- Not to interfere with anything provided to safeguard fire safety.
- For hirers of Bushell Hall out of school hours, a designated seating area has been identified with direct access onto the level negating the need to traverse any stairs. It is the responsibility of the hirer to inform the School of any mobility impaired users

at least 48 hours in advance of the booking, as detailed within the School's Fire Evacuation Protocol for external hirers of Bushell Hall.

- In the Chapel, there is a designated seating area for persons requiring special assistance, as detailed within the School's Fire Evacuation Protocol for hirers of the Chapel.

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 and the Building Safety Act 2022.
- To undertake a Fire Risk Assessment and a Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) assessment, where required, and to provide the School with a list of recommended actions.
- 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.
- No pupils, staff and visitors should enter a building if the fire alarm is sounding.
- Report to the Site Fire Officer, Fire Control Officer or Emergency Fire Control Officer at the Fire 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.
- The list of staff off the premises, a school roll and the list of pupils who arrived late/left the school site should be collected from Reception by the Fire Control Officer prior to arriving at the Fire Assembly Point. No one should leave the site during an evacuation.
- The Emergency Fire Control Officer is responsible for informing the Head of Grounds that a Fire evacuation is taking place, so that the Head of Grounds can account for their team.
- The fire alarm must not be silenced until the Site Fire Officer (or Deputy Site Fire Officer) has declared that it is safe to do so.

ON HEARING THE FIRE ALARM

During School Hours Including Break Times (08:45 - 16:30)

- If safe to do so, staff members should close all doors/windows and ensure all nearby rooms are unoccupied.
- All teaching staff and pupils will proceed out of the building, classes will be escorted via the paths to The Level.
- WALK, DO NOT RUN.
- All bags and personal belongings should be left in the building.
- Pupils working alone should go to The Level and join their forms.
- Pupils who arrive when the fire bell is sounding should join their forms on The Level if it is safe to do so. If it is not safe, they should report to the Emergency Fire Control Officer

outside Bradford House (Bursary). Once the fire assembly is dismissed, any pupil who has not been registered or who has not signed in must do so.

- All teaching staff should assemble on The Level and report to the Staff Fire Officer.
- Refectory staff, cleaning staff, administration staff, and technicians should assemble outside Bradford House (Bursary) and report to the relevant Emergency Fire Control Officer.
- Any visitors and contractors should follow staff members to the nearest available exit and congregate at the nearest relevant assembly point.
- 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 trained staff.
- 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 Fire Control and Site 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. They will determine when any emergency is over and issue appropriate instructions.

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

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.
- The fire alarm must not be silenced until the Site Fire Officer (or Deputy Site Fire Officer) has declared that it is safe to do so.
- Alice House staff and Wraparound Care staff are required to perform a sweep of their respective buildings as they leave.
- No pupils, staff and visitors should enter a building if the fire alarm is sounding.
- The Emergency Fire Control Officer is responsible for informing the Head of Grounds that a Fire evacuation is taking place, so that the Head of Grounds can account for their team.

ON HEARING THE FIRE ALARM

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

- All parents, visitors, contractors, staff and pupils will proceed out of the building.
- Classes will be escorted via the paths to The Netball Courts and 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.
- 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.
- The Fire Control and Site 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. They will determine when any emergency is over and issue appropriate instructions.

Out of School Hours

- Any teaching staff in charge of an activity, including wraparound care, in which pupils are involved should supervise their evacuation to the assembly point.
- Where necessary, staff should call the Fire Services.
- The available Emergency Fire Control Officers and/or the School Caretaker 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.

GENERAL EVACUATION INFORMATION

No persons are permitted to leave the school site during an evacuation of the School 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.

ARRANGEMENTS FOR IMPLEMENTATION

Atlas

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

Atlas 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.

Atlas monitors all fire equipment checks undertaken and advises of impending checks and reviews required. Training is also managed through Atlas 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, the School will ensure fire risk assessments are carried out by a competent person. The School will ensure that the legal requirement for Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) is followed and carried out by a competent person, including the 2015 amendment to cover risk caused by gases under pressure and substances that are corrosive to metals.

The most recent fire risk assessment:

- **Senior School Whole Campus:** January 2023 by Andrew Stracey AIFireE of Citation.
- **Senior School Grounds Building:** 31st January 2024 by Mitchell Williamson MIFSM of Citation.
- **Senior School Whole Campus DSEAR Assessment:** 8th July 2024 by Ian White BSc, MSc, CMIOSH of Citation
- **Senior School Executive Headmaster's House:** 6th May 2025 by Lee Tunnacliffe NEBOSH
- **Prep School Whole Campus:** 13th May 2026 by Christopher Brooks CertIOSH GIFireE of Citation
- **Prep School Whole Campus DSEAR Assessment:** 8th July 2024 by Ian White BSc, MSc, CMIOSH of Citation

The risk assessments are reviewed internally on at least an annual basis.

New buildings or significant changes in use would lead to a new fire risk assessment being commissioned by a Level 3 fire assessment certified advisor.

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 School systems including Atlas and can raise concerns at any time, including during the termly Health and Safety Committee meetings on both campuses.

Fire Detection and Warning Systems

The school buildings are fitted with fire detection and alarm system 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 the 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 have completed Fire Safety Awareness training and are competent and confident to use them. The primary concern should always be to ensure that persons can exit the building safely.

There are broadly six types of fire extinguisher, water, foam, wet chemical, dry powder, vaporising 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, C02

Class C: Gases (LPG) - Dry powder,

Class D: Metals (Aluminium) - Wet chemical

Electrical Fires - CO2 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.

Secured Doors

All doors requiring swipe card access are linked to the fire alarm system and will open automatically on the activation of the fire alarm. Other doors are accessible from the inside. This ensures that persons are able to make their escape from multiple fire escapes.

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	• Walkabouts to check that all fire routes and walkways are unobstructed. • Any combustibles that are not stored correctly are moved out of the path of the escape routes. • Final Exit doors are assed to ensure they open easily.
	Quarterly	• External Walkways are cleared of moss/algae.

Item	Check	information
Fire Doors	Daily	• Visual checks to ensure that all intumescent strips and smoke seals are in place and that the fire doors are in good condition and free from damage.
	Weekly	• Checks to ensure that all fire doors free from wedges and close on the alarm sounding.
Fire Alarm and Detection System	Weekly	• Fire alarm panel checks to ensure that they are active and operating correctly. • Call points are tested on a rotating basis, and checks undertaken to ensure that the alarm detects the correct call point. • Ensuring that the sounder can be heard clearly in all areas. • Checks to ensure that automatic/magnetic fire door holders close as designed when the alarm sounds.
	Bi annually	• Servicing of alarm and detection devices by a competent person.
Emergency Lighting	Daily	• Visual checks to ensure that the lighting is working.
	Monthly	• The flick test is conducted on a rotating basis.
	Annually	• A short test is completed by a competent person, to ensure batteries are effective and emergency lighting will come on in the event of a power failure. • Servicing on emergency lighting is completed by a competent person.
Fire Exit Signage / Notices	Daily	• Visual checks to ensure that signage can be seen in all areas of the building and that the signage isn't worn or obstructed.
	Annually	• Fire Action Notices and Emergency Evacuation Procedures are displayed and in a readable condition. • Updated Fire orders are issued.
Fire Extinguishers / Blankets	Daily	• Visual checks to ensure that fire extinguishers are in place, wall mounted and that the tags are still intact. • Visual checks on fire blankets to ensure they are in place and easily accessible.
	Annually	• Service on all firefighting equipment by a competent person who also ensure that the pressure on the fire extinguishers is acceptable.

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

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

Monitoring and Training

Item	Check	Information
Fire Drill	Termly	• Choose a time when school is in normal use and aim to evacuate the building quickly and safely. • Record any issues, problems or training points. • Record any new actions or procedural changes.
Fire Training	Induction	• All staff to receive training on fire evacuation procedures, including specific information on hazards in their area of work, exits and cut-off switch locations.
	Annually	• 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. They should also complete Fire Marshall e-training.
	Every Two Years	• Fire awareness training on the principles of fire safety is completed on induction and then every two years for all staff via the online platform.
Fire Risk Assessment, Policy and Document Review	Annually	• A review of all fire safety documentation is undertaken annually.

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 are 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

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.

Compressed Gas

Locations where compressed gas cylinders are stored are clearly labelled. The Fire Control and Site Fire officers will liaise with the fire service and make them aware of cylinder types and locations so that any special measures needed can form part of their firefighting plan for the School.

Smoking and Vaping

The school has a strict no smoking policy on school premises. Please refer to the School's Smoking, Nicotine, Alcohol and the Misuse of Drugs and Substances Policy.

Solihull DayCare

Solihull DayCare 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.