

Fire Safety Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

Resources

Date Approved:

Spring 2016

Review Period:

Annually

Next Review Date:

Spring 2017

Autism Statement

We at Limpsfield Grange School aim to develop practices and policies that promote and sustain the wellbeing of children and young people with Autism.

We aim to offer training and support for staff parents and other stakeholders to enable them to best meet the needs of children and young people with Autism.

We aim to establish a consistent approach across all areas of our school community that enables all students with Autism to learn and make progress.

We aim to ensure that our communication with all stakeholders is clear and appropriate.

We aim to ensure that our physical environment is responsive to the needs of children and young people with Autism, and that we take account of the sensory needs of individuals.

We aim to provide a range of experiences that enable interaction; promote social inclusion and independence; and support learners with Autism to reflect on their experiences.

We aim to empower our learners to understand their Autism and celebrate their difference.

We aim to provide on-going high quality staff development for all members of staff at Limpsfield Grange.

We aim to develop and sustain a multi-disciplinary approach where professionals plan and work together to meet the needs of learners with Autism.

Limpsfield Grange School Fire Safety Policy

1). Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order came into effect in 2006 and replaces all other fire safety legislation. To comply with this order the “Responsible Person” (in this case the Head Teacher) **must**:-

- Carry out a Fire Risk Assessment which must focus on the safety in case of fire of **all relevant persons**. It should pay particular attention to those at special risk, such as disabled persons, those who have special needs and children, and must include consideration of any dangerous substances liable to be present on the premises
- If your premises employs 5 or more people, your premises are licensed or an alterations notice is in force, you must record the significant findings of the assessment.
- Appoint one or more persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training, experience or knowledge and other qualities to be able to implement these measures properly.
- Provide your employees with enough clear and relevant information on the risks to them identified by the Fire Risk Assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult with your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risk you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- Provide the employer of any person from an outside organization who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises that contain more than one workplace, **you are responsible** for ensuring that the requirements of the order are complied with in those parts over which you have control.

- Consider the presence of any hazardous substances and the risks this presents to relevant persons from fire.
- Establish a suitable means of contacting the Emergency Services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

2). General Statement of Policy.

The purpose of this policy is to ensure that Limpsfield Grange meets its responsibilities to all relevant people that use the premises with regard to Fire Safety. The School takes the safety and wellbeing of all the relevant people on and around the premises very seriously and will take all reasonable and practicable steps to prevent the risk of injury from fire.

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards.

The Policy sets out the Schools Fire Precautions, Fire Action Procedures and Individual Responsibilities of staff students visitors and hirers of the premises and all persons are expected to follow the guidance given to them.

The Governors Resources Committee oversees the implementation and operation of all Fire Prevention and Fire Action Procedures and amongst other things will ensure that:-

- A Fire Risk Assessment of the premises is carried out by a “competent person” (currently the Premises Manager) annually or before if required.
- Set procedures are in place to prevent fires and in the event of a fire.
- Suitable and satisfactory means of escape is provided in the event of a fire.
- A member of staff is delegated the duty of being the Fire Safety Officer (currently the Premises Manager). The Fire Safety Officer will implement the contents of this Policy on behalf of the Resources Committee on a day to day basis.
- The Premises Manager is delegated the responsibility of ensuring that the premises are safe and free from risk of fire on a day to day basis and that he reports any deficiencies or breaches of fire regulations to the Headteacher immediately for further investigation.
- Regular Health and Safety inspections of the premises are carried out by members of the committee and that Fire Safety is a priority on their inspections.
- All staff are aware of their responsibilities in both Fire Prevention and Fire Action Procedures in the event of an alarm being raised.
- Staff receive all necessary training needed for them to carry out any specific roles required of them.
- All firefighting equipment and electrical/mechanical equipment is maintained and inspected at the relevant intervals.

For the purpose of this policy the term “Fire Safety” refers to Fire Prevention, Fire Precautions, and Fire Action Procedure.

3). Policy Aims

The policy aims to reduce the risk of fire at Limpsfield Grange School by:-

- a) Formulating set Fire Prevention and Fire Action Procedures.
- b) Providing users of the premises with information and guidelines to ensure they are all aware of the Fire Prevention and Fire Action Procedures associated with the use of the premises.
- c) Setting out individual responsibilities for all users of the premises.
- d) Minimising the potential for a fire to occur by instilling a pro active Fire Prevention awareness to all users of the premises.

4). Responsibilities

- a). The **Headteacher** has overall responsibility for Fire Prevention and Fire Safety at Limpsfield Grange and can delegate certain responsibilities to individual members of staff or members of the Governing body to ensure the School meets both its legal responsibilities and maintains its duty of care to all users of the premises.
- b). It is the responsibility of the **Governing Body** of the School to ensure that a Resources Committee made up of Governors and Staff is maintained and that this Committee is delegated the responsibility of ensuring the School meets its legal obligations regarding Fire Safety.

The Governing Body must ensure that within budgetary constraints sufficient funds are available to maintain the premises Fire Safety Defenses. Where funds are unavailable the Governors must inform the Director of Children, Schools and Families at Surrey County Council of the deficiencies and request additional funding.

- c). The **Resources Committee** is responsible for ensuring that the School meets its responsibilities regarding Fire Safety and must:-
 - Keep up to date with all current Fire Safety measures, Legislation and supporting documents.
 - Carry out routine Health and Safety inspections of the premises taking special notice of and reporting any Fire Safety issues or concerns.
 - Keep the Governing Body informed of any Fire Safety issues or needs.
 - Inspect all Fire Safety log books at termly Resources Committee meetings, ensuring all routine testing and maintenance is kept up to date.
 - Ensure members of staff are delegated specific roles and responsibilities to implement the contents of this policy on the behalf of the Committees.
 - Ensure individuals who are delegated specific roles or tasks are given adequate training and that they attain the relevant standard or qualification to carry out roles or tasks.

- d).** The **Fire Safety Officer** (currently the Premises Manager) is delegated the responsibility by the Resources committee of ensuring the contents of this Policy are carried out on their behalf on a day to day basis.

The Fire Safety Officer will:

- Ensure all staff are aware of their responsibilities and roles regarding Fire Safety.
- Carry out an induction to Fire Safety at Limpsfield Grange with all new staff including temporary agency staff.
- Organise two Fire Drills per term one during the school day and one during the evening/night for residential staff/pupils occasionally blocking the escape route to ensure other exits are known to pupils.
- Keep accurate records of Fire Alarm and Emergency Lighting tests, Fire Drills, Staff Training.
- Bring to the attention of the Resources Committee any issues or deficiencies regarding Fire Safety at Limpsfield Grange.
- Together with another member of staff carry out weekly testing of the Fire Alarm Systems in all buildings.

- e).** The **Premises Manager** is responsible for ensuring that:-

- Routine inspections of the Fire Alarm System, Emergency Lighting System and Fire Extinguishers are carried out at the correct intervals and that any defective equipment is repaired or replaced as soon as possible.
- A current Fire Risk Assessment is in place and that it is reviewed annually or whenever there is a change in circumstances or use of the premises.
- All mechanical and electrical inspections and servicing is carried out at the correct intervals and that any defective equipment is repaired or replaced as soon as possible.
- Any breaches of Fire Safety rules/regulations or any Fire Safety issues are reported to the Headteacher at the earliest opportunity.
- All Fire Escapes and Fire Escape routes are kept clear and serviceable at all times (it is also the responsibility of individual members of staff to ensure their areas Fire Escapes are clear on a day to day basis).

- f).** **All staff** have a Legal responsibility to:

- a).** Take reasonable care for the safety of his/her self and of other relevant persons who may be affected by his/her acts or omissions at work.
- b).** Ensure they comply with any duty or requirement imposed on them by the Headteacher or Governing Body.
- c).** Inform the Headteacher or other person delegated the responsibility for the Safety of employees of any circumstances where they believe there is an immediate danger to the safety of employees or where there is a shortcoming in the employers protection arrangement for safety. **(Regulatory Reform (fire safety) Order 2005).**

All staff have a Legal duty of care to keep themselves and everyone else safe by keeping fire exits and escape routes clear, storing combustibles and flammables safely, ensuring electrical equipment is switched off at the end of the day, reporting any broken/dangerous equipment or dangerous practices to the Headteacher or Fire Safety Officer.

5). Fire Risk Assessment

- To comply with the Regulatory Reform (Fire Safety) Order 2005 the School must ensure that a current Fire Risk Assessment is in place. A Remedial Action Plan will be put in place to rectify any significant findings which may come from the fire risk assessment.
- The Schools Premises Manager has completed a two day Fire Risk Assessment course and is viewed as a “competent person” to carry out the Schools Fire Risk Assessment. Once completed the Fire Risk Assessment is forwarded to Surreys Fire Safety Advisor and the Head of Strategic Risk Management for approval.
- The Fire Risk Assessment is carried out using Surreys preferred format of PAS 79 and once approved copies are placed in the staffroom with all staff being asked to familiarize themselves with it. Copies are also sent to Hirers of the Swimming Pool to help them complete their own Fire Risk Assessments.

6). Fire Precautions.

- All new staff are asked to read the Fire and Evacuation Routine and Record book when they have their induction meeting and sign to say they have read it.
- All staff are given annual reminder notices concerning fire safety matters such as switching electrical equipment off at the end of the day, keeping flammables away from heat, fire evacuation procedures etc to reinforce the Schools Fire precautions.
- Limpsfield Grange is a **NO SMOKING** site and this is strictly enforced.
- All flammables are stored in metal containers with lids or doors.
- All classroom/office recycling paper bins and rubbish bins are emptied daily with paper/rubbish being taken to the bin area away from the building.
- All hazardous experiments/activities must be risk assessed and form part of a lesson plan approved by the Headteacher.
- All electrical equipment is switched off at the end of the day.
- All electrical/mechanical equipment is serviced at the correct intervals.
- All Fire Prevention equipment is tested and serviced at the correct intervals.
- All fume extract systems are cleaned and maintained at the correct intervals.

7). Fire Alarm/Detection System and Automatic Fire Doors

- The Fire Alarm system is a BS5839 part 1 L2 category. The system incorporates Smoke/Heat Detectors and Break Glass Call Points which send a signal to the alarm panels.
- Automatic Fire door closers are fitted that are linked to the Fire Alarm system, all doors fitted with these devices will close automatically when the alarm is triggered. Fire doors should never be wedged open, to do so is a criminal offence and in the event of a fire may allow the fire to spread endangering the lives of people within the building. The fire doors are tested every week by the Premises Manager. Any doors that do not close are adjusted to rectify the fault.
- The main alarm panel is situated at the bottom of the main stairs. There are 2 repeater panels, one on the first floor and one on the second floor.

- There are 12 alarm zones covering 12 different areas of the building, each panel has a zone chart next to the panel.
- The system is un-monitored meaning it is not linked to a call centre therefore a 999 call needs to be made in the event of the alarm being triggered.
- The system is serviced and tested quarterly by S.C.C.s preferred contractor currently A.D.T. Ltd to comply with current legislation.
- The system is tested weekly by the Premises Manager and another member of staff using a different call point each week in rotation to comply with current legislation.
- The music room is not linked to the main alarm but has a panic alarm which sends a signal to the main building in the event of an emergency. This alarm is tested weekly at the same time as the main alarm.

8). Emergency Lighting (including torches).

- The emergency lighting at Limpsfield Grange is of the non-maintained type which will only come on if there is a power failure.
- If the alarm sounds during the evening or night all bedrooms and corridor lights should be switched on so that staff/pupils can see where they are going.
- The emergency lighting is maintained and tested at the correct intervals, Monthly by the Premises Manager and quarterly by S.C.C.s preferred contractor currently Europa.
- All bedrooms have torches. Members of the Residential team are responsible for checking that torches are charged and in the right position before students go to bed each night. Any torches that are not working must be reported to the Premises Manager immediately.
- In the event of a Fire Alarm being triggered at night students and staff should use the torches to illuminate their way to the Fire Assembly Point in the car park.

9). Fire Fighting Equipment.

- a) The Fire Extinguishers** should only be used by staff that have undergone training in the use of fire extinguishers who feel competent to do so and if their exit is blocked by fire. If the fire is small it may be possible to extinguish it using an extinguisher but only once the Fire Service has been called. There are currently 53 extinguishers of various types appropriate to the area they are situated. The extinguishers are inspected and serviced annually by an approved contractor.
- b) Fire Blankets** are situated in Kitchens and in all rooms with computers following advice from S.C.C. Insurance. Only staff should use the fire blankets to smother a small fire following the alarm being raised.
- c) A Fire Hydrant** is situated on the turning circle and is serviced annually by the Fire Service.
- d)** The first floor has an external fire escape which is used to evacuate the Residential area in the event of a fire alarm being triggered. All occupants should use this escape route unless fire is blocking the way in which case one of the interior staircases should be used. The fire escape is inspected each week and results recorded in the fire escape Log kept in the Premises Managers office.

10). Fire Action Plan.

- There are four sets of Fire Action Procedures, one for during the school day, one for the evening, one for at night and one for weekends/holidays. For the purpose of this Policy the Headteacher would normally take charge in the event of a fire. In the absence of the Headteacher chain of responsibility would be:
- Deputy Headteacher
- Head of Residential
- School Business Manager
- Premises Manager

Actions in the event of a Fire Alarm during the school day

1. In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest Fire Exit.
2. The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person, in this case evacuation will take place immediately leaving the building by the nearest fire exit. In either event the following applies:-
3. **The Premise Manager** will go to the nearest alarm panel to locate which zone the alarm has been raised in and go to that zone to find the cause of the alarm.
The Head of Residential will open the main alarm panel and ensure the main house is evacuated, returning to the panel to await the return of the Premises Manager.
The Headteacher will pick up the emergency evacuation pack and go to the Fire Assembly Point to co-ordinate the evacuation and carry out a roll call to ensure everyone is accounted for.
The Deputy Headteacher will oversee evacuation of the School block and staffroom area ensuring all students and staff are out of the building, once everyone is out go to the Fire Assembly Point. A member of staff will be instructed to go to the swimming pool if occupied to ensure all swimmers are out of the pool on poolside ready to be evacuated in the event of a fire.
The Business Manager will collect the staff signing in book on the way to the Fire Assembly Point to help Headteacher with roll call.
Members of the admin team will collect registers and visitors books and help with the roll call at the assembly point.
All other staff, students and visitors must evacuate the building upon hearing the fire alarm by the nearest fire exit in a calm manner and proceed to the Fire Assembly Point in the car park lining up in tutor groups ready for the roll call.
3. **In the event of a fire being found** the Premises Manager will report back to the Headteacher who will call the Fire Service for assistance. If the fire is only small it may be possible to extinguish it using the correct fire extinguisher following discussion but only if there is no risk of injury or of staff becoming trapped.
4. Once the Fire Service are on site they will take charge and will be handed the plans of the School which show where all the mains services and any hazardous substances are located.
5. If the fire is sufficiently large enough to require evacuation from the site staff and students will re-locate to Oxted School via Water Lane and Park Road, the Headteacher will phone Oxted School before leaving to warn of arrival.

6. **In the event of a fire not being found** detectors and call points will be checked to ascertain the cause. If a technical fault is found this will be rectified. If the cause cannot be found and the alarm will not re-set or there is any doubt of fire the Fire Service should be called to investigate further.
7. Once satisfied there is no danger, staff will return to post and students will go to dining room for de-brief before returning to lessons.

Actions in the event of a Fire Alarm during the Evening

- In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest fire exit.
- The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person in this case evacuation will take place immediately leaving the building by the nearest fire exit. In either event the following applies:-
- **The senior member of staff on duty** will go to the fire alarm panel and check which zone the alarm has been triggered in.
- If the **Premises Manager** is on site he will also check which zone is activated and make his way to that zone to find the cause of the alarm, if the Premises Manager is not on site it will be the duty of the **Senior in charge** to go and check the zone.
- **Other members of staff** will ensure all students staff and visitors are evacuated from the building collecting the register and duty keys on the way and leave by the nearest fire exit proceeding calmly and quietly to the Fire Assembly Point where a roll call will be carried out. Once out of the building a member of staff will go to the Swimming Pool if in use to warn them of the alarm and to make sure everyone is out of the water on poolside ready to evacuate if necessary.
- The Senior in charge will call the Fire Service by 999 and secondly call the Headteacher and Head of Residential. If the fire is only small it may be possible to extinguish it using the correct fire extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.
- Once the Fire Service are on site they will take charge and will be handed the plans of the School which show where all the mains services and any hazardous substances are located.
- If the fire is sufficiently large enough to require evacuation from the site staff and students will re-locate to the Church Hall in Limpsfield Village via Bluehouse Lane and Limpsfield High Street.
- **In the event of a fire not being found** things such as detectors and call points will be checked to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm will not re-set the Fire Service will investigate further.
- Once satisfied there is no danger staff and students will go to dining room for de-brief.

Actions in the event of a Fire Alarm during the night

1. In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest fire exit.

2. The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person in this case evacuation will take place immediately leaving the building by the nearest fire exit. In either event the following applies:
3. **The two sleeping in staff** must collect register and duty keys and ensure all students are evacuated checking rooms as they go and ensuring all students have dressing gowns and slippers on and that they have collected the emergency torches. Students and staff must make their way from the building via the set fire escape routes calmly and quietly to the Fire Assembly Point where a roll call will take place.
4. **The Senior in charge** will call the **Head of Residential** who will check the Fire Alarm Panel to see which zone has been activated. **The Premises Manager** will also check the Panel and proceed to the zone to find the cause of the alarm.
4. The Head of Residential will call the Fire Service by 999 and secondly call the Headteacher. If the fire is only small it may be possible to extinguish it using the correct fire extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.
5. Once the Fire Service are on site they will take charge and will be handed the plans of the School which show where all the mains services and any hazardous substances are located.
6. If the fire is sufficiently large enough to require evacuation from the site staff and students will re-locate to the Church Hall in Limsfield Village via Bluehouse Lane and Limsfield High Street.
7. **In the event of a fire not being found** things such as detectors and call points will be checked to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm will not re-set the Fire Service will investigate further.
8. Once satisfied there is no danger staff and students will go to dining room for de-brief before returning to bed.

Actions in the event of a Fire Alarm during the weekends/holidays

1. In the event of an occupant of the building finding a fire they must raise the alarm by pressing the glass on the nearest call point and begin to evacuate the building by the nearest fire exit.
2. The automatic smoke detection may activate the fire alarm in the event of a fire before being found by a person in this case evacuation will take place immediately leaving the building by the nearest fire exit. In the event of a fire not being found by an occupant smoke detection will raise the alarm instead. In either event the following applies:
3. If on site the **Premises Manager or Head of Residential** will go to the Fire Alarm panel to check which zone has been activated then proceed to that zone to find the cause of the alarm. All other occupants will evacuate the building calmly and quietly by the nearest fire exit and proceed to the Fire Assembly Point ensuring everyone is out of the building.
3. **In the event of a fire not being found** detectors and call points will be checked to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm will not re-set or there is any doubt of fire the Fire Service will investigate further.
4. **If it is found that there is a fire the Premises Manager or Head of Residential** will call the Fire Service by 999 and secondly call the Headteacher. If the fire is only small it may be possible to extinguish it using the correct fire extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.
5. Once the Fire Service are on site they will take charge and will be handed the plans of the School which show where all the mains services and any hazardous substances are located.

6. Once satisfied there is no danger occupants can return to the building.
7. Once it is evident that occupants will not be able to re-enter the building for some time Premises Manager will follow emergency evacuation procedures.

RESPONSIBILITIES IN THE EVENT OF A FIRE ALARM DURING THE SHOOOL DAY

HEADTEACHER	DEPUTY HEAD	HEAD OF RESIDENTIAL	BUSINESS MANAGER	PREMISES MANAGER	ALL STAFF
Pick up Emergency Evacuation Pack and go to the Fire Assembly Point to co-ordinate evacuation and carry out head count to ensure everyone is accounted for.	Oversee evacuation of the school block and staffroom area ensuring all pupils and staff are out of the building. Once everyone is out go to Pool if occupied ensure all swimmers are out of pool and on poolside ready for evacuation in the event of a real fire.	Go to alarm panel and open it, check which alarm zone is activated and inform premises manager upon arrival. Oversee evacuation of main building, once everyone is out return to panel to await return of Premises Manager.	Collect staff signing in book and take to Fire Assembly point to help head with roll call.	Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where he is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established go to Head Teacher and report findings.	Office Manager to gather class registers and walkie talkie and go to Fire Assembly Point. Kitchen and Home Economics staff to ensure cookers and gas are turned off and evacuate by the nearest exit. All other staff to evacuate by the nearest fire exit ensuring pupils are all evacuated calmly and quietly to the Fire Assembly Point.

IN THE EVENT OF A FALSE ALARM BEING FOUND DURING THE DAY.

After ensuring all occupants are present instruct staff to return to where they were and pupils to go to dining room for de-brief before returning to class.	Allow swimmers to re-enter the water and return to post.	Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will be re-set. Assist with de-brief in dining room Record findings in alarm record book.	Once it is safe to do so return to post.	Once it is established there is not a fire return to panel and report findings to Head of Care and Head Teacher. Return to post.	Once they are told there is not a fire Staff can return to posts and Pupils will go to dining room for de-brief then return to class.
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IN THE EVENT OF A FIRE BEING FOUND DURING THE SCHOOL DAY.

HEADTEACHER	DEPUTY HEAD	HEAD OF RESIDENTIAL	BUSINESS MANAGER	PREMISES MANAGER	ALL STAFF
Once Premises Manager has reported a real fire Head will call Fire Service and await arrival. Upon their arrival the Head will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over. Once it is evident	Once a real fire has been established the Deputy Head will evacuate swimmers to the Fire Assembly Point via the Emergency Exit taking with her the Emergency Blankets.	Once the building is clear of people the Fire Alarm will be silenced and the Head of Care will join the others at the Fire Assembly Point.	Will help keeping everybody calm and quiet at the Fire Assembly Point.	Report to Head Teacher that there is a real fire and that the Fire Service is needed. If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or	Stay calm and ensure pupils behave themselves while awaiting the Emergency Services.

that occupants will not be able to re-enter the building for some time Head will follow Emergency Evacuation Plan and re-locate to Oxted School via Water Lane and Park Road phoning Oxted before leaving.	Help with evacuation to Oxted School	Help with evacuation to Oxted School	Help with evacuation to Oxted School	staff becoming trapped. Help with evacuation to Oxted School	Help with evacuation to Oxted School
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RESPONSIBILITIES IN THE EVENT OF A FIRE IN THE EVENING.

HEADTEACHER	DEPUTY HEAD	HEAD OF RESIDENTIAL	PREMISES MANAGER	ALL STAFF
If the Head is still on duty she will take the Emergency Evacuation Pack and go to the Fire Assembly Point and carry out a roll call when everyone arrives.	If the Deputy is still on duty she will ensure the school block and staffroom area are evacuated to the Fire Assembly Point then if the pool is in use will go and ensure all swimmers are out of the water and on poolside ready to be evacuated. If she is not on duty this will fall to either the Deputy Head of Care or	If on Duty the Head of Care will go to the Fire Alarm panel to check which zone has been activated and if the Premises Manager is not present proceed to that area to find the cause of the alarm. Once cause is established return to Fire Assembly Point and report findings to Head.	Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where he is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established go to Head Teacher and report findings.	Kitchen and Home Economics staff to ensure cookers and gas are turned off and evacuate by the nearest exit. All other staff to evacuate by the nearest fire exit ensuring pupils are all evacuated calmly and quietly to the Fire Assembly Point.

	Senior on duty.			
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IN THE EVENT OF A FALSE ALARM IN THE EVENING.

HEADTEACHER	DEPUTY HEAD	HEAD OF RESIDENTIAL	PREMISES MANAGER	ALL STAFF
After ensuring all occupants are present instruct staff to return to where they were and pupils to go to dining room for de-brief before returning to class.	Allow swimmers to re-enter the water and return to post.	Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will be re-set. Record findings in alarm record book.	Once it is established there is not a fire return to panel and report findings to Head of Care and Head Teacher. Return to post.	Once they are told there is not a fire Staff and Pupils will go to dining room for de-brief then return to where they were.

IN THE EVENT OF A FIRE BEING FOUND DURING THE EVENING.

HEADTEACHER	DEPUTY HEAD	HEAD OF RESIDENTIAL	PREMISES MANAGER	ALL STAFF
Once Premises Manager/Head of Care has reported a real fire Head will call Fire Service and await arrival. Upon their arrival the Head will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.	Once a real fire has been established the Deputy Head will evacuate swimmers to the Fire Assembly Point via the Emergency Exit taking with her the Emergency Blankets.	Once the building is clear of people the Fire Alarm will be silenced and the Head of Care will join the others at the Fire Assembly Point.	Report to Head Teacher that there is a real fire and that the Fire Service is needed. If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of	Stay calm and ensure pupils behave themselves while awaiting the Emergency Services.

Once it is evident that occupants will not be able to re-enter the building for some time Head will follow Emergency Evacuation Plan and re-locate to Limpsfield Village Hall Via Bluehouse Lane and Limpsfield High Street.	Help with evacuation to Village Hall	Help with evacuation to Village Hall	injury or staff becoming trapped. Help with evacuation to Village Hall	Help with evacuation to Village Hall
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RESPONSIBILITIES IN THE EVENT OF A FIRE ALARM DURING THE NIGHT.

HEAD OF RESIDENTIAL /DEPUTY	PREMISES MANAGER	SENIOR ON DUTY	OTHER STAFF
If on duty will be called once building is evacuated then carry out roll call and await return of Premises Manager. Pupils/Staff may be let into Library to keep warm.	Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where he is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established go and report	The Senior on duty must collect register and duty keys and ensure all pupils are evacuated checking rooms as they go and ensuring all pupils have dressing gowns and slippers on and that they have collected the emergency torches. Pupils and staff must	Second Sleeping in Staff must ensure all pupils are evacuated checking rooms as they go and ensuring all pupils have dressing gowns and slippers on and that they have collected the emergency torches. Pupils and staff must make their way from the building via the set

	findings to Senior on duty.	make their way from the building via the set Fire Escape routes calmly and quietly to the Fire Assembly Point where a roll call will take place. Once safely out call Head of Care.	Fire Escape routes calmly and quietly to the Fire Assembly Point where a roll call will take place.
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IN THE EVENT OF A FALSE ALARM DURING THE NIGHT.

HEAD OF RESIDENTIAL /DEPUTY	PREMISES MANAGER	SENIOR ON DUTY	OTHER STAFF
After ensuring all occupants are present instruct staff to return to where they were and pupils to go to dining room for de-brief before returning to bed	Once it is established there is not a fire return to panel, silence and re-set and report findings to Head of Care/Deputy. Return before recording alarm in record book return to flat	Once they are told there is not a fire Staff and Pupils will go to dining room for de-brief then return to bed.	Once they are told there is not a fire Staff and Pupils will go to dining room for de-brief then return to bed.

IN THE EVENT OF A FIRE BEING FOUND DURING THE NIGHT.

HEAD OF RESIDENTIAL /DEPUTY	PREMISES MANAGER	SENIOR ON DUTY	OTHER STAFF
Once Premises Manager has reported a real fire Head of Care/Deputy will first call Fire	Report to Head Teacher that there is a real fire and that the Fire Service is needed.	Stay calm and ensure pupils behave themselves while awaiting the Emergency	Stay calm and ensure pupils behave themselves while awaiting the Emergency

<p>Service then call Head Teacher and await arrival of Fire Service. Upon their arrival the Head of Care/Deputy will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.</p> <p>Once it is evident that occupants will not be able to re-enter the building for some time Head of Care/Deputy will follow Emergency Evacuation Plan and re-locate to Limpsfield Village Hall Via Bluehouse Lane and Limpsfield High Street.</p>	<p>If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.</p> <p>Help with evacuation to Village Hall</p>	<p>Services.</p> <p>Help with evacuation to Village Hall</p>	<p>Services.</p> <p>Help with evacuation to Village Hall</p>
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RESPONSIBILITIES IN THE EVENT OF A FIRE ALARM AT WEEKENDS/HOLIDAYS.

HEAD OF RESIDENTIAL	PREMISES MANAGER
<p>If on site</p> <p>Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where she is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established return to panel.</p>	<p>If on site</p> <p>Go to main alarm panel, check which alarm zone is activated and proceed to that zone ensuring someone knows where he is going. Once at the zone establish which detector has been set off, and the possible cause. Once location and cause are established return to panel.</p>

IF IT IS A FALSE ALARM.

HEAD OF RESIDENTIAL	PREMISES MANAGER
<p>Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will</p>	<p>Once it is evident that there is not a fire the panel will be silenced. When the problem has been established and rectified the panel will</p>

be re-set. Record findings in alarm record book.

be re-set. Record findings in alarm record book.

IF THERE IS A REAL FIRE.

HEAD OF RESIDENTIAL	PREMISES MANAGER
<p>In the event of a real fire the Head of Care will first call Fire Service then call Premises Manager and Head Teacher and await arrival of the Fire Service. Upon their arrival the Head of Care will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.</p> <p>If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.</p> <p>Once it is evident that occupants will not be able to re-enter the building for some time Head of Care will follow Emergency Evacuation procedures.</p>	<p>In the event of a real fire the Premises Manager will first call Fire Service then call Head of Care and Head Teacher and await arrival of the Fire Service. Upon their arrival the Premises Manager will hand over the plans of the Mains Services and Hazardous Substances lists and let them take over.</p> <p>If the fire is only small it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.</p> <p>Once it is evident that occupants will not be able to re-enter the building for some time Premises Manager will follow Emergency Evacuation procedures.</p>

11). Calling the Emergency Services

- If on site the Headteacher would normally call the Emergency Services in the event of a fire being reported to her. If the Head is not on site the responsibility is passed down to the next senior member of staff in line and they must report to the Head after calling the Emergency Services.
- The person reporting the fire to the Emergency Services should try to use a land line as calls from landlines can be traced if they are cut off, failing that a mobile phone will suffice.
- The person calling should tell the operator their name, the school address, the phone number they are calling from, that the building is a residential school, the type and severity of the fire.
- The Headteacher or next in line should meet the Fire Service when they arrive and brief them on where the fire is and where it started, whether everyone is evacuated and if they are all accounted for. The Head should hand over plans of the site which include plans of where the fire hydrant is, where the mains services are and inform them of any hazardous substances and where are kept.

12). FIRE SAFETY TRAINING.

- To comply with the Regulatory Reform (Fire Safety) Order Section 21– (1), the Headteacher must ensure that all staff are provided with adequate Fire Safety training.
- All staff are given induction training when they first start working at the School, as part of this training they must read and sign the Schools Fire and Evacuation Routine and Record book. Staff are told what to do and where to go in the event of the Fire Alarm being triggered.
- When they start the School in year 7 students are given a briefing of what to do, how to behave and where to go if the Fire Alarm goes off both during the day and if they are boarders during the night.
- Two fire drills are carried out each Half Term, one during the day and one during the evening/night this is to ensure that all staff and students know what they are doing in the event of a fire.
- Annual refresher training for all members of staff is carried out during an INSET day. This training is sometimes carried out by the Schools Fire Safety Officer or a specialist from outside the School. The training involves Fire Prevention, Fire Precautions, what to do in the event of a fire and how to use an extinguisher etc.
- The Premises Manager has undergone a two day Fire Risk Assessment course to enable him to carry out the schools Fire Risk Assessment.

13). EMERGENCY EVACUATION PLAN.

- In the event of a Fire and the occupants not being able to return immediately the following Evacuation Plan is put into action:-

- a). During the School day the occupants would re-locate to Oxted School on foot via Water Lane and Park Road. The Headteacher or Senior member of staff would call Oxted School prior to leaving to ensure they are ready for our arrival. Staff would supervise students all the way to ensure safety. Lists of parents/carers contact numbers would be taken. When it is obvious that the occupants will not be returning to the school that day parents/carers would be called to arrange collection of students from Oxted School.
- b). During the evening/night the occupants would re-locate to Limpsfield Village Hall on foot via Bluehouse Lane and Limpsfield High street. The Hall has a coded keypad for entry and the School are told of any change of code when it changes. Staff would supervise students all the way to ensure safety. Lists of parents/carers contact numbers would be taken. When it is obvious that the occupants will not be returning to the school that night parents/carers would be called to arrange collection of pupils from the Village Hall.
- All necessary phone numbers etc are in the Emergency Evacuation packs copies of which are held by the:
 - Headteacher
 - Deputy Head Teacher
 - Head of Residential
 - Deputy Head of Residential
 A further copy is located in the front office

1. **PERSONAL EMERGENCY EVACUATION PLANS (PEEPs).**

The Law states that:

- Under current Fire Safety Legislation it is the responsibility of the person(s) having responsibility for the building to provide a Fire Safety Risk Assessment that includes An Emergency Evacuation Plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented.
Where an employer or a service provider does not make provision for the safe evacuation of disabled people from its premises, this may be viewed as discrimination. It may also constitute a failure to comply with the Fire Safety Legislation above.
- At present there are no staff or students who have any significant mobility problems which would prevent them from evacuating the building unaided, therefore the school operates a set of standard PEEPs for occasional visitors with a disability that would prevent them from evacuating the building unaided in an emergency.
- Should the School employ a disabled member of staff in the future a PEEP would be provided for them which would be specifically tailored to their individual needs.
- As the school does not currently have a lift, wheelchair users or those unable to climb stairs cannot access any of the 1st or 2nd floor areas of the building. For this reason all standard PEEPs for wheelchair users at present only cover evacuation from the ground floor areas.

Limpsfield Grange PEEPs

REQUIREMENT.
Electric wheelchair user.
PREMISES ACCESS LIMITATIONS.
Access is limited to the ground floor areas of the main building, classroom block, gym, swimming pool and library. Assistance will be needed to open doors etc. Upon arrival a member of staff will be appointed to help the visitor in the event of an emergency evacuation.
ESCAPE PROCEDURES.
Main building:- the visitor should make their way to the exit by the Premises Managers office and out to the Fire Assembly Point in the car park. If the way is blocked by fire the visitor should exit to the main entrance where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point. Classroom block:- the visitor should leave the building by the nearest Fire Exit and proceed to the Fire Assembly Point in the car park., Help will be needed to open doors. Gym:- the visitor should leave the building via the Fire Exit onto the playground and proceed to the Fire Assembly Point in the car park.. If the way out is blocked by fire the visitor should travel to the Fire Exit at the rear of the gym where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point. Swimming pool:- the visitor should exit the building via the Fire Exit at the far end of the pool, follow the path round and proceed to the Fire Assembly Point. Music room:- the visitor should exit the building via the entrance door and proceed to the Fire Assembly Point.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST THE ESCAPE.
Person appointed to assist in evacuation.

REQUIREMENT.
Wheelchair user.
PREMISES ACCESS LIMITATIONS.
Access is limited to the ground floor areas of the main building, classroom block, gym, swimming pool and library. Assistance will be needed to open doors etc. Upon arrival a member of staff will be nominated to help the visitor in the event of an emergency evacuation
ESCAPE PROCEDURES.
Main building:- the visitor should make their way to the Exit by the Premises Managers office and out to the Fire Assembly Point in the car park. If the way is blocked by fire the visitor should exit to the main entrance where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point. Classroom block:- the visitor should leave the building by the nearest Fire Exit and proceed to the Fire Assembly Point in the car park., Help will be needed to open doors. Gym:- the visitor should leave the building via the Fire Exit onto the playground and proceed to the Fire Assembly Point in the car park.. If the way out is blocked by fire the visitor should travel to the Fire Exit at the rear of the gym where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point. Swimming pool:- the visitor should exit the building via the Fire Exit at the far end of the pool, follow

the path round and proceed to the Fire Assembly Point.
Music room:- the visitor should exit the building via the entrance door and proceed to the Fire Assembly Point.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST THE ESCAPE.
Person appointed to assist in evacuation.

REQUIREMENT.
Mobility impaired visitor.
PREMISES ACCESS LIMITATIONS.
Discussion with visitor will enable limitations to be assessed and appropriate restrictions put in place, e.g. it may not be possible to allow access to 1 st or 2 nd floor areas due to length of time it would take to evacuate visitor. Visitor may need a helper whilst in the premises. A wheelchair may need to be available to speed evacuation.
ESCAPE PROCEDURES.
Main building:- the visitor should make their way to the nearest Fire Exit and out to the Fire Assembly Point in the car park. If the way is blocked by fire the visitor should exit to the main entrance where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point.
Classroom block:- the visitor should leave the building by the nearest Fire Exit and proceed to the Fire Assembly Point in the car park., Help may be needed to open doors.
Gym:- the visitor should leave the building via the Fire Exit onto the playground and proceed to the Fire Assembly Point in the car park.. If the way out is blocked by fire the visitor should travel to the Fire Exit at the rear of the gym where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point.
Swimming pool:- the visitor should exit the building via the Fire Exit at the far end of the pool, follow the path round and proceed to the Fire Assembly Point.
Music room:- the visitor should exit the building via the entrance door and proceed to the Fire Assembly Point.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist in evacuation. Wheelchair may be needed to speed escape.

REQUIREMENT.
Asthma or other breathing/health issues.
PREMISES ACCESS LIMITATIONS.
Discussion with visitor will enable limitations to be assessed and appropriate restrictions put in place, e.g. it may not be possible to allow access to 1 st or 2 nd floor areas due to length of time it would take to evacuate visitor. Visitor may need a helper whilst in the premises. A wheelchair may need to be available to speed evacuation.
ESCAPE PROCEDURES.
Main building:- the visitor should make their way to the nearest Fire Exit and out to the Fire Assembly Point in the car park. If the way is blocked by fire the visitor should exit to the main entrance where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly

Point.
Classroom block:- the visitor should leave the building by the nearest Fire Exit and proceed to the Fire Assembly Point in the car park., Help may be needed to open doors.
Gym:- the visitor should leave the building via the Fire Exit onto the playground and proceed to the Fire Assembly Point in the car park.. If the way out is blocked by fire the visitor should travel to the Fire Exit at the rear of the gym where they will receive help with a variety of assisted escape options. Once out proceed to the Fire Assembly Point.
Swimming pool:- the visitor should exit the building via the Fire Exit at the far end of the pool, follow the path round and proceed to the Fire Assembly Point.
Music room:- the visitor should exit the building via the entrance door and proceed to the Fire Assembly Point.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist in escape. Wheelchair may be needed to speed escape.

REQUIREMENT.
Visitor has limited or no vision, orientation is difficult when there is no formal guidance.
PREMISES ACCESS LIMITATIONS.
No limitations if assistance is available to guide visitor around premises. If no assistance is available access should be limited to ground floor.
ESCAPE PROCEDURES.
In the event of an Emergency or Fire Alarm the helper will guide the visitor to the nearest Fire Exit and proceed to the Fire Assembly Point in the car park. If the visitor is without a helper an appointed member of staff will assist in evacuation as above.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST THE ESCAPE.
Person appointed to assist in evacuation.

REQUIREMENT.
Hearing impaired person.
PREMISES ACCESS LIMITATIONS.
None but a helper may need to be appointed to assist in evacuation.
ESCAPE PROCEDURES.
Leave building by the nearest Fire Exit and proceed to the Fire Assembly Point. Appointed person to assist in evacuation.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist evacuation. Adaptions to fire alarm system can be made in the event of a member of staff or pupil suffering from prolonged hearing loss.

REQUIREMENT.
Dyslexic, orientation disorders.
PREMISES ACCESS LIMITATIONS.
None but a helper may need to be appointed to assist in evacuation.
ESCAPE PROCEDURES.

Leave building by the nearest Fire Exit and proceed to the Fire Assembly Point. Appointed person to assist in evacuation.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist evacuation.

REQUIREMENT.
Learning difficulty/autism.
PREMISES ACCESS LIMITATIONS.
None but a helper may need to be appointed to assist in evacuation.
ESCAPE PROCEDURES.
Leave building by the nearest Fire Exit and proceed to the Fire Assembly Point. Appointed person to assist in evacuation.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist evacuation.
REQUIREMENT.
Mental health problems.
PREMISES ACCESS LIMITATIONS.
None but a helper will need to be appointed to assist in evacuation.
ESCAPE PROCEDURES.
Leave building by the nearest Fire Exit and proceed to the Fire Assembly Point. Appointed person to assist in evacuation.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist evacuation.

REQUIREMENT.
Dexterity problems.
PREMISES ACCESS LIMITATIONS.
None but a helper will need to be appointed to assist in evacuation.
ESCAPE PROCEDURES.
Leave building by the nearest Fire Exit and proceed to the Fire Assembly Point. Appointed person to assist in evacuation.
SPECIALIST EQUIPMENT REQUIRED TO ASSIST IN THE ESCAPE.
Person appointed to assist evacuation. Wheelchair may be needed to speed evacuation.

Review

The Governing Body of Limpsfield Grange School adopted this policy on: _____

It will be reviewed on: _____

Signed: _____

Dated: _____