



Carleton House Preparatory School

FIRE POLICY

WRITTEN BY

Sandy Coleman

DATE

January 2023

TO BE REVIEWED

January 2026

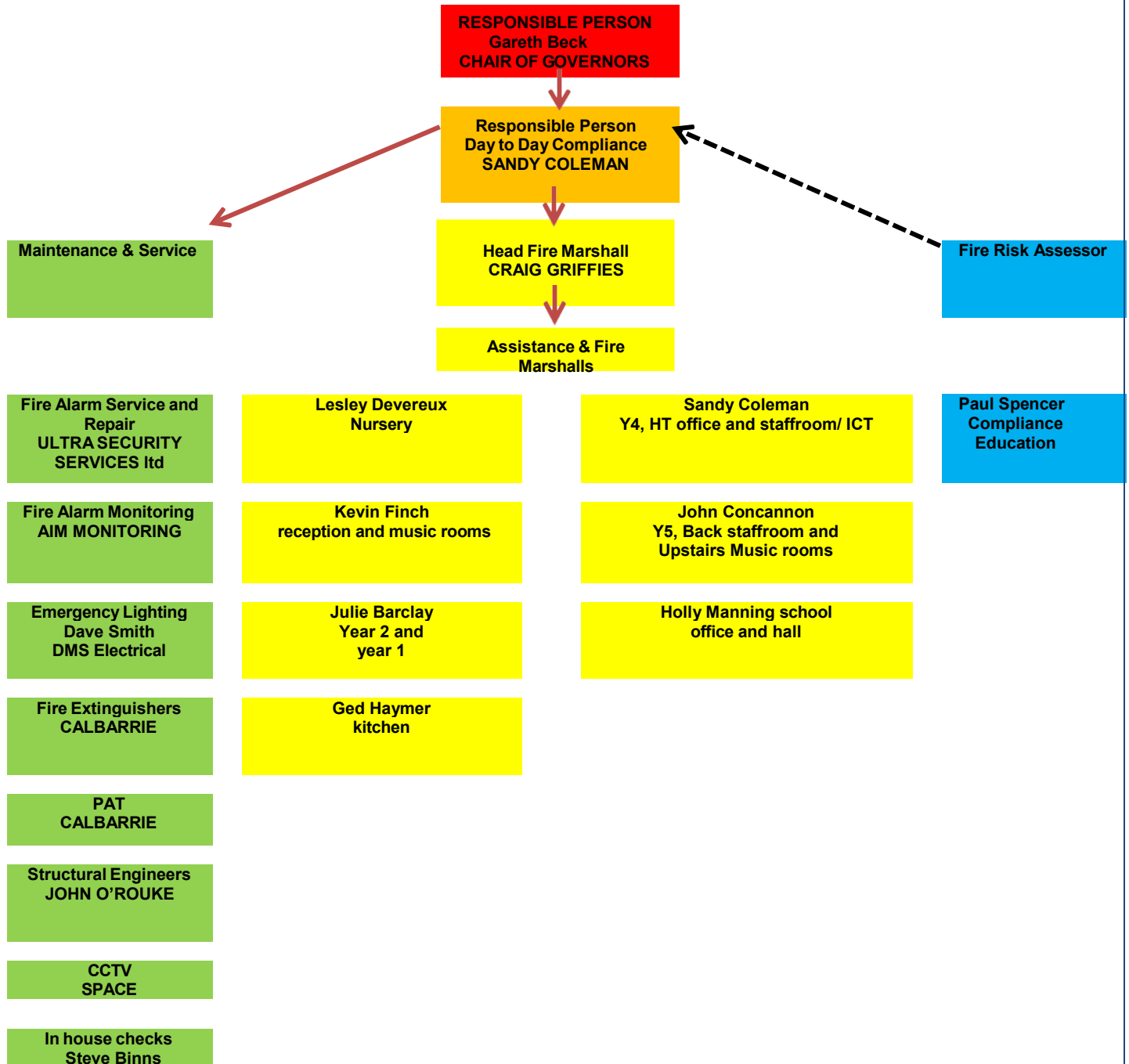


Named Responsible Person as defined in the Regulatory Reform (Fire Safety) Order 2005

Mr Gareth Beck, Chair of Governors

**Name and Address: Carleton House Preparatory School
145 Menlove Avenue
Liverpool
L18 3EE**

School Structure for fire safety



Fire Policy

MISSION STATEMENT

"We live, love and learn with Jesus"

Aims

To minimise the risks to pupils, staff and employees or any other person legally on the school premises which may arise from fire. Precautions will be taken to avoid fires occurring and procedures ensured for minimising the effects of fire and evacuating the premises are in place together with the elimination or reduction of risk from the storage of dangerous substances. This policy applies equally to the EYFS and the before and after school provision.

A Fire Risk Assessment is conducted annually.

Main use of Building

Early Years Foundation Stage, Key Stage 1 and Key Stage 2 Education

Children aged 3 to 11 and staff

Provision of before and after school care (Kid's Club)

Provision of Extra Curricular activities and clubs

Parent participation attendance at school events e.g. assemblies / sports day

General Building Information

The building was originally built around 1876, over the decades the building has been retro fitted as a school with many building works taking place. Due to the topography of the site many of the floors in the building are multi-level. School is split across five levels including a shallow basement or low level ground floor.

There are two outbuildings within less than one metre of the main building that are used as stores for the caretaker, PE equipment, furniture and Early Years outdoor play/learning equipment.

Construction consists of what is thought to be many original features including brick and block construction, wooden joists and floor boards. It is difficult to fully determine the actual construct until remedial works are undertaken. Parts of the building have had stud walls added and plaster boarded over as well as false ceilings added. There are sections that are still of stud and lath with a lime mortar render which incorporates horse hair or similar material. All services isolation points apart from Gas can be found in the Basement Boiler Room. The Gas isolation point is located on the Early Years Foundation Stage in the brick bunker with the blue door. The key for the padlock is kept in school office.

There are five high risk areas

- 1) The Boiler Room – Gas, Electricity and Water supplies enter building here and it houses the heating system. The key for the Boiler Room is kept in the school office.
- 2) The School Kitchen – Please note there is no Gas supply to the kitchen, all appliances are electrical. A deep fat fryer is also in use.
- 3) Staff Room / kitchen area – this houses a combined washer dryer.
- 4) Main Cloak Room – used for Years One through to Year Six.
- 5) Reception Cloak Room – lower ground floor storage for twenty three children's coats, blazers etc. Please note cloak rooms **are not considered** suitable escape routes.

Medium Risk

ICT resource room which houses school IT equipment.

Year 4, houses the school ICT server and network access. Year 4 is also the furthest point in the building with restricted escape routes.

Information Pack

The information pack is located next to the fire panel at the main entrance outside reception. It is intended to provide as much information as possible to the emergency services as possible. It contains the following

information, but not limited to:

- Building and site plans
- Location of fire alarm panel
- Location of services isolation
- Areas of High Risk
- What to do in event of an emergency
- Spare keys for the boiler room
- Spare key for the gas meter on the Early Years Yard
- Pen and Paper

Passive Fire Safety Measures

The building is covered by a L2 fire detection system meaning that there are detectors in all rooms and corridors, with alarm sounders throughout the building; however some storage areas are not covered.

There is a mix of doors though out the building. Combined smoke intumescent strips seals are fitted to doors acting as fire doors and most other doors throughout the building. Compartmentation; the building can be made in to smaller compartments using doors to protect escape routes. Electrical PAT testing is undertaken annually, and staff are reminded not to bring electrical items in from home to use on site, unless they have been tested and deemed safe to use.

Fire Prevention Lighting and security

School grounds are covered to the front of the building by flood lights and CCTV is positioned around the perimeter of the building. This ensures the deterrent of arson at any time of the day. The CCTV system is maintained and service by SPACE CCTV installations.

Grounds are patrolled at random intervals throughout the day by the caretaker. All gates and out buildings are locked when not in use. Authorised access is controlled via an intercom and remote operation of the gates.

Fire Extinguishers

Fire extinguishers are available for use, and staff members have been trained on the use and suitability for different classifications of fire. Training records are kept in the fire safety file, in the school office. Two fire blankets are available in the school, one in the school kitchen, the other, in the staff room.

Fire extinguishers are checked monthly in house and annually by an external company. Any person or contractor carrying out an annual service should be qualified and competent to do so (e.g. BAFE Certificate in Portable Fire Extinguisher Maintenance) and be aware of, work to the latest version of BS 5306 or any standard that supersedes this.

Emergency Lighting

Emergency lighting is tested monthly in house by using a test key and the test switch. The switch is switched for around ten seconds to give the emergency light chance to illuminate and check for any fading.

Every six months the system will be tested by a competent electrician who can provide evidence and certification of competence or up skilling (e.g. BAFE, CEC, NICEIC). The person or contractor testing the system will provide a certificate of testing and be able to recommend and put right any issues within a reasonable time scale be aware and work within the guidelines of BS 5266-1:2016. Any lighting that fails will be replaced with LED equivalent.

Fire Safety / Marshalling Training

Training will be provided for all identified staff in fire safety. Training will include and not be limited to:

- Fire Science (e.g. fire triangle);
- Fire Spread;
- Passive safety measures;
- Human Responses / Behaviour Control Measures;

- The Regulatory Reform (Fire Safety) Order;
- Use of fire extinguishers (practical where possible); and
- School fire evacuation procedures.

All Staff, whether temporary or permanent, will have the fire procedure explained to them, together with the location of fire alarm points, the sound of the alarm and the location of escape routes, exits and assembly points. The Responsible Person or person nominated to assist will ensure all fire safety records are maintained and available for inspection by any enforcement authority that has the legal authority to see them. Pupils will have fire safety explained to them and the procedure for the evacuation of the building. A fire drill will take place termly with all children.

Evacuation, Evacuation drills and Emergency Exit routes

Evacuations will be practiced at the start of every term and half term. Staff will be encouraged to find alternative routes out of the building and drills will be carried out at different times of the day. After each evacuation, either real or practice, an analysis will take place and an action plan created by the Headteacher. Staff will be briefed on the effectiveness and encouraged to offer input to improve any evacuation.

Evacuation notices give brief details and are mainly for staff use to use the nearest and most familiar escape route. Evacuation time will vary but it is expected upon actuation of the alarm, a whole school evacuation to a relative place of safety will take under three minutes.

The two Evacuation points are:

- Relative safety Main Playground – Ultimate Safety Calderstones Park;
- Relative safety Early Years Foundation Stage Yard – Ultimate safety Bishop Eton Church;

Both locations will be highlighted on the school site plans. Emergency lighting is provided throughout the building. Some lighting is illuminated permanently for example the green directional bulkheads and some can be switched off with the room lighting.

Human Behaviour

Human behaviour in fires will vary with age, one common trait most people will have is to panic and try and leave the way they entered the building.

Children may become withdrawn and panic at the sounding of an alarm or the sight of smoke or flames, hiding and refusing to move. They may wish to hide or turn and run or they may be drawn toward the warmth, sound and colours wishing to investigate. Therefore a robust training program and practice is a necessity along with maintaining trust and cooperation with staff members.

Roles and Responsibilities

All staff are responsible for fire safety and complying with any arrangements or articles put in place by the responsible person and the Regulatory Reform (Fire Safety) Order 2005. Please note that it is not just the responsible person who can be held liable. Any staff member may be prosecuted for failings, which can carry fines and/or at worst custodial sentences. Staff are reminded not to misuse or interfere with anything provided for safety

Staff are also reminded of the following:

- Good housekeeping;
- Keeping fire exits and emergency routes clear of obstruction, if they are blocked to clear them or report this so the exits and routes can be made clear;
- Not wedging doors open for excessive or any unsupervised time;
- To report any failings so they can be remedied; and
- No Smoking Policy on Site, and not to use naked flames, e.g. candles etc.

Staff are expected to supervise and be able to account for all children under their direct care. This will also apply to any staff who take children for learning interventions or additional support (e.g. SEN). Pupils are

expected to listen and cooperate with any person who is trying to evacuate them from the building.

Responsible Person

The Responsible Person is Gareth Beck. He has delegated authority to the headteacher, Sandy Coleman who will be responsible for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005. The responsible person will ensure enough resources; time and equipment will be allocated to the management of fire safety. The Responsible Person will ensure that a suitable and sufficient Fire Risk Assessment is conducted and kept up to date. These duties may be delegated, however the Responsible Person can still be held liable.

Compliance

Sandy Coleman, Head Teacher will be the Responsible Person on site as Mrs Coleman has financial control over the day to day management of fire safety on site and will report any issues to the Responsible person.

Fire Manager

The Fire Manager is Sandy Coleman, the Head Teacher. Keith Wilkinson is the schools Health and Safety and Fire consultant and provides advice and guidance. In the event of an alarm actuation the Fire Manager will make sure there is suitable access for the Fire Service and hand over the information pack and offer any other assistance.

Fire Marshals

Fire Marshals have been appointed for each floor / area and for the school kitchen. Each person will have received training with regular updates. In addition to basic fire safety training, fire marshals will also run drills, practicing "sweeping" of their respective areas and communicating with the Fire Manager. The Fire Marshal will be responsible for accounting for children under their supervision and checking all areas on their floor / area have been evacuated and report back to the Head Fire Marshal, who will relay the information to the Fire Manager, Headteacher or the Fire and Rescue Service.

Other staff members

All staff will receive Fire Safety / Awareness training and take part in evacuations.

Personal Emergency Evacuation Plans (PEEP)

Personal Emergency Evacuation Plans for pupils are written as required for any pupil or member or staff. Compliance Education will be consulted and advice taken. They should be updated and reviewed internally after each evacuation. Any change will always be in consultation with the pupil's parent. Staff PEEP's will be completed with the staff member.

Any visitor, contractor, outside worker using site who needs a PEEP will need to contact the school office and Head Teacher ahead of their visit to discuss specific needs and so a risk assessment can be completed. A copy of each PEEP is kept in the fire safety file.

Raising the Alarm

Manual call points are located throughout the building and are detailed on the fire alarm schematic. To operate push the call point, some force may be required for the call points that still have glass fronts to them. If the call point has an anti-tamper cover, lift the cover and activate the alarm as previously described. If the fire alarm fails to ring a hand bell (kept outside Year 2 classroom) will be rung in order to raise the alarm, along with the audible call of a staff member "**Immediate whole school evacuation**".

Calling the Fire and Rescue Service

On fire alarm actuation:

- A signal is sent to a remote control centre manned by [AIM Monitoring](#) working with [Ultra Security Systems Ltd](#);
- AIM will call the fire brigade immediately to dispatch services;
- They will then ring key holders to confirm there is a fire or inform them of a fire;
- If in the meantime, the emergency services have been called, the caller may be challenged to confirm there is an actual, or signs of fire before any emergency service is dispatched; and
- If the fire alarm fails to sound on confirmation of outbreak of fire or smoke then the school

administrator or in her absence a nominated person is responsible to contact the fire brigade.

Accidental / malicious activation of the fire alarm (FALSE ALARM)

- A signal will be sent to the control centre and the above steps will take place;
- **However**, if it is found to be a false alarm and no fire has been confirmed, **and** if the time elapsed has been less than THREE MINUTES from the alarm sounding, the panel may be reset; and
- AIM should be called as soon as possible to confirm there is no fire and that the emergency service can be cancelled before they reach site.

Aim will ask for the following information:

- Contract Number **U311 786 (3437)**
- Password **MENLOVE 18**

The decision and responsibility for this will be with the Head Teacher.

Out of School Hours

If the fire alarm is activated out of school hours, AIM will contact the three school key holders in priority sequence.

Signage, Notices & Information

A fire drill specific for each area will be posted detailing the primary escape route and an alternative. All emergency signage will be of the same type and adhere to BS5499.

All fire exit routes will be signed with clear signs with directional arrows. Staff and any others working on the school site are provided with fire safety information.

The Fire Safety Drill on induction

Take any new starter through the fire safety procedure displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the alarm and the action to be taken when it sounds, in particular leaving the building by the nearest exit route with any pupils for which the staff member is responsible and going to the nearest assembly point.
- Describe and walk the escape routes and alternative escape routes and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised and after the evacuation has started.

Useful Numbers:

AIM Monitoring services	+44 (0) 844 800 1643 / 0161 923 7117
ULTRA Security Systems ltd	0151 228 6000
Belle Vale community Fire Station	0151 296 6600
Calbarrie	01270 524 871

