



KNIGHTSBRIDGE
SCHOOL

Fire and Emergency Policy, Procedures and Arrangements

Reporting Accidents

All accidents to staff, children and visitors must be reported, in writing, using the electronic accident book. Certain accidents must be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*. The Operations Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Emergency Contact

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the class teacher as soon as possible. Notification of any change to these details must be reported to the class teacher and the school office. Every employee at the school has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a “disclaimer” must be signed.

Were there ever to be a disaster or crisis affecting the staff and/or children of the school, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress. A back up of emergency contact details is included in the Fire Box.

Information and Emergency Procedures

Appropriate procedures will be in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers. The school evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and children should be fully conversant with the evacuation procedures.

- The primary aim of our Fire Policy is to safeguard life and to this end the Principal and Proprietor will assume this responsibility. Policies and procedures are available for all members of staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out on behalf of the Principal by the Operations Manager.
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book at Reception.

- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and children are instructed on action to be taken in the event of an emergency.
- Every corridor has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The fire wardens for each floor check that areas are evacuated and are on hand to assist those with a disability.
- The fire alarm is electronically monitored by an external monitoring service who will summon the Fire Brigade and Keyholder service if required.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers, staff signing in book, visitor's book and children signing in and out book.
- The alarm system is self-monitoring for faults and has battery back-up.
- The alarm is never switched off and routinely serviced.
- All the fire fighting equipment is recommended by the Fire services and checked on a regular basis.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the Operations Manager

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements

There is a fire drill/emergency evacuation procedure every term. Neither staff nor children are warned of an impending practice. It is essential, therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the school. These are detailed in to this document. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Evacuation Procedures
- Fire Risk Assessment
- External monitoring and automatic Fire Brigade response

In accordance with statutory requirements there is an annual fire safety audit which includes checking all fire fighting equipment by an approved contractor and records maintained. The fire alarm will be tested regularly from different points when the site is not in use and records maintained. All emergency lighting will be tested monthly, with an annual 3 hour drain-down and records maintained.

- Fire exits are labelled clearly and kept unlocked whenever the building is occupied.
- Reception will take the Fire Box and muster signs to the Assembly Point.
- Muster Points are assigned along the length of Lennox Gardens and positioned by Office Staff
- Form teachers to take a register using the Muster Point Check List (MPCL)

- The MPCL is coloured Green on one side and Red on the other
- If the Form teacher is satisfied their pupils are accounted for they should show the green side visibly so that the Fire Marshal can see it
- If the form teacher is concerned about any issue they should show the red side and the Fire Marshal or person delegated by him will investigate the problem

- The Responsible Person will be responsible for overall control of the evacuation and liaison with the Emergency Services.
- “The Responsible Person” refers to the Fire Marshal, the Operations Manager, the Bursar, the Principal, The Head, any member of the SMT or any other designated person.
- Order of Command for the Responsible Person.
 1. Fire Marshal (John Keenan)
 2. Facilities Manager (Richard Shannon)
 3. Bursar (Rob Starkings)
 4. Principal (Magoo Giles)
 5. Head (Shona Colaco)
 6. Duty (SMT)

The fire alarm is a Klaxon Horn. On hearing the alarm:

- Stop what you are doing and line up.
- The teacher will direct the class to leave the room in single file and proceed to the safest designed exit.
- Teacher should shut windows and doors.
- Silence must be maintained at all times, including whilst walking to the Assembly Point, using the safest route.
- Children must walk and not attempt to pass others.
- Personal belongings must be left behind.
- Fire Wardens will carry out their duties
- The Assembly Point is Lennox Gardens.

All Fire Marshals will attend the Fire Panel and note the time of the alarm.

The first Fire Marshal to arrive will don the red “Investigating Fire Marshal” (IFM) cap and will MUTE the Fire Panel, note the Zone and individual device which is alarming. They will then proceed to that area to investigate the reason for the alarm. This will either be an activated call point or red light on the detector.

If it is a false alarm, then they should immediately call SMS on 0844 871 2223 to stand down the emergency services.

The second Fire Marshal to arrive will become the Roll Call Fire Marshal (RCFM) and also the Responsible Person.

They should remove the class checklist, put on the Fire Marshal Hi-viz (located in the panel cupboard) and proceed to the muster point and check off classes as they report all present. They should also note the time when the whole school has evacuated and then the time taken to finish the roll call.

They will know they are the RCFM by the absence of the IFM cap and the fact that the panel has been muted.

All other Fire Marshals who attend the Fire Panel will know they are not required by the absence of the IFM red cap, the panel is MUTE and the class checklist will not be present as it will be in use.

Once the cause of the alarm has been ascertained the IFM should report this to the RCFM. Once the class checklist is complete and the RCFM is satisfied that the building is empty then they should SILENCE and RESET the Alarm.

Upon a fire alarm activation the monitoring service will act in the following order;

- Contact the School site
- Alert the Fire Brigade
- Contact the Keyholder Service

Evacuation Procedures for St. Columba's

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either end of the church where the fire exits are
- Muster on the pavement opposite the school
- Staff to take a register of the pupils
- Report to St. Columba's Fire Marshal and to KS School reception

Evacuation Procedures for St. Saviour's

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either end of the basement hall where the fire exits are
- Muster on the pavement on Walton Street by the side entrance
- Staff to take a register of the pupils
- Report to St. Saviour's Fire Marshal and to KS School reception

Evacuation Procedures for 24, Elvaston Place

In the event of the fire alarm sounding the evacuation of Knightsbridge School employees and pupils is as follows:

- Staff to stop the pupils carrying out the activity they are doing
- Form an orderly line of pairs and insist on silence
- Evacuate from either the basement or Front Door
- Muster outside Garage 10B in Elvaston Mews to the rear of the property
- Staff to take a register of the pupils
- Report to Fire Marshal and main reception at 67, Pont Street.

FIRE SAFETY

The fire safety arrangements in places of work have been dictated by the provisions of current legislation which is the Regulatory Reform (Fire Safety) Order 2005.

The Proprietor will undertake a fire risk assessment in accordance with the Fire Precautions Workplace Regulations 1997 (amended 1999).

This can be found under Registrar/Premises/Fire risk assessments

The Proprietor will ensure that:

- All fire detection systems are maintained and regularly serviced by a recognised Contractor.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs designating fire fighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained.
- Fire training is provided to employees. This is in the form of Initial Induction training and regular evacuation drills for all staff. Fire Wardens with additional duties on all floors and Fire Marshall training for the Responsible person(s).
- Fire Marshal Training was last carried out on 14/11/2018.
- Evacuation drills are undertaken at all the Proprietor's premises at least termly and the results recorded.
- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key human resources in the event of a fire.

The Proprietor will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

Fire Drill

1. Staff are also informed of the location of the fire extinguishers
2. All employees and voluntary helpers are provided with a personal copy of the fire drill procedures including
 - evacuation from the premises;
 - exit routes; and
 - checking the all the children are present.

A copy of these procedures is also inserted into the Staff Handbook and is in addition on every corridor.

BOMB THREATS

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and The Proprietor must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- the post mark – especially foreign, and any name/address of sender;
- the writing – especially of foreign style;
- stains – these could be sweating explosives;
- smell – usually an aroma of marzipan or almonds indicate an explosive;
- the sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call.

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the police (The fire brigade will be automatically alerted by the monitoring service).
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will children and adults be allowed to re-enter the premises

External Terrorist Threat

In the event of an external terrorist threat the staff will be notified in an appropriate manner which may include telephone call, email, Public Address or verbally. Initiate Lockdown procedures.

- Close all windows and blinds
- Move children and staff away from all windows
- Secure the Building
- If necessary relocate all children to the Basement
- Contact any groups offsite and advise of situation
- Liaise with the LBKC as to borough wide Emergency Plan
- Inform parents that children are safe via any communication method available (Telephone / Email / ISAMS) and to collect them when deemed safe to do so by the authorities

EMERGENCY EVACUATION PROCEDURE: BOMB

1. The Klaxon horn will ring continuously.
2. Line up by the door.
3. Turn off the lights.
4. Lead out in single file and in silence.
5. Last person out close the door.
6. Go to muster positions on the Lennox Gardens.
7. KEEP WELL AWAY FROM THE BUILDING.

Once Outside:

- Class/Form Teachers should stay with their forms, keep the children silent and take the register promptly
- Non Form Teachers should assist the Class/Form Teachers in taking the register and controlling the children
- Class/Form Teachers should report to the Responsible Person that all children officially recorded on registers are present using the Green Card/Red Card system.
- All teaching and support staff should report their presence to the Responsible Person
- All visitors to be accounted for by their host to the Responsible Person

PREVENTION OF ARSON

Arsonists in schools often start their first fires by chance. Perhaps they break into the school just for the hell of it. ("Let's break into the school," "yeah" – and the bravado and adrenaline take over).

There is no planning or organisation: having got inside, they can't find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance. This chance element in arson makes some people believe that arson is the hardest of all the security risks control.

With the number attacks on schools rising rapidly and the number of large fires also increasing quickly, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the school a good chance of preventing the fires.

Because it seems to be easy, because they don't get caught, because of the thrill they get from the adrenaline rush, because the school seems powerless to do anything about the problem, the arsonists do it again – which is why school fires come in cycles.

Larger scale attacks – a serious attempt to burn the whole school down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in schools.

Arsonists do not normally bring the method of starting the fire into the school – they are reliant on finding scrap paper, etc., in the school to start the fire. There are few instances of arsonists seemingly tearing up books etc in order to create the blaze – they look for loose paper on desks, in waste bins, etc.

The school policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away
- All waste bins are emptied when full
- The School premises are locked at night
- The Keyholder Service carries out a nightly lockdown of the premises. They close all windows, doors and check for any situations which may threaten the integrity of the building.
- The Fire detection system is constantly monitoring the premises

Reviewed by: Rob Starkings (Bursar) **Date:** September 2024
Richard Shannon (Facilities Manager)

Approved by: Aatif Hassan

Signed: 

Date: September 2024

This policy will be reviewed annually.