

## FIRE RISK PREVENTION

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed:	15.11.2024
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Version:	11.24 v1
Author:	Mrs Louise Brennan

Version	Date	Paragraph	Material change	Approval
11.22 v1	4.11.2022	N/a	No material changes.	Mrs Louise Brennan
11.23 v1	17.11.2023	17	Updated to include security company role.	Mrs Louise Brennan
11.24 v1	15.11.2024	17	Updated to confirm Fire Brigade's new policy.	Mrs Louise Brennan

**Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.**

### Related Policies

Evacuation  
Fire Risk Assessment  
Health and Safety  
Risk Assessment  
Risk Management

### 1. Introduction

This policy is part of a comprehensive and well-resourced commitment to the safety of pupils, staff, visitors, volunteers, and contractors at the School and, along with the annual Fire Risk Assessment, has been considered by Avon Fire and Rescue Services for compliance with the Regulatory Reform (Fire Safety) Order 2005 and The Building Safety Act 2022. As further a control, the policy has been reviewed by the School's professional Health and Safety Advisor.



## 2. Fire Risk

Clifton High School occupies a number of listed Georgian, Victorian and bespoke educational buildings constructed in the 1960's and the 2020's. The construction methods and the original design of the Georgian and Victorian buildings for residential occupancy present several unique risks. These risks and the contingent actions are specifically addressed and reviewed in the annual Fire Risk Assessment or when a new risk is identified.

## 3. Fire Prevention

Clifton High School does not compromise on Health and Safety. The School's fire prevention strategy and systems have been developed by using the School's annual Fire Risk Assessment and other specific risk assessments for locations where a fire might occur, for example, risk assessments completed for the School kitchen and the science and design innovation classrooms. As importantly, Clifton High School has a culture that encourages all staff to consider the health, safety and welfare of themselves and other staff, pupils and visitors on the School site. Fire prevention is always incorporated within that culture of safety. All members of staff are encouraged to report any fire prevention concerns they may have to the Estates Department.

Clifton High School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present (the **Fire Triangle**). The processes of prevention are aimed at ensuring that the risk of all three components of the Fire Triangle accidentally occurring is eliminated as far as is reasonably practicable. All staff and where applicable contractors must ensure that storage, transportation, handling and disposal of flammable materials are conducted with the utmost care.

## 4. Training

All staff receive detailed training at their induction and thereafter refresher training at Continuous Professional Development days on fire related matters. This training highlights the importance of fire prevention, and what to do if the fire alarm sounds.

## 5. Fire Marshals

Each year Clifton High School appoints/re-appoints fire marshals. These appointments/re-appointments are based on the location of the individuals' place of work to ensure that all buildings are covered. All fire marshals are instructed in the importance of fire prevention, specifically:

- That all fire doors which are not fitted with acoustic closing devices remain shut when not in use.
- That all acoustic doors close when the alarm goes off.
- That any concerns regarding potential fire risks are reported immediately.



- That fire exits are always kept free from clutter.
- That all pupils and if appropriate visitors, volunteers and contractors working in proximity to their place of work can safely leave the buildings.
- To prevent the risk of a fire spreading by closing windows and non-automated fire doors, after the alarm has sounded.
- The use of the fire extinguishers in School.

## **6. Risk Assessments and Risk Management**

All Heads of Departments conduct an annual risk assessment of their teaching areas. Any risk of fire from planned activities or installations should be identified. Those departments such as Food and Nutrition, Innovation and Design and Chemistry which have the highest risk of fire have specific control devices in place to quickly shut off gas and electricity supplies, and must conduct risk assessments for any activity being planned that carries a fire risk.

## **7. High fire risk areas**

### **7.1 The School Kitchen**

As the School kitchen is an area with a high risk of fire, the Executive Chef oversees the training and safety of all kitchen staff. To prevent fire, all staff have training on how to safely operate all items of cooking equipment. All equipment is maintained in accordance with the manufacture's specifications by competent persons. The extractor fans and ducting have been identified as a potential fire risk and they are cleaned annually by a professional company.

Should a fire break out in the kitchen, there is ample fire equipment including a fire blanket, fire extinguishers as well as emergency cut-off switches for gas and electricity. The main high risk heat sources are covered by a sprinkler system.

### **7.2 The Workshop**

Clifton High School has a workshop which is a high-risk fire area because of the presence of wood shavings and dust being in close proximity to powered equipment running at high temperature e.g. powered drills and saws. Dust from this machinery is controlled by specialist collection equipment. All devices are maintained in accordance with the manufactures specifications band and are serviced by competent persons. All Estates Department staff required to use this equipment are trained by a competent professional.

## **8. Chemicals, Paint, Petrol and Gas Canisters**

There are special secure areas on the school site for the storage of flammable substances. Chemicals for practical experiments are stored in a secure location in School Green, paint is stored in a secure location in the Sports Complex and petrol is stored in the Groundsman's garage. Supplies are kept to the minimum to mitigate the damage that a fire would cause. Gas canisters for Duke of Edinburgh are kept in a secure external storage cage.



## **9. The Duty Caretaker and the Estates Department**

The Estates Department has responsibility for providing a duty caretaker who is always on site whenever the School is in use. All full-time members of the Estates Department are trained fire marshals. Their duties include opening and closing the School each day, which gives them the opportunity to carry out a daily inspection of the entire site and provides the opportunity for any potential fire risks to be identified and either dealt with immediately or reported.

## **10. Fire Practices**

The Head of School and Deputy Heads of School are always given advance warning of fire practices. The initial fire practice in September of each year is advertised in advance so staff can instruct all pupils in the correct procedure. Thereafter fire practices are unannounced to staff and pupils.

Fire practices are held every term and reviews and observations take place and are recorded in the fire logbook which is held by the Estates Manager.

## **11. Fire Detection**

Clifton High School has a comprehensive fire alarm system which was installed and is maintained by a competent contractor who, in conjunction with Avon Fire and Rescue Services, has agreed the location and placement of smoke and heat detection devices in each building around the School.

## **12. Review**

A review is completed, and findings recorded whenever the alarms are triggered - whether as part of scheduled fire practice or when the sensors/alarm are triggered.

## **13. Testing the Fire Alarms**

Each of the School premises has call points for raising the alarm in the event of a fire. The fire alarm is tested from a different "call point" where this is practicable, each week on a Tuesday at 4.15pm (or at 1.00pm during the exam period). Records of these tests are maintained in a fire logbook, which is held by the Estates Manager.

## **14. Servicing of the Fire Alarm System**

The entire fire alarm system is inspected annually. There are also three periodic inspections per year. Records of these inspections are maintained in a fire logbook, which is held by the Estates Manager.



### **15. Fire Fighting Equipment**

The Health and Safety Advisor has agreed with the School on suitable locations for fire extinguishers to ensure that there is adequate provision of fire extinguishers of the appropriate designation in all School buildings. Fire extinguisher records are maintained and held by the Estates Manager.

### **16. Fighting Fire - Policy**

It is School policy that only the Fire and Rescue Services should fight a fire. The priority of staff is to sound the alarm and then to supervise the safe controlled evacuation of all pupils, staff, visitors, volunteers and contractors. However, there may be occasions where a fire marshal or a member of staff feels that a small fire, for example a pan fire in the kitchen, can be safely tackled by using the equipment provided in the immediate vicinity.

### **17. Summoning Fire and Rescue Services**

Any member of staff can use any of the call points located in the School buildings to trigger the alarm on discovering or being alerted to a fire. The Estates Team will contact the Fire and Rescue Service.

When the School site is not in use and there is no Estates Team or duty caretaker on site and the alarms are activated, the fire detection system will alert the School's 24hour, 365 days per year monitoring service provider who will immediately contact the School's security patrol company. The Fire and Rescue Service no longer provide the service when they attend site when the alarm is activated and will only attend site if someone phones to say there is a visible fire. The security patrol company will therefore always attend site and if they are concerned will telephone the emergency services to request the fire brigade

### **18. Emergency Procedures: Fire Assembly Points and Procedures on Discovering a Fire**

Written emergency procedures are posted on red A4 cards at in each classroom and office and at other prominent points throughout the School. Each card has a detailed diagram showing where to assemble in the event of the fire alarm being sounded.

There are also clear "Fire Action" instructions at each call point on what to do if a fire is discovered.

### **19. Fire Escapes and Emergency Routes**

Signs, many of which are illuminated, clearly mark fire escapes and emergency routes throughout the School. Staff and pupils are instructed to always keep these clear. All emergency routes are checked by the fire marshals and by the duty caretaker.



## **20. Emergency Lighting**

Emergency lighting is installed in all School buildings where lighting would continue to be required in the event of a mains power failure because of a fire e.g. on stairs, in passageways and by emergency exits. Records of testing and servicing of emergency lights in accordance with the manufactures specifications and by competent persons are maintained and held by the Estates Manager.

## **21. Personal Emergency Evacuation Plans**

The School will make provision for the safe evacuation of any disabled persons on the School site in an emergency. If any pupils, staff, or regular visitors are deemed to be at risk due to a lack of mobility a Personal Emergency Evacuation Plan (PEEP) will be provided by the Estates and Operations Director. The Estates Department will be briefed on the individual arrangements and will support the safe evacuation as directed. Records of all PEEP's are kept by the Estates and Operations Director and the Medical Team.

## **22. Events**

For events with large numbers of attendees, such as concerts or drama productions an announcement is made at the beginning of the event by a member of staff describing the actions that should be taken on hearing fire alarms. These announcements include the location of fire exits and assembly point arrangements once the building being used has been evacuated. Fire marshals are also appointed for each event.

## **23. Visitors, Volunteers and Contractors**

Members of staff who are hosting any visitors, volunteers or contractors are responsible for their safety at all times. This is initiated when the visitor, volunteer or contractor first arrives at the School Reception and are signed in by their host. Everyone will receive a briefing from their host on the procedure they should follow if the fire alarm sounds and the assembly point.