
Fire Policy and Fire Safety Procedures

Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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STATEMENT OF INTENT

Teikyo Foundation understands that fire prevention is an essential part of good management and professional practice, and that full co-operation between management, teaching and other staff, and students is essential in the promotion of health, safety, and welfare within the School and on School-related activities off campus.

Teikyo Foundation will ensure, so far as is reasonably practical, the health, safety, and welfare of its staff and students while they are present or residing in the School, and of others who may be affected by their operations and will comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

1. PROCEDURES FOR THE REDUCTION OF FIRE RISK

Fire Hazard and the associated control measures:

The main danger areas where fire may begin (due to fuel, oxygen and a source of ignition) are as follows:

a) Kitchen and Dining Hall Areas

The Kitchen is out of bounds to all students; only Kitchen staff should enter. The Dining Hall and Kitchen area are fitted with break glasses. There are two exits from the Dining Hall.

b) Boiler Houses

The boiler houses are always kept clear of any flammable materials and boiler houses are maintained on a regular basis by an appropriately trained maintenance engineer. Testing of gas boilers is done on a regular basis and records kept by the Bursar.

c) Science Laboratory

The Science laboratory is always kept locked when not being used for teaching or cleaning. The science teachers are responsible for daily visual checks of equipment and chemicals. The Housekeeping staff report any spillages to the Facilities Manager and ensure the laboratory and prep room are clear of any trip hazards.

d) Other areas where fire may begin

Classrooms have a computer and monitor linked to an LCD projector. The Manor House offices are equipped with computers, monitors and MFD's. The corridors are largely fitted with false ceilings and integrated light fittings. There are notices in laundry rooms to keep dryers clear of lint.

In all the above, the most likely cause of fire is an electrical fault. The risk is minimised by the testing of fixed and portable appliances and awareness training of all staff.

e) The Electrical System:

Portable appliances are tested on a regular basis. Testing is performed by trained individuals in house or through an external provider.

The fixed wire electrical systems in the building are subject to periodic inspection, the most recent having been carried out by Electrician Network UK Ltd. in 2020 (100% test valid for 5 years). Records of this test are kept by the Bursar.

2. FIRE PROCEDURES AND STAFF TRAINING

Fire Practices and Routines:

Every building has a set of Fire Orders prominently displayed, informing staff of the most appropriate escape route.

Fire training:

General staff training is focussed on the process of evacuation of students and staff from the building as quickly as possible, calling for help if required and then taking records of students and identifying missing students.

a) Ensuring safety of staff and visitors

All staff receive training in fire evacuation procedures through the fire practice, the fire orders in each building and there is a group of fire marshals. Fire safety training is part of the induction process for new employees.

The School ensures safety of staff by maintaining fire detection equipment, enabling the safe evacuation of the building (tested through fire practices), and ensuring steps taken to reduce fire risks.

All visitors are accompanied by a member of staff, each building contains fire orders and fire evacuation information is available at the sign in point at reception.

b) Fire drill procedures

Fire Drills:

These are organised by the Bursar and held termly. A written report, which includes any concerns raised by staff involved, is reviewed by the health & safety committee and any recommendations are communicated to staff and students. Night drills are also undertaken to practice the evacuation from the boarding houses.

c) Competent persons

Members of the Support team have the responsibility for identifying the source of the alarm call and extinguishing a small fire if safe to do so. Selected staff are trained as fire marshals.

d) Maintenance of Fire Equipment

The Fire Alarm:

The School has an integrated fire alarm system. The system can be activated either manually from the panel, by any of the break glass switches, or automatically by any of the smoke/heat detectors.

The alarm is tested on a weekly basis. A test sounding is carried out at 15:00 each Wednesday and a record of this is kept.

The Fire Alarm is maintained by a reputable contractor and annual maintenance is performed.

Fire Fighting Equipment:

Several extinguishers are fitted throughout the School, and these are checked and maintained on an annual basis by a reputable contractor and records of this review maintained by the Bursar.

Emergency Lighting:

There is a hard-wired system throughout the whole of the main buildings. The main school system is powered by the mains supply and is tested monthly in-house and in accordance with legislation by a reputable contractor on an annual basis.

3. PROVISION OF FIRE INFORMATION

Fire information is provided on the wall of each classroom.

a) Introduction

The dangers which may threaten persons if a fire breaks out are dependent on many different factors. Consequently, it is not possible to construct a model procedure for action in the event of fire which would be suitable for use in all the School properties.

Each fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it must operate.

It is therefore important that the following points must be given prime consideration:

- the purpose of the fire drill;
- the occupancy of the premises;
- the details of the fire drill routine;
- instruction, training, and recording;
- the frequency of fire evacuation drills.

b) The Purpose of the Fire Drill

Fire drills are intended to ensure, by means of training and rehearsal, that in the event of fire:

- the people who may be in danger act in a calm and orderly manner;
- those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned;
- the escape routes are used in accordance with a predetermined and practiced plan;
- evacuation of the building is achieved in a speedy and orderly manner;
- to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at School or elsewhere.

c) The Occupancy of the Premises

Consideration must be given to the age of the students and whether there are any children with special needs.

Special consideration must be given to the boarding properties where additional regulations are required (See Appendix 3).

4. FIRE ROUTINE

A fire routine is based on a critical sequence of events, these being:

a) Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

b) Calling the Fire Rescue & Service

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Rescue & Service by the quickest means available.

c) Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file, in silence and in a calm, orderly manner.
- The person in charge of each class or group of students must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.
- Specific arrangements must be made for students with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or, in the case of a fire evacuation drill, the Lead Fire Marshal.

d) Assembly

- An area within the School premises must be designated as an assembly point.
- It must be clearly marked and easily identified by any person who may be expected to be in the School premises.
- The assembly point must be far enough away from the School premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put students and staff at risk by emergency vehicles responding to the incident.

- All fire marshals should make themselves available to deal with an unplanned evacuation.

e) Roll Call

- One person should be nominated as Lead Fire Marshal to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises. The Residential Groundsman and the ISCA Head of School (or their nominated deputies) should make a record of those evacuated and the time and duration of the drill.
- Immediately those classes have assembled at the Assembly Point, a roll or count must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

f) Building Sweeps

- These are carried out to ascertain that the building is clear, to monitor sounder levels and to ensure fire separation is intact.
- This is particularly important on sites where staff may be working alone in offices or classrooms.
- In the event of an unplanned evacuation, great care should be taken in undertaking sweeps. Reference should be given to information shown on the fire panel. In no case should staff put themselves in danger and, if in doubt, the Fire & Rescue Service should be summoned.
- Building sweeps are carried out by staff who have undertaken fire marshal training.

g) Meeting the Fire & Rescue Service

- The person in charge of the roll call must identify him/herself to the Fire & Rescue Service on their arrival. In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire & Rescue Service.

h) Typical information the Fire & Rescue Service will want to know

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e., chemicals, solvents, liquefied petroleum gas or acetylene cylinders etc.).

5. INSTRUCTION, TRAINING, AND RECORDING

During the first week of term, or as soon as practically possible thereafter, all new entrants being students, staff, or support staff, should be conducted around the primary escape routes of the School. They should also receive instruction on the school fire evacuation routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency. Records of training will be entered on individual training record cards.

A record of the training and instructions given, and fire drills held, shall be held centrally, and will include the following:

- date of the instruction or fire drill;
- duration;
- classes/individuals evacuated;
- noted absentees;
- actions arising from the drill (e.g., sounders too quiet; doors failing to close with the alarm).

Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

A specific person shall be made responsible for organising staff training (normally the Bursar) and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons.

6. **FREQUENCY OF FIRE EVACUATION DRILLS**

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term.

7. **FIRE SAFETY REGULATIONS (BOARDING)**

There are additional fire safety regulations for the boarding houses, an example of these is shown in Appendix 3.

8. **FIRE RISK ASSESSMENTS**

Fire Risk Assessments are regularly reviewed, and copies are available for inspection.

9. **FIRE MARSHAL PROCEDURES**

On Hearing the Fire Alarm

If there is no announcement over the annoy system advising you of a fire alarm test, then you must treat this alarm as genuine. You will check the area that has been allocated to you, checking toilets of both sexes, should your area have toilets. If time permits close all doors and windows behind,

you. Once you are sure you have checked your area, make your way to the Fire Assembly point located on the sports field. Once at the assembly point, ensure that all persons from your area are accounted for, liaising with other marshals and the Senior Fire Marshal.

No one is permitted to re-enter the buildings until the Fire Officer or Senior Fire Marshal in charge of the incident has indicated that it is safe to do so. Persons and vehicles must be prevented from entering or leaving the site until the incident is over, as far as is practical to do so.

10. SECURITY STAFF PROCEDURES

Security staff will be notified in advance if a Fire alarm test is going to take place. In the event of fire alarm activation, they will be notified by the Senior Fire Marshal over the radio that this is not a test.

Security on site will radio the Lead Fire Marshal to confirm that all staff and visitors to site are accounted for. On the Lead Fire Marshal's say so a Security Officer shall telephone the emergency services using 999 and ask for the fire and rescue service. The address to be given is:

Teikyo School, Framewood Road, Wexham, Bucks, SL2 4QS Tel: 01753 208079

11. BOARDING FIRE ALARM PROCEDURES

a) Fire Alarm Procedure

1. If you see or hear evidence of flames or smoke, call the fire and rescue service immediately by dialling 999 or 112 from a mobile then evacuate all buildings.
2. Go to the any alarm panel, which will show which building the alarm has been activated.
3. Go to building that alarm has been activated and confirm room number.
4. If activation is in a room as indicated on fire alarm panel, enter room if safe to do so to check source of alarm activation.
5. If alarm is ringing due to fire, evacuate all in buildings immediately and call the fire and rescue service by dialling 999 or 112 from a mobile. Only when you have the all clear from fire service can you then complete the following steps.
6. If alarm is activated through fault e.g., deodorant, hairspray etc., open the windows and the door in room, remove smoke alarm sensor by turning to the right and then clean it. Replace sensor when cleaned.
7. Then return to alarm panel and reset it.

b) Panic Alarms Instructions

If a student presses the panic alarm in a room, the following procedure should take place.

- A siren will sound upon the activation of a panic alarm.
- The Duty Staff should go to the fire panel (located inside the sliding door by the front door in the girls' boarding house and to swipe the panel with your key fob, the panel will then indicate the room that the alarm was activated.
 1. The alarm can be reset by using the panel. Turn the key and the window on the box will go from a red flag to a green flag.
 2. Then go back to the alarm panel and swipe your key fob in front of the panel, this will beep, and the alarm will stop sounding.
 3. To reset the panel, press ✓ .

In all panic alarm activations, the alarm will also sound in the Manor House, there are 2 flashing lights situated just outside the main reception door. If the light is flashing red then the activation is from Shoichi Hall, if it is flashing blue then the alarm activation is from the boys' boarding house.

APPENDIX 1: Contact Details

Position	Name	Office Internal Extension	Mobile
Head of School	Ms F Nelson	01753 980508 0508	07522 719476
Deputy Head	Mr M Uchida	01753 980498 0498	07543 221171
Bursar	Mr D Simpson	01753 663756 0756	07817 341919
Facilities Manager	Mr R Brice	01753 980493 0493	07821 875960
Head of Boarding	Mr K Hatsuta	01753 980499 0499	07511 404142
Duty Staff	-	-	07743 601666 Girls 07500 531925 Boys
Resident Support Staff	Mr D Enoch	01753 208004 0004	07776 431661
Security	-	01753 208079 0079	-

APPENDIX 2: Assembly Areas

Primary Area

School playing field behind the theatre blocks

Secondary Area

Wexham Springs

Note

Secondary area will only be used under instruction of the emergency services should evacuation of the entire site be required for safety reasons. Additional information on Campus evacuations is contained within the School Emergency Planning document.

APPENDIX 3: Boarding Fire Safety Regulations

Everyone in the boarding houses should be familiar with all routes of exit, including those leading from the top floor to the external fire escapes.

They must also be familiar with the positioning of the fire extinguishers.

In the event of a fire, it is vital that everyone acts in a calm and orderly way and those windows and doors are shut if this can be safely done.

After Lights Out

1. Ensure that the students next to you are awake.
2. Take something warm to put on if possible.
3. Evacuate the building as quickly as possible and in silence.
4. Assemble on the playing field, where the roll will be called, there must be no talking until this is completed.

At Other Times

1. Anyone discovering a fire should sound the nearest alarm.
2. Everyone should evacuate the House by the best possible route.
3. Assemble on the playing field.

The Head of Boarding/Duty Staff must keep in readiness:

1. Current House List.
2. Pen.
3. Torch.
4. High Vis Jacket.

APPENDIX 4. Trained Fire Marshals

With full day training

Dean Simpson	Rob Brice	Goff James
Danny Enoch	Samantha Enoch	Andy Brown
Megumi Ingram	Akiko Lacey	Kinga Iakab
Rueko Kuriki	Wakako Yachidate	
Daisuke Mitani	Manami Nakamoto	Miyuki Wakamoto