

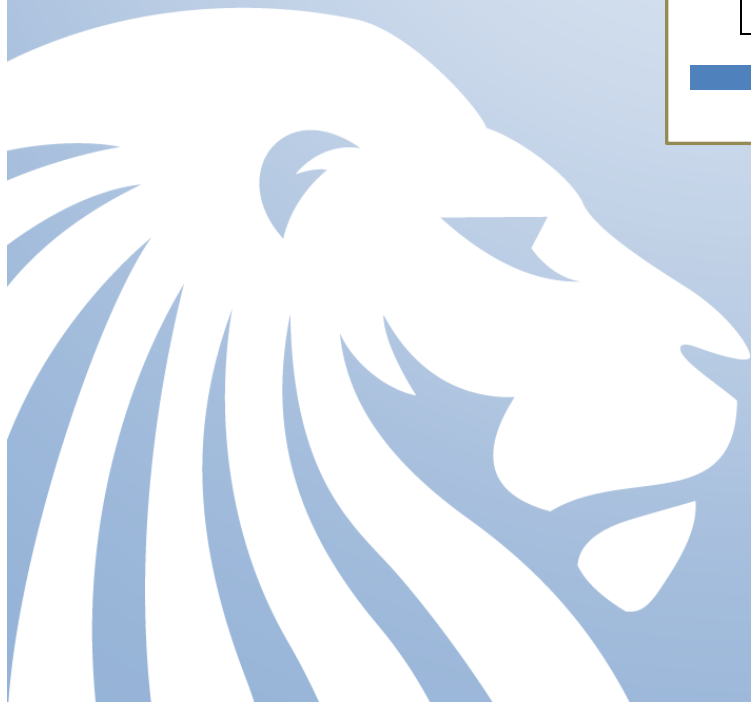


**KING'S  
COLLEGE  
SCHOOL**

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# Fire Risk Management Policy

Reviewed	June 2024
Next review	May 2027





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## Fire Risk Management Policy

### Objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure the school complies with relevant fire legislation and standards.

### Responsibilities

- **The Headteacher** is ultimately responsible for ensuring that the school complies with all statutory fire safety requirements and periodic fire evacuation drills (unless 1 per term)
- **Facilities** manager is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school buildings; the installation and maintenance of fire detection and warning systems; firefighting equipment; emergency signage and lighting; adequate means of escape from buildings; ensuring means of access for emergency services is provided at all school buildings in the event of fire; consulting with the Governing Body on major changes to use of space or work which may compromise the fire integrity of buildings.
- **The Health and Safety Officer** has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensures that fire evacuation drills are carried out with Headteachers. In addition to this, it is the responsibility of The Health and Safety Officer to ensure that fire issues are included in workplace inspections and risk assessments carried out in the school; making their staff and pupils aware of fire hazards and local emergency procedures and delegating sufficient staff to carry out Fire Warden Functions.
- **Project Manager** for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on school premises by following safe working procedures and any particular precautions and procedures required.



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- **Staff** are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the room immediately and proceed to the designated Assembly Point following the evacuation routes. Staff should report to the Headteacher at the Assembly Point and report that the room has been cleared.

**The Headteacher or the Deputy Head** during his/her absence is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff, undertaking a roll call using the school registers and reporting these to the Health and Safety Officer. The Headteacher is also responsible for establishing control and communications at the Assembly Point, gathering information and liaising with the emergency services.

**The Head Teacher, all staff, pupils and visitors** must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety.

## Arrangements

### *Fire Risk Assessment of Buildings*

- Fire risk assessments are carried out by the external designated risk-prevention agency.
- Emergency plans for the school buildings are drawn up by the Group Health and Safety Specialist in liaison with the designated risk-prevention agency. Copies of these plans are held in the school office and prominently displayed around the school.
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

### *Fire Detection & Alarm Installations and Fire Fighting Equipment*

- Arrangements for the maintenance, inspection, examination and testing of firefighting fire detection & alarm installations and firefighting equipment are made by designated risk-prevention agency.
- Visual checks on firefighting equipment are carried out during Health and Safety walks by the Health and Safety Officer.

### *Training and Instruction*

- New staff and pupil induction training for action in the event of a fire is given by the Headteacher.



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- Staff training is organised by the Headteacher and Health and Safety Specialist.
- Fire Wardens are trained in the use of fire extinguishers every three years.
- Appropriate information on fire hazards, precautions and emergency arrangements are provided by the Headteacher to Contractors, visitors and relevant organizations.
- Information on fire evacuation procedures are given to pupils by the Headteacher.
- Fire escape route, fire exit signage and fire action notices are displayed at appropriate locations in all buildings.

### *Monitoring by Inspections*

- The Health and Safety Officer carries out Health and Safety walks regularly which include fire issues.
- Required remedial actions are raised with the Health and Safety Specialist by the HS officer and the Headteacher and Facilities Manager.

### *Monitoring by Fire Evacuation Drills*

- The Headteacher arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils.
- Fire drill reports and recommendations are recorded in full in terms of action taken following an issue arising. The fire bell and fire alarms are tested quarterly by the external designated risk-prevention agency.

### *Emergency Evacuation*

- Emergency evacuation procedures are in place for the school building.
- In the event of fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the Headteacher.

### *Reporting Fire Incidents*

- Fire incidents are reported to the Headteacher.



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## **Annex 1 - PROCEDURES FOR EVACUATION**

On hearing the fire alarm sound ALL persons within the building must evacuate immediately with the exception of the Zone Managers. In case the Zone Manager will have a group of pupils, they will evacuate with the teacher or any other member of the staff closest by.

### ***Discovery of Fire***

- Upon discovery of a fire activate the nearest fire alarm.
- If you have children in your care, ensure that they are safely evacuated.

### ***Evacuation Procedure from the Classroom***

- Upon hearing the fire alarm, instruct your class to stand quietly and wait for you to assist in their evacuation.
- All personal belongings and equipment should be left in the classroom.
- Close the windows.
- In an orderly, supervised manner, students should follow the evacuation route from the classroom.
- Green fire exit signs point the way to the nearest exit
- Close (but do not lock) classroom and fire doors behind you as you leave the building.
- If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point.
- Please do not run.
- Under no circumstances should the lifts be used to evacuate the building.
- Wait at the fire assembly point with your tutor group. Collect register from Admin staff.
- Tutors, take register, report any absences to Coordinators, H&S Officer or any member of the SLT. Control tutor group until instructed to return to the building.

### ***People with Disabilities or Injuries***

- Nominated Fire Wardens and other staff will check the point in the event of an evacuation and assist the disabled/injured person/s to leave the building. They should be assisted down the stairs once the main body of pupils has cleared to avoid danger or the slowing down of the evacuation process.
- If there is any disabled student in your class leave them by the lift door to be collected by the fire wardens.
- For Primary/EYFS the classroom assistant will prioritise helping the disabled child to leave the building.



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- On the Science building, pupil/staff member in wheelchair must be escorted to the nearest end of corridor and wait there for assistance.
- Staff/pupils are NOT to lift persons down the stairs as this may cause injury and impede the evacuation

***On Arrival at the Designated Assembly Point***

- Students must line up quietly, at their tutor group point so that a register can be taken. The Admin staff will bring registers to tutors for this purpose.
- Staff to ensure that no one leaves the premises.
- Tutors will remain with students, keeping them calm, until further instructions are received.
- Each Coordinator will collect completed registers for their tutors and report to the Headteacher and H&S officer, highlighting any absences.
- Visitors should be accompanied to the assembly area so that they can be checked off against the Visitors' Book.
- Under no circumstances enter the building until the "ALL CLEAR" has been given.

***Tenbury House***

An appointed person at reception to call the duty phone, held by matron during school hours, to alert her to have the building evacuated.

***Examination***

See separate evacuation procedures for examination.

**FIRE ALARM**

***During the Change of Lesson***

If a fire alarm sounds during a change of lesson staff must ensure that their classrooms are empty and then assist the students to the nearest fire exit and the assembly point.

***During Break/Lunchtime***

- If the fire alarm sounds during break or lunch, students should make their way to the assembly point area, managed by the Duty Staff. Duty Staff, lunchtime supervisors or staff running a club or activity should ensure their areas are empty and then assist the students to the nearest fire exit and route them to the assembly point.
- Please, ensure that all doors are closed (not locked) upon exit. At the assembly point students should line up in tutor groups to aid the checking of registers.



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### *At After School Clubs/Activities*

- At the start of the after school activity a register must be taken.
- If you discover a fire, or the alarm sounds, after the normal school day (because you are running a detention, after school club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit to assembly area.

### *Fire Alarm and Evacuations.*

A full evacuation will be held at least once every term, after which a report will be compiled and recommendations made.

### *Swimming Pool*

- Teacher in charge ascertains whether the fire is in the pool; if so, evacuate, inform H&S officer, ensure children are warm, DO NOT allow children to change.
- Pupils should be immediately evacuated from the pool on the sound of the alarm and then given a very short period of time to put some basic clothing and shoes on. 'Space blankets' may also be given for warmth.

### *Sports Pitches*

Teachers lead children to assembly area.

### *Tenbury House*

The immediate evacuation of the building is essential. Each member of staff should be aware of their role and this will be explained to them on or before their first duty session. One member of staff should be assigned to each corridor and the Senior Boarding Supervisor should be in charge of registering the students. The muster point is outside the boarding garden. It is essential that every boarder, staff member, and any other adult on the premises, is accounted for and that a Fire Drill and Alarm Proforma is completed after each alarm.





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## Annex 2 - FIRE WARDEN MEMBERS, ZONES AND DUTIES

### *Duties*

- Fire Wardens sweep their designated area, checking that all teaching rooms in their zones are empty and all windows are closed.
  - o They should check that toilets and stairwells are empty.
  - o They should check for disabled people at the disabled meeting point in their zone and help with their evacuation.
- On reaching the assembly point they should report directly to the Headteacher, where they will be redirected.

### *Members and Zones*

Members	Zones
Matthew Taylor	Head of site
Irene Vicente	Open gates
Paula Trufero	EYFS Building
Virginia Maestro	A0 Corridor
Lulu Kimai / Alexandra Korkou	B0 Corridor (Infant's)
Mary Sarmiento	Reception Area / Auditorium (C0)
John Staerk	D0 Corridor
M <sup>a</sup> Luisa Márquez	A1 Corridor
Rosa Oliveros	B1 Corridor
Laura Esteve	C1 Corridor
Luke Tamblyn	D1 Corridor
Emma Punchard	A2 Corridor
Michael O'Connor	B2 Corridor
Pip Bromhead / Paul McNally	C2 Corridor
Dan Brown / Izzy Smith	D2 Corridor
Vanina Milazzo	Economics Corridor / Movement Rooms (CB)
Martin Glynn / Andrew Macklin	IT Rooms / Sixth Form Center (DB)
Ana Cepeda	Library (DB)
Adrián Gómez	Dining Hall
Iratxe Zárraga	All Outdoor Sports Areas / Sports Hall: Ground Floor
José Espinosa	Sports Hall: Swimming Pool
Julio Manjón	Sports Hall: 1 <sup>st</sup> floor / Assist with ground floor
Ana Molinete	Sports Hall: 2 <sup>nd</sup> floor / Assist with ground floor
Hanan Nazha	Tenbury House and Surrounding Areas



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## Annex 3 - FIRE EVACUATION ROUTES

Secondary and Primary pupils have been kept totally apart. Secondary students should not use Primary/Infants routes except as a secondary escape route.

### MAIN BUILDING

#### *SECOND FLOOR*

D2A - D2G: Exit via the Primary staircase to ground level and exit the building through the magnetic door.

D2M - D2S: Evacuate via the new staircase (the one between corridors C and D) to the basement. Exit the building through the courtyard between corridor CB and the library and up the metal staircase to the porch.

C2 Corridor and ICT room: Evacuate via the central staircase using the set that is closest to the Primary department. Exit the building through the doors in the new Admin area leading to the playground.

B2 Corridor: Go down the staircase that leads to the new Year 3 corridor (what used to be Administration) and exit via the new door at the end of the corridor. Once there, go around the buses parking to get to the parents' car park.

A2 Corridor: Exit via the emergency fire escape at the end of the corridor. Go around the main building through the buses car park to get to the parents' car park.

#### *FIRST FLOOR*

D1C - D1G: Exit via the Primary staircase to ground level and exit the building through the magnetic door.

D1M - D1Q: Evacuate via the new staircase (the one between corridors C and D) to the basement. Exit the building through the courtyard between corridor CB and the library and up the metal staircase to the porch.

C1A - C1H: Evacuate via the central staircase using the set closest to the Primary department. Exit the building through the doors in the new Admin area leading to the playground.

C1M - C1T: Evacuate via the central staircase using the set that is closest to the B1 corridor. Exit the building through the doors in the new Admin area leading to the playground.

B1 Corridor: Go down the staircase that leads to the new Year 3 corridor (what used to be Administration) and exit via the new door at the end of the corridor. Once there, go around the buses parking to get to the parents' car park.



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A1 Corridor: Exit via the emergency fire escape at the end of the corridor. Go around the main building through the buses car park to get to the parents' car park.

### ***GROUND FLOOR***

D0 Corridor: Exit the building using the fire door at the end of the corridor.

Auditorium: Evacuate using the fire doors placed on the left side before the stage and the two doors on both sides of the stage. Surround the main building through the buses' car park and go down to the parents' car park.

B0 Corridor: Exit the building using the fire door at the end of the corridor.

A0 Corridor: Exit through the door in A0C which leads to the KS1 playground and cross it to the green playground.

### ***BASEMENT***

Dining room: People at the front should evacuate either using the stairs that lead to the Infants' patio or the central staircase and then exit via the porch. People at the back should use the stairs in the patio that lead up to the porch.

CB Corridor: Exit via the patio, either through the fire exits that are in CBP/CBQ or the door in the main corridor. Check your way in your map as it depends on your classroom location.

Movement room: Evacuate via the patios between the dining room and CB corridor or CB corridor and the library. Go up the metal staircase that leads to the porch.

ICT Rooms: Go up to the ground floor using the green staircase located at the end of the corridor (Primary staircase) and exit the building through the magnetic doors.

Library / Study Center: Evacuate using the fire door next to the library through the patio next to the CB rooms.

### ***EYFS BUILDING***

- Infants in the Early Years Building to leave via the main doors and moving to the green playground.
- Baby Unit to leave via the evacuation door and follow the same route as Infants.

### ***SPORTS HALL***

People on the main floor (P.E. department, GYM, changing rooms, etc.) can use any of the fire exits depending on their location.

Swimming pool: Evacuate to the garden. Use the 'space blankets' for warmth.



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Rooms S101, S105, S106, S107, S201, S205, S206: evacuate using the front staircase, which leads to the playground.

Rooms S102, S103, S104, S202, S203, S204: evacuate using the rear staircase, which leads to the Astroturf.



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## Annex 4 - ARRANGEMENTS - FIRE ASSEMBLY POINTS

### Non-teaching staff

Staff should congregate on the raised basketball court behind the shop.

### Nursery, Infants and Junior

Students should line up on the green basketball court of the Junior/Secondary playground in their designated assembly area.

### Secondary

Students should follow the path from the porch towards the Sports Hall and turn left towards the Parents car park. They should line up in the assembly area designated for their tutor group.

- Should the car park areas be unusable for any reason, then secondary pupils should congregate by form/class group within the Tenbury's garden. Parents on site will assemble with Infants (basketball area in the main secondary playground).

In case of a real fire the door that leads to the *Peña Trevinca* street will be opened so that everybody can evacuate and congregate in the park up on the hill.

## FIRE EQUIPMENT

- There are automatically-closing metal fire doors on each major corridor.
- Fire extinguishers are wall mounted throughout the building at 15m intervals.
- There are two 25 meter water hoses per main transverse corridor maintained according to the legal requirement.
- Each laboratory has an appropriate fire blanket.
- There is a special extinguish system in the kitchen.
- There are fire detectors throughout the school in all classrooms, corridors, offices, toilets, etc.
- Fire escape routes are displayed in each room.
- Signs are displayed throughout all buildings showing fire exits.



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## Annex 5 - EXAMINATIONS FIRE EVACUATION PROCEDURE

*In the event of a fire alarm, the following procedure applies:*

- ✓ Candidates are to stop writing and put down their pens. The Examination Officer will go to check with Maintenance if the alarm is authentic or not, and a message will be sent out to the Invigilators' mobiles informing whether evacuation is needed or not.
- ✓ Invigilators will note the time that the fire alarm went off.
- ✓ **If no evacuation is required:** Invigilators restart the exam and add the 'interruption time' at the end.
- ✓ **If evacuation is decided,** before the Candidates exit, the invigilators will remind them that they are still under examination board conditions and **UNDER NO CIRCUMSTANCES** should they talk to each other or any other person other than the exams team. A breach of regulations could mean disqualification from their examination.
- ✓ The Candidates should remain calm and leave their papers on their desks and leave by their corresponding fire exit. Students in the Auditorium will leave via the fire doors near the stage and gather in the visitors' car park. Students in the Sports Hall will exit via the nearest fire door as instructed by the Lead Invigilators and will make their way to the dedicated quarantine area (Astroturf).
- ✓ Candidates will be escorted by Invigilators. The Examination Officer will help Invigilators to keep candidates in silence when assembled there and will also take the examination register to ensure that all candidates are present.
- ✓ At the end of the emergency the Examination Officer will inform the candidates when to return to the examination room. The invigilators will remind them that they are still under examination board conditions and **UNDER NO CIRCUMSTANCES** should they talk to each other whilst returning to the examination room.
- ✓ On return to the examination room the candidates will return to their seats quietly and resume the exam when told to do so, still receiving the full working time set for the examination. A register will be taken to ensure all students have returned safely to their examination.