



# FIRE SAFETY POLICY

## 1. Purpose Of This Guide

1.1. Sub section one This policy places duties in respect of health and safety on employees, students and on each person who has, to any extent, control of the School premises.

The management of health and safety extends these duties in various respects.

- The School Management including Owners and Governors, (herein after referred to as “**The School**”) has the ultimate responsibility to take all reasonably practicable measures within their power to ensure that the premises are safe and risks to health and safety of the staff, students, contractors, and members of the public are minimised.

## 2. Fire Safety Policy and Procedure

### 2.1. Fire Safety Introduction

The School’s priority is to minimise the risk to life and to reduce injury by maintaining the fire safety of the School, by ensuring that staff, students, and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Harrow International School, Harrow Innovation Leadership Academy or Harrow Little Lions Centre are designed to help its community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### 2.1.1. Role of the School Fire Safety Manager

The Director of Operations is the designated School Fire Safety Manager, and is responsible together with the Principal Deputy Head (Pastoral and Wellbeing), Compliance Manger and the Health & Safety Committee (H&SC) for ensuring that:

- The Board of Governors and the Senior Leadership Team (SLT) keep the Fire Safety Policy under regular review.
- The Fire Safety Policy is promulgated to the School community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learnt.
- Fire risk assessments are regularly reviewed and updated. (See Risk Register – Fire)
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

#### 2.1.2. Fire Drills

- Fire Drills are conducted in accordance with the local fire safety statutory requirements. Fire drills should be as realistic as possible. Accordingly, the minimum number of staff should be advised of the date and time. Security must be advised prior to the drill.

- The frequency of drills shown below is the minimum. Should the drill show deficiencies in the system of implementation, further drills will need to be organised.
- An escape route or staircase may be closed for a drill (if so, the escape route / staircase which is closed will be rotated).
- A copy of the fire drill / alarm report must be completed by the Facilities Management team and the form must be given to the Director of Operations / Compliance Manager. A hard copy is kept in the EDB folder in Reception.
- Every term a fire drill must be carried out, once in the daytime and once at night. In the Autumn Term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days. This will be organised by the Director of Operations and Principal Deputy Head (Pastoral and Wellbeing).

#### 2.1.3. Fire Fighting Equipment

- Sprinklers, hose reels, sand buckets and fire blankets (where appropriate) are in buildings in accordance with the local statutory requirements.
- The fire alarm can be manually activated by breaking the 'break glass' unit located near the hose reel. Smoke/heat detectors are installed in the Boarding Block, which will automatically activate the fire alarm when smoke/heat builds up.

#### 2.2. Fire Organisation Strategic

- The Health and Safety Committee (H&SC) is responsible to the Board of Governors for the fire organisation and procedures for the School. The Director of Operations co-ordinates the organisation and procedure on behalf of the H&SC with provision/ maintenance/ renewal of the detection/ alarm systems, fire-fighting equipment, and escape provisions.

#### 2.2.1. Accounting Responsibilities

Those listed below, or their nominated deputy, are responsible for taking registers of students, staff and external service providers after an alarm has sounded. The chain of command is as follows:

- The Class Teacher will register Lower School students and Teaching Assistants (including any parent helpers). Once the register is complete, the Class Teacher should confirm attendance with the Head of the Lower School (or in his absence, Deputy Head of the Lower School). Once the Lower School attendance has been ascertained, the Head of the Lower School passes the results of the registers to the Principal Deputy Head Pastoral and Wellbeing.
- House Masters/Mistresses are responsible for checking the names of each student of their respective house and for all Members of their House Pastoral Team (HPT)
- Clipboards with student lists will be brought to the assembly point by the Upper School Office and will hand them to the House Masters/Mistresses. Once all students and the HPT are accounted for, the House Master/Mistress will pass the completed list to the Principal Deputy Head Pastoral and Wellbeing

House Pastoral Teams should report to the House Masters/Mistresses of their house. All matrons should report to the House Masters/Mistresses of the House that occupies the floor they live on. If a Matron is living in Staff Quarters, they should be assigned to one house and report to that House Master / Mistress only.

- Members of the teaching staff (including any Teaching Assistants not mentioned so far, maternity cover etc) who do not have a House attachment are assigned to flag one and report to the Principal Deputy Head Curricular who will pass the completed list to the Principal Deputy Head Pastoral and Wellbeing

- All External Curricular Activities providers should report to the Music Administrator or the Director of Sport respectively, who will then inform the Executive Assistant to the Head when completed.
- All Administrative Staff should report to Flag 2,3 or 4, respectively.

Flag 2 is taken by the Receptionist, Flag 3 is Director of Finance, Flag 4 is Head of Communications. All these lists are passed to the Executive Assistant to the Head

- All staff in the School Health Care Centre, Catering and Facilities Management should be registered by their respective Managers who will inform the Operations Assistant.

The Operations Assistant will then inform the Executive Assistant to the Head when completed.

- The Executive Assistant to the Head will confirm when Flags 2, 3 and 4 are completed. They will also confirm with visiting teachers and coaches, Contractors, with the relevant staff and will pass the completed checklist to the Principal Deputy Head Pastoral and
- Authorised visitors must sign in and out with FM Security for each visit to ensure the Fire Evacuation list is accurate for the site.
- The Principal Deputy Head Pastoral has the final check list to confirm the evacuation is completed. This list also includes the approval to re-enter the building following confirmation of the Facilities Manager /Director of Operations and or the Emergency Services if they are in attendance.
- No staff or pupils are permitted to re-enter the building until approved to do so.

#### Building Out of Term

- Security/Facilities Management Team are responsible for responding to the fire alarm, working with the Director of Operations and/or Compliance Manager during the day, to ensure the safe evacuation of the buildings and accounting for Harrow Staff.

##### 2.2.2. Reporting Responsibilities

- All fire alarms, evacuations or fire drills must be recorded, and a written report should be kept in the Facilities Management Office/Compliance Manager. A hard copy is also available in the EDB folder in reception.

##### 2.2.3. Staff Register

- Lists of all Upper School and Lower School teachers and pupils are kept in their respective school offices. Administrative Staff hand out the lists to the Designated Member at the Assembly point.
- A log sheet for teachers going out of the School for their personal appointments is kept with the HR team. Similarly for staff who are absent from work for the day.
- A list of all administrative staff is kept at the Reception Counter.

#### 2.3. Fire Procedures

##### 2.3.1. On Discovering a Fire

- Immediately shout "Fire" "Fire" "Fire" and break glass of the fire alarm units which are positioned near the fire hose reel in corridors and leave the building via the nearest exit route and proceed at walking pace to the assembly point.

##### 2.3.2. On Hearing the Fire Alarm during the day

- Immediately walk to the nearest exit route and make your way to the Assembly Point.
- Do not stop to collect belongings, lock drawers or close windows.
- Do not use the lifts. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor; you should use the nearest exit route to leave the building.
- Once at the Assembly Point, Upper School students should line up in their Houses, in alphabetical order, by Year group.

- Upper School students should line up on (specify the location at the Assembly Point). The Houses should be arranged in 'floor' order with the lower floors nearer to the halfway line.
- Lower School pupils should be organised on (specify the location at the Assembly Point) in their classes. The Early Years pupils should be at (specify the location at the Assembly Point).
- Pupils should remain quiet and orderly until told otherwise.
- All administrative staff, external service providers and contractors should also assemble on (Specify the location).
- The Designated members should take attendance of the people they are responsible for.
- For any persons using wheelchairs or other mobility aids (e.g. crutches) or other reasons, who cannot exit via stairs should ideally stay in place or move to an area of refuge (lift lobby) whilst notifying a staff member to inform the Fire Evacuation Leaders of the location.

#### 2.3.3. On Hearing the Fire Alarm at night

- Wake anyone who shares your room.
- Leave the building in a quiet and orderly manner using the nearest available exit route.
- Close all doors behind you.
- Knock on any closed doors and shout "FIRE" to alert occupants.
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Do not re-enter the building until authorised to do so by the Principal Deputy Head Pastoral (Pastoral and Wellbeing), The Director of Operations or the Facilities Manager.
- Do not attempt to fight the fire. Personal safety must always take precedence over property.
- Students should line up in their Houses, by alphabetical order, by Year group.
- House Pastoral Teams and other resident staff should report to their House Master or House Mistress

#### 2.3.4. Fire Evacuation for the Residents of Staff Accommodation

- Shout "Fire" "Fire" "Fire and break glass units which are positioned near the fire hose reel in corridors, or call (State the telephone number).
- Evacuate the building using the most direct route of the stairwells. If you are in the lift when the fire alarm sounds, the lift will stop at the nearest floor, you should use the nearest exit point to leave the building.
- All families should assemble on the Astro pitch near to the running track and the Facilities Management Team will take a register. Please note that all residents must inform Facilities Management if you and any members of your family are going to be out of your flat overnight (i.e., it will be empty for the night).

#### 2.3.5. Liaison with the Fire and Rescue Service

- The Security Guards / Facilities Management Team will direct the Fire and Rescue Service on their arrival. When registers have been taken, FM will be contacted to confirm that all are present or who is still missing. FM must then pass this information to the Fire and Rescue Service.

#### 2.3.6. Re-Occupation

- Once the Fire and Rescue Service have given the all-clear, the Facilities Management Team will communicate that to the Director of Operations and or the Principal Deputy Head Pastoral and Wellbeing or their nominated Deputy, who will then dismiss the

students and staff by Year group or by House. **No one should leave the assembly point until they are informed by one of the designated persons.**

#### 2.3.7. Fire Procedures for Public Examinations

- The exam invigilator(s) will:
- Advise candidates to leave all question papers and scripts and equipment in the examination room. Candidates must be advised to close their answer booklet.
- Collect the attendance register (to ensure all candidates are present) and evacuate the examination room via the rear stairs to the ground floor, invigilators should line the candidates up along flagpoles overlooking the garden/road by the tennis courts and it should be accessed by going around the rear of Astro turf. Invigilators and candidates in access arrangement rooms will evacuate using the nearest exit and on exiting the building, report to the rear of the Astro.
- Ensure the candidates leave the room in silence.
- Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination. The nominated “fire squad” will supervise the candidates, as directed by the Deputy Head Academic and/or the Examinations Officer, to ensure that silence is maintained.
- The invigilators and examination officer will:
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the remainder of the working time set for the examination once it resumes.
- make a full report of the incident and of the action taken and send to the relevant awarding body.
- The Deputy Head Academic and Examination Officer are responsible for ensuring that the examination rooms remain secure.
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#### 2.3.8. Occupants with Disabilities

- Where there are occupants with disabilities, which could affect their movement, hearing or sight, House Masters or House Mistresses, Heads of Department and other Line Managers are responsible for ensuring these controls can be followed, and for completing the Fire Safety Risk Assessment and submitting a copy to the Director of Operations office.
- **Students:** The House Master or House Mistress should assess the safest method of evacuation and communicate that to the student.
- **Staff:** The Head of Department should assess the safe method of evacuation and communicate that to the staff member.
- **Visitor:** The host member of staff should assess safe method of evacuation and communicate that to the visitor.
- **NB:** Lifts are not to be used, except in extreme cases and where it is known to be a scheduled drill.

### 2.4. Fire Control/Prevention Measures

- The following fire control/ prevention measures are in place at Harrow International School, Hong Kong.

#### 2.4.1. Escape Routes and Emergency Exits

- There are at least two escape routes in all buildings.
- Fire notices and evacuation signs are displayed in classrooms, offices, and bedrooms.
- Sprinklers, hose reels and buckets, fire blankets (where appropriate) are located in buildings in accordance with Codes of Practice. The fire alarm can be manually activated by breaking the break glass unit located near the hose reel. Smoke/heat

detectors are installed in the Boarding Block which can automatically activate the fire alarm when smoke/heat builds up.

- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm systems is located in the FM Control Room and is fully addressable and show the activation point.
- Fire routes and exits must be kept clear at all times.
- All fire alarms are tested regularly by the Facilities Management Team in conjunction with the Fire Services Contractor.
- All fire services equipment is checked quarterly, and all inspection records are kept in the Facilities Management Office
- An annual service of alarms, smoke detectors, emergency lights etc is conducted and records of all tests are kept in the Facilities Management Office
- The main kitchen and all other kitchens on site are fitted with heat detectors and 30-minute fire doors

#### 2.4.2. Electrical Safety

- The School Electrical Contractor checks and tests circuitry within buildings.
- Circuits are RCD protected and meet the requirements of the local regulations and practice for the electricity (wiring).
- The electrical system for the whole School is checked every five years and records/certificate of all inspections are kept in the Facilities Management Office.
- Departmental staff check that all scientific and design & technology equipment is switched off at the end of the School day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

#### 2.4.3. Lightning Protection

- All lightning protection and earthing conform to the local regulations and practice for the electricity (wiring) and is tested every five years by a specialist contractor. Records of all tests are kept in the Facilities Management Office.

#### 2.4.4. Gas Safety

- All gas equipment in the Science Laboratories is regularly maintained and service by the Registered Contractor.
- The lab technician checks that gas valve is switched off at the end of the day.

**There is no mains supplied gas in the School.**

#### 2.4.5. Safe Storage

- Flammable materials used in teaching or maintenance are locked away.

#### 2.4.6. Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds, and caretaking are stored in flame proof cupboards.
- Rubbish is removed daily from buildings.

### 2.5. Fire Precautions/Control Measures in Boarding Houses

#### 2.5.1. Items not allowed in student rooms.

- Electric kettles and coffee machines
- Electric heaters & fans
- Toasters and sandwich makers
- Microwave ovens

- All cooking equipment, including cookers, baby belling type cookers, electric rings, hot plates, gas hobs.
- Fridges
- Fairy lights – plugged into mains. Battery operated are ok to be used.
- Electric blankets
- Open lamp without shade
- Lava lamps and Standard lamps
- Anything fixed to ceiling.
- Material hanging across the room.
- Posters, drapes, etc. above lamps
- Non-Standard transformers
- Multi adapters that are not UK / HK plug.
- Irons

#### 2.5.2. Items not allowed in escape routes.

- Obstructions to fire exit doors
- Storage of easily combustible materials
- Wedges to fire doors within escape routes
- Obstruction to escape corridors.
- Any unplugged electrical items at night
- Where there is a single escape route, no equipment is allowed in the escape corridor.

#### 2.5.3. Electrical Equipment in student rooms

- Electrical equipment within bedrooms should only be positioned on the bedside cabinet, chest of drawers, desks or other hard surface.
- No electrical equipment should be left on a bed.
- Equipment must be turned off when not in use.
- A visual check of students' equipment is carried out termly by the Facilities Management Team.
- All adapters should be fused, and CE marked.
- Pupil's rooms are regularly checked by House Pastoral Teams for electrical equipment.

#### 2.5.4. Wedges to doors

- Fire doors in corridors cannot be wedged open at any time.
- Wedges on fire doors to House rooms are only allowed in the following circumstances:
- Whilst cleaning, a maximum of two doors per time. The cleaner must be instructed to remove the wedges should the fire alarm sound.
- Cleaners will use pink door wedges only.
- All wedges must be removed from all doors at night-time.

#### 2.5.5. Fire Risk Assessments

The School's Fire Risk Assessment (Risk Register) meets the requirements of the statutory requirements of Fire Ordinance. Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce, and protect from risk.
- The measures needed to record, plan, inform, instruct, and train people in risk reduction or removal.

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