

## **Fire Safety Strategy and Operation Procedures**

**If the fire alarm sounds the school has a full evacuation policy**

**Fire Drills are held at the beginning of each School term and on the First night when Boarders arrive.**

**Fire drills for Holiday lets are run on day of arrival.**

### **Fire safety inspections and Audits**

- School caretaker checks and logs call points on a rota on a weekly basis.
- School caretaker carries out an audit of fire exits on a termly basis
- Nkm maintain call points, fire board and smoke detectors 4 times a year.
- Tunbridge Wells Fire Protection maintains Fire extinguishers on an annual basis.
- Emergency lighting is checked on a monthly basis and logged by Electrician.
- Electrical circuit testing takes place on annual basis carried out by Electrician.
- PAT testing of boarding electrical equipment takes place termly by Electrician.
- PAT testing of electrical equipment on site takes place annually by Electrician.
- An Annual Fire Risk Assessment is carried out a copy is sent to the Fire Prevention officer at the Kent and Sussex Fire Brigade.
- A Tactical Deployment Plan (FS6/3) is held on the School site and by the Fire Brigade; it is located by the Fire Board.
- There is an annual Audit by the Governor responsible for H/S
- All Fire procedures are reviewed annually by the FM.

### **Training**

- All Staff receive Fire training during Staff Induction and Drills are held termly records are kept by the Deputy Head.
- Fire training is organised for all new Boarding and Maintenance staff.
- Fire extinguisher training is organised for Staff member from each of the following areas, Laboratory, Art, RM, JH, Pre-Prep, Food Technology, Music and IT on a 3 year cycle.
- Boarding Prefects are trained by Head of Boarding at the start of the September term.

### **Action**

- When the Fire alarm sounds during the school day, FM and Caretaker go to the fire board. Caretaker investigates if there is a fire and calls the fire brigade.
- The School secretary phones the Prep school and Lab.
- Pupils and Staff to evacuate calmly by the nearest exit and muster on the Paddock
- There is a separate action procedure for the Boarding Staff and pupils.

## **Records and Signage**

Fire evacuation instructions are displayed in all Teaching and Boarding areas around the school giving a main evacuation route and an alternative route. Signs are renewed annually by Deputy Head, Head of Boarding and Head of Preparatory School. Copies of all area signage are displayed in the Staffroom. Areas where signs are displayed see attached sheet.

- Fire signage for Holiday work or let's are given to individual groups using the school premises by the FM.
- Fire training records for teaching staff are kept by the Bursar
- Fire drills are logged by the Deputy Head or Head of Boarding and are kept in the Front Office
- All other records are kept by the FM

## **School Fire Signage**

Deputy Head's Board

Domestic kitchen

Main Kitchen

Staffroom

All form rooms –RE, Geog, History, IT, Eins, Ayles, Maths, Bell centre, Outside classroom

Hall

Auditorium,

Chapel

Parlour

Office corridor

6<sup>th</sup> form Common Room

Bell Centre

Prep School JH + RM

Nursery

Leonardo

Music

Gym

Facilities Manager's office

All Boarding corridors

Updated September 2018