



Portland Place School

Fire Risk Assessment; Fire Procedures and Risk Assessment

Policy reviewed by: Vicki Bromley

Review date: Jul 2021

Next review date: June 2022

Reviewers' Signatures: Vicki Bromley

Head Teacher's Signature: David Bradbury

Circulation: This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Portland Place School; 'parents' refers to parents, guardians and carers.

1. Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school by ensuring that staff, pupils 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 Portland Place School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

There are at least two escape routes from every part of all buildings. Fire notices and evacuation signs are displayed in every room, corridor and stairwell. Fire extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. Building Fire alarm can be activated manually by breaking a glass panel on the fire call points, the fire alarm is automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting. Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes. The master panels for the alarm system are located in the entrance halls of each of the three buildings and show the location of a fire. They are fitted with an uninterrupted power supply (UPS).

The School Reception at 58 Portland Place is manned between 7.30am and 5.00pm during weekdays in term-time and between 8.00am and 3.00pm during school holidays (except Bank Holidays when the buildings are closed). The master panels that show the location of all the alarm call points on the networked alarm system in the school buildings are physically located in the entrance halls of each of the three sites. The School Office is always given advance warning of fire practices.

The school is serviced by Dual Com for 56-58 Portland Place and 143 Great Portland Street. The emergency services are therefore contacted automatically should the fire alarm be activated.

Custodian are on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The company has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

All visitors and contractors are required to sign in at reception via Entrysign, where they are issued with a visitor's badge, which should be worn during the whole time that they are on school property. When large numbers of visitors are at the school for plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. In the case of school Open Days and School Tours, visitors are issued with hard-copy information regarding fire evacuation. Likewise, when Portland Place School is used as a venue for training days etc., visitors are issued with hard-copy information.

Sixth Form students should sign in at the 143 Great Portland street building's reception when entering the school, and should sign out on leaving the building. This does not apply to students who are in lessons. If a student is in the study room or common room, it is vital that the school knows whether they are in the building or not.

2. Associated Documents

Health and Safety Plan
Fire Risk assessments
Building check form
PEEP
PPM Schedule

3. Definitions

APG – Alpha Plus Group
 PP – Portland Place
 FFE – Fire Fighting Equipment
 PPM – Planned Preventative Maintenance
 PEEP – Personal Emergency Evacuation Plan
 SLT – Senior Leadership Team – currently:

Head Teacher
Deputy Head Teacher
Assistant Head (Welfare)
Assistant Head (Curriculum Development)
Assistant Head (SEND/CO)
Finance and Operations Manager

Walkovers – supervised walks from one building to another Lesson changes – Transitional between lessons/periods in the timetable UPS – Uninterrupted Power Supply

4. Responsibilities

Premises Manager

Arrange that the Fire Safety Procedures and Emergency Action Policy be regularly reviewed and signed off by Governors and the SLT and promulgated to the entire school community. Ensure that everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of an emergency evacuation. Ensure procedures for emergency evacuation are regularly tested and lessons absorbed and Fire risk assessments are regularly reviewed and updated. Fire detection and Firefighting equipment is regularly checked and maintained on a rolling PPM plan. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Senior Leadership Team

Responsible for controlling pupils, staff and visitors at the fire assembly points. SLT will communicate relevant information to the emergency services on their arrival.

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Portland Place School. To be shown where emergency exits are and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Teaching Staff

Responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a register of their class on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a member of the attending Senior Leadership Team. It is SLT's responsibility to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. **On no account should anyone return to a burning building.**

Reception

The member of staff who is on reception in each of the two buildings when the alarm is raised, is responsible for ensuring that emergency registers are printed from EntrySign. Reception staff should then co-ordinate registration with the teachers and check that all are present when they congregate at the fire assembly point. They should note any student, member of staff, visitor or contractor who is not present and communicate this to site team or attending Fire Brigade (if site team unavailable).

Vicki Bromley - Operations Manager	07818420173
John Himana - Site Team	07582459990
Jay El Moulden - Site Team	07384827421

Fire Wardens/Marshalls

We have at least one Fire Warden/Marshal for each floor in each building. Fire wardens/Marshal will check rooms are empty and doors are closed on their designated floor and then make their way to the assembly point.

List of Fire Wardens/Marshalls:

Portland Place 56-58:

Level	Staff member	Deputy
-1 (Basement)	David Wood	Theo Snowdon
-1 (Basement) Sports Side	Scott Rider	Joe Kubik
0 (56 Portland Place)	Christina Boyle	Sara Segestrom/Maths Dept.
0 (58 Portland Place)	Vicki Bromley	Ashleigh Wild
1 (56)	N/A (Hall – not required)	
1 (58)	Trish Kilby	Alex Noyes
2	Thomas Lalande	Charlotte Magniez
3	Ben Soper	Jasbir Singh Athwal
4	Steve Hill	Staff teaching on 4 th floor

143 Great Portland Street:

Level	Staff member	Deputy
0 and -1 (Basement)	Gail Buranathai	Receptionist on duty
1	Lunch duty staff	Lunch duty staff
2	Holly Freeman	Daniel Bland
3	Harriet Silcox	William Brittain
4	Lucy Dever	Jamie Whiteside/Teffany Osborne
5	Alexa Judd	Melanie Thorne

Register check – Gary Brazier/Administrator PPS
Gail Buranathai/Administrator GPS
Trish Kilby/Alex Noyes – Deputies

5. Procedures

5.1 – Fire Risk assessment

Fire Risk assessments meets the requirements of regulatory reform (Fire Safety) order 2005 (the FSO). Specifically, it identifies.

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

The FRA is reviewed annually by an external contractor procured by Alpha Plus group. The FRA is then submitted to the APG's Director of Properties and PPS SLT. Any remedial work required is then co-ordinated and actioned by the Premises Manager.

Portland Place School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

A copy of Portland Place School's fire risk assessment is on the health and safety section of the school's portal for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

The last fire risk assessment was carried out in November 2020.

E-copies and hard copies of the latest Fire Risk Assessment are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

5.2 – Emergency Action Plan

EMERGENCY EVACUATION INSTRUCTIONS

IN CASE OF FIRE - INSTRUCTIONS TO STAFF

1. In the event of fire, it is the duty of all concerned to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire. since there may be an opportunity in event of fire for you to attack it with the nearest fire extinguisher, you should be familiar with how to use it.
3. If you discover a fire or one is reported to you, you should sound the nearest alarm immediately.
4. On hearing alarm, an alert will be sent on the red care system to the school's emergency monitoring station, the headmaster, administrator, facilities manager or

the SLT will call the fire brigade.

5. When the fire alarm sounds -
 - a) See that any doors immediately surrounding the fire are closed.
 - b) All students to be escorted from classrooms (closing door as you leave) in silence using all staircases. the registers will be brought to the assembly point by the administrator. use the nearest available exit. do not collect personal belongings. do not re-enter the building.
 - c) Leave school by the front doors, and assemble at the designated muster points for that building.
 - d) Music teachers - teachers bring students they are teaching. Do not try and integrate with class until at collection point.
 - e) If you have a student with limited mobility in your class, you should assist his/her evacuation as designated in the peep circulated by the deputy head, people and systems.
 - f) Kitchen to be evacuated and gas turned off at mains.
 - g) Registers to be taken immediately by class teachers at collection point. Any missing children to be reported to the school fire safety manager (Operations Manager, Site Staff or SLT) who will inform the fire brigade.
 - h) Headmaster accounts for all staff. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the school fire safety manager (Operations Manager, Site Staff or SLT) who will inform the fire brigade. On no account should anyone return to any building until given permission by the fire and emergency services.
 - i) Children to wait in silence.
 - j) The “all clear” will only be given by the headmaster or member of SLT in his absence.

Fire Evacuation Drills

We hold one fire practice drill every term at Portland Place School on each site. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshal in the building helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Portland Place School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on some doors in or leading onto escape routes
- The master panel for the alarm system is located at reception in each school building and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. Site team is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing of fire alarms weekly (and recording all tests and defects). Monthly checks of fire doors, automatic door closures and emergency lights. This is the responsibility of the Premises Manager who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are held on file by the Premises Manager.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Premises Manager's Office.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept on file with the Premises Manager.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept on file with the Premises Manager.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

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

5.3 – Safety Checks and records

Building check forms are completed on all three buildings weekly by the premises team.

The logbook for the recording and evaluation of building Safety checks are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

Fire Risk Assessments are reviewed annually by an external contractor. This assessment includes Safety Checks and Records, any remedial work identified is then co-ordinated and actioned by the Premises Manager.

5.4 – Doors and Exits

The logbook for the recording and evaluation of Door and Exits are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

5.5 – Escape Routes

Building check forms are completed on all three buildings daily/weekly by the premises team.

The logbook for the recording and evaluation of Escape Routes are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

5.7 – Fire Fighting Equipment

Building check forms are completed on all three buildings Monthly by the premises team.

The logbook for the recording and evaluation Fire Fighting Equipment checks are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

FFE features on the PPM schedule. On a yearly basis a full review of FFE is completed by an external contractor and any consumables are replenished. I.e. Fire extinguishers are re-filled or replaced.

Fire Risk Assessments are reviewed annually by an external contractor. This assessment includes doors and exits and any remedial work identified is then co-ordinated and actioned by the Premises Manager.

5.8 – Fixed Fire Fighting Sprinklers

Not applicable at Portland Place school

5.9 – Fire Detection and Warning

Building check forms are completed on all three buildings weekly by the premises team.

The logbook for the recording and evaluation of Fire Detection and Warnings checks are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, information/request by emailing the Premises Manager at: pps.premises@portland-place.co.uk

Call point checks feature on the PPM schedule under weekly fire alarm checks. Other Fire Detection and warning devices also feature on the PPM Schedule and certificates which detail the regularity of testing the detection and warning devices such as Beacons, Smoke detectors and heat detectors. Information requests can also be requested, by submitting a request to the Premises Manager at: pps.premises@portland-place.co.uk

5.10 – Emergency Escape Lighting

The logbook for the recording and evaluation of Emergency Escape Lighting checks are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, and information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

Emergency lighting checks feature on the PPM schedule. Monthly checks are carried out by the premises team. Emergency lighting maintenance also feature on the PPM Schedule and certificates which detail the regularity of testing the battery life and integrity of each fixing can be requested by submitting a request to the Premises Manager at: pps.premises@portland-place.co.uk

5.11 - Fire Systems Maintenance

Building check forms are completed on all three buildings weekly by the premises team which includes a visual check of the alarm panels.

The logbook for the recording and evaluation of Fire Systems Maintenance checks are held by the Premises Manager at Portland Place School, 56-58 Portland Place, London, W1B 1NJ, information requests can be obtained by emailing the Premises Manager at: pps.premises@portland-place.co.uk

The Fire systems feature on the PPM schedule and certificates which detail the regularity of testing the UPS and integrity of each system can be requested by submitting a request by emailing the Premises Manager at: pps.premises@portland-place.co.uk

5.12 – Training

A Health and safety training records are held by the Premises Manager, information on training records can be obtained on requests by submitted a request by emailing the Premises Manager at: pps.premises@portland-place.co.uk

5.13 – Staff considerations

Currently not applicable at Portland Place school

5.14 – Personal Emergency Evacuation Plans (PEEPs)

Currently there no PEEP requirements at Portland Place School.

A PEEPs template can be requested by contacting the Premises Manager at:
pps.premises@portland-place.co.uk

PEEPs forms should be completed by staff member if pupils are for example - when a student suffers an injury that affects their mobility i.e. broken Leg

DISABLED VISITORS

Visitors with a disability should alert reception staff or their host or teaching staff to their potential need in case of a fire evacuation. The hosting member of staff should escort them to the muster point in the event of an evacuation.

5.15 – Fire Drills

One Fire Evacuation drill is held in each building every term. A report of each drill is recorded by the Premises Manager, reports can be made available on request to the Premises Manager at:
pps.premises@portland-place.co.uk

5.16 – Fire Risk assessment

Up to date Fire Risk assessments can be obtained on request to the Premises Manager at:
pps.premises@portland-place.co.uk

Portland Place Staff can find the current Fire Risk Assessment on the all staff shared folder-

T:\Others\Facilities Policies and Staff H & S Information