

Kenton College Preparatory School

FIRE RISK AND SAFETY POLICY

Audience	Teachers, Non-teaching staff, Parents, Governors
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Last review	August 2017
Next review	August 2018
Related policies	<ul style="list-style-type: none">• Health and Safety Policy• Premises and Accommodation Statement• Special Educational Needs Policy• Safeguarding• Accessibility Plan Policy <p>All the above policies are available on the website.</p> <ul style="list-style-type: none">• Emergency Policy and Procedures• Risk Assessment Policy <p>The above policies can be requested from the school.</p>

Introduction and Purpose

The Fire Risk & Fire Safety Policy sets out the arrangements that are in place to identify and control the fire risk at Kenton College. This Policy outlines the roles for all members of the Kenton College community in both preventing fire and also managing the potential risk in the event of a fire. The implementation of this policy ensures Kenton College complies with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other specific guidance.

This document is available to all interested parties, including parents and parents of prospective pupils on request from the School Office. It should be read in conjunction with the following documents:

- Health and Safety Policy
- Safeguarding
- Accessibility Plan Policy
- Emergency Policy and Procedures
- Risk Assessment Policy
- Premises & Accommodation Statement

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy.

Our priority is to prevent unwanted fire and also (in the event of a fire) to minimise the risk to life and to ensure that staff, pupils and visitors do not add to the fire risk through lack of knowledge over procedure in evacuating our buildings if fire breaks out. The fire safety procedure and risk assessments at Kenton College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This policy will outline the procedures for:

- Carrying out the Fire Risk Assessment
- Preventing fires
- Evacuation in the event of a fire
- Maintaining and checking all fire detection, alarm fighting systems
- Responsibilities of personnel

The site Fire Risk Assessment is available to Staff, Governors and Parents on request from the Estate Manager (Collins Mahasi) or from the Deputy Head Planning & Development (Joshua Gibbons)

The fire safety procedures and risk assessments at Kenton College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. The key points are:

1. Minimise the risk of fire
2. Protect the means of escape

1. Minimise the Risk

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Estate Manager will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials

- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by
- Maintain awareness through training (Run by Nimrod, Kenya on a 3 Year cycle) and refresher training of the preventative steps that need to be taken
- Consult regularly with the Deputy Head Planning (Joshua Gibbons) on potential risks
- Include fire prevention and evacuation procedures during the induction process with all new starters (led by Deputy Head Planning – Joshua Gibbons)
- Pay close attention to the activities of contractors as appropriate.

All staff members are responsible for making sure there is no undue risk of potential fire in classrooms or around the School site.

Grounds staff remove dead debris each morning to reduce the risk of fire on site, paying particular attention to the School building and play areas.

In addition, we have the following fire prevention measures at Kenton College:

1.1 Escape routes and emergency exits

- There is illuminated emergency lighting in key areas.
- Fire notices are displayed in every room, corridor and stairwell.
- Fire extinguishers (of appropriate type) are located in every building in accordance with the recommendations of our professional advisors.
- Keeping fire routes and exits clear at all times.

1.2 Electrical Safety

- Records of test electrical items installed by ‘Power Engineering’
- Lightning protection. There is a lightning conductor above the main building.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Servicescope, Kenya Shell and Isama Refrigeration.
- All kitchen equipment is switched off at the end of service.
- The science laboratory is checked daily to ensure that the central gas supply is turned off.
- Flammable materials are stored in lockable areas.

2. Protect the means of escape

There must be adequate means of escape for all occupants of the school premises, which are regularly monitored and cleared of any blockage

The means of escape will be regularly inspected by the Estate Manager (Collins Mahasi) to ensure they are kept clear of obstructions and tripping hazards.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency.

For staff and pupils there are Emergency Evacuation Procedures (EEP) in place, which is clearly visible in each room within the School and walked by all new staff and pupils prior to the first drill. Visitors will be catered for by Estate Manager or Deputy Head Planning when notified.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion towards Front Pitch. They are responsible for conducting a register, provided by the School Office, which is live, on arrival at the assembly point. They are also responsible for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to SLT, KK security or the Estate Manager. It is the responsibility of the Estate Manager to ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

2.1 Emergency Evacuation Procedures (EEP)

1. If you discover a fire press the electric fire alarm bell.
2. The 'shell' will then be hit rapidly and continuously, normally by the Matron.
3. If you are responsible for a class, make them leave quietly with you. No one should talk or run.
 - a. They should take nothing. If able, shut windows and doors behind you. Make your way to the assembly point on Front Pitch. Do a head count.
4. The school secretary (Linah Wanjohi) will bring out the registers. Take the register and then report anyone missing (and if possible their likely location) to SLT, KK Security or the Estate Manager immediately.
As registration is done on 3sys, it is important that the registers outside the office are up to date with absentees, children leaving school early and children in away matches or trips.
5. Remain at the assembly point with your pupils until the all clear is given.
- 6. On no account should anyone return to a burning building.**
7. If it is lesson time evacuation should take no more than 3 minutes.

Emergency support services numbers are available at Reception, which is manned throughout emergency situations.

Roles and Responsibilities:

The following table serves as an easy reference point for the contact details of key personnel and agencies named in this policy:

Name	Role	Location	Phone	Email
Maureen Cussans	Headmistress	School	0722205038 (Admin team)	admin@kenton.ac.ke
Joshua Gibbons	Deputy Head: Planning & Development	School	0714487468	dhplanning@kenton.ac.ke
Collins Mahasi	Estate Manager	School	0792487443	estate@kenton.ac.ke
Dipan Mediratta	Governor – Head of strategic committee	Off-Site	0722511895	dmediratta@pgbison.co.ke
Lydia Ailela	Domestic & Catering Manager	School	0722411091	dbursar@kenton.ac.ke

1. Fire Safety Officer – Deputy Head Planning & Development – Joshua Gibbons:

They will ensure that:

- The Fire Safety Policy is kept under regular review by Governors and the other SLT members.
- The entire school community is made aware of the fire policy.
- Everyone is given clear written instructions on where they should go in the event of a fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Regular Fire Practices take place (at least 1 per Term).
- Check fire detection and protection systems are maintained and tested and records kept.
- Records are kept of each Fire Practice and relevant comments made and concerns followed up.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- Fire safety training takes place.
- Fire risk assessment is carried out annually.
- An annual review from a recognised fire authority is carried out.
- Overall coordination of the EEP

2. The Estate Manager – Collins Mahasi:

- Conducting/Updating the annual (or as necessary) Fire Risk Assessment
- Coordinating the Grounds staff and contractors (where necessary) to ensure the risk of fire is minimised
- Making sure all firefighting equipment is checked annually by Nimrod, Kenya and remains in effective condition.
- Ensuring all new Grounds and Domestic staff understand the Fire Risk and Fire Safety policy
- Informing the Deputy Head Planning and Development of any new fire risks or updates to the Fire Risk Assessment.

3. Teaching Staff:

- As per the EEP

4.

Domestic and Catering Manager
Estate Manager
Deputy Head Pastoral
Form Tutors
Schools Administrator

Registers during an evacuation to be taken by:

for Domestic Staff
for grounds staff
for staff + Visitors
for pupils
for Admin Staff

5.

– Governor)

Head of Strategic Development (Dipan Mediratta

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Weekly check of the site risk assessment in conjunction with the Headmistress and Estate Manager

6.

KK Security Team:

- In addition to their main duties and roles for maintaining the security of the site, the on-duty KK Guards check that, in the event of a fire alarm being raised, all buildings have been evacuated and alert Emergency Services of the fire. Once this has been completed a report is given to the Headmistress (Maureen Cussans).

Briefing New Staff and Pupils

All new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the School's Emergency Evacuation Procedures (EEP) on their first day at Kenton College. With teaching staff this will be during their induction. We show them where the emergency exits and escape routes are located, and walk them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors. All staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We have fire awareness INSET training, including the basic use of fire extinguishers, to all staff.

Summoning the Fire Brigade

Emergency Service numbers are available in the School Admin Office and are also displayed around the School and in the KK security office. Due to the limited availability and response time of Emergency Services, the EEP will be followed in the case of all fires and a site evacuation (if necessary) will take place out the most appropriate and safest exit;

- the Main Gate,
- Japan Gate,
- Tinderet Gate or
- Headmistress' Gate

This will be done, only if necessary and on the advice from the Deputy Head Planning & Development, Estate Manager, Emergency Services or any member of the SLT.

Visitors

All visitors should be escorted to the school office by a security guard.

All visitors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice, EEP and are shown the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. then the teacher in charge must advise all visitors of the EEP and show the evacuation and assembly points. These points are also made clear by signage.

Fire Practices

We hold at least one fire practice every term at Kenton College. These are designed to be progressively more demanding, including all areas and activities involved at the School. Records are kept by the Deputy Head Planning & Development (Joshua Gibbons) and 'Action Points' are addressed in conjunction with the Estate Manger (Collins Mahasi) and members of the SLT and relevant Governors.

Record keeping:

- Fire risk assessment
- Fire Safety Policy
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of firefighting systems and equipment

Staff Training:

In addition to the EEP for new staff, professional Fire Safety Training for all staff is arranged every 3 years (run by Nimrod, Kenya) and includes the following:

- Definition and classification of fires
- Triangle of fire and terms relating to combustion Types and operation of fire extinguishers
- Action to take in the event of fire
- 'Live' fire demonstration – practical session where participants use extinguishers (water, powder, Foam, CO2) to put out a confined fire on a tray

Next External Training Due:

The Estate Manager and Deputy Head Planning & Development have been trained in fire risk assessments and the Estate Manager has conducted risk assessments of all the rooms. Laboratories, corridors, stairs, sports buildings of Kenton College. The document is updated annually or as necessary.

All staff received Fire Safety training in January 2017; the next scheduled training should take place by January 2020, latest.

Appendix 1: Fire Extinguisher Colour Coding & Types of Fires

Fire extinguisher colour coding (all fire extinguishers have simplified instructions on them)

IVORY OR CREAM	-	FOAM
BLACK	-	CARBON DIOXIDE for types b, c
BLUE	-	DRY POWDER types a,b,c
RED	-	WATER (a) only
GREEN	-	BCF for flammable liquids

Fire Types

- a. Fires involving combustible solids containing carbonaceous material such as wood, paper, straw, textile
- b. Fires involving flammable liquids such as petrol, oils, fats, solvents, and oil based paints
- c. Fires involving flammable gases

EMERGENCIES

3 TYPES

1. Fire

Alarm

Gather on Front Pitch

2. Immediate Threat

Siren/Klaxon

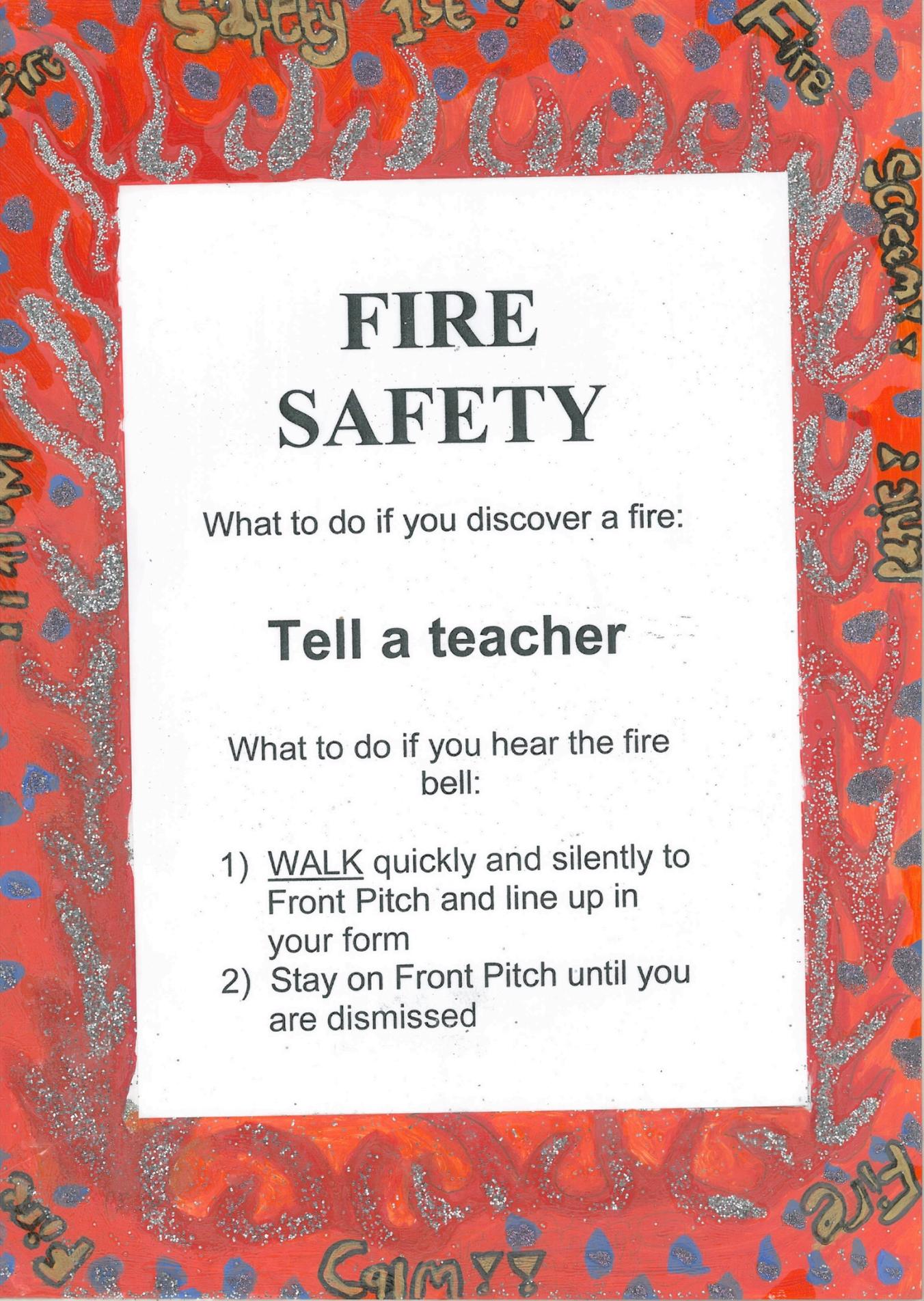
Run & Hide

3. Other

Message

Gather in Hall

All Staff MUST read Emergency Policy and Procedure Handbook for more information



FIRE SAFETY

What to do if you discover a fire:

Tell a teacher

What to do if you hear the fire
bell:

- 1) WALK quickly and silently to Front Pitch and line up in your form
- 2) Stay on Front Pitch until you are dismissed

Appendix 4: Emergency Service Numbers

Emergency Service	Phone Number
Nimrod Africa Ltd.	+254 20 3745161
Nairobi City County Government Fire Rescue & Disaster Management	+254 20 2344599
St John Ambulance Kenya	+254 20 340262
AMREF Air Rescue	+254 (0) 20 6992000
AMREF Air Rescue Mobile	+254 (0) 733 639 088