



## Fire Safety Policy and Procedures

### **PURPOSE**

- To minimise the risk of fire on CSA premises.
- To ensure that if fire does break out, effective emergency procedures are in place.
- To ensure that all co-workers are thoroughly familiar with all precautions and procedures.

### **SCOPE**

All co-workers and employees in all CSA premises.

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## **DEFINITIONS AND ABBREVIATIONS**

CSA Camphill School Aberdeen (a trading name of Camphill-Rudolf Steiner-Schools Ltd)

SFRS Scottish Fire & Rescue Service

### **1. RESPONSIBILITIES**

#### **2.1 MANAGEMENT COUNCIL**

To ensure responsibility for fire safety is delegated to appropriate and competent groups and individuals.

#### **2.2 EXECUTIVE**

- a) To ensure a CSA Fire Officer and Estates Fire Officers are appointed and carry out their responsibilities.
- b) To ensure the CSA and Estates Fire Officers have the necessary financial resources and time to carry out their responsibilities.

#### **2.3 CSA AND ESTATES FIRE OFFICERS**

##### **2.3.1 RESPONSIBILITIES REQUIRING IMMEDIATE ACTION**

- a) To ensure that a weekly test of the fire alarm is carried out and recorded in every building by a designated person.
- b) To ensure that any defects in emergency lighting, door closing devices, fire detection equipment, alarms and extinguishers are reported to the Facilities Manager.
- c) With the Facilities Manager, to ensure that service contractors complete remedial work on the reported defects.
- d) To ensure that fire risk assessments are carried out and recorded for all CSA buildings.
- e) To ensure that after any fire-related incident an incident form is completed and a copy sent to the Executive. Recommendations for changing procedures or equipment to prevent a recurrence should be made. Any equipment that has been used or affected should be checked and repaired or recharged as necessary. (See 3.3.4, 3.3.5, 3.3.6)
- f) With the Facilities Manager, to ensure that false alarms are investigated and recommendations are made for changing procedures or equipment to prevent recurrence. (See 3.4.3, 3.4.4)

##### **2.3.2 SUPPORT AND SUPERVISION FOR HOUSE AND SCHOOL FIRE OFFICERS**

- a) To ensure house and schoolhouse fire officers are appointed.
- b) To support fire officers in carrying out fire risk assessments.
- c) To support fire officers in instructing workers in fire safety and emergency procedures.
- d) To check that fire officers' log books regularly to ensure they are keeping up with their duties and offer support as necessary.
- e) To ensure house and school fire officers organise termly fire drills, to ensure they are recorded and make recommendations as necessary.

##### **2.3.3 ROUTINE DUTIES ON THE ESTATES**

- a) To ensure clear instructions for fire emergency are displayed in each building.
- b) To keep a record of the location of fire hydrants to ensure they are clearly marked and any defects reported to SFRS.
- c) To help in familiarisation visits from SFRS and to ensure emergency information packs are available for them in an emergency.

##### **2.3.4 GENERAL DUTIES**

- a) To ensure regular servicing of fire extinguishers, emergency lighting, fire detection, and fire alarms is carried out and recorded and the necessary work done.

- b) To ensure that all new co-workers and employees are instructed in fire emergency procedures and fire safety at their workplace prior starting their duties.
- c) To organise training of co-workers and employees in fire safety, as required.
- d) To organise and act on any requirements arising from SFRS inspections.
- e) To ensure the CSA Fire Safety Policy is updated as necessary.
- f) To liaise as appropriate with SFRS (see 3.1.1)

## **2.4 HOUSE FIRE OFFICERS**

### **2.4.1 GENERAL DUTIES – RECORD REQUIRED**

- a) To carry out and record fire risk assessments on buildings they are responsible for (with support from the CSA Fire Officer).
- b) To ensure that whenever a pupil is admitted or moved within a house, any fire safety implications are considered and, if needed, a risk assessment conducted and a special evacuation procedure established.
- c) To compile a new roll call each term, to have it typed, displayed at the assembly places and a copy sent to the Estate Office.
- d) To ensure torches are available at a fire panel, for night attendants and for a person in charge.
- e) To instruct all co-workers in
  - fire safety responsibilities;
  - rules for fire prevention;
  - fire emergency procedure;
  - location and use of fire fighting equipment.
- f) To hold and record attendance at a once a term refresher session on fire safety emergency procedure and use of fire extinguishers during a house meeting and subsequently for any co-workers absent.
- g) To ensure that night attendants are instructed about fire emergency procedure.
- h) To ensure all co-workers are aware of any pupils who present a particular fire risk.
- i) Once a term, to carry out and record a fire drill and special emergency evacuation procedures for individual pupils (if any).
- j) To ensure all false alarms are recorded and reported to the Facilities Manager.
- k) To report any defects in emergency lighting, door closing devices, fire detection equipment, alarms and extinguishers to the Facilities manager.

### **2.4.2 DUTIES - NO RECORD REQUIRED**

- a) To ensure that at all times the house is staffed adequately to enable any emergency to be dealt with safely, and at least one member of staff is prepared to act as a 'person in charge'.
- b) To share any concerns over fire safety with the CSA Fire Officer.

## **2.5 FIRE OFFICERS OF SCHOOL BUILDINGS**

### **2.5.1 GENERAL DUTIES**

- a) To carry out and record fire risk assessments on buildings they are responsible for (with support from the CSA Fire Officer).
- b) To ensure that a register of the pupils in the classes in each building is readily accessible.
- c) To carry out and record regular fire drills.
- d) To ensure all false alarms are recorded and reported to the Facilities Manager.
- e) To report any defects in emergency lighting, door closing devices, fire detection equipment, alarms and extinguishers to the Facilities Manager.

## **2.5.2 WHEN ALARM SOUNDS**

- a) By sweeping the building, ensure everyone has left the building.
- b) Ascertain the cause of the alarm and ensure the correct procedures have been followed (see 3.4.3 "Procedure in School").
- c) To give "all clear" for return to school (after consultation with SFRS if they have been called).
- d) Inform the CSA Fire Officer as soon as possible.

## **2.6 TEACHERS AND ASSISTANTS**

- a) Ensure all helpers are aware of emergency procedure and know the location of alarm points, exits and extinguishers.
- b) Report any defect or damaged of fire protection system and equipment to schoolhouse fire officer.

## **2.7 ALL CO-WORKERS**

- a) To ensure you know and follow the fire prevention rules.
- b) To ensure you know what to do on discovering a fire and on hearing the alarm, including how to call SFRS.
- c) To ensure you know where the fire fighting equipment is situated and know how to use it.
- d) To ensure you do everything possible to prevent false alarms, and to report them when they occur to the house fire officer.
- e) To ensure fire protection equipment is not misused, e.g. smoke detectors, escape routes and emergency exits are not blocked, and extinguishers are not moved.
- f) To report any defect in fire protection equipment, electrical equipment, gas appliances, teaching equipment etc. as soon as possible to a house co-ordinator, teacher or fire officer.
- g) To share any concern over fire safety with house co-ordinator, teacher or fire officer.

# **3 POLICY, RULES AND PROCEDURES**

## **3.1 INTRODUCTION**

It is the policy of CSA to take all reasonably practicable steps to minimise the risk of there being a fire on any of its premises and to comply with the relevant provisions of the *Fire (Scotland) Act 2005, Part 3* and the *Fire Safety (Scotland) Regulations 2006*. CSA recognises that the special needs of many of its children and young people might pose extra risks and could make evacuation in case of fire difficult. Therefore it is also the policy of CSA to ensure that fire precautions and equipment are of a high standard, and that all co-workers are appropriately instructed in fire safety and emergency procedures.

At the same time CSA aims to make residential units as homely and non-institutional as possible. A major feature of the fire safety provision of CSA is that pupils/students live alongside the same members of staff twenty four hours a day who therefore know them and their disabilities very well.

Fire risk assessments will be carried out and recorded for all CSA premises in accordance with the *Fire Safety (Scotland) Regulations 2006*. These records will be kept in the building to which they refer.

CSA has noted those aspects of the Scottish Government's *Practical Fire Safety Guidance for Care Homes* (2014 revision) that are relevant to its own situation and has ensured that they are reflected in its policy and procedures.

### **3.1.1 LIAISON WITH SCOTTISH FIRE & RESCUE SERVICES**

- a) The CSA Fire Safety Policy will be drawn up by the CSA Fire Officer in consultation with appropriate officers of SFRS.

- b) The CSA Fire Officer will ensure that the annual inspections by SFRS are carried out and that all requirements are implemented.
- c) CSA encourages and will co-operate fully with familiarisation visits from the various shifts from the local fire station. These should be arranged through the CSA Fire Officer.
- d) Information for SFRS will be available at every residential house giving floor plans, emergency shutdown points for gas and electricity, and roll calls. The House Fire Officers are responsible for this.
- e) The CSA Fire Officer will ensure fire hydrants are clearly signposted and any defects reported to SFRS.
- f) Information giving instructions on calling SFRS will be displayed by each telephone.
- g) Whenever possible in the event of an incident a member of staff will be sent to the main entrance to direct SFRS.
- h) It is the policy of CSA to call SFRS whenever a fire occurs but not merely on the sounding of the alarm as CSA believes this could encourage some children/young people to sound the alarm maliciously.

### **3.2 RULES FOR FIRE PREVENTION**

#### **a) Smoking**

- No smoking is permitted inside buildings.
- Co-workers should not use matches, only lighters.
- Lighters should be kept in a locked place.

#### **b) Candles**

- No lighted candle must be left unattended.
- Unlit candles should not be left in children's/young people's rooms.
- Candles, tapers etc. should never be lit from cookers. Candles need to be securely fixed to a candle holder.

#### **c) Clothes**

Never dry clothes on any heater.

#### **d) Kitchen**

- Make risk assessment for pupils/students cooking unsupervised.
- Never leave the kitchen unattended for long periods when the cooker is in use.
- Never leave frying pans unattended on a heat source.

#### **e) Wood or Coal Fires**

- Do not leave children/young people alone with an open fire or stove.
- Always use a guard on an open fire and around a stove.
- Ensure fires are out before going to bed.

#### **f) Electrical Equipment**

- Switch off and unplug electrical appliances when not in use. Be especially careful with irons.
- Do not overload sockets – be especially careful with heaters.
- Do not use drapes on a light to reduce the glow.
- Never use electrical appliances that are in any way faulty.
- Report and remove any electrical appliances that is faulty.

#### **g) Chemicals**

Science equipment, flammable substances, cleaning materials, aerosols etc. must be used, stored, and disposed of according to makers, instructions and CSA COSHH risk assessment for that material.

#### **h) Oil and gas**

Oil supplies and LPG gas bottles are stored in locked compartments.

#### **i) Children/Young People**

Be aware of those pupils/students who pose special risks e.g. those who have a history of starting fires. Discretion should be exercised when discussing fire safety with pupils/students. Many pupils/students

should be given instructions on what to do in case of fire. However fire safety and emergency procedures should not be discussed in front of pupils/students unable to understand or liable to become extremely anxious or liable to obsessions with fire. Wherever possible in fire drills one should avoid using the word FIRE.

**j) General**

- Do not misuse fire safety equipment e.g. covering smoke detectors, moving fire extinguishers, propping open fire doors.
- Do not obstruct escape routes and emergency exits.
- Share any concerns about fire safety with house co-ordinators, teachers, or fire officer.

### **3.3 FIRE PRECAUTIONS AND EQUIPMENT**

#### **3.3.1 BUILDINGS**

- a) All new buildings and alterations must be designed with fire safety at the fore and must comply with current building regulations.
- b) All plans for new buildings and alterations must be submitted for approval to the appropriate authorities.
- c) Staircase enclosures and fire escapes must have half hour fire protection as required by SFRS. This will involve mechanical or electro-magnetic door closers as appropriate.
- d) All furnishings must conform to current regulations.

#### **3.3.2 SECURITY**

- a) All external doors in residential buildings must be kept unlocked at all times.
- b) External doors in other buildings must be unlocked when they are in use.
- c) No child/young person or group of children/young people must ever be locked in a room.
- d) Some upper floor windows may have safety catches, wooden bars or locks. This is for safety to prevent pupils falling out and not to provide secure accommodation. SFRS advise that windows are not considered an escape route in case of fire.

#### **3.3.3 EMERGENCY LIGHTING**

- a) All buildings used outwith daylight hours i.e. residential units, assembly halls etc. will be provided with emergency lighting of exits that will operate in case of mains power failure.
- b) These systems will be inspected by a reputable company twice annually.
- c) The Facilities Manager will organise any repairs necessary.

#### **3.3.4 FIRE DETECTION**

- a) All residential buildings will have smoke or heat detectors as appropriate in all roof spaces, passages, staircases and rooms except bathrooms connected to the alarm system.
- b) An appointed person must carry out weekly tests, record the tests, and inform the Facilities Manager of any problems.
- c) The Facilities Manager will arrange any necessary repairs to the system as quickly as possible.
- d) False activations of fire detection equipment must be reported to the CSA Fire Officer who must take steps to prevent repetition. This may involve repairs, changes to equipment or changes in use of toasters etc.

#### **3.3.5 FIRE ALARMS**

- a) All residential and school buildings will have fire alarm systems activated by break glass points (and where fitted, fire detection equipment) and clearly audible in all parts of the building.
- b) An appointed person must carry out weekly tests, record the tests, and inform the Facilities Manager of any problems.
- c) These systems will be inspected twice annually regularly by a reputable company.
- d) The Facilities Manager must ensure any necessary repairs are carried out as soon as possible.

#### **3.3.6 EXTINGUISHERS ETC.**

- a) All buildings will be provided with appropriate fire fighting equipment including foam extinguishers, CO<sub>2</sub> extinguishers, dry powder extinguishers, fire blankets and hose reels.
- b) They will be serviced annually by a reputable company.

- c) The CSA Fire Officer will ensure any recommended repairs, replacements or additions are made.
- d) Co-workers should report any defect to the CSA Fire Officer who will organise immediate repairs.
- e) The CSA Fire Officer must ensure that after any incident any extinguisher that may have been used will be recharged by the servicing company as soon as possible.
- f) Co-workers must be given instruction on the use of extinguishers by house fire officers.

### **3.3.7 ROLL CALLS**

- a) House fire officers must ensure that up to date roll calls are
  - compiled and typed, kept in the emergency folder;
  - displayed at the exits leading from or to the assembly and alternative assembly places;
  - sent to the Estate office.

The list in the emergency folder should also give details of

- fire fighting equipment;
  - nearest hydrant;
  - location of alarm control panel;
  - fire neighbour;
  - house fire officer.
- b) The offices on each Estate will keep folders with all current roll calls.

### **3.3.8 FIRE TORCHES**

Working torches should be kept at the fire panel and in the location of a night attendant.

## **3.4 EMERGENCY PROCEDURES**

### **3.4.1 GENERAL**

- a) Two sets of emergency procedures have been drawn up for house situations and school situations, because of the differing circumstances in each.
  - In school all children/young people are awake and dressed.
  - Senior co-workers (teachers including school fire officers) will always be present during school hours.
  - Ratios of co-workers to children/young people are fairly consistent in school.
- b) CSA policy is not to evacuate residential units immediately on hearing the alarm, because:
  - Many children/young people are unable due to their special (physical or mental) needs to evacuate without help from staff and may expose themselves to unnecessary danger.
  - If disturbed children/young people run outside on hearing the alarm it will be difficult to account for everyone and check everyone is safe. (This policy is followed in hospitals, nursing homes etc.)
- c) Two-stage evacuation (to a safe area within the house then if necessary to a 'fire neighbour') is recommended by SFRS. Their inspections have ensured each residential unit has at least one area with half hour fire protection ('assembly place'). Gathering there and ensuring everyone is safe is better than having disturbed children/young people rushing out into the cold and dark. In each residential unit, an alternative assembly place should be established, which should be used in case the main assembly place is inaccessible due to fire.
- d) As far as many children/young people are concerned, the emergency procedure on hearing the alarm should be "Stay where you are until you are told what to do by a co-worker". This is because of the impaired physical and mental abilities of many pupils. However, it is quite appropriate for some children/young people to be given instruction on emergency procedures (see below).
- e) At the discretion of experienced co-workers the following should be explained to appropriate pupils.

- **On hearing the fire alarm**  
In the residential house go to the assembly point. If this is inaccessible go to the alternative assembly point.  
Anywhere else leave the building as quickly as possible by the nearest exit.  
**ALWAYS FOLLOW THE INSTRUCTIONS OF CO-WORKERS.**
- **On discovering a fire**  
 Sound the alarm by breaking glass at alarm points.  
 Tell a co-worker immediately.  
**DO NOT ATTEMPT TO FIGHT THE FIRE**

### **3.4.2 PROCEDURE FOR RESIDENTIAL BUILDINGS**

#### **ALL CO-WORKERS AND EMPLOYEES**

##### **ON HEARING FIRE ALARM**

- Go with pupils to assembly point
- Await instructions of co-worker in charge.

To establish cause of alarm

- Go to the alarm panel and check in which part of the building the alarm has been activated.
- Go and check all the rooms in that part of the building to discover where the alarm has been activated.

##### **ON DISCOVERING FIRE**

- Remove people from immediate danger.
- Sound alarm (if it is not ringing already) by using "break glass" points.
- Go with pupils to assembly point. If the main assembly point is inaccessible due to fire, go to the alternative assembly point.
- Await instructions of co-worker in charge regarding evacuation to designated fire neighbour.
- Dial 999. Ask for the fire brigade. When the fire brigade answers, say there is a fire at:  
**(full address)**
- Send someone to the estate entrance to meet the fire engine.
- Only if it is safe to do so, tackle a small fire with the extinguishers provided.

##### **FIRE BLANKET IN THE KITCHEN**

Use a fire blanket to smother a small fire involving oil or fat.

##### **IF FIRE ALARM SOUNDS BUT NO FIRE HAS BEEN FOUND**

When the cause of the alarm has been found in the indicated area,

- Silence the alarm.
- Inform other co-workers of the cause of the alarm.
- Deal with the cause of the alarm.
- Then reset the alarm.
- Record the false alarm in the logbook.
- Inform the CSA fire officer about the incident.

When no obvious cause of the alarm has been found,

- Double check indicated area.
- Check remainder of the house.
- **Only when this has been done**, silence the alarm.

- Reset the alarm.
- Record the false alarm in the logbook.
- Inform the CSA fire officer.

#### **IF THERE IS A FAULT AND THE ALARM DOES NOT RESET**

- Immediately inform the CSA fire officer or the services manager.
- Call AMC (tel. 01224 842430) and request a service engineer to attend to a fault with the fire alarm system.
- DO NOT INTERFERE WITH THE FIRE PANEL BATTERIES.

#### **PERSON IN CHARGE**

#### **On hearing alarm or discovering fire**

1. On discovering fire and if fire alarm doesn't sound, go to the nearest fire alarm point and activate it.
2. Organise a 'sweep' of the building to ensure that everyone goes to the assembly point.
3. At the assembly point, do a roll call and organise inspection of the area indicated on the fire alarm panel.
4. In the event of fire:
  - Call the fire brigade.
  - If someone is missing, organise search. Consider safety of search party.
  - Organise evacuation to the fire neighbour.
  - Only if it is safe to do so, tackle a small fire with the extinguishers provided.
  - Meet and report to the fire brigade.
5. If no fire has been found, establish the cause of the alarm in the indicated area.  
When the cause of the alarm has been found,
  - Silence the alarm.
  - Inform other co-workers of the cause of the alarm.
  - Deal with the cause of the alarm.
  - Then reset the alarm.
  - Record the false alarm in the logbook.
  - Inform the CSA fire officer about the incident.

When no obvious cause of the alarm has been found,

- Double check indicated area.
- Check remainder of the building.
- **Only when this has been done**, silence the alarm.
- Reset the alarm.
- Record the false alarm in the logbook.
- Inform the CSA fire officer.

If there is a fault and the fire alarm does not reset

- Immediately inform the CSA Fire Officer or the Facilities Manager (Murtle Workshop).
- Call AMC (tel. 01224 842430) and request a service engineer to attend to a fault with the fire alarm system.
- Do not interfere with the fire alarm batteries.

## NIGHT ATTENDANTS

### What to do on hearing alarm

- Go with pupils to assembly point.
- Await instructions of co-worker in charge regarding evacuation.

### What to do on discovering fire

- Remove any pupils from immediate danger.
- Sound alarm (if it is not ringing already) by using "break glass" points.
- Go with pupils to assembly point. If the main assembly point is inaccessible due to fire, go to the alternative assembly point.
- Await instructions of co-worker in charge regarding evacuation to designated fire neighbour.
- Dial 999. Ask for the fire brigade and give full address of the house.

## 3.4.3 PROCEDURES FOR SCHOOL BUILDINGS

### ON DISCOVERING FIRE

- a) Remove children/young people from immediate danger.
- b) Sound alarm
- c) If safe to do so, tackle a small fire with the equipment provided, otherwise –
- d) Ensure a competent person has phoned fire brigade. Dial 999. Ask for fire brigade. Say fire at Camphill School, name estate, name of building, your name and phone number.
- e) Find the schoolhouse fire officer and give details of the situation.

### ON HEARING ALARM

- a) Teachers, therapists, and small group leaders must ensure all children/young people leave immediately and assemble outside main entrance.
- b) Class teachers must ensure all pupils are accounted for and report to the schoolhouse fire officer.
- c) The schoolhouse fire officer should then ascertain the cause of the alarm and ensure the fire has been extinguished, the fire brigade has been called or that it has been established it was a false alarm.
- d) Do not return until the all clear has been given by the schoolhouse fire officer.

### IN CASE OF FALSE ALARMS

- a) The schoolhouse fire officer, when certain it is a false alarm should silence and reset alarms and organise a return to the building.
- b) The schoolhouse fire officer must record the false alarm in the log book and as soon as possible report to the CSA Fire Officer, who will decide if repairs to the system need to be arranged.

## 3.4.4 IMPORTANT CONSIDERATIONS

### ALWAYS

- TAKE ALL FIRE ALARMS SERIOUSLY.
- GO AND HELP WHEN YOU HEAR AN ALARM IN ANOTHER BUILDING.
- IF IN DOUBT CALL THE FIRE BRIGADE.
- TRY AND AVOID FALSE ALARMS.
- GIVE PRIORITY TO THE SAFETY OF CHILDREN/YOUNG PEOPLE, UNLESS YOUR OWN SAFETY IS SERIOUSLY AT RISK.

### **3.5 TRAINING AND DRILLS**

- a) Each school building and residential unit will have the fire alarm tested every week by an appointed person. Any fault will be reported to the Facilities Manager who will ensure repairs are carried out as soon as possible.
- b) Regular fire drills will be held in each school building at least once per term. This will be organised by the fire officers in conjunction with the CSA Fire Officer. They will be recorded by the schoolhouse fire officer who will make recommendations for improvement to the CSA Fire Officer.
- c) Regular fire drills will be held in each residential building at least once per term. This will be organised by the house fire officer. These drills should be arranged in such a way that any child/young person or young staff child who is likely to be disturbed is not present. The priority in fire drills should be to ensure that all staff know exactly what to do and a number of co-workers/employees act as a person in charge. Fire drills will be recorded by the house fire officer, who will bring recommendations about improving actions in fire emergency to staff meetings. A risk assessment will be conducted for those pupils/students, who may not be able or have a difficulty to follow the emergency procedure, and a separate emergency procedure will be drawn for them in consultation with the CSA fire officer.
- d) Teachers will ensure all new class helpers and assistants are fully acquainted with emergency procedures and know the location of exits, alarm panels and extinguishers.
- e) House fire officers will explain fire safety and emergency procedures as part of the induction of new co-workers and employees. This will include instruction on the use of fire fighting equipment. Fire drills should be arranged so that new co-workers/employees take part in a fire drill as soon as possible.
- f) All co-workers should be reminded of fire safety and emergency procedures each term, at house meetings or individually.
- g) Fire safety awareness training by external contractors will be arranged for co-workers and employees through the CSA Fire Officer and CSA Training Manager on a regular basis. Each residential house will have at least two co-workers/employees, who have undertaken this training.

## **4 ASSOCIATED DOCUMENTS AND FURTHER READING**

*Practical Fire Safety Guidance for Care Homes (revised 2014)* Scottish Government

*Fire (Scotland) Act 2005, Part 3 as amended.* Stationery Office

*Fire Safety (Scotland) Regulations 2006.* Stationery Office

## **5 APPENDICES**

Appendix 1 Guidance Notes for House Fire Officers for Instruction of Co-workers/Employees

Appendix 2 Fire Instruction in Houses Record

Appendix 3 Fire Risk Assessment Record

Appendix 4 Weekly Test of Fire Alarms etc Record

Appendix 5 Recording of Termly Fire Drills Form

## APPENDIX 1

### GUIDANCE NOTES FOR HOUSE FIRE OFFICERS

#### Points for Fire Safety Instruction to new co-workers and employees

- Tell about the fire emergency procedure – what to do on hearing alarm and on discovering fire.

##### What to do on hearing alarm

- Go with pupils to assembly point
- Await instructions of co-worker in charge.

To establish cause of alarm

- Go to the alarm panel and check in which part of the building the alarm has been activated.
- Go and check all the rooms in that part of the building to discover where the alarm has been activated.

##### What to do on discovering fire

- Remove people from immediate danger.
- Sound alarm (if it is not ringing already) by using "break glass" points.
- Go with pupils to assembly point. If the main assembly point is inaccessible due to fire, go to the alternative assembly point.
- Await instructions of co-worker in charge regarding evacuation to designated fire neighbour.
- Dial 999. Ask for the fire brigade. When the fire brigade answers, say there is a fire at:  
Give the name of the house and address

- Co-workers write down the name of the house and address in the emergency procedure in their induction folders

- Send someone to the estate entrance to meet the fire engine.

- Go to the assembly point and alternative assembly point (co-workers write down these locations in their induction folders). Explain direction of evacuation from different parts of the house. Tell that in case of fire evacuation should be completed within 3 minutes. Tell about evacuation to the Fire Neighbour (co-workers write the name of the Fire Neighbour down in their induction folders)
- Tell about the Emergency Folder and point to where it is kept.
- Point to locations of the **fire extinguishers** available around the house. They can be used for fighting only small fires, when it is safe to do so.

##### Types of fire extinguishers

- **Water Extinguisher (red body)** can only be used on fires involving solid materials such as wood, paper or textiles. Not suitable for use on live electrical equipment because water is a conductor of electricity.
- **Foam Extinguisher (red body with cream label/band)** can be used on fires involving solid materials and flammable liquids such as petrol, diesel or oils.
- **Powder Extinguisher (red body with blue label/band)** can be used on most classes of fire. It can be used on fires involving electrical equipment but may damage the equipment.
- **Carbon Dioxide (CO<sub>2</sub>) Extinguisher (red body with black label/band)** can be used on fires involving flammable liquids and is particularly suitable for fires involving electrical equipment

- Point to **fire blanket in the kitchen**. It is used to smother a small fire involving oil or fat.

- Point to the locations of **'break glass' points** in the house.
- Explain how to operate **the fire panel** and what to do if no fire has been found or if there is a fault:

#### **If the fire alarms sounds but no fire has been found**

When the cause of the alarm has been found in the indicated area,

- Silence the alarm.
- Inform other co-workers of the cause of the alarm.
- Deal with the cause of the alarm.
- Then reset the alarm.
- Record the false alarm in the logbook.
- Inform the CSA fire officer about the incident.

When no obvious cause of the alarm has been found,

- Double check indicated area.
- Check remainder of the house.
- **Only when this has been done**, silence the alarm.
- Reset the alarm.
- Record the false alarm in the logbook.
- Inform the CSA fire officer.

#### **If there is a fault and the fire alarm does not reset**

- Immediately inform the CSA fire officer or the services manager.
- Call AMC (tel. 01224 842430) and request a service engineer to attend to a fault with the fire alarm system.
- **DO NOT INTERFERE WITH THE FIRE PANEL BATTERIES.**

#### **Fire prevention**

- Explain the safety rules for using lighters, candles ('never leave a candle unattended') and open fireplace in the house.

#### **Smoking**

- Tell that our houses are smoking-free and point to a designated place for smoking outside the house.

#### **Smoke detectors in co-workers' rooms**

- Tell that every room is fitted with a smoke detector and warn co-workers never to cover or try to disable a smoke detector in their room



**APPENDIX 3**

**FIRE SAFETY RISK ASSESSMENT FORM**

House	Estate
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Date	Assessors	Day occupancy	Night occupancy	Review date

**STAGE 1: IDENTIFYING THE FIRE HAZARDS**

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
1. Is the system controlling gas and heating oil regularly inspected?					
2. Are all combustible materials and flammable liquids and gas stored safely?					
3. Are combustible materials (clothes, files, books, furniture, mattresses etc) stored safely on the loft?					
4. Are all heaters, burners and fireplaces fitted with suitable guards and fixed in position away from combustible materials?					
5. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?					
6. Is the wiring of the electrical installation inspected periodically by a competent person?					
7. Are flexes run in safe places where they will not be damaged?					
8. Is the upholstery of furniture in good condition?					
9. Is the area around the building free of rubbish and combustible waste materials?					
10. Is there a designated smoking area provided with adequate ashtrays?					
11. Have suitable measures been taken to protect against the risk of arson?					

STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
12. Is there a sufficient number of exits of suitable width for the people present?					
13. Are gangways and escape routes free from obstructions?					
14. Are the escape routes free from tripping and slipping hazards?					
15. Are steps and stairs in a good state of repair?					
16. Are final exits always unlocked or can be opened immediately and easily without the use of a key when the premises are in use?					
17. Are the main and alternative assembly place known to all people who are in the building?					
18. Are internal fire doors labelled as such and normally kept closed?					
19. Are the self closers on fire doors operating correctly?					
20. Do the doors on escape routes open in the direction of travel?					
21. Are escape routes clearly signed?					
22. Are escape routes adequately lit?					
23. Are fire alarm drills done regularly?					
24. Have plans been made and rehearsed regarding assisting disabled people to evacuate the premises?					

**STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS**

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
25. Do all co-workers know how to use candles and open fireplace safely?					
26. Have all co-workers, employees and night attendants been instructed in what to do on hearing alarm and discovering fire, how to call the fire brigade, how to use fire extinguishers and in basic fire prevention?					

**STAGE 4: CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT**

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
27. Where escape lighting is installed is it in working order and maintained regularly?					
28. Is the fire alarm system in working order?					
29. Is the fire alarm tested weekly?					
30. Can the fire alarm be raised without placing anyone in danger?					
31. Are the fire alarm call points visible and unobstructed?					
32. Is an adequate number of suitable fire extinguishers provided?					
33. Are fire extinguishers and fire blankets located suitable and ready for use?					
34. Are the fire extinguishers serviced regularly?					
35. Is automatic fire detection system inspected regularly?					

**STAGE 5: RECORD THE FINDINGS**

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
36. Have you recorded the findings of the fire risk assessment?					
37. Have you told your co-workers and employees about your findings?					
38. If you share the building with others do they know about this risk assessment?					

**STAGE 6: PREPARE FOR AN EMERGENCY**

	YES	NO	N/A	ACTION REQUIRED	When completed and signature
39. Is the roll call displayed at assembly places and every emergency exit from the building?					
40. Is a copy of the roll call kept in the estate office?					
41. Is the roll call updated regularly?					

**STAGE 7: CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT**

	YES	NO
42. Do you review the fire risk assessment annually?		

**APPENDIX 4**

**WEEKLY TEST OF FIRE ALARM PANEL, BELLS AND FIRE DOOR CLOSERS USING DIFFERENT BREAK GLASS POINTS and MONTHLY TEST OF EMERGENCY LIGHTING**

HOUSE ..... ESTATE .....

DATE	BREAK GLASS POINT USED	EMERGENCY LIGHTING CHECKED	FIRE DOORS RELEASE DEVICES	OK	SIGNATURE	FAULT	REPORTED TO	REPAIRED BY	DATE AND SIGNATURE

**APPENDIX 5**

**RECORDING OF TERMLY FIRE DRILLS**

**HOUSE** **TERM**

**DATE** **TIME**

**PUPILS PRESENT**

**PUPILS DELIBERATELY ABSENT**

**CO-WORKERS PRESENT (SIGNATURES)**

**CO-WORKERS ABSENT**

**Give date of previous drill attended**

**NOTE PUPILS RESPONSES**

**NOTE CO-WORKERS RESPONSES AND TRAINING NEEDS IDENTIFIED**

**SIGNATURE.....**

**ACTION TAKEN TO ADDRESS NEEDS (WHERE APPROPRIATE)**

**SIGNATURE..... DATE.....**

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