

**Peponi House  
Preparatory School  
Nairobi, Kenya**



# **Peponi House Fire Risk Prevention Policy**

## **1. Introduction**

This policy outlines the school's approach to securing fire safety. It is based on;

- HM Government, Department of Communities and Local Government 'Fire safety Risk Assessment- Educational Premises' (2006)
- Kenyan Occupational Safety and Health Act (2007).

Both documents are utilised by the school's Risk management consultant, Trident Risk Management.

The school's aims are to:

- Minimise risk to life through ensuring adequate fire prevention methods are in place
- Establish clear arrangements and procedures in case of a fire
- Comply with the Kenyan statutory OSH Act 2007

In accordance with the above, Trident Risk Management conduct a Safety and Health audit of the school bi-annually, which includes a specific Fire Risk assessment of the whole premises. This is formally recorded as a full report with areas of risk noted and an action plan generated. British Schools Overseas Standards, and the above legislation and guidance, place on the Board of Directors and Senior Leadership Team the responsibility to:

- Develop a Fire Risk Prevention Policy which includes the elimination, substitution or reduction of risks from dangerous substances
- Ensure the safety of staff, pupils and visitors
- Carry out fire drills
- Ensure all members of the school community understand their roles and responsibilities and fire procedure, including evacuation and firefighting (for those appropriately trained)
- Have a suitable system for the maintenance of clear emergency routes and exits, signs, notices, alarms and extinguishers
- Provide staff and any others working on the school site with fire safety information

## **2. Responsibilities**

The School Bursar and Estates Manager are the designated 'responsible person' for fire safety across the whole premises.

Responsibilities throughout the school for fire safety are outlined below:

### **-Overall management**

Members of the School's Health and Safety Committee; specifically the School Bursar, Estates Manager and Deputy Head Pastoral

- Consider and agree financial resources for any fire precautionary measures outlined in the Trident Risk Management assessment which draws on Kenyan OSH legislation and British Standards
- Approve the Fire Risk Prevention Policy and any reviews
- Ensure a Fire Risk Assessment has been undertaken and is regularly reviewed
- Make available an update to the Board of Directors, regarding the fire risk assessment of the school and annually review the Fire Risk Prevention Policy
- Ensure that fire prevention and fire precautions are implemented
- Ensure that all staff receive adequate training and instruction in fire safety and retain training records
- Ensure that the fire risk assessment is reviewed when there are any material changes to the school
- Arrange for regular fire practice drills to be undertaken and document the outcome

### Estates Manager (Health and Safety Committee member)

- Ensure that the backup generator is functioning correctly and regularly serviced to ensure all alarm systems and lighting are still functional in the event of a power cut
- Agree a plan of action and time frame for the implementation of any recommendations arising from fire risk assessments regarding the fabrication of the building as assessed by Trident Risk Management.
- Organise the maintenance and testing of the fire alarm system by competent persons and maintain the certificates for the installation and maintenance of fire-fighting systems and equipment (System installed and maintained by Nimrod Africa Ltd)
- Ensure that Support Staff and Catering staff have a basic understanding and training in the use of firefighting equipment within the school sufficient to allow them to assist in the safe evacuation of the premises

### All Staff

- Attend fire training sessions as required by the school

- Report any issue which may affect the fire safety of the building to the Estates Manager or Deputy Head Pastoral
- Ensure they have read and understand the school's Fire Risk Prevention Policy in conjunction with the Fire Safety Policy
- Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions
- Ensure their working space, office or classroom has an emergency evacuation map and guide (detailed below) clearly displayed
- Understand their roles and responsibilities in the event of a fire

### **-During an evacuation:**

During evacuation, **all buildings**, within the school premises will be evacuated regardless of the location of the fire (the only exceptions are the main and rear gate which remain manned at all times by security guards/askaris)

### Teachers and Teaching Assistants

The primary concern of all Teachers and Teaching Assistants is to evacuate themselves and the children safely following the procedure posted in all classrooms and detailed below:

Upon hearing the fire bell

- Line up in an orderly fashion, in silence. Classes in form groups should line up in register order
- Leave the classroom in a calm, silent, orderly manner
- The teacher should leave the classroom last to ensure the room is empty and then make their way to the front of the line. Juniors may designate this responsibility to a teaching assistant
- Follow the main Designated Evacuation Route (red route) as shown on the Evacuation Map located in each classroom and indicated by the green and white Fire Exit signs
- If your primary evacuation route is blocked by congestion, obstruction or fire use a sensible alternative route (all staff must be aware of alternative evacuation routes)
- Any guests or visitors should be accompanied and directed by their school host
- Walk calmly and in silence to the Fire Assembly Point which is located opposite the PE pavilion
- If the fire is in the PE Pavilion, the Secondary Assembly Point will be the field directly in front of the drop off and pick up area
- Line up in forms, in register order, in silence
- Form tutors to take an Emergency Register which will be distributed by a member of SLT
- Upon satisfactory completion of register form tutors raise their hand to indicate registration complete
- If a child is missing or unaccounted for alert a member of SLT immediately

Under exceptional circumstances a Teacher or Teaching Assistant may attempt to put out a fire using the appropriate firefighting equipment. Those circumstances must fulfil the following criteria.

- The fire must be no larger than a small waste paper basket
- The member of staff attempting to tackle the fire must not be in charge of a group of children at the time
- The member of staff must be confident and competent in the use of extinguishers including identifying and using the correct type of extinguisher for the type of fire

Deputy Head Pastoral (Health and safety Committee member) supported by the SLT

- Takes overall control of an evacuation with support from teaching and support staff
- Maintains a calm and safe environment during evacuation and assembly
- Coordinates registration to account for all members of the school community. Emergency register with absence list located in DHP's office and Sports Office. Head of Juniors to roll call for Junior Teachers and Teaching Assistants. Deputy Head Academic to roll call for Senior Department Teachers
- Liaises with security/emergency services (G4S) with the support of teaching and support staff in the event of an evacuation and arranges for all information regarding missing persons to be relayed to them
- Provides the all clear to staff upon consultation with the security/emergency services (G4S)

Estate Manager (Health and Safety Committee member)

- Reports the fire to emergency/security services (G4S control office: 0729999000 G4S mobile patrol unit: 0723786565, G4S emergency number: 0711042307) and liaises with them upon arrival in consultation with members of the SLT
- Takes responsibility for accounting for all members of the Office Staff and Support Staff, immediately reporting any missing persons to a member of the SLT
- Supports the SLT in maintaining a calm and safe environment during evacuation and assembly
- Coordinates any firefighting action that may be undertaken by competent Support Staff

Office Staff

- Assists and directs any visitors to the school who may be in an office at the time of evacuation
- Back Office staff to bring 'staff sign out' sheet and hand to a member of SLT
- Supports the SLT in maintaining a calm and safe environment during evacuation and assembly

Catering Manager (Health and Safety Committee member)

- Takes responsibility for accounting for all members of the Catering Staff, immediately reporting any missing persons to a member of the SLT
- Supports the SLT in maintaining a calm and safe environment during evacuation and assembly
- Coordinates any firefighting action that may be undertaken by competent Catering Staff

Members of the Support and Catering staff who are confident and competent in the use of firefighting equipment may tackle small fires to aid the evacuation of the school community, under the direction of the Estate Manager

### **3. Management Arrangements for Fire Safety**

-Fire Risk Assessment

Under the guidance of Trident Risk Management, the school ensures that a suitable and sufficient Fire Risk Assessment is undertaken on the school premises and that the findings of the assessment are implemented. This risk assessment is reviewed if there are any structural or process changes to the premises.

### **4. Fire Precautions**

-Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson. This includes:

- Supervision of pupils
- Security lighting on all entrances, footpaths and key areas of the school
- Ensuring that internal waste bins are emptied on a daily basis
- Minimising the risk of intrusion. The school site is a secure compound with perimeter wall, electric fence and security guards/askaris

-Electrical Safety

A local, qualified electrician is used to maintain and repair all electrical services within the school. Informal visual inspection of electrical equipment is carried out on a daily basis as and when equipment is used and weekly as part of the normal cleaning and maintenance schedule. Formal inspection is carried out termly as part of the school's health and safety assessment. Faulty or damaged equipment is reported immediately to the Estate Manager and either repaired or discarded and replaced, depending on the nature of fault. Most electrical systems within the school have a localised inverter back up system and the whole school is powered by a diesel generator in the event of power failure.

-Gas Safety

All gas equipment is informally inspected weekly by relevant staff (Science- lab technician and kitchen- catering manager). All faults are reported immediately to the Estate Manager for repair or replacement. All systems are formally inspected by a qualified engineer (Science labs- Chemigas, annually and Kitchen- Olibya, every three years). A report is logged with the Estate Manager and a time frame for any required actions is agreed.

-Hazardous substances

All flammable or hazardous substances such as science chemicals, fuel, maintenance products and pool chemicals are stored in locked cupboards, lockers or designated store rooms as appropriate.

All departments with hazardous substances must try to eliminate, substitute or reduce their chemicals that they hold within their areas wherever possible.

### **5. Means of Escape**

Most buildings within the school are provided with a secondary means of escape. The school premises consist of many individual, small buildings so evacuation to the open is quick and easy. The layout of the premises offers several alternative evacuation routes other than each room's indicated primary escape route. Staff are instructed to use an alternative route if their primary route is blocked or congested.

### **6. Fire Fighting Equipment**

The school provides a suitable number of fire extinguishers and fire blankets as determined by the school's Fire Risk Assessment under the guidance of Trident Risk Management. All fire extinguishers are supplied and checked (annually) by a specialist contractor; Nimrod Africa Ltd.

### **7. Fire Detection**

The school recognises that early detection of fire enhances the time available for evacuation and reduces the damage caused to buildings. The school is committed to continuing to review and upgrade its fire detection system in relation to best practice. There is currently a programme in place to upgrade current provision to include smoke detectors, as advised by Trident Risk Management in the last Health and Safety audit. Necessary work is scheduled to take place in the holiday period of Easter 2018.

### **8. Arrangements for action to be taken in the event of fire**

The school provides an action procedure in the event of fire for staff, pupils, visitors and contractors whilst on the premises. This is posted in all classrooms, changing rooms, offices and communal spaces along with an evacuation map indicating the primary evacuation route. All personnel should make themselves familiar with its contents. In the event of a fire, visitors and contractors must be escorted to the assembly point by their host.

These fire procedures and action plans are tested termly in the form of a fire drill. The drills are organised by the Deputy Head Pastoral (or another member of SLT in the DHP's absence) who logs the outcome of the drill and follows up on any action as appropriate.

## **9. Maintenance and Testing**

The school makes arrangements for the fire alarm system to be maintained and tested termly by Nimrod Africa Ltd. The service schedule includes the following:

- Service of fire alarm system
- Testing of alarm activation points which are located in the following places:
  - Reception Area (x2)
  - Art/DT Centre
  - Junior Quad
  - Information Centre
  - Geography Classroom
  - English I Classroom
  - Science Lab
  - Kitchen (x2)
- Repair and replacement of any faulty or worn parts of the system
- Records of maintenance and testing are retained by the Estates Manager.

## **10. Training**

- Information on fire procedures is provided to all staff in the form of the Fire Risk Prevention policy and the Fire safety Policy.
- All staff have easy access to the Fire Evacuation Procedure and Primary escape routes which are posted in classrooms, changing rooms, offices and communal spaces.
- All staff are involved in the termly fire drills. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills
- All staff have access to the 'Fire Safety in International Schools' training module through Educare
- All support staff are given basic 'in house' training in the use of fire-fighting equipment
- Select members of the Health and Safety Committee have received further fire safety training through the OSH training course in 2017
- All staff underwent basic fire safety training in 2014

Peponi House is dedicated to maintaining a safe working environment for staff and pupils. Recent investment in firefighting equipment and better signage for escape routes has identified a need to source practical training for teaching and support staff. This is scheduled to occur in April 2018.

## **11. Safety of visitors and contractors on the school premises**

All visitors, including contractors, are requested to sign in to the school at the main gate. They are given information outlining the procedures to follow in the event of the alarm being raised

and the location of the relevant assembly points. During term time, all contractors are supervised and visitors hosted, by a member of Peponi staff who will escort them to the assembly point in the event of an evacuation.

## **12. Use of School Premises outside school hours/ letting of premises**

Most out of school activities held on the premises are run by Peponi staff and use the outdoor sports facilities, not the school buildings, minimising the risk of injury from fire.

Busy Bees Nursery staff who run a holiday nursey are given full induction and training in the correct procedures to follow in the event of fire and evacuation.