

**Peponi House
Preparatory School
Nairobi, Kenya**



Peponi House Fire Safety Policy

1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties as set out by HM Government, Department of Communities and Local Government 'Fire safety Risk Assessment- Educational Premises' (2006) and Kenyan Occupational Safety and Health Act (2007)

3 Guidance

3.1 The School has in place procedures for:

- carrying out fire risk assessment
- preventing fires
- evacuation in the event of a fire
- maintaining and checking all fire detection, alarm and fighting systems
- responsibilities of personnel

3.2 Relevant members of the Health and Safety Committee have the responsibility of ensuring that procedures for their buildings and relevant areas of the school premises are implemented. This would include highlighting any high risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:-

- bringing fire evacuation procedures to the attention of all employees, contractors and visitors, etc
- providing clear guidance on evacuation procedure in all parts of the premises
- ensuring all members of the school community understand their roles and responsibilities in the event of a fire and evacuation
- providing appropriate training to key staff who can provide evacuation assistance in the event of a fire. This may include firefighting techniques for those appropriately trained

4 Fire Risk Assessment

4.1 All of the School premises will be subject to a fire risk assessment. This will be conducted by Trident Risk Management in conjunction with Nimrod Africa Ltd in close liaison with the Estate's Manager.

4.2 The fire risk assessment will be reviewed and /or updated every year or in the event of significant changes to the buildings or their usage

4.3 A copy of the fire risk assessment report will be available from the Estates Manager and the Deputy Head Pastoral and employees' attention brought to any hazards found in the assessment by Trident Risk Management or the Health and Safety Committee.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

The school currently relies on visual identification of fire and manual operation of the alarm system. The introduction of smoke detectors and automatic alarm activation has been identified as a priority for development and is scheduled for completion during the Easter Holiday period 2018.

6 Fire Alarm

6.1 The School premises has adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system is to be tested termly by Nimrod Africa Ltd.

6.3 The fire alarm system will be serviced termly by Nimrod Africa Ltd. Further guidance can be found in the fire prevention policy.

6.4 Records of these tests and servicing are maintained by the Estate's Manager.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

7.2 Fire extinguishers and other firefighting equipment will be serviced by Nimrod Africa Ltd, annually and the service date recorded on each extinguisher.

8 Emergency Lighting

8.1 The school has an emergency generator that automatically activates in the event of a power failure maintaining all power and lighting to the school.

8.2 The emergency generator is maintained and serviced regularly and records kept by the Estate's manager.

9 Emergency Procedures

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire /emergency.

9.2 Evacuation procedure and map will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the primary evacuation route to follow in an emergency.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with approved green and white Fire Exit signs.

9.4 The means of escape from classrooms, changing rooms, offices and communal spaces will be regularly inspected by Teaching Staff, Office Staff, Support Staff and the Estates Manager to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Deputy Head Pastoral or another member of the SLT.

9.6 Teaching staff are responsible for evacuating and escorting their pupils safely out of the school buildings in silence and in an orderly fashion. They are responsible for conducting an emergency registration 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 the Deputy Head Pastoral or another member of SLT. It is the responsibility of the Deputy Head Pastoral to ensure that this information is passed to the Security and Emergency service (G4S) as soon as they arrive.

9.7 Summoning the Emergency/Security Services (G4S):

Kenya has a very limited public Fire Service which can, if necessary, be contacted using the number 999. Peponi House has a private emergency/security contract with both G4S and KK. In the event of a fire it is the Estate Manager's responsibility to activate the emergency alarm and contact the emergency/security services. If the Estate Manager is not present the Deputy Head Pastoral or another member of the SLT will activate the emergency alarm and call the emergency/ security services on the following numbers:

G4S control office: 0729999000

G4S mobile patrol unit: 0723786565

G4S emergency number: 0711042307

These numbers are posted in the Estate Manager's Office, Main office, Deputy Head Pastoral's Office and staff room. They are also programmed into the Estate Manager's and SLT member's mobile phones.

9.8 Fire drills will be held termly across the whole school premises.

9.9 Written records of fire / evacuation drills will be maintained by the Deputy Head Pastoral

10 Fire Training

All staff at Peponi House will undergo an induction of their workplace in regards to fire risks within their room or building and the site in general.

10.1 Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm
- action to take on hearing the alarm, including location and use of exits and escape routes
- action to take in the event of an incident occurring
- areas of greater risk of fire on the premises

10.2 Pupils will be informed of exits and escape routes which they will practise in a termly drill

10.3 Members of the Health and Safety Committee will be trained in:

- emergency evacuation procedures
- use of fire extinguishers and emergency procedures
- how to spot fire hazards

10.4 Visitors and contractors:

- on arrival at the School will be made aware of the procedures and assembly points in the event of an evacuation
- For events with large numbers of attendees, such as open days or concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

11 Fire Prevention

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's Manager and other members of the Health and Safety Committee will:

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

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken

11.4 Consult regularly with members of the school community and Trident Risk Management

11.5 Include fire prevention and evacuation procedures during the induction process with all new staff

11.6 Pay close attention to and supervise the activities of contractors as appropriate

12 Fire Records

Records are kept of evacuation drills, training, inspections and maintenance of systems and equipment. Maintenance and record keeping of fire systems will be the responsibility of the Estate's Manager. Records of fire drills and there outcomes are recorded by the Deputy Head Pastoral.