



FIRE SAFETY POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

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Website	Yes

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 under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3 Guidance and responsibilities

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.

3.2 The Governors direct that the Headmaster shall ensure that the arrangements in this policy are carried out. The Bursar will report to the Full Governors on developments, concerns, incidents and training.

3.3 The Bursar is appointed as School Safety Officer (SSO) to promote an active and effective fire safety culture at the School. He has executive authority within the School in fire safety matters. In practice this means that the SSO can take action to prevent danger when there is an immediate serious risk to life or property.

3.4 The SSO or the School's Health & Safety Adviser on his behalf shall liaise with the Fire and Rescue Service and maintain this policy in accordance with their recommendations and all relevant legislation.

3.5 Particular duties of the SSO are:

- In the event of a fire during the working day to act as Fire Incident Controller to organise assistance and provide salvage advice to the Fire and Rescue Service.
- To ensure the preparation of a fire safety training syllabus and training programme for all staff, and to see that it is delivered. The HR Manager will keep staff records for all fire training.
- To act as Chairman of the School Health & Safety Committee and to provide that Committee with reports on any fires and other fire safety matters.
- To enable the School Health & Safety Committee to act as a forum for consultation on fire safety matters and to disseminate fire information.

- To nominate persons to take fire safety responsibilities (Fire Wardens and Assistant Fire Wardens) for each building and to ensure that they have the necessary resources and information on fire safety matters to enable them to fulfil their duties.
- To ensure that appropriate fire safety arrangements are in place during special events and during the hire of School facilities.
- To liaise with the School's insurers and ensure that their recommendations are responded to.
- To keep the Headmaster and Governors informed by regular briefing of developments, concerns, training and incidents in fire safety arrangements.

3.6 The School's Health & Safety Advisor assists the School Safety Officer in achieving his responsibilities and in particular that:

- Building work complies with the fire safety requirements of the Building Regulations by consultation with Building Control and Building Completion Certificates issued by them.
- There are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.
- There are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all School premises. These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the School's insurers, best practice and the relevant Standards, copies of which are held by the Estates Manager.
- There are completed fire risk assessments for all School properties.
- Appropriate fire training is provided for all staff and onsite contractors.
- All fire records are maintained.
- Monitor all fire test records to ensure they are completed correctly and on time.
- Liaise with Emergency Services on behalf of SSO.

Note: The Health & Safety Advisor is to inform the SSO, Senior School Deputy Head (Pastoral) and Head of the Prep School, as necessary, on any failure to comply.

4 Fire Risk Assessment

- 4.1 All of the School premises are subject to a fire risk assessment conducted by the Health & Safety Advisor. The Health & Safety Advisor liaises closely with Heads of Department.
- 4.2 The fire risk assessment are 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 reports are available on site (from the Health & Safety Advisor) and employees' attention brought to any hazards found in the assessment.
- 4.4 Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 4.5 Regular inspections will be made by staff, including the Fire Wardens, Assistant Fire Wardens, Caretaker, Head Groundsman and House Matrons to ensure that:
 - Fire Extinguishers are in place and not tampered with.
 - Fire Escape routes are kept clear and free of flammable materials.
 - Fire Doors are all fully self-closing or locked shut.
 - Fire Escape Stairs are kept free of slipping or tripping hazards.
 - Security against arson is maintained.
 - Any evidence of smoking is reported to the SSO or Health & Safety Advisor.

5 Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

6 Fire Alarm

- 6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 6.2 The fire alarm system in each location is tested as part of the fire drill procedure.
- 6.3 The fire alarm system is serviced annually by a competent contractor (e.g. ISO 9001 / BAFE).
- 6.4 Records of these tests and servicing are maintained in a fire log book held by the Health & Safety Advisor and Estates Manager.

7 Fire Fighting Equipment

- 7.1 The fire risk assessments will determine the minimum level of firefighting equipment which must be present in the School premises.
- 7.2 Fire extinguishers, wet and dry risers and/or other fire suppressant systems are serviced by a competent contractor annually and the service date recorded on each extinguisher /system.

8 Emergency Lighting

- 8.1 Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 8.2 Where emergency lighting is generator powered, the lighting is tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator is arranged by the Estates Manager.
- 8.3 Battery operated emergency lighting will be tested monthly, quarterly or annually depending on the risk assessment for that building (charge & illumination) and an annual full discharge test by a competent contractor
- 8.4 Records of testing and servicing of emergency lights are maintained by the Estates Manager.

9 Emergency Procedures

- 9.1 Written emergency procedures are provided to all staff on the blue health and safety card. These written instructions include procedures in the event of a fire.
- 9.2 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlighting the fire evacuation point. An example notice for teaching staff is included at Appendix 1 to this guidance.
- 9.3 There are adequate means of escape for all occupants of the School premises.
- 9.4 The means of escape are regularly inspected by the Fire Wardens and Assistant Fire Wardens 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 Bursar / Estates Manager when notified. Example arrangements are included at Appendix 2 to this guidance.
- 9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count 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 Bursar. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 9.7 **SUMMONING THE FIRE AND RESCUE SERVICE.**

The Senior School Office is manned between 8.15am and 5.30pm during weekdays in term-time.

The Prep School Office is manned between 8.00am and 5pm during weekdays in term-time.

Either the Senior School or Prep School Offices are manned between 8.30am and 5.00pm during half terms and holiday apart from the Christmas and Easter closedowns.

Either the Headmaster or the Bursar is available on weekends.

Fire alarm panels are located where appropriate in each building. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

The security staff have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the Senior and Prep School Office is staffed (unless warned of a planned fire practice).

- 9.8 The Deputy Head Pastoral and Prep School Head conduct fire drills every term at the School. Boarding Housemasters and Housemistresses conduct 2 fire drills in their boarding house during the first 2 weeks of the Autumn term, one of which includes a night time evacuation. There is one practice during the first 2 weeks of each of the Spring and Summer terms.
- 9.9 Boarding Housemasters and Housemistresses shall ensure that matters, including material matters, which increase the fire risk or prevent the efficient evacuation of the house, are resolved immediately. Boarding Housemasters and Housemistresses maintain a fire log (kept in the red box in each house), which is collected by the Health & Safety Advisor for audit by the School Safety Office on a termly basis.

10 Fire Training

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.

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Wardens and Assistant Fire Wardens will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers;
- when the use of a fire extinguisher is appropriate:
- emergency procedures; and
- how to spot fire hazards.

10.4 All visitors to the School must report to the Senior or Prep School Offices or Estates Manager for construction/maintenance. They are provided with a visitor's badge, which includes details of what to do in the event of a fire. Visitors to the site are generally accompanied at all times. On occasions when maintenance or construction staff are working unaccompanied, they are given a brief for their area of work on fire safety.

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 Bursar, Estates Manager, Health & Safety Advisor, Head Caretaker and Heads of Department will:-

- 11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- 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 the Fire Wardens and Assistant Fire Wardens;
- 11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 11.6 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Appendix 1 – Example Emergency Evacuation Notice for Teachers

FIRE PROCEDURE

AREA Sports Complex Midas Room

On discovering a Fire:

- Raise the alarm immediately
- Evacuate the room/building, taking some warm clothing with you.

IN THE CASE OF ALL FIRES/SUSPECTED FIRES THE FIRE SERVICE MUST BE INFORMED.

EVACUATION PROCEDURE AND PUPIL CHECKS.

When a fire alarm sounds, the Duty Staff member in charge of the Class should act in accordance with the following instructions.

1. Remove this board from the wall along with the signing in/out book and take it to the assembly point.
2. Instruct the pupils to leave the building in a **quiet and orderly way** and to report to you at the assembly point in the CDT CAR PARK
3. The duty staff member is to carry out roll call of all pupils at the assembly point.
4. Check the roll call against the signing in/out book and note any absentees.
5. If there are any absentees then ask the pupils if their whereabouts are known.
6. Send a responsible pupil with this form to the school office or the person in charge at the Scene.
7. Stay with the pupils until officially informed that it is safe to return.
8. If you have discovered the fire make yourself known to the person in charge at the scene Bursar/Estates Manager/Senior Fire Officer. They will require as much information as possible.

ABSENCE RETURN (Nil returns are necessary)

NAME OF PERSON IN CHARGE OF Class/Accommodation

NUMBER IN CLASS INCLUDING STAFF _____

NAMES OF PUPILS ABSENT FROM ROLL CALL _____

NAMES OF PUPILS MISSING FROM ASSEMBLY POINT CHECK (INCLUDING PUPILS IN MEDICAL CENTRE)

Appendix 2: Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service.

The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Bursar as soon as he or she reaches the assembly point. It is the responsibility of the Bursar to ensure that this information is passed as soon as possible to the Fire and Emergency Service.