



# Bridewell Royal Hospital

King Edward's Witley & Barrow Hills School

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## *Fire Safety Policy*

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### **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.

The School has in place procedures for:

- a. Carrying out fire risk assessments
- b. Preventing fires
- c. Evacuation in the event of a fire
- d. Maintaining and checking all fire detection, alarm and lighting systems

### **Fire Risk Assessment**

All the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained maintenance engineer. The person undertaking the assessment will liaise closely with Head of Department.

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.

A copy of the fire risk assessment report will be available on site (from the Estates Bursar and Operations Manager) and employees' attention brought to any hazards found in the assessment.

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

Regular assessments will be made by staff, including the Fire Officer/Fire Marshals/Estates Bursar/Estates team/House staff/H&S consultant to ensure that the walkways are kept clear of obstructions and tripping hazards.

### **Fire Detection**

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

### **Fire Alarm**

Each of the School premises has an adequate means of raising the alarm in the event of a fire.

The fire alarm system in each location is to be tested weekly on a Monday at 08:00 for the main school and 09:30 in boarding accommodation at KESW and weekly on a Thursday at 07:15 at BHS. This will be managed by the Estates Bursar, Operations Manager and Fire Officer. The alarm will be activated using a different activator each week, where this is practicable.

The fire alarm system will be serviced every 6 months by a competent contractor.

Records of these tests and servicing are maintained in a fire log book and the compliance tracker held by the Estates Bursar Operations Manager.

### **Fire Fighting Equipment**

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

Fire extinguishers and or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/ system.

### **Emergency Lighting**

Emergency lighting must be 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.

Emergency lighting will be tested monthly and serviced annually. Records of testing and servicing will be maintained by the Estates Bursar and is recorded on the compliance tracker.

### **Emergency Procedures**

Written emergency procedures will be provided within the schools Fire Orders. These written instructions will include procedures in the event of a fire.

Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency.

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms. The means of escape will be regularly inspected by Fire Marshals 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 will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the DoFO/Estates Bursar Operations Manager when notified.

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 Duty Fire Officer. It is the duty of the Duty Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Fire drills will be held every term at the School. We also practice a night-time evacuation of the boarding houses each term. Written records of fire evacuation drills will be maintained in the fire log book which is kept by the Estates Bursar Operations Manager and the compliance tracker.

### **Fire Training**

Staff will be informed in relation to:

- a. Action to take if they discover a fire, including how to activate the fire alarm;
- b. Action to take on hearing the alarm, including location and use of exits and escape routes.

Pupils will be informed of exits and escape routes

Fire Marshals will be trained in:

- a. Emergency evacuation procedures;
- b. Use of fire extinguishers; emergency procedures; and
- c. How to spot fire hazards.
- d. The provision of 'safety assistance' in the event of a fire.

Fire Marshals will receive regular annual refresher training.

Visitors and contractors:

- a. On arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- b. For events with large numbers of attendees, such as open days/concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

### **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 DoFO, Estates Bursar, Operations Manager Fire Officer, H&S contractor and Head of Department will:

- a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);
- b. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- c. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- d. Consult regularly with the Fire Marshals;
- e. Include fire prevention and evacuation procedures during the induction process with new starters; and
- f. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

Fire doors will be installed as necessary to slow the spread of fire and smoke throughout the school. Fire doors are designed to close automatically after opening and must never be blocked, jammed or wedged open.

Smoking is prohibited in all areas of the school.

### **Boarding and Staff Accommodation**

Boarding and staff accommodation may not be exempt from the provision of the Fire Safety Act 2021 as it applies to the structure, external walls (including cladding and balconies) and individual flat entrance doors between domestic premises and the common parts of a multi-occupied residential building. Depending on the nature of the accommodation the requirements may apply if it is deemed a building with multiple private dwellings by virtue of containing staff and boarding accommodation or multiples of either. In the event that the Act applies all the above related policy guidance and requirements will apply to accommodation in addition to the other areas of the school.

### **Review**

This policy will be reviewed annually.