

# Salesian College



## Fire Safety Policy

### PART 1: FIRE SAFETY

#### INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Salesian College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### ROLE OF THE COLLEGE FIRE SAFETY MANAGER

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire College community.
- Everyone in the College (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

#### EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are teaching or responsible for a class, and the fire bell rings, instruct them to leave in silence and accompany them from the classroom. Do not take anything else, and do not allow the pupils to take anything. There may not be time to close all windows but do ensure that doors are shut but not locked behind you.
3. Make your way to the assembly point to the rear of the College by the Ambulacrum.
4. If you have a pupil in your class with a disability, you should ensure that either you accompany him or her down to the fire assembly point or to the nearest designated safe refuge where he or she should wait for the Fire and Emergency Services.
5. Take the register of your class as soon as you reach the assembly point using the Register forms handed to you by Reception staff.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar or his designated deputy who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
7. Remain at the assembly point with your pupils until the all clear is given.

## **PART 2: FIRE SAFETY PROCEDURES**

### **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures at their induction day before the commencement of the new school year. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to designated staff which include the Bursar's staff, the Maintenance team, the IT department and the science lab technicians. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

The master panel, located by the front door of the Delmer Building close to Reception, shows the location of all the alarm call points throughout the College on the networked alarm system. If the alarm goes off for any reason during school hours, there is a three minute period in which to confirm the nature of the incident with the monitoring station, Guardwell. If Guardwell is not called in that time, the Fire and Emergency services will be notified to

respond to the call. At all other times, the Fire and Emergency services will be notified immediately.

### VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on College property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

### DISABLED STAFF, PUPILS OR VISITORS

In the event of a disabled member of staff or pupil joining the school, there will be a special one to one induction on fire safety followed by the preparation of a personal emergency evacuation plan (PEEP).

We have a designated safe refuge point on the first floor of the Foley Building, with signs advising of its location. 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 Services. 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 or his designated deputy as soon as he or she reaches the assembly point. It is the responsibility of the Bursar or his designated deputy to ensure that this information is passed as soon as possible to the Fire and Emergency Services.

### RESPONSIBILITIES OF TEACHING STAFF

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 or his designated deputy. It is the responsibility of the Bursar or his designated deputy to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to a burning building.***

### RESPONSIBILITIES OF FIRE WARDENS

We have sufficient trained Fire Wardens to cover all areas of the College. Fire Wardens are members of the non-teaching staff, namely the Bursar's staff, the Maintenance team and the IT Manager who do not have specific duties in the event of fire or other emergency for

looking after pupils. All Fire Wardens are competent persons who have been trained to provide safety assistance in the event of a fire, and receive regular refresher training.

## FIRE PRACTICES

We hold one fire practice every term in the College together with a rehearsed fire drill at the start of the new school year. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens helps to ensure that the school can be safely evacuated in the event of a fire.

## FIRE PREVENTION MEASURES

We have the following fire prevention measures in place in the College:

### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located by the front door of the Delmer building close to reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
  - 6<sup>th</sup> Form common room
  - 6<sup>th</sup> Form study areas
  - 6<sup>th</sup> Form main computer room
- Keeping fire routes and exits clear at all times. The Maintenance department is responsible for unlocking the buildings in the morning.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Maintenance Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment (heat detectors, smoke detectors, audio and visual warning devices)
  - An annual service of fire extinguishers.
- Records of all tests are kept in the Maintenance Department.

- Plans showing the location of fire hydrants, gas and electricity shut off points are kept in a fire 'grab pack' located next to the main control board by the entrance to the Delmer Building close to Reception.

### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A member of the Maintenance team has been trained in this role.
- Records of all tests are kept in the Maintenance Department.
- The Maintenance department check that all scientific equipment is switched off at the end of the school day.
- All computers, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends. Projectors are manually closed down by the Maintenance department.

### Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested regularly by a specialist contractor. Records of all tests are kept in the Maintenance Department.

### Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department with the exception of the main kitchen where the records are maintained by Chartwells.
- All kitchen equipment is switched off at the end of service.

### Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## USE OF COLLEGE BY EXTERNAL GROUPS

Our standard procedures dictate that external groups wishing to use the College's premises will agree to observe the terms of the College's fire safety policy and specify that the external

party should certify that he/she has read and understood the school's fire safety policy and procedures. A member of the Maintenance Team will always be available when the College is used for an outside function or event by external groups.

### PART 3: FIRE RISK ASSESSMENT

The College's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of Specification 79: 2005. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

The Maintenance Compliance Officer is experienced in fire risk assessments and has conducted risk assessments of all the rooms, laboratories, corridors, stairs and sports buildings. These documents are updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.