

## FIRE RISK PREVENTION POLICY

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

### Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the College to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### Guidance

The College has in place procedures for:-

- (a) carrying out fire risk assessment;
- (b) preventing fires;
- (c) evacuation in the event of a fire;
- (d) maintaining and checking all fire detection, alarm and fighting systems.

The Assistant Bursar has responsibility for maintaining and ensuring the local implementation of the College fire procedures. Bringing the fire emergency plan to the attention of all employees, contractors and visitors, etc during all training and site induction sessions. Providing Fire Warden training for residential staff. All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive refresher training.

### Fire Risk Assessment

All of the College premises are subject to a Fire Risk Assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Assistant Bursar.

The fire risk assessment is 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 is available on site (from the Assistant Bursar) and employees' attention brought to any hazards found in the assessment. Fire hazards identified in the assessment will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work. Regular assessments are made by staff, including the Site Staff, house staff and Assistant Bursar to ensure that the walkways are kept clear of obstruction and tripping hazards.

### Fire Detection

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

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

The fire alarm system in each location is tested weekly. This is managed by the Assistant Bursar / Site Staff. The alarm is activated using a different activator point each week, where this is practicable.

The fire alarm system is serviced biannually by a competent contractor (eg ISO 9001 / BAFE)

Records of these tests and servicing are maintained in a fire log book held by the Assistant Bursar.

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### **Fire Fighting Equipment**

Fire extinguishers are visually checked regularly by the Site Staff and any visible faults relayed to the external contractor for repairs.

Fire extinguishers are serviced by a competent contractor annually and the service date recorded on each extinguisher.

### **Emergency Lighting**

Emergency lighting is installed in the College where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

Battery operated emergency lighting is tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

Records of testing and servicing of emergency lights are maintained by the Assistant Bursar.

### **Emergency Procedures**

Written emergency procedures are provided. These written instructions, the Fire Emergency Plan, include procedures in the event of a fire.

Notices are displayed in each classroom and prominently around the College premises detailing the action to take in the event of a fire, and highlighting the assembly point to evacuate to in an emergency.

Form Tutors go through the Fire Emergency Plan with their tutees at the beginning of each term to ensure full understanding. House staff go through the Fire Emergency Plan with boarding students in house meetings at the beginning of each term.

There is adequate means of escape for all occupants of the College premises. These means of escape are clearly signed with pictograms.

The means of escape are regularly inspected by the Site Staff 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 disabled staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Assistant Bursar / Site Staff 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 Director of Studies. It is the responsibility of the Assistant Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**SUMMONING THE FIRE BRIGADE:** The College Office is open throughout the year apart from the Christmas closedown and during weekends and bank holidays in the College holidays. The master panel that shows the location of all the alarm call points on the networked alarm system in the College buildings is located in each building. The College 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.

Fire drills are held every term at the School, both during teaching hours and in boarding times (weekends, evenings and early mornings).

Written records of fire / evacuation drills are maintained by the Assistant Bursar.

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### **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 are informed of exits and escape routes.

Residential staff are trained in:-

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.

### **Visitors and contractors:-**

- (a) On arrival at the College contractors 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 presentation day an announcement will be made at the beginning of the event regarding evacuation arrangements.
- (c) Visitors to the College are always supervised by a member of staff and, in the event of a fire alarm, will be escorted to the assembly point.

### **Fire Prevention**

The College 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 Assistant Bursar and Site Staff:-

Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (hazardous substances etc);

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

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

Include fire prevention and evacuation procedures during the induction process with all new starters; and

Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

### **Fire Records**

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

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