



# Brentwood School

## **SENIOR SCHOOL FIRE SAFETY & FIRE RISK ASSESSMENT POLICY**

### **1. General Statement**

The Governors of Brentwood School have set out this policy in order to meet their obligations for the fire safety of the whole School community in general and, more specifically, to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005, to give clear guidance on fire prevention and to establish an emergency action plan to ensure safe evacuation in the event of fire. The policy addresses the elimination or reduction of risks from dangerous substances.

### **2. Organisation**

i. Governors. The Governors are responsible for fire safety policy within the School. As such, they monitor the effectiveness of this Policy statement and will revise it where necessary

ii. Bursar.

- The Bursar, on behalf of the Governors, is responsible for the safe functioning of all School activities in relation to fire.
- He will ensure that effective arrangements are in force for the evacuation of buildings in case of fire or other emergencies.
- He ensures that those persons with responsibility for Fire Safety are qualified and competent to do this, and have had training appropriate to their designated role.
- He will ensure that fire risk assessments (FRA) are undertaken.
- He will ensure that all necessary fire equipment is available and properly maintained.
- He will be responsible for the delegation of some of these duties on a day-to-day basis to the Health & Safety/Fire Officer

iii. Senior Deputy Head

- The Senior Deputy Head is responsible for ensuring that, in the event of an evacuation, all members of the School are accounted for.
- They are responsible for ensuring that pupils and staff are exposed to the least possible degree of risk.
- They are responsible for ensuring that there is an effective system for making available class registers current to that day for roll call.

iv. Fire Officer.

The Fire Officer has undertaken the following professional training to establish competency in their role:

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- Advanced Fire risk assessing
- IFE Train the trainer fire Prevention
- NEBOSH Construction

They are responsible for obtaining, interpreting and disseminating all relevant fire safety information.

- Within this general responsibility, the Fire Officer will ensure that:
  - The School's Fire Safety policy is reviewed at least annually and updated where necessary.
  - As far as is reasonably practicable the School is compliant with the Regulatory Reform (Fire Safety) Order 2005 (FSO).
  - They assume control of Fire Risk Assessments throughout the School, ensuring that they are undertaken as necessary and regularly updated.
  - Instruction and training is provided to School staff as necessary.
  - All fire safety systems (alarms, emergency lighting, evacuation routes and extinguishers) are provided and maintained to the required standards.
  - The installation and maintenance of all fire protection systems is carried out according to the required standards and keep certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.
  - A system of regular call point testing is carried out and recorded.
  - All relevant records are kept up to date and available for inspection if required.
  - They record the time taken from alarm sounding to completion of roll call of all pupils and staff in the incident log.
  - Fire doors are inspected at least quarterly
  - They liaise with Fire Department during visits and inspections, making available all documentation requested by the Department.
  - Fire equipment is purchased/replaced as necessary.

v. School Marshal.

The School Marshal is responsible to the Deputy Head (Pastoral), through the School's Fire Officer, for the following duties in relation to fire:

- Overnight cover for the School site.
- Responding to out of hours incidents – auto diallers will contact the School Marshal's mobile phone.
- Reporting any known faults or breaches to the fire officer.

vi. Porters Department.

Members of the Porters Department are responsible to the Bursar, through the School's Fire Officer, for the following duties in relation to fire:

- Initiating and participating in the School's alarm response procedures in the event of the alarm being raised.
- Ensuring visitors to the School are signed in so that they can be accounted for in the event of an emergency.
- Contacting the emergency services if so instructed.

vii. Receptionists

The School Receptionists are responsible for the following duties in relation to fire:

- Ensuring visitors to the School are signed in so that they can be accounted for in the event of an emergency.
- Ensuring that absenteeism relating to pupils is recorded and the information is available in the event of an emergency.
- Ensuring that the sign out book is given to the Deputy Head (Staff, Operations and Co-curricular).

viii. All Employees.

All members of the School staff are responsible to the Bursar, through the School's Fire Officer, for the following in relation to fire:

- Taking reasonable care in carrying out their duties to ensure that they do not place themselves or others at risk of harm by their acts or omissions.
- Co-operating fully in complying with all fire prevention and evacuation procedures as laid down in this policy. Failure to comply or to misuse fire safety equipment may lead to disciplinary action.

- Ensuring that they familiarise themselves with the layout of buildings and evacuation routes.
- Ensuring that fire prevention equipment is used correctly and to report any misuse to the School's Fire Officer.
- Ensuring that all fire exits and evacuation routes are clear at all times and that no ignition sources or combustible materials are stored in corridors, on stairways or under stairs.
- Signing in and out of the log when leaving site.

### 3. Arrangements

- i. The School shall carry out Fire Risk Assessments (FRA) to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) for all areas in the School. These will be reviewed at least every two years or in the event of staff changes, changes to building layout or in the event of a fire.
- ii. The FRA will be undertaken by the Health & Safety/Fire Officer and the findings reported to the ~~Fire Officer~~, Bursar and relevant Head of Department.
- iii. The School will hold a drill once per term, during normal school hours, the timing of which will be communicated to the whole school community.
- iv. Teaching and non-teaching staff should, if it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, store rooms etc are evacuated in the event of the alarm sounding.
- v. Pupils, staff or visitors with mobility concerns should be evacuated last from buildings if suggested in the PEEP Personal Emergency Evacuation Plan. This will include a buddy system to ensure that help is given with egress and that emergency services are informed of the situation.
- vi. Mobility impaired persons must always be guided to a safe refuge area if complete evacuation is not possible.
- vii. The Fire Assembly Point for the Main School pupils, teaching staff and members of the non-teaching staff, Sport Centre staff, visitors and contractors is on the School's main playing field in front of the cricket pavilion. Tutors should line up with their own forms and report to the Head of Year who then reports to the Deputy Head, Pastoral. Non-teaching staff that assemble at the pavilion should remain with their departmental colleagues. A plan of the assembly points is set out in Annex B.
- viii. All teaching staff and non-teaching staff not responsible for pupils should report to their line managers, who in turn should report any absenteeism to the Deputy Head, Staffing, Operations and Co-curricular.
- ix. Some non-teaching departments have been given dispensation not to assemble at the pavilion and, instead, to line up outside the Dining Halls. These departments are Catering, Laundry, Maintenance and Gardens. Roll call will be carried out by the Catering General Manager and Maintenance Manager and a designated member of the Gardens team, with the outcome being notified to the Fire Officer by mobile telephone or walkie talkie. Students and staff on the Hesseltines sports pitches are to remain there and report in by phone to the Porters Lodge.
- x. With regard to the boarding houses, in addition to the daytime drill during which all house pupils and staff must evacuate, there will be a night time practice once per term. Records will be kept by the house master/mistress and distribution should include the Fire Officer.
- xi. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings. The data will be logged on the Fire Alarm Incident Form and made available to the Headmaster and members of the Health & Safety Committee.
- xii. If the School is not cleared completely within the target time of 5 minutes, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.

- xiii. The warning in case of fire shall be given by a siren or bell in all areas of the Senior School which is not used for other purposes and can easily be recognised by staff, pupils and visitors and can be heard clearly in all parts of the building.
- xiv. Weekly tests on individual call points will take place at 08.20am on a Tuesday morning. All alarms in the Senior School will sound. The same process will be carried out in the Prep Schools on Mondays at 7.45am. In addition, on a weekly basis, all call points in one building will be tested. The selected building will be isolated from the remainder of the School so the alarm sounds only in that building. The test is carried out between 6.00 and 7.30 am on a Friday morning. All call point testing is carried out in rotation and records retained.
- xv. A person discovering a fire must always raise the alarm immediately so that evacuation procedures may commence. The action will initiate a response by the School's Fire Incident Team. The procedures for the team are set out in Annex C.
- xvi. All teachers in charge of a class will be responsible for ensuring that the whole class is evacuated safely. In the event of an actual fire, it is the responsibility of the Headmaster and Bursar to dictate any subsequent movement.
- xvii. Heads of Department/Line Managers are required to register the absence of employees (on leave, for illness etc) to ensure that there is an effective system that allows them to account for all non-teaching staff.
- xviii. Reception staff will provide information to the Deputy Head, Staffing, Operations and Co-curricular, on registered visitors to the School so that they can be accounted for during roll call.
- xix. Visitors to the School will be instructed on the location of assembly points and fire evacuation procedures by the Porters or Reception. This information is detailed on the reverse of the visitor's card. Contractors will sign in at the Maintenance department and then be given safety advice by the commissioning member of staff.
- xx. Long term contractors, e.g. cleaning staff, should provide and manage an appropriate evacuation procedure. If contractors work outside of normal School hours the Supervisor or Manager must report any alarm to either the School Marshal or Head Porter as detailed in Annex D. This information must be also be reported to the Fire Officer and recorded.
- xxi. Directions for the evacuation of pupils, staff and visitors are displayed in prominent places.
- xxii. Teaching and non-teaching staff are responsible for ensuring that, if it is safe to do so, gas and electric services are turned off as they vacate the area.
- xxiii. Exit doors, including corridor doors, leading from buildings should not, under any circumstances, ever be locked or obstructed. The only exception is the CCF department.
- xxiv. Designated fire exit routes must be kept clear and sterile at all times.
- xxv. Under no circumstances during a fire practice, or actual fire emergency, should any person enter or leave the School premises.
- xxvi. No members of staff, pupils, visitors or contractors should re-enter a building once evacuated without the permission of the Headmaster or Bursar.
- xxvii. Everyone on site, regardless of designation, is to evacuate when the alarm is raised.
- xxviii. The School will provide, for use by the emergency services, information detailing layout of the site, access routes, fire prevention equipment, chemical storage areas and alarm details and keys. This information will be held in the Porters Lodge.
- xxix. The School will install and maintain suitable fire detection/prevention equipment that complies with current BS standards. Equipment/systems will be inspected by competent staff as follows:

- Call point testing – twice weekly, by in-house staff
  - Full emergency light testing – bi-annually, by a contractor
  - Emergency alarms and detection equipment – bi-annually, by contractors
  - Fire extinguishers – monthly, by in-house staff
  - Fire extinguishers – bi-annually, by contractors
  - Fire doors and escape routes – monthly, by in-house staff
  - Emergency light testing – additional 4 times per annum by contractor
- xxx. The School will provide Fire Safety awareness training.
- xxxi. All departments in the School are to report to the Health & Safety/Fire Officer the details and locations of all toxic and flammable substances. All such substances are to be stored securely. These arrangements are to comply with the Control of Substances Hazardous to Health Regulations (COSHH). Information on location and type of substance is made available to the Fire authorities via a Red Emergency Services Box outside the Porters' Lodge.
- xxxii. All electrical equipment will be used and maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment must be taken out of use until it has been repaired by a competent person. The School will PAT test all portable electrical equipment on an annual basis except fixed IT equipment which will be done bi-annually. All redundant electrical equipment must be removed from School.
- xxxiii. Only extension leads that are in good condition and have surge protection are permitted to be used anywhere on School property. Extension leads must be fully extended when used.
- xxxiv. Portable heaters brought in from home are not permitted to be used in any School building. If a portable heater is required this must be requisitioned from the Porters' Department.
- xxxv. During the course of the school year there are many extra activities that involve parents and members of the public who will not be conversant with the School emergency evacuation procedures. In order to ensure their safety, appropriate guidelines are set out in Annex E.
- xxxvi. Additional instructions for members of the CCF department are set out in Annex F.
- xxxvii. Instructions for members of the Contract Cleaning Company are set out in Annex G.
- xxxviii. Specific instructions for the members of Boarding Houses are set out in Annex H.

The following Annexes to the Fire Safety Policy are attached. Further information may be obtained from the Fire Officer (ext. 256):

Annex A	Actions in the Event of a Fire (School Day)
Annex B	Fire Assembly Points
Annex C	Incident Response Procedures (Day Time)
Annex D	Incident Response Procedures (Out of Hours)
Annex E	Evacuation Procedures (Public Performances)
Annex F	Evacuation Procedures (CCF)
Annex G	Evacuation Procedures (Contract Cleaners)
Annex H	Evacuation Procedures (Boarding Houses)

**Policy approved by Health and Safety Committee: ~~11<sup>th</sup> March 2015~~**

**ACTIONS IN THE EVENT OF A FIRE DURING THE SCHOOL DAY**

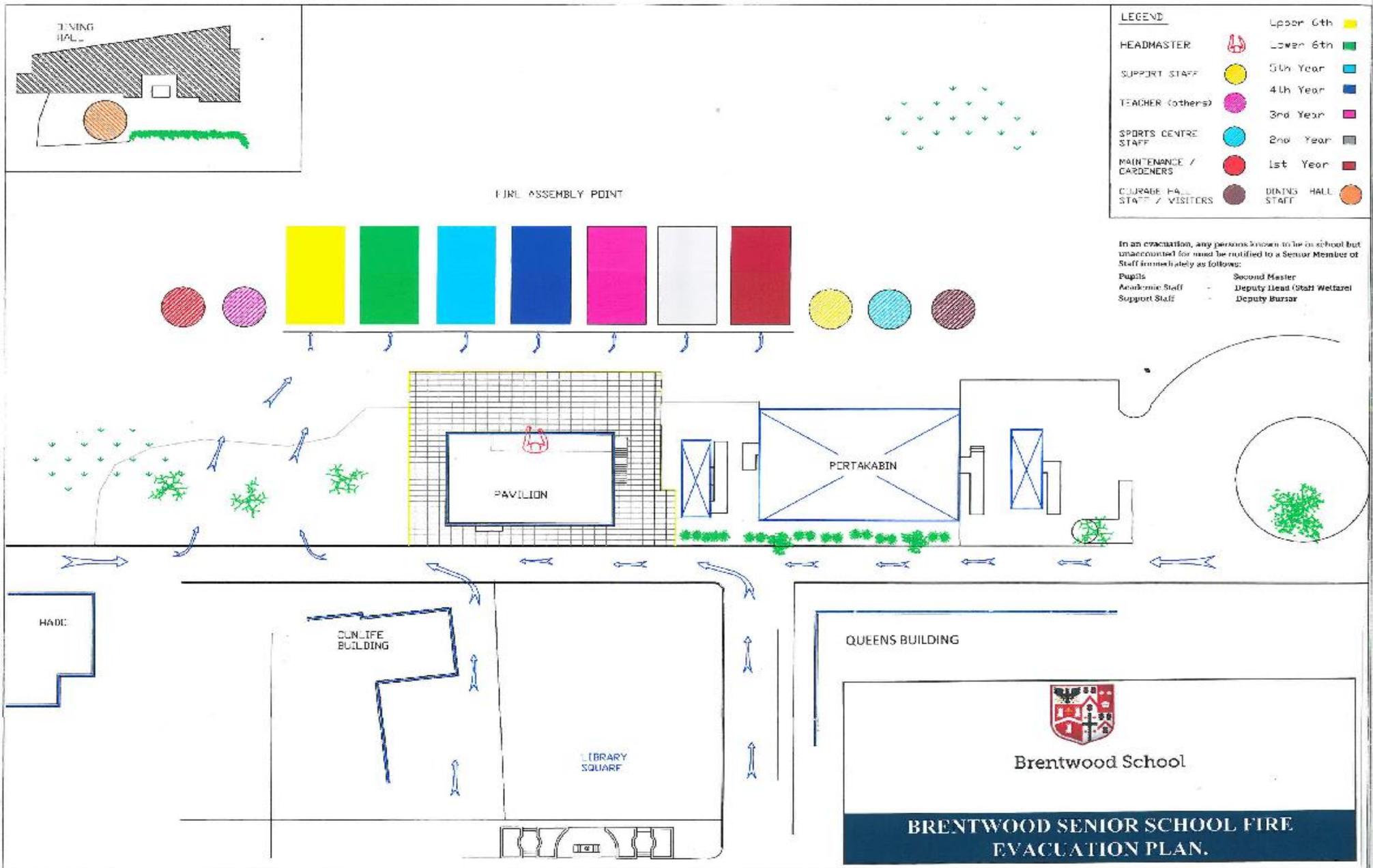
It is good practice for members of staff to inform colleagues if they are leaving the site during the normal School day. Individual pupils leaving the site must sign out at Reception.

**If you discover a fire:**

1. Raise the alarm by using the nearest available call point.
2. If you are in charge of a class ensure they leave by the nearest available safe exit.
3. If you have a guest/visitor ensure they leave the building and proceed to the muster point
4. If it is safe to do so and you have been trained, have a safe means of escape, have raised the alarm, use the appropriate extinguisher to tackle the fire. This should not be attempted if the fire is larger than a small waste paper bin.
5. Leave the area and if possible close windows and doors as you go to prevent the spread of fire.
6. Never re-enter the building until it is pronounced safe by the emergency services.

**If the alarms sound:**

1. Instruct pupils to leave in silence by nearest safest route.
2. Please shut doors and windows behind you.
3. Ensure any guests/visitors are accompanied to muster point.
4. If it is safe to do so, make a sweep of your immediate work area to ensure that rooms such as toilets, store rooms etc are evacuated in the event of the alarm sounding.
5. Inform the Senior Deputy Head if any pupil is not accounted for.
6. Do not return to the building until it is pronounced safe by the emergency services or by the School's Incident Response team.



**PORTERS DEPARTMENT**

**Fire Alarm Response Action Plan for 8 am to 5pm**

1. On hearing a fire alarm check you are safe to investigate the location panel situated in the Porters' Lodge.
2. Ascertain by using the panel where the alarm has been activated and contact the Health & Safety/Fire Officer using channel 3 on the walkie talkie. In the Health & Safety Officer's absence, the Facilities Manager or the Estates Bursar will deputise. Relay the building that has been activated.
3. Send a Porter to meet the Health & Safety Officer at the alarm location complete with the following:
  - Keys to the building
  - Building security alarm code
  - Fire panel reset keys
  - Building plan, location of zones and call points and sensors
  - Walkie talkie or a means of communication
  - Fire alarm call point replacement glass/reset key – Response Bag.
4. Communication must be maintained with members of the fire response team using channel 3 on the walkie talkies.
5. The Head Porter or Deputy must confirm that they can account for all the Porters on duty at that time, thereby accounting for their safety.
6. The Bursar will be called by The Health & Safety Officer When the Bursar is satisfied that all is safe he will instruct the Porters to disable the alarm and in turn allow the School to resume work.

Should the Bursar not be on site, the following will deputise in the order shown:

- Deputy Bursar
  - Estates Bursar
  - Finance Bursar
7. In the case of a fire the Bursar will request you to phone the Fire Brigade.

**PORTERS DEPARTMENT**

**Fire Alarm Response Action Plan for 5pm to 10 pm and 6 am to 8 am**

1. On hearing a fire alarm, check you are safe to investigate the location panel.
2. Ascertain by using the panel where the alarm has been activated.
3. Send a Porter to the alarm location complete with the following:
  - Keys to the building
  - Building security alarm code
  - Fire panel reset keys
  - Building plan, location of zones and call points and sensors
  - Mobile phone or a means of communication
  - Fire alarm call point replacement glass or reset key
4. If, on investigation, a fire is recognised then the Fire Brigade should be phoned immediately on 999. **DO NOT** under any circumstances enter the building.
5. Meet the attending Fire Officer and issue them with the following:
  - Information of people at risk, i.e. tenants, neighbours, disabled, etc.
  - Information of areas at risk, i.e. gas, chemicals, etc.
  - Layout drawing of campus showing access and egress
  - Layout drawing of building
  - Fire services documentation
6. Phone the School Marshal or Head Porter who will contact the Bursar or Headmaster.

**Fire evacuation during public performances.**

During the course of the School year there are many extra activities that involve parents and members of the public who will not be conversant with the School Fire Evacuation Procedures. These events include, for example, concerts, plays, fund raising events etc. In order to ensure the safety of pupils, staff and members of the public, the following guidelines must be followed before and whilst an event is taking place:

- The Producer/Organiser of the performance will be responsible, in the event of the fire alarm sounding, for the safe evacuation of cast and crew. The assembly point illustrated in Annex B of the policy will be used as far as is reasonably practicable.
- The Front of House Manager will ensure that the safety announcement is delivered prior to the commencement of the production. The announcement will include information on the assembly point.
- The Front of House Manager will be responsible, in the event of the fire alarm sounding, for the safe evacuation of the audience. The Front of House Manager will:
  - decide on an assembly point for the audience dependent on the building being used and communicate this to Senior Members of Staff **before** the day of the first performance.
  - ensure the fire exits are functional and clear from any obstructions and that emergency lighting on escape routes are operational **before** the audience is admitted.
  - identify to the audience escape routes and assembly points and ensure that there are sufficient competent attendants to look after the audience, before the performance begins.
  - ensure that a means of communication is readily available in order to summons emergency help.
  - During the performance:
    - carry a torch whenever part of the public area is in darkness.
    - ensure that they have available a fluorescent jacket.
    - ensure there are no areas of overcrowding.
    - keep exits and gangways clear.
    - be aware of the need of any people with disabilities and make provision for their evacuation if necessary.
  - The Producer/Organiser and Front of House Manager will be responsible for confirming to the Fire Officer that the building is clear
  - Prior to each performance a senior member of staff will be identified who will act as emergency co-ordinator. The Producer/ Organiser and Front of House Manager will be instructed to report roll calls etc them.
  - The School Marshal or Head Porter must be informed of the emergency
  - Pupils, Staff and Members of the Public must be informed that they must stay out of all School buildings until they are told by a Senior Member of School Staff that it is safe to return.
  - The Producer/Organiser must ensure that any outside Contractor used have produced and submitted risk assessments for services supplied which includes consideration for fire safety. Contractors must provide their own tools, ladders and relevant safety equipment. These must comply with current health and safety legislation.
  - These guidelines have been compiled from information included in Regulatory Reform (Fire Safety) Order 2005 and the DfEE publication Managing School Facilities – Fire Safety Guide 6.

CCF Department

- a. Escape routes from the CCF Centre, Rifle Range and Armoury are clearly signed.
- b. In the event of a fire **within the School:**
  - The alarm will sound.
  - There are no warning bells in the armoury so an Officer will need to ensure that all personnel have been alerted.
  - All cadets evacuate buildings and assemble at the School Fire Assembly Point by the Pavilion, see annex A of main policy.
  - All cadets will remain under the control of the Officer or NCO in charge of their training at the time of the fire.
  - Where weapon training lessons are involved all weapons are to be immediately carried out from the building. Weapons are never to be left unattended but there should be no delay in the evacuation of personnel.
  - An Officer will ensure that the range/armoury is made secure.
  - CCF buildings will be locked once Officers are sure the area has been evacuated
  - All personnel assembled by the pavilion will remain silent and properly formed up under their NCOs until informed by the Headmaster/Bursar that it is safe to return to the buildings.
  - Should any member of the group be unaccounted for, the senior CCF Officer or Fire Officer must be informed immediately.
  - CCF SSI may be requested to assist the Porters in their role as members of Fire Incident with checking of School buildings.
  - Cadets who may be training on the Heseltines may continue with their training and need not be brought back to the pavilion.
- c. In the event of a fire **within the CCF Centre or Range/Armoury:**
  - The alarm should be sounded and reception contacted by 'phone (Dial 0).
  - Regardless of the size of the fire **the alarm must always be raised.**
  - **No attempt must ever be made to fight any fire involving ammunition or explosives within the CCF ammunition bunker.**
  - **In the event of a fire within, or in close proximity to the ammunition bunker, a minimum distance of 100 metres radius of the bunker must be cleared of all personnel.**
  - Without putting any colleagues at risk, ensure that as far as possible any electrical appliances are switched off.
  - If it is felt that a small fire can be tackled safely, extinguishers are available at various locations within the CCF Centre and Range/Armoury.
  - Any attempt to control the fire should not be made by personnel untrained in the correct use of extinguishers.
  - All personnel must evacuate the CCF Centre and Range/Armoury and proceed as for item c. above.
- d. Smoking is not permitted in the CCF Centre or Range/Armoury or in any School building.
- e. Personnel must always inform a colleague if they intend to leave School for any reason.

**CONTRACT CLEANERS (CICS) - GENERAL POLICY AND PROCEDURE ON FIRE**

**EVACUATION OF BUILDINGS**

1. If you see a fire you should sound the alarm.
2. You should also call the fire brigade (tel: 999).
3. ALL STAFF MUST LEAVE ANY BUILDING IMMEDIATELY WHENEVER A FIRE ALARM SOUNDS AND MAKE THEIR WAY TO THE DESIGNATED ASSEMBLY POINT:
  - MAIN SCHOOL – CRICKET PAVILLION
  - PREP SCHOOL – PLAYGROUND
4. YOU ARE RESPONSIBLE FOR FAMILIARISING YOURSELF WITH THE PROCEDURES.
5. You must obey any instruction to evacuate a building when an alarm sounds.
6. NO PERSON, WHETHER STAFF OR OTHER, MAY RE-ENTER AN EVACUATED BUILDING UNTIL THE FIRE BRIGADE OR DESIGNATED MEMBER OF STAFF GIVES EXPRESS PERMISSION.
7. You must ensure that fire exits are kept clear and are left unobstructed.
8. You must ensure that fire doors are not propped open; these prevent the spread of smoke and fire.
9. DO NOT TAMPER WITH FIRE APPLIANCES.
10. DO NOT SET OFF FALSE ALARMS.
11. SMOKING AND NAKED FLAMES ARE PROHIBITED IN ALL BUILDINGS.
12. NEVER TACKLE A FIRE UNLESS YOU ARE CONFIDENT AND HAVE HAD PREVIOUS EXPERIENCE/TRAINING.
13. All flammables must be stored correctly, away from sparks/naked flames and other heat sources.

Even the most mundane activity can involve risk of fire. The responsibility for the health and safety of oneself and others rests with each and every employee of the CICS, in accordance with the Health and Safety at Work Act 1974.

## **FIRE ORDERS FOR BOARDING HOUSE STAFF**

In the event of the fire alarms sounding please take the following immediate action:

Remove this laminated card from the Duty Study notice board and take it with you – it contains important instructions and telephone numbers.

- Check the Boarding House for fire.
- If you locate a fire you should:
  - Evacuate the building
  - Take the student signing in/out book with you
  - Inform the Fire Brigade on telephone 999
  - Follow Fire Procedure set out in House Handbook
  - Register all students and staff at assembly point
  - Inform the Duty Porter on 07990 660023
- If you do not locate a fire:
  - Contact the Duty Porter on Ext 260 or 07990 660023

**NOTE:** Duty Porter hours of work:  
 Weekday 0600 – 2200  
 Weekend 0900 – 1700

## **IN THE EVENT OF A FIRE ALARM OUT OF SCHOOL HOURS**

Please use the following telephone numbers in the sequence shown:

School Marshall	Mobile number available on Staff intranet
Head Porter	Home number available on staff intranet
	Mobile number available on Staff intranet

### **Fire**

If you discover a fire:

Sound the alarm IMMEDIATELY by pushing the nearest break glass box located adjacent to all fire exit doors.

Fire practices (both in daylight and at night) will be held termly.

All soundings of the Fire Alarm must be taken seriously and the following instructions must be followed.

One day your life may depend upon it.

If the fire alarm sounds:

- |   |  |
|---|--|
| 1. Follow signs to the nearest exit                   | At night, grab a quilt or dressing gown and wear something on your feet.   |
| 2. <b>Exit</b> the building through a fire exit/ door | Corridor exits: Kitchen, U6, 5 <sup>th</sup> form/L6. Main front door, boarders' entrance or kitchen patio.  |
| 3. Exit Security Gates                                | These gates will automatically open when the fire bell sounds and are used by all those who exit the building through the kitchen patio doors or exits on the ground floor U6 and 5 <sup>th</sup> form/L6 corridors. |

### **DO NOT RUN**

- |   |                                       |
|---|---------------------------------------|
| 4. Form up next to the gate on the front lawn | Keep together and away from the house |
|---|---------------------------------------|

5. Roll Call

Answer clearly and raise your hand

When possible close doors and windows and turn off lights, cooker, oven etc.

**Remain SILENT throughout**

**Do not return to the House until you are told to do so.**