



Rugby School

Fire Policy

September 2020

Responsibility for updating this policy: Health and Safety Officer

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 and by ensuring that staff, students 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 Rugby School are designed to help our staff members, students and visitors respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Governing Body has overall responsibility for health & safety and fire safety matters for the School as a whole.

The Chief Operating Officer and the Head Master share responsibility for policy implementation.

The day to day responsibility and operational arrangements for monitoring compliance with the terms of this Fire Safety Policy and the School's fire safety procedures are delegated to the Fire Safety Officer as The Responsible Person.

ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The School Fire Safety Officer is Dennis Davies and he can be contacted on 01788 556 ext. 308 or 0781122214

He is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review.
- The Fire Safety Policy and risks identified by the fire risk assessments are promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested.
- Fire prevention measures are followed and staff are provided with appropriate fire safety training and instruction.
- Fire procedures and risk assessments are reviewed annually and on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired or where there is any other reason to suspect that the fire procedures or risk assessments are no longer valid or require updating.

EMERGENCY EVACUATION NOTICE

All new staff and students, contractors and visitors are informed of Fire Action Notices:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm and leave the building by the nearest exit.
2. If you are responsible for a class or departmental members, make them leave quietly with you. No one should talk or run.

Make your way to the Assembly Point for your building.

3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the students or staff to take anything. Shut doors and windows behind you if at all possible.
4. The 'Person in Charge' (teacher, Head of Department (HoD), or Housemaster/mistress (Hm)) will summon the Emergency Services immediately if a fire is detected. All alarms are first investigated by the Person in Charge.
5. If you have a disabled student or staff member in your class or department, you should accompany them to the Assembly Point. If you are located on an upper floor you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class or department members as soon as you reach the Assembly Point.
7. Anyone who is waiting to be evacuated from a designated refuge or who is missing should be reported immediately to the Person in Charge, staff member on duty or the School Fire Safety Officer. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the Assembly Point with your students/staff members until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES.

BRIEFING NEW STAFF AND STUDENTS

All newly appointed staff and all new students are given a briefing on the school's emergency evacuation procedures on their first day at Rugby School.

'Fire Action Notices' are displayed in all corridors and strategic locations, and we make certain that everyone knows what they look like and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff, students and visitors is our priority.

We offer fire awareness training, including the basic use of fire extinguishers, to all staff members. We also offer refresher training at regular intervals or where there are new or increased fire risks (such as those resulting from building works) or where staff responsibilities change or new equipment is introduced. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Protecting property is not a priority. No one should attempt to fight a fire at the expense of their own or anyone else's safety

SUMMONING THE FIRE SERVICE

Anyone discovering a fire will call the Fire and Emergency Service immediately.

During the school day, we have at least one responsible person in every department building and boarding house. This will normally be the Fire Marshal.

Details of all trained Fire Marshals are:

Houses – Hm's, Assistant Housemasters/mistresses (Ahm), Matrons and Assistant Matrons
Bursary – Rotation of staff members
Collingwood Centre – Head Porter
Design & Technology – Head of Art & Design
Sport – Director of Sport
Geography – Head of Department
Old Gym – Head of Soccer
Modern Languages – Head of Department
San – Sister in Charge
Science – Head Technician
Sports Centre – Duty Manager
TRR – Library Assistant, Wendy Adams
Armoury – School CCF Staff Instructor, Jeff Howe.
Chapel – Responsible Person
Estates – Services Engineer
Grounds – Deputy Head Gardener
Music – Head of Department

There is a senior member of the boarding staff on duty while boarders are in Houses during the evenings and weekends. This senior person will be the Hm, Ahm, Matron or Assistant Matron. They are all trained Fire Marshals and will be responsible for co-ordinating an immediate response to the fire threat.

The location of all fire alarm panels is known by the 'Person in Charge' and senior members of boarding houses.

The fire alarm panel shows the location of all the automatic fire detection devices and alarm call points on the networked alarm system in the school buildings.

If the alarm activates for any reason other than a predetermined 'test', staff members have instructions to evacuate the premises immediately.

VISITORS AND CONTRACTORS

All contractors are required to sign in at the Estates Office in Horton Crescent where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the Assembly Point in the area they are working.

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

DISABLED STAFF, STUDENTS OR VISITORS

Any disabled staff, students, visitors and their carers will be given specific instructions for the school building they intend to occupy.

We have designated safe refuge points on the upper floors to the teaching areas in the Collingwood Centre and the new Modern Languages buildings.

Currently wheel chair access is not available to the upper floors of Boarding House accommodation. Signs are provided to indicate refuges which are usually adjacent to stair wells. When the fire alarm is activated, it is the responsibility of the carer of a disabled person to evacuate him or her using a lift. Alternatively the disabled person, together with their carer, should wait in a refuge 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 'Person in Charge' as soon as he or she reaches the Assembly Point. It is the responsibility of the Person in Charge to ensure that this information is immediately passed to the Fire and Emergency Service on their arrival.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their students 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 Person in Charge.

On no account should anyone return to a building when the fire alarm has activated.

RESPONSIBILITIES OF FIRE MARSHALS

Fire Marshals are responsible for:

- Instigating the evacuation of their allocated area.
- Checking the allocated area to ensure that everyone has left.
- Proceeding to the assembly area.
- Liaising with teaching staff to ensure that everyone one is accounted for.
- Reporting back to the Person in Charge.

THE PERSON IN CHARGE

The Person in Charge has overall responsibility for fire safety arrangements and for the co-ordination of a response to fire threat or evacuation.

The Person in Charge is responsible for liaising with the emergency services and with the Senior Management Team and Governing Body, as appropriate.

The Person in Charge will be the Hm, Ahm, HoD, Matron, Assistant Matron, Duty Officer or other nominated person

FIRE PRACTICES

We hold one fire practice in each occupied building every term. We also practice a night-time evacuation of the Boarding Houses every term. This, combined with a programme of inducting new staff and students with emergency procedures and the presence of responsible people in every building, helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire safety/prevention measures in place at Rugby School:

- There are alternative escape routes from every part of all buildings.
 - Fire notices and evacuation signs are displayed in corridors and strategic locations.
- In boarding accommodation all escape routes and staircases are protected with fire doors that are constructed to provide a minimum 30 minutes protection from fire.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, call points and automatic fire doors.
 - All buildings, except the Chapels and Estates & Gardens departments, are provided with automatic fire detection and alarm systems.
 - All stairs, passages and emergency exits are illuminated by emergency lighting.
 - The master panels for alarm systems are located in strategic positions within school buildings.
 - The fire alarm system is fitted with an uninterrupted power supply (UPS).
 - The Fire Safety Officer will ensure that regular inspections of escape routes are carried out to ensure they are unobstructed and clear of combustible materials.
 - The alarm system is tested weekly and is serviced and tested by an ISO9001 certified/BAFE approved contractor.
 - Emergency lighting is tested in Boarding Houses every month by Handymen and in departments quarterly by an appointed contractor and has an annual full drain-down test by a qualified engineer.
 - Fire extinguishers are serviced annually.
 - Records of all tests are kept in the Estates office.

Electrical Safety

- The School has current electrical test certificates for all its buildings. The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- PAT testing of the school is undertaken annually.
- Records of all tests are kept in the Estates Office.

Lightning Protection

- All lightning protection (where installed) and earthing conforms to BS 6651-1999. It is tested regularly by a specialist contractor.
- Records of all tests are kept in the Estates Office.

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 Estates Office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily and after use by Science Technicians to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located in the Armoury and inspected by the Ministry of Defence.
- Flammable rubbish is stored 10 metres away from buildings, where possible.
- Combustible materials used in teaching, catering, maintenance, grounds & gardens and cleaning departments are stored in flame proof cupboards.

LETTING OR HIRING SCHOOL FACILITIES

Our standard contractual terms that we use for letting and hiring the school's facilities cover fire safety and specify that the hirer should certify that [he/she] has read and understood the school's Fire Safety Policy and procedures. A responsible person is always on duty/call when the school is let or hired for an external function or event. The responsibility for ensuring that 'Let's' staff members understand the Fire Safety Procedures and Systems is that of Rugby School Enterprise.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically they identify:

- 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.

Fire Risk Assessments are carried out annually in all buildings unless there is significant change when a re-assessment will be carried out at the earliest opportunity.

Copies of Rugby School's Fire Risk Assessments are available for all staff to read in fire safety log books held in every Boarding House and department. Any comments or suggestions for improvement are always welcome. All HoDs should ensure that they and their staff read the sections that are relevant to them.

Authorised Compliance and Risk Committee:	
Date:	23 September 2020