



RUGBY SCHOOL



BILTON  
GRANGE

PREPARATORY  
SCHOOL

## **Rugby School & Bilton Grange Fire Policy**

January 2024

## 1.0 INTRODUCTION

- 1.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, it is the priority of Rugby School Group UK (the Group) to maintain the physical fire-safety integrity of the Schools and buildings belonging to them, in order to reduce the possibility of fire and to ensure that safety procedures are in place and known to staff, students, and visitors to enable them to respond quickly and effectively in the event of fire, equipped with the required knowledge for the safest possible outcome.
- 1.2 The aim of this policy is to state the Group procedure for Fire Safety that reflects good practice in the Group and complies with our statutory obligations in line with the Regulatory Reform (Fire Safety) Order 2005.
- 1.3 This policy covers School use only.

## 2.0 SCOPE

- 2.1 This policy applies to all staff who work in the Rugby School Group UK and all associated subsidiaries of the Group at Rugby School, Bilton Grange and Little Grange Nursery.
- 2.2 This policy must be read by all staff of the Rugby School Group UK.

## 3.0 RESPONSIBILITIES

<b>Owner</b>	<b>Responsible for</b>
Governing Body	Oversight of Fire Safety for the Group. Ensuring policies and procedures exist to eliminate or reduce the risk of fire, injury, and consequent risk to life.
Chief Operating Officer/Headmaster	Policy implementation.
Health, Safety & Fire Officer – <b>Responsible Person</b>	Maintaining and reviewing fire policy and procedures, day to day compliance, providing relevant training to fire marshals and induction to new starters, undertaking and maintaining fire risk assessments and audits. Assisting with department fire drills.
Estates	Testing and maintenance of fire detection/prevention equipment and systems. Fire safety procedures provided to all contractors signing in on site. Statutory compliance of buildings. Assisting with department fire drills.
Head of Department/ Hm – <b>Person in charge of the building</b>	Nominating a Deputy Person in Charge within the department. Overseeing Fire Drills for the department. Identifying the location of fire from the alarm panel. Handover of Fire Grab Bag to the Fire Service. Liaison with Fire Service. Ensure all department staff are aware of evacuation procedure and location of Assembly Point. Maintaining Safe Start board. Fire Marshal trained.
Dhm	Fire Marshal.
Matron	Fire Marshal.

Fire Marshal	Attend relevant training, ensure building is fully evacuated in the event of fire, fire information for the department is kept up to date, assembly points are established and appropriately signed.
Teaching Staff	Leading students in class to the appropriate Assembly Point, taking the register to account for them and passing on this information to the person in charge (HoD). To be adequately trained on the use of fire extinguishers.

#### 4.0 IDENTIFICATION OF FIRE SAFETY NEEDS

- 4.1 All buildings within the Group are subject to Fire Risk Assessment, completed by a trained and competent person and the Head of Department/Hm or their Deputy. These are reviewed at least annually, or in response to changes to people, process, or premises.
- 4.2 Fire Risk Assessment will identify, but is not limited to, the following:
- Building information (size, construction, building materials, purpose of use)
  - Persons at risk from fire
  - Identified fire hazards and relevant control measures.
  - Evacuation strategy
  - Provision of fire safety within the building (inc. escape routes, emergency lighting and fire signage)
  - Means of early detection and warning
  - Management of fire safety (procedures and arrangements)
  - Training and drills
  - Testing and maintenance
  - Significant findings and remedial actions required.
- 4.3 The Health, Safety and Fire Officer will hold Fire Risk Assessments centrally, and these will be available to the School via the Health and Safety Portal (the Portal).

#### 5.0 IMPLEMENTATION OF FIRE SAFETY NEEDS

- 5.1 The Health, Safety and Fire Officer will share Fire Risk Assessments with the relevant Head of Department (HoD), or House Master/Mistress (Hm) once completed. Remedial actions will be discussed, documented, and followed up accordingly.
- 5.2 It is the responsibility of the HoD/Hm to ensure required changes are implemented, as identified within the assessment and within the relevant time frame.
- 5.3 Fire Risk Assessments will be reviewed at least once annually by the Health, Safety and Fire Officer, or in response to changes to the building, the people using the building or the processes that occur within the building.
- 5.4 The Estates department will manage the internal and external maintenance and testing of all fire safety equipment within the building, including but not limited to, fire extinguishers, fire alarm panels, smoke/heat detectors, and emergency lighting.

## **6.0 RESPONSIBLE PERSON**

- 6.1 In line with the Regulatory Reform (Fire Safety) Order 2005, the Group must have a Responsible Person, to provide and maintain satisfactory fire precautions throughout the organisation.
- 6.2 The Responsible Person for the Group is the **Health, Safety and Fire Officer**.

## **7.0 HEALTH, SAFETY AND FIRE OFFICER**

- 7.1 The Health, Safety and Fire Officer for the Group can be contacted on extension 308.
- 7.2 The Health, Safety and Fire Officer on behalf of the Governing Body and working with Heads of Department and Boarding House Staff, is responsible for ensuring that:
- 7.2.1 The Fire Safety Policy for the Group is reviewed annually and updated as required.
- 7.2.2 Fire Risk Assessments for all buildings within the Group are kept under regular review, at least annually and in response to significant changes involving people, process, or premises.
- 7.2.3 Procedures for emergency evacuation are in place and are tested termly, in line with fire protocols for the Group. (appendix 1).
- 7.2.4 Everyone in the school, including visitors and contractors, are given clear instructions on, and have access to written instruction on where they should go in the event of fire.
- 7.2.5 Fire prevention measures are followed, and staff are provided with appropriate fire safety training and instruction.

## **8.0 ESTATES DEPARTMENT**

- 8.1 The Estates department will manage the maintenance and testing of fire detection/prevention equipment and systems on a rolling basis as required, to achieve Statutory Compliance in line with the Regulatory Reform (Fire Safety) Order 2005.
- 8.2 All servicing and maintenance will be logged digitally and held centrally for the purpose of audit trail.
- 8.3 All contractors to the site must sign in and out at the Estates department in Horton Crescent, where they are issued with a visitors' badge that must always be worn whilst they are on School property.
- 8.4 Contractors are made aware of fire safety procedures within the place they are working prior to beginning work there.

## **9.0 PERSON IN CHARGE (of the building)**

- 9.1 The Person in Charge is either the House Master/Mistress/Parent, Head of Department, or the person nominated to take charge of the building during their absence, including Deputies, Assistants and Duty Officers. 7.2 The name of the Person in Charge and his/her Deputy will be clearly stated on the poster used by the Group. This will be made available to all department

members and visitors via the Safe Start notice board within each department, as per the Health and Safety Policy and Protocols, and is subject to termly audit by the Health, Safety and Fire Officer.

- 9.2 The Person in Charge will ensure that their Deputy understands the responsibilities of the role in his/her absence and is aware of when they are required to step in as the Person in Charge.
- 9.3 The Person in Charge is responsible for the overall procedural Fire Safety for the building that they occupy and will immediately check the fire panel upon activation of the alarm to determine the location of the suspected fire, communicating this to the department prior to evacuation.
- 9.4 The Person in Charge of a Department will account for all persons within the building during an evacuation by performing a high level 'Head Count' of staff/department members at the Assembly Point. The staff members will report the status of their individual class registers directly to the Person in Charge.
- 9.5 All boarding houses will have Fire Marshals who support the Person in Charge with the evacuation process. (Section 9.0).
- 9.6 The 'Fire Grab Bag' (Section 11.0) will be collected by the Person in Charge on the way out of the building and handed to the Emergency Services upon arrival.
- 9.7 The Person in Charge will liaise with the Emergency Services upon their arrival, informing them of potential hazards within the building and any person unaccounted for during the head count, with their potential/believed location.
- 9.8 The Person in Charge is responsible for ensuring a Personal Emergency Evacuation Plan (PEEP) is in place for an injured, incapacitated or less mobile student or staff member within their department. This will detail the emergency procedures for assisted evacuation, and the nearest Evac Chair and refuge points, both available within the department Fire Risk Assessment. Support with writing the PEEP should be sought from the Health, Safety and Fire Officer.

## **10.0 TEACHING STAFF**

- 10.1 Teaching staff are responsible for all students under their supervision at the time of a fire event, and upon hearing the fire alarm will initially go to the nearest fire alarm panel to determine where the suspected fire is.
- 10.2 Teachers will lead students quickly, quietly, and safely to the designated Assembly Point, avoiding the zone that the suspected fire is in.
- 10.3 Teaching staff will take a register of their students at the Assembly Point and confirm with the Person in Charge the outcome of the register.

## **11.0 FIRE MARSHALS**

- 11.1 All boarding houses will have fully trained Fire Marshals. This will be Matrons, Hm's and DhM's (Rugby School) and House Parents, Head of Boarding and Head matrons (Bilton Grange). **Hm's and HoD's assume the role of Person in Charge however must receive Fire Marshal training.**
- 11.2 Fire marshals will perform a physical 'sweep' of the building in the event of fire, to ensure that all boarders are alerted to the fire and assisted out of the building to the Fire Assembly Point. This is especially important during the night or at times when students may be sleeping.
- 11.3 The Health, Safety and Fire Officer will ensure that all Fire Marshals are appropriately trained and receive adequate refresher training annually.
- 11.4 A Fire Marshal Kit will be allocated to all boarding houses. This will be located next to the Fire Alarm Panel. Fire Marshal Kits are designed to assist with locating and alerting potentially sleeping boarders. A full list of contents can be found in *Appendix 2*.
- 11.5 Fire Marshal Kits will be provided by the Health, Safety and Fire Officer, and maintained by the Fire Marshal on a termly basis as per Health and Safety Policy and Protocols.
- 11.6 The names of Fire Marshals and location of the Fire Marshal Kit will be clearly stated on the Fire Poster used by the Group. This will be made available to all house members and visitors via the Safe Start notice board within each house, as per the Health and Safety Policy, and is subject to termly audit by the Health, Safety and Fire Officer.

## **12.0 ALL STAFF**

- 12.1 Any person discovering a fire must raise the alarm, exit the building, and call Emergency Services immediately.
- 12.2 All staff will undertake Fire Safety training, including the use of fire extinguishers, upon induction to the school and annually thereafter. The completion of training will be monitored and managed centrally by the Health, Safety and Fire Officer using the central training database.

## **13.0 FIRE GRAB BAGS**

- 13.1 All departments and boarding houses will have an allocated Fire Grab Bag, located next to the main fire alarm panel.
- 13.2 This will contain important information for the Fire Service such as building layout and all hazardous materials or processes specific to the building.
- 13.3 Upon activation of the fire alarm, the Fire Grab Bag will be picked up by the Person in Charge of the building; Head of Department or House Master/Mistress and handed to the Fire Service upon their arrival.

13.4 Fire Grab Bags and their contents will be supplied by the Health, Safety and Fire Officer, and maintained termly by the Fire Marshal, or Person in Charge, as per Health and Safety Policy.

13.5 Fire Grab Bags are subject to termly audit by the Health, Safety and Fire Officer.

#### **14.0 FIRE ACTION NOTICES**

14.1 Fire Action Notices will be displayed next to every call point in each building within the Group, and at every building exit.

14.2 Fire Action Notices detail the evacuation procedures, including who will take charge, the location of the Assembly Point and the specific postcode of the building, to provide to Emergency Services upon calling them.

14.3 Fire Action Notices will be managed jointly by the Person in Charge and the Health, Safety and Fire Officer.

14.4 A Fire Action Notice will be displayed on the Safe Start notice board within each department, as per Health and Safety Policy, which is subject to termly audit by the Health, Safety and Fire Officer.

#### **15.0 EVENTS**

15.1 All internal and external events require a risk assessment and an evacuation plan to be in place, prior to commencement. This will be undertaken by the Events Manager and reviewed by the Health, Safety and Fire Officer.

15.2 Visitors of events taking place at the School(s) will be made aware of relevant Fire Safety information prior to the event taking place, including but not limited to; how the alarm is raised, the relevant evacuation routes in use and the established Fire Assembly Points. This will be undertaken by the Events Manager or the nominated Safety Lead.

#### **16.0 POLICY OWNER**

16.1 Health, Safety and Fire Officer.

16.2 Operations Department.

#### **17.0 RELATED POLICIES AND GUIDANCE**

17.1 The Regulatory Reform (Fire Safety) Order 2005

17.2 Health and Safety Policy, Rugby School Group

17.3 Safe Start Protocol, Rugby School Group

## **18.0 FURTHER INFORMATION**

Further information about this policy can be obtained from the Health, Safety and Fire Officer on [rsw@rugbyschool.net](mailto:rsw@rugbyschool.net)



**FIRE SAFETY PROCEDURES**

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## **FIRE SAFETY IN SCHOOL BUILDINGS**

The purpose of this document is to give clear instruction and guidance on the Fire Safety Protocols for Rugby School Group.

**Section A:** Persons in Charge of Buildings have a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to inspect and test the following:

### **Weekly Test**

- **The Fire Alarm System.** Test from an alternative Call Point in each zone every week. The result of the test must be recorded using page 12.
- **Means of Escape.** Escape routes should be checked to ensure that they are free from obstruction and combustible materials.
- **All Emergency Lighting and Signs** should be checked to ensure they are in place and operative. A record of the inspection must be made using page 21.

### **Monthly Test**

- **Fire doors.** Check that the self-closing devices are working effectively, and the doors are free from distortion and the intumescent strips (smoke seals) are in place around the door. Record the inspection using page 18.
- **Fire Fighting Equipment (extinguishers)** Inspect for signs of damage, discharge, or missing equipment. Record the inspection using section page 23.

### **Termly Test**

- **Fire Evacuation Drills.** To be held at the start of each term with at least one drill per term being completed. Arrangements must be made for all occupants including members of staff, family members (Houses), pupils, visitors, and contractors. If a building is used by more than one department HoD's will liaise on the time and date of the evacuation drill.  
Record the drill using page 27. A copy of the evacuation drill report must be sent to the Health, Safety and Fire Officer.

### **Fire Events**

- **Fire Events.** Definition of this term is given on page 35.
- **When an event occurs;** You must record it using page 36 and send a copy to the Health, Safety & Fire Officer.

## **FIRE SAFETY IN SCHOOL BUILDINGS**

**Section B:** The Estates Department has responsibility for the following tests:

- **Emergency Lighting Systems Test.** Mains power switched off and the emergency lighting operated for a period of three hours to ensure the batteries are holding their charge and that when the mains power is restored that the batteries resume charging ready for use when needed. Record the test electronically, using Job Logic.
- **Contracts and Servicing.** All service, maintenance or repair work undertaken by Contractors or Rugby School Estates Department will be certificated where necessary and recorded electronically using Job Logic.

**Section C:** Persons in Charge of buildings are required to keep records of the following information in the Fire Safety Logbook provided.

- **All Fire Alarm Call Points** must be numbered, and a record kept using page 10.
- **All Automatic Fire Detection Sensors (heads)** must be numbered, and a record kept using page 11.
- **All Fire doors** are to be numbered and a record kept using page 17.
- **All Fire Extinguishers** are to be numbered and locations recorded using page 23.
- **An Inventory List of All Fire Fighting Equipment** is to be kept using page 23.
- **A Current Revised Fire Risk Assessment** must be undertaken by a competent person and retained in the Fire Safety Logbook for the premises to which it refers, with a copy sent to the Health, Safety & Fire Officer.
- **The Use of a Marquee** for an event must have a combined Marquee Fire & General Risk Assessment completed and submitted for approval to the Health, Safety & Fire Officer **at least One Month Prior to the Event.**

## **FIRE SAFETY**

### **INTRODUCTION**

One of the most catastrophic events which could affect a place of work is a major fire. The main purpose of the Regulatory Reform (Fire Safety) Order 2005 legislation is to safeguard life. A life cannot be replaced. The full cost of replacing a workplace lost due to a fire will include factors considering the loss of access to premises and possible loss of revenue due to the reduced ability to undertake normal School activities.

### **1.2 THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

The Regulatory (Fire Safety) Order 2005 came into force in October 2006 and replaced or combined over 70 former Fire Safety Laws including but not limited to:

- The Fire Precautions Act 1971
- The Fire Certificate (Special Premises) Regulations 1971
- The Fire Precautions (Workplace) Regulations 1997
- Fire Safety and Safety of Places of Sport Act 1987 Part 1
- Construction (Health, Safety and Welfare) Regulations 1996
- The Health and Safety at Work Act 1974

The Order applies to all non-domestic premises in England and Wales including parts of blocks of flats or Houses of Multi Occupancy (HMO's). Other premises include:

- Offices and shops
- Premises that provide care
- Community halls
- Common areas of houses in multiple occupation
- Pubs, clubs, theatres, and restaurants
- Schools
- Tents and Marquees
- Hotels, boarding houses, and hostels
- Factories and warehouses

The Law applies if you are:

- Responsible for business premises
- An employer or self-employed person with business premises
- Responsible for a part of a dwelling where that part is used solely for business purposes.
- A charity or voluntary organisation
- A contractor with a degree of control over all or any part of a building

Under the Order a competent responsible person must undertake a Fire Safety Risk Assessment and maintain a fire management plan as detailed on page 45.

**1.2. The Regulatory Reform Order** contains specific responsibilities and duties:

- Duty to take general fire precautions.
- Fire Risk Assessment
- Principles of the prevention of fire to be applied.
- Fire safety arrangements
- Elimination or reduction of risk from dangerous substances
- Firefighting and fire detection
- Emergency egress routes and exits.
- Procedure for serious and imminent danger
- Additional emergency procedures in respect of dangerous substances
- Maintenance of all fire safety equipment
- Safety assistance for members of staff, pupils, contractors, and visitors
- Provision of information to employees, visitors, and contractors
- Training for employees and pupils
- Cooperation and coordination of departments
- General safety duties of employees at work
- Fire safety policy and guidelines.

## **FIRE SAFETY RESPONSIBILITIES**

### **BURSAR**

Having responsibility for ensuring that:

#### **General**

- Liaising with the Health, Safety and Fire Officer and the Estates Manager with the Fire Authority and Regulatory Bodies on fire safety matters as necessary.
- Ensuring that the Warwickshire Fire and Rescue Service is informed prior to any changes to School premises or operations which may affect fire safety.

#### **Fire Alarm System**

- The Automatic Fire Detection (AFD) system is tested weekly from alternating call points to ensure the system is fully tested over a period of 3 months.
- The AFD system will be inspected quarterly by a competent engineer.

#### **Emergency Lighting**

- The emergency lighting system within evacuation egress routes will be inspected by a competent engineer half yearly.

#### **Fire Fighting Equipment**

- All firefighting equipment (extinguishers) will be inspected, tested, and maintained annually by a competent qualified engineer.

#### **Fire Evacuation Drills**

- A full emergency evacuation drill procedure will be arranged termly for participation of all occupants of a building. ***An emergency evacuation will not replace an organised event.***

#### **Fire Safety Instruction and Training**

- Employees and pupils will be instructed in fire safety every term at times of evacuation. Topics covered will be the correct procedure to raise the alarm and evacuate the premises.

#### **Records**

- Full records will be kept for fire safety activities and fire event incidents. Records will be entered onto the appropriate fire safety forms provided and filed in the fire safety logbook.

## **FIRE EMERGENCY PLAN**

### **Section A: Fire Marshal or Person in Charge of the Premises:**

On hearing the Fire Alarm, follow the procedure as per Fire training, including but not limited to:

- Go immediately to the fire alarm control panel (if safe to do so) to ascertain the nature of the activation.
- Investigate the fire alarm activation (if safe to do so).
- If the activation is found to be a false alarm (good intent, malicious or fault) reset the alarm and go to the 'muster point' to recall the evacuated occupants.
- If a fire is either found or suspected contact the emergency services via '999'.
- Ask for the Fire Service and any further emergency service needed quoting the telephone number you are calling from and a mobile number on which you can be contacted after evacuating the building.
- When connected to the Fire Service Control Operator give the precise location of the premises involved including the post code as displayed on the fire action notice.  
e.g.  
House or Department  
Rugby School  
Warwickshire  
Post Code
- If questioned on the serious nature of the incident, give only the details that you can substantiate.
- DO NOT replace the telephone handset until the information you have given has been acknowledged and repeated to you by the operator.
- Assume direct control of the evacuation procedure and take a roll call prior to the arrival of the Warwickshire Fire & Rescue Service
- Liaise with emergency services upon their arrival advising on; the location of the fire, any missing persons and where they were last seen, premises layout and service isolation points.
- Consider moving the evacuated occupants away from the scene of the incident, particularly if the weather is inclement.
- Prevent anyone re-entering the building until advised to do so by the Senior Officer from the emergency services.
- On re-entering the building reset the alarm if able to do so and contact the Health, Safety and Fire Officer to advise them of the incident.

**SEE NEXT PAGE FOR A SAMPLE FIRE ACTION NOTICE**

**IF YOU DISCOVER A FIRE:**

- IMMEDIATELY OPERATE THE NEAREST FIRE ALARM CALL POINT.
- ATTACK THE FIRE WITH THE APPLIANCES PROVIDED ONLY IF IT IS SAFE TO DO SO.

**IF THE FIRE ALARM SOUNDS:**

- THE **PERSON IN CHARGE** WILL CALL THE FIRE BRIGADE IMMEDIATELY BY EXCHANGE TELEPHONE.
- LEAVE THE BUILDING BY THE NEAREST SAFE EXIT.
- CLOSE ALL DOORS BEHIND YOU.
- REPORT IMMEDIATELY TO THE ASSEMBLY POINT.
- REMAIN AT THE ASSEMBLY POINT UNTIL AUTHORISED TO LEAVE.

YOUR ASSEMBLY POINT IS :

**TO CALL THE FIRE BRIGADE:**

- DIAL “999” FROM THE NEAREST TELEPHONE.
- FROM AN INTERNAL TELEPHONE LIFT THE RECEIVER AND DIAL “9” FOLLOWED BY “999”.
- DIAL “199” FROM A SPEED DIAL PHONE.
- ASK THE OPERATOR FOR FIRE AND GIVE THEM YOUR TELEPHONE NUMBER.
- WHEN THE BRIGADE ANSWER, STATE CALL DETAILS DISTINCTLY, “FIRE” AT RUGBY SCHOOL,

**DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS DETAILS HAVE BEEN REPEATED BY THE FIRE BRIGADE.**

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
- **DO NOT RUN.**
- **DO NOT USE THE LIFT.**
- **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE PERSON IN CHARGE.**

**CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY SUSPICION OF FIRE.**



## **THE FIRE ALARM SYSTEM**

The Automatic Fire Detection (AFD) system comprises of automatic fire (smoke or heat) sensors, manual call points (break glass units) and audible sounders with flashing visual warning lights in areas where there may be a high sound volume. These devices are positioned throughout a building and are connected to a fire alarm control panel.

In the event of a fire the control panel will identify which individual detector or call point has been activated and the zone location. The individual detector LED will illuminate to indicate the activated device and will continue until the alarm system has been reset.

### **WEEKLY TEST**

The fire alarm system has a legal requirement to be tested on a weekly basis. The senior person in charge of a school building will make arrangements and nominate those responsible to undertake the weekly test. Tests will be carried out at the same time on the same day of each week (if possible). The person undertaking the test will be responsible to inform all other occupants of the building that a test is imminent.

If the fire alarm control panel is linked to an alarm monitoring service or the local Fire Authority they must be informed prior to the test and contacted after the panel reset to verify receipt of the activation signal.

An alternative call point will be used each week and where there is more than one zone a call point in each zone will be activated weekly during testing.

All call points will be numbered, and a record will be kept on the appropriate form supplied in the fire safety logbook.

During activation of the alarm system all audible and visual indicators will be checked to ensure they are operating correctly. Any defects are to be recorded in the events section and reported immediately to the Estates Department and the Fire and Health & Safety Officer.

All School alarm systems will be inspected quarterly by a competent qualified engineer. All faults will be recorded in the fire safety logbook and rectified by the service engineer prior to leaving site.

Any activation of the fire alarm outside of the agreed test or if a continued alarm sounds within a test the activation will be regarded as a fire and all occupants will evacuate the building.

Replacement glass for call points can be obtained from the Estates Department.

All detector heads will be numbered and recorded on the appropriate form and filed in the fire safety logbook.







## **MEANS OF ESCAPE**

The basic principle of a satisfactory Means of Escape (MOE) is that they should be adequate in width and quantity to allow the occupants of a building to travel unaided to a place of safety and positioned to allow egress from a building regardless of where a fire / incident may occur within that building.

ALL Hm's and HoDs have the responsibility to ensure all occupants are aware of their emergency egress routes from their normal place of work and the location of muster points to wait for the roll call.

All Means of Escape must be inspected weekly to ensure that they are free from obstruction and combustible materials. If any obstruction or combustibles are found i.e. items of furniture or boxes of stationary they must be removed to a place of safety for storage. Arrangements must be made to ensure inspections are maintained during periods of absence of those that normally undertake the task.

A record of the inspection must be kept on the appropriate form Section 7.5 page 2 of 8 and filed in the fire safety logbook.

All external Means of Escape must be inspected during periods of inclement weather for ice snow or build-up of slippery moss. Any defects must be recorded and immediately reported to the Estates Department for remedial action.

**N.B.** Means of Escape includes all final exit doors and external routes, and particular attention should be given to keeping these areas free from obstruction by parked vehicles, build-up of rubbish or deliveries.



**WEEKLY FIRE SAFETY CHECKLIST**

WEEKLY FIRE SAFETY CHECKS	Yes	No	N/A	Comments
Have you emailed all staff members to inform them of the alarm test?				
Can all Fire exits be opened immediately and easily?				
Are fire doors and escape routes free from obstructions?				
Are luminaries and exit signs in good condition and free from damage?				
Is emergency lighting and signage in place?				
Are all fire extinguishers in place and clearly visible?				
Do all emergency fasteners to fire doors (push bars etc.) work correctly?				
Are exit routes clear and safe?				
Have you used a different call point to test the alarm?				
Did the call point send the signal to the alarm panel and sound the alarm?				
Did all members of staff hear the alarm?				
Have you re-set the alarm?				
Have you entered the test into the logbook?				

<b>Further Action Required:</b>		
<b>What action:</b>		
<b>By Whom:</b>		
<b>By When:</b>		
<b>Print Name:</b>	<b>Sign:</b>	<b>Date:</b>

## **FIRE DOORS**

Fire doors are provided to compartmentalise buildings and prevent the spread of heat, smoke, and fire and to offer limited protection for those using emergency egress routes to evacuate a building.

All fire doors along an emergency egress route will be fitted with a self-closing device to ensure the correct closure of the door after use. Intumescent strips (smoke seals) will be fitted to both sides and the top of the door. Self-closing devices and intumescent strips are to be inspected during the weekly test. Any door with a gap of more than 3mm will be reported to the Estates department for remedial action.

### **Maintenance:**

The effective operation of any door release unit where installed will be checked weekly. The doors must also be checked for signs of distortion due to the self-closing device pulling against the retaining device. Any final exit door that has been fitted with an electronic automatic opening device will 'fail safe' to the open position when the fire alarm is activated. This should be checked during the weekly test. Any defects should be recorded in the Events Section of the fire safety logbook and reported to the Estates department for remedial action.

Fire doors **will not** be wedged open or held open with fire extinguishers, furniture, or any other item.

Wedges **will not** be used to hold open a door. However, a door may be held open to allow for items to be transported immediately through the opening. On completion of the task the door must be released immediately.

Under no circumstances are the Fire Doors to be locked or obstructed.

All Fire Doors will be numbered, and their details recorded in the fire safety logbook.



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**LOCATION OF FIRE DOORS**

<b>Fire Door Number</b>	<b>Location</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	



**Monthly Fire Safety Checklist**

Checks	Yes	No	N/A	Comments
Do all electronic release mechanisms on escape doors work correctly?				
Are fire door seals and self-closers in place and working correctly?				
Are external escape routes safe and free from obstruction and build-up of snow or ice?				
Are there any gaps of more than 3mm showing when a fire door is closed?				
Do all luminaries and exit signs function correctly when tested?				
Is the pressure in the stored pressure fire extinguishers correct?				
Is the 'fire assembly point' sign in the correct position and clearly visible?				
Do all electronically opening doors open to the 'fail safe' position when the alarm is operated?				

<b>Further Action Required:</b>		
<b>What Action:</b>		
<b>By Whom:</b>		
<b>By When:</b>		
<b>Print Name:</b>	<b>Sign:</b>	<b>Date:</b>

## **EMERGENCY LIGHTING SYSTEM**

### **QUARTERLY TEST**

The Emergency Lighting System will be tested quarterly by a competent person. At least one quarterly test should be undertaken during periods of darkness to ascertain the lighting level is sufficient to egress the building safely.

All Emergency Lighting luminaries will be numbered, and their location recorded on the appropriate inspection form found on page 21.

The annual discharge test will comprise of:

- The mains power being switched off.
- The Emergency Lighting operating for at least three hours to test that the batteries are holding their charge.
- Check that all escape route lights and exit signs are operating without defect.
- Check that the Emergency Lights illuminate the emergency egress sufficiently for those using the escape routes in safety.
- Check that the Emergency Lighting allows sufficient lighting levels to identify Fire Alarm Call Points and Fire Fighting Equipment along the emergency escape route.
- Check that there are sufficient lighting levels to identify any change of direction along the emergency escape route.
- The mains power should be switched back on after a period of three hours and the batteries checked to ensure that they are re-charging.



**FIRE FIGHTING EQUIPMENT**  
**MONTHLY IN-HOUSE INSPECTION BY ROTATION**  
**&**  
**ANNUAL CONTRACT MAINTENANCE**

The correct type of firefighting equipment strategically located is essential for the control of an outbreak of fire. Therefore, the recommended firefighting media and location advice provided by the Warwickshire Fire & Rescue Service will normally be adopted.

All fire extinguishers will be positioned on wall brackets which will be no more than 1 metre from floor level. All fire extinguishers should be readily accessible in the event of a fire incident. Fire blankets will normally be in kitchen areas and positioned no more than 1.5 metres from floor level.

All fire extinguishers are to be numbered and their type and location recorded in the fire safety logbook on page 23. Fire extinguishers located in cabinets are to be numbered and their location similarly recorded.

All fire call points are to be identified with the appropriate signage and always kept free from obstruction.

Fire action notices should be displayed adjacent to call points and at final exits and have all appropriate information written on them in indelible marking.

A visual inspection will be undertaken monthly, and any damaged, discharged, or missing equipment will be recorded, and the Estates Department advised immediately.













An annual physical inspection will be undertaken by a competent qualified engineer who will supply the school with the appropriate certification for the equipment.

A record of any defect found during inspection is to be recorded in the events section of the fire safety logbook.







CLICK CATEGORY NAME FOR MORE INFORMATION							
		Wood, paper, textiles, and other carbonaceous materials.	Flammable liquids, petrol, and spirits.	Flammable gasses. For example, propane and butane.	Fires involving burning metals.	Fires caused by electrical equipment where electric current may be present.	Cooking oil and fat. For example, olive oil, maize oil, lard and butter.
<u>Water</u>		✓	✗	✗	✗	✗	✗
<u>Foam</u>		✓	✓	✗	✗	✗	<b>ABF Foam Only</b>
<u>Dry Powder</u>		✓	✓	✓	✗	✓*	✗
<u>M28/L2</u>		✗	✗	✗	✓	✗	✗
<u>CO2 Gas</u>		✗	✓	✗	✗	✓	✗
<u>Wet Chemical</u>		✓	✗	✗	✗	✗	✓

\* Powder Extinguishers leave a residue that can damage sensitive electrical equipment. If possible, use a CO2 Extinguisher.

**Notes:**

Electrical equipment can be a factor in many types of fire.

When possible, always isolate the electrical supply before using a water fire extinguisher.

## **FIRE DRILLS**

Fire Evacuation Drills are to be held in all School premises at the beginning of **EVERY** term, during boarding time. Every occupant of a building without exception will participate in the evacuation drill. Domestic & support staff, family members and contractors must also be included if on site in the House or Department at the time of the evacuation drill.

It is important that new pupils, visitors, and contractors are made aware of the school fire procedures and familiarised with the egress routes and muster points. Boarding Houses must also perform a nighttime drill at least once per academic year, in line with the National Minimum Standards for Boarding Schools. This consists of performing the drill whilst students sleep, to mimic a real-life situation.

A Fire Drill is a physical practice of the procedures to be followed in the event of a fire or other emergency that causes an evacuation (Discussion of the procedure will form part of the training instruction).

The Fire Drill will be recorded on the relevant form found on page 27 and filed in the fire safety logbook and a copy sent to the Fire and Health & Safety Officer (HSFO) for central record keeping and monitoring purposes.

Any issues encountered during the evacuation should be reported to the HSFO for action to be taken i.e.

- People failing to evacuate because they didn't hear the alarm.
- People refused to evacuate for any reason.
- Obstructions found in egress routes.

## **RECORD OF FIRE SAFETY DRILL FOR CHILDREN**

The Children and Young Persons Inspection of Premises and Records (Independent Schools) Regulations 1991 require the School to maintain records of all fire evacuation drills and fire alarm tests for the purpose of compliance with the Children Act 1989.

**FIRE EVENT / ALARM ACTIVATION REPORT**

<b>DATE:</b>	<b>TIME:</b>
<b>ADDRESS:</b>	
<b>LOCATION:</b>	
<b>NAME:</b>	<b>SIGN:</b>

<b>EVENT: ALARM ACTIVATION</b>		<input checked="" type="checkbox"/> <b>TICK</b>
<b>CAUSE:</b>	<b>ACCIDENTAL</b>	
	<b>DRILL</b>	
	<b>FAULT</b>	
	<b>MALICIOUS</b>	
	<b>FIRE</b>	
	<b>OTHER (State)</b>	
<b>REMARKS: i.e. evacuation time, number of participants and roll call result.</b>		

<b>EVENT: FIRE</b>		<input checked="" type="checkbox"/> <b>TICK</b>
<b>CAUSE:</b>	<b>ACCIDENTAL</b>	
	<b>ELECTRICAL</b>	
	<b>ARSON</b>	
	<b>OTHER (State)</b>	
<b>REMARKS:</b>		

<b>FURTHER ACTION REQUIRED:</b>
<b>WHAT ACTION:</b>
<b>BY WHOM:</b>
<b>BY WHEN:</b>



## **FIRE MARSHALS**

The Regulatory Reform (Fire Safety) Order places a legal obligation on the school to designate employees as Fire Marshals to:

- Ensure compliance with the Fire Risk Assessment.
- The Prevention of Fire and fire safety checks.
- Protection from Fire and recognition of dangerous practice.
- Organisation of Fire Drills and Evacuation.
- Undertaking of Weekly, Monthly and Termly checks
- Ensure that all persons take the appropriate action on the activation of the fire alarm.
- Liaise with people with disabilities to ensure they know the procedures and able to follow them.
- Direct visitors and guests to the nearest safe emergency egress route
- Check areas as they leave the building (if safe to do so)
- Assist with the roll call at the assembly / muster point.
- Liaise with the emergency services in the event of an incident.

## **TAKING A ROLL CALL**

On hearing the Fire Alarm, the Fire Warden will (if safe to do so) collect the School / Class Register and report to the assembly / muster point. As each person arrives, they will be recorded as accounted for. Any person not arriving at the muster point will be classed as unaccounted for and the emergency services will be informed on their arrival. It is most important that a daily record of staff absence, holidays etc. is kept to facilitate this. The first line managers / supervisors will be responsible for the upkeep of the daily record.

Once all people present have been recorded all others will be marked unaccounted for and their last known whereabouts will be given to the Warwickshire Fire & Rescue Service on arrival.

The building will be re-entered by any School member or associate until instructions have been received from the Senior Officer of the Emergency Services. This information will be relayed by the fire Warden to all relevant occupants of the building.

## **STAFF FIRE SAFETY TRAINING**

### **Induction and annually:**

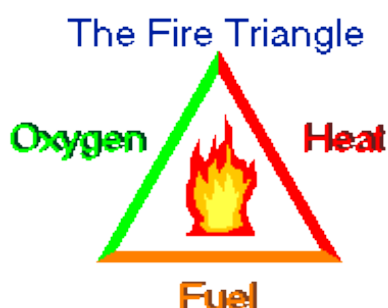
It is a further legal requirement that all members of staff and pupils receive regular (at least once per year) and adequate Fire Safety Training in addition to emergency evacuation drills. There is a fire safety module available on EduCare, and Fire Marshal training is monitored and delivered by the Health, Safety and Fire Officer each term.

Every member of staff will be fully inducted by the Head of Department or their designated person on all aspects of Fire Safety and Evacuation Procedures. All fire safety training will be recorded on the form on page 31, with the following relevant information supplied:

- Date and duration of training
- Names and signatures of persons receiving instruction or training.
- Name and position of any person supplying the training.
- Contents of the training

Fire safety instruction or training is designed prevent fires occurring and inform people of the necessary action to take in the event of a fire. Fire instruction or training will have duration of not less than 15 to 20 minutes and will cover the following topics:

- Understanding of the School fire and emergency evacuation procedure.
- Fire safety checks i.e. switching off electrical appliances when not in use.
- The locations of fire alarm call points.
- The location and types of fire extinguishers
- The use of fire extinguishers for different classes of fire.
- The care of flammable materials.
- General housekeeping, storage, and waste disposal.
- Preventing the spread of heat, smoke, and fire i.e. close doors.
- The importance of keeping calm and knowing what procedures to follow.
- The elements necessary to sustain a fire i.e. Fire Triangle with Oxygen /Heat/Fuel







## **CONTRACTS AND SERVICING**

All portable fire equipment and fire safety installations require regular service and maintenance to ensure reliability of use in the event of a fire incident.

Details of servicing contractors are to be kept on the form provided, found on page 33. Our systems and equipment are serviced regularly, however, contact numbers of our service contractors have been provided for times of **emergency only**. All other enquiries should be directed to the Estates Department.

Whenever service, maintenance or emergency work is undertaken on our systems a Service & Maintenance record must be completed – a digital copy is made via Job Logic (Estates) and a physical form is available on page 34.

**SERVICE AND MAINTENANCE CONTRACTOR DETAILS**

<b>Fire Fighting Equipment</b>	
<b>Name of Contractor</b>	
<b>Address</b>	
<b>Office Telephone Number</b>	
<b>Emergency Telephone Number</b>	
<b>Contract Period</b>	

<b>Fire Alarm System</b>	
<b>Name of Contractor</b>	
<b>Address</b>	
<b>Office Telephone Number</b>	
<b>Emergency Telephone Number</b>	
<b>Contract Period</b>	

<b>Emergency Lighting System</b>	
<b>Name of Contractor</b>	
<b>Address</b>	
<b>Office Telephone Number</b>	
<b>Emergency Telephone Number</b>	
<b>Contract Period</b>	

**SERVICE AND MAINTENANCE RECORD**

**To be completed by the contractor on completion of work:**

Date:	
Time:	
Work Undertaken:	
Details of Equipment Installed:	
Any Outstanding Work to be Completed or Additional Items / Information:	
Company Details:	
Next Service Due Date:	
Name (print):	
Signature:	

## **FIRE EVENTS**

All events are to be entered on the form found on page 36.

An Event is when any of the following incidents occur:

### **FIRE ALARM:**

- False (good intent), malicious or actual fire alarm activation.
- Damage or failures of any fire alarm break glass call points.
- Failure or activation of any audible or visual indicators.

### **AUTOMATIC FIRE DETECTION (AFD)**

- False or actual fire detection activation.
- Damage or failure of a detector.
- Disconnected or outstanding works to be completed.

### **FIRE DOORS**

- Broken or damaged door furniture.
- Defective, damaged, or disconnected self-closing devices or other mechanisms.
- Failure of door(s) to close correctly, i.e., due to distortion.
- Missing signs or notices

### **EMERGENCY LIGHTING**

- Broken or damaged luminaries.
- Broken or damaged fittings or installation.
- Battery or re-charging defects
- Duration test specification failure.
- Automatic or manual 'switch over' failure.

### **FIRE FIGHTING EQUIPMENT**

- Damaged, vandalised, missing or stolen equipment.
- Discharged equipment, whether used on a fire or not.

**FIRE EVENT / ALARM ACTIVATION REPORT**

<b>DATE:</b>	<b>TIME:</b>
<b>ADDRESS:</b>	
<b>LOCATION:</b>	
<b>NAME:</b>	<b>SIGN:</b>

<b>EVENT: ALARM ACTIVATION</b>		<input checked="" type="checkbox"/> <b>TICK</b>
<b>CAUSE:</b>	<b>ACCIDENTAL</b>	
	<b>DRILL</b>	
	<b>FAULT</b>	
	<b>MALICIOUS</b>	
	<b>FIRE</b>	
	<b>OTHER (State)</b>	
<b>REMARKS: i.e. evacuation time, roll call result.</b>		

<b>EVENT: FIRE</b>		<input checked="" type="checkbox"/> <b>TICK</b>
<b>CAUSE:</b>	<b>ACCIDENTAL</b>	
	<b>ELECTRICAL</b>	
	<b>ARSON</b>	
	<b>OTHER (State)</b>	
<b>REMARKS:</b>		

<b>FURTHER ACTION REQUIRED:</b>
<b>WHAT:</b>
<b>BY WHOM:</b>
<b>BY WHEN:</b>

## **FIRE SAFETY VISITS**

Periodic fire safety visits will be made to our premises by the Fire Authorities, Health & Safety Executive Inspectors or Local Authorities. All Inspectors have the right of entry without giving notice; however, it is highly unlikely that they would turn up unannounced unless they are following up a serious incident. Any recommendations or improvement notices pertaining to fire safety issues should be copied or inserted to this section.

All visits must be recorded on the form found on page 38.







**RECORD OF ALTERATIONS IN PROGRESS**  
**ELECTRICAL OVERHAULS / REPLACEMENT OF EQUIPMENT**

DATE	DETAIL	SIGNATURE

## **FIRE SAFETY CHECKLISTS**

### **FIRE SAFETY**

#### **Fire Appliances**

- Have you recorded all types of firefighting appliances (extinguishers etc.) and their location within your area of responsibility?
- Are all firefighting appliances positioned in their correct location?
- Have all appliances been inspected by a qualified engineer within the last 12 months and individual appliance labels signed and dated?
- Are all firefighting appliances clearly identifiable?
- Are all fire equipment points accessible?

#### **Fire Alarm**

- Are all fire alarm activation call points identifiable and free from obstruction?
- Has the alarm been tested at the stipulated intervals?
- Are all inspections recorded in the fire safety logbook?
- Can the alarm audible warning be heard clearly in all areas of your responsibility?

#### **Fire Exit Doors**

- Can all fire exit doors be easily opened from inside the premises?
- Are all fire doors free from obstruction (internal and external)?
- Are all fire doors clearly identified?

#### **Fire Doors**

- Do all fire doors open and close freely with self-closing devices fitted and working?
- Are all fire doors 'sitting' correctly in their frames and free from distortion?
- Are all fire doors fitted with intumescent strips (smoke seals)?
- Are all fire doors kept closed when not in use?
- Are all fire doors identifiable?

#### **Smoking**

- Are all 'No Smoking' areas defined with warning notices displayed?
- Do employees and visitors observe the controls at the school?
- Are designated 'smoking areas' provided for those who wish to smoke?
- Are receptacles for cigarette butts provided?

#### **Sources of Fire**

- Are all combustible/flammable materials stored and used correctly?
- Are all substances in storage areas compatible?
- Are spillages cleared using approved methods?
- Are electrical defects reported and rectified by a competent person?

#### **General**

- Have you notified the Authorities of any alterations affecting fire safety?
- Are you confident that you and all others in your area of responsibility are aware of the procedures to follow in the event of a fire?

## **FIRE RISK ASSESSMENT**

### **The 5 Steps to Fire Risk Assessment**

#### **Step One: Identify the Fire Hazard**

##### **For a fire to start, you need three things: (the triangle of fire)**

- An ignition source.
- Fuel
- Oxygen

Therefore, the best way to look for a fire hazard is to consider your building in terms of what materials you have that might fuel a fire, the possible sources of ignition and how oxygen might help it burn. Walk around ALL areas of your building as you think about these things:

##### **Identifying Ignition Sources:**

This will vary enormously depending on your House or Department, from the blindingly obvious if you carry out 'hot works' (e.g. welding) to the more subtle toasting bread in a kitchenette or common room. What you are looking for is anything which has the potential to have a naked flame, spark, or which heats up (or could heat up if it develops a fault such as a dishwasher). Things to look out for in carrying out your Fire Risk Assessment might include the following:

- Cigarettes and matches, etc. from smokers (less of a problem following the smoking ban)
- Anything with a naked flame, i.e. gas cookers, candles or other open flame equipment.
- Heaters of any type, particularly hazardous are the portable gas-fired ones used for heating large spaces and portable heaters in study bedrooms, look at what is stored or hanging in the vicinity. Giving particular attention to curtains, clothing and paper.
- Any hot works, such as BBQ's, toasters, welding (for maintenance or in the Design Centre) and gas Bunsen burners.
- Ventilation and extraction systems in workshops or kitchens- check they are not blocked by equipment or clogged with dust or grease. Ensure they are serviced regularly.
- All lights and lighting equipment - ensure lights are not close to anything combustible. Fluorescent lighting works at very low temperatures, but halogen lights, for example, can get very hot and create a fire hazard.
- Portable electrical equipment and electrical installations (damaged cables, overloaded extensions on your extensions i.e. hairdryers and portable heaters in study bedrooms).
- Electrical switch rooms - check for non-compatible items stored in these areas.
- Anything else which does or could get hot, including portable heaters during cold weather and personal or office equipment.

##### **Fuel**

Fuel is anything that will burn but be practical in your approach and concentrate on finding things that are going to burn readily, and which there is enough of to spread a fire. Some examples of fuels will include but not limited to:

- Stationary, letterheads, envelopes, other paper, and archived paperwork.
- Empty boxes, leaflets, posters, banners, or other printed material.
- Paint, varnish, white spirit, methylated spirit, thinners, glues, cooking oil and other potentially flammable liquids
- Curtains, drapes or other textile materials and soft furnishings. Including linen cupboards and drying rooms
- Packaging materials, including plastic wrap, timber pallets, paper, etc.
- Any flammable gases stored or used on the premises, including refrigerants and aerosols.
- Any plastic materials, including foam filled furniture, polystyrene, and clothing.
- Look into areas you may not visit regularly i.e. cellars, attics and cleaners' cupboards and keep them locked with appropriate signage displayed to prevent unauthorised access.

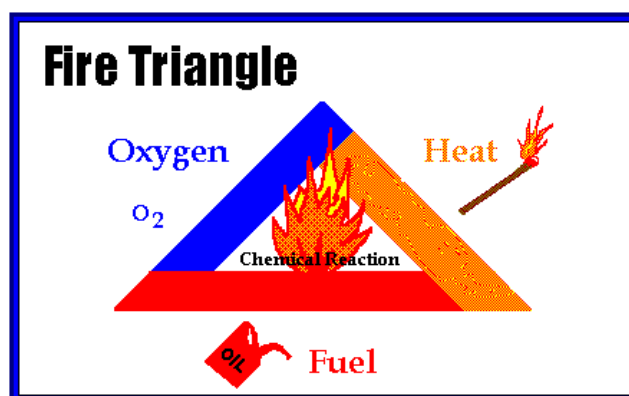
## Oxygen

As you might expect, the main source of oxygen is simply the air around us. Depending on the size and nature of your workplace, the air circulation through your premises may vary from a few doors and windows to several systems of ventilation, extraction, heating, and air conditioning. Some buildings with large ventilation systems have devices which shut down the air flow through the ventilation ducts when the fire alarm is activated.

Fire doors are of crucial importance here. If you have a fire door designed to keep fire at bay for 30 minutes and someone has left it wedged open, it may as well not be there. Control of air flow (and therefore oxygen supply to a potential fire) around the building is a very important part of your Fire Risk Assessment.

Some industrial premises may have additional sources of oxygen, such as oxygen stored in cylinders or piped through fixed systems.

You should now have identified all possible fire hazards as the first part of your **Fire Risk Assessment** and made a record of your findings.



## Step Two: Identify the People at Risk.

As the second stage in carrying out your Fire Risk Assessment, you must identify anyone who may be at risk if there is a fire in your Building. A lot of this will be obvious if your buildings are mainly occupied by boarding pupils or members of staff, but you must also consider people other who visit your building such as parents, contractors working on site, staff not based on the premises, but who are present at some times.

Think through all the different work and recreational situations and scenarios, and make sure you cover anyone who could possibly be on your premises, so that they are built into your Fire Risk Assessment.

**In particular consider the following groups, who could be especially at risk:**

- Anyone working alone or outside the 'usual' work situation. This might include cleaners or security members who are on duty at night.
- Anyone likely to spend time in more isolated parts of your building, outside areas, outbuildings, sheds, roof voids, boiler rooms and cellars or maintenance areas.
- Members of the public or visitors who will be unfamiliar with your premises. This might also include parents, temporary workers, and contractors.
- Anyone less able to leave the premises quickly in an emergency. This can include people with disabilities, elderly people and sick or injured pupils.
- People with language difficulties such as visitors or summer school pupils.

Think about all the people who use your buildings and identify why they could be at risk. Feed this into your Fire Risk Assessment.

**Step Three: Evaluate the Risk.**

Assuming that the result of the first two stages of your Fire Risk Assessment did not show that there is no risk of a fire starting any time anywhere, then you have a bit more work to do, in many ways, this is the most important bit.

Once you have identified what the risks are in your buildings, you must take steps to either remove the risks completely, if possible, or put measures in place to manage and reduce the risk to an acceptable level. Without this subsequent action on your part, the Fire Risk Assessment is meaningless.

You have already identified Fire Hazards and Who is at Risk. What you need to do now is:

- 1 Assess the risk of those hazards resulting in a fire.
- 2 Assess the risk these hazards present to the people you have already identified.
- 3 Eliminate or manage the fire hazard.
- 4 Eliminate or manage the risk to people.

**1. Assess the Risk of Fire from the Hazards Identified:**

Go through your list of possible hazards and assess the possibility of each one turning into a fire. Think about what it would take for this to happen, and the likelihood of it happening.

Consider the consequences of possible accidents, things not going to plan, equipment being knocked over or developing a fault.

Consider the possible consequences of someone being careless, lazy, or forgetful. What if a cigarette is not put out properly, some equipment is not maintained properly or someone piles boxes up in a cupboard instead of throwing them out.

Finally, consider how easy it would be if someone wanted to deliberately start a fire. Are you making it easy by piling combustible material up against the wall of your building?

## **2. Assess the Risk To People:**

Go through the list you created of people who could be at risk and make a judgement about the likely risk to these people if one of the possible scenarios you have considered in the section above should occur. Think about the hazard, where the fire would start, where it would spread to and how quickly.

In considering the spread of fire, you need to have an awareness of the ways in which fire can spread. Fire spreads in three ways, by convection, conduction, and radiation. Convection is the main one to be concerned with for now, as it is the one that leads to most injuries and death.

Convection in this context is the spread of heat (and in this case smoke) through the air. When a fire starts in a room the smoke rises, forming a thick layer on the ceiling, gradually filling the room from the top down. The smoke will find its way through any tiny gaps in the ceiling, walls, doors, etc and spreads to the top of the building. A fire on the ground floor can quickly cut off escape routes on the floors above, long before the actual fire itself has got that far. In a closed space like a building, the heat from the fire is trapped inside, and the temperature increases.

Remember, smoke is poisonous and is usually what kills people in a fire.

In considering the risks to people, think about the escape routes - can they get out of the building before a fire can spread enough to trap them? Consider the following:

Is there a fire risk in an area that could block off the only means of escape for some people (consider people on higher floors, or disabled access routes)?

Think about lift shafts and ventilation ducts and how fire and smoke could spread through these and look for any build-up of combustible debris that could add to the fire.

How would the spread of fire be affected if fire doors were propped open? Do your fire doors close properly?

Is 'fire stopping' adequate in vulnerable areas? Are there any holes in walls where cables or other services have been run in? They must be 'stopped' up to prevent the spread of fire and smoke.

## **3. Eliminate or Manage the Fire Hazards**

You have already identified all the possible fire hazards in the first part of your Fire Risk Assessment. Now you need to use your knowledge of the three things a fire needs in order to start to eliminate or manage those hazards.

### **Eliminate or Minimise Sources of Ignition**

Consider the following:

Have a smoking policy which considers the need to minimise the risk of smoking materials being left where they could lead to a fire.

Try to remove the need for any naked flame heaters or portable heaters of any sort. Use central heating where possible, or fixed convector heaters.

Keep anything you have identified as combustible well away from any potential heat source. Don't store anything close to lights; don't store anything combustible in any room with electrical equipment (fuse boards, power intake rooms, etc.).

Reduce risk of fires from portable electrical goods by having them regularly PAT tested

Make sure you are not an easy target for arsonists.

Have a permit system for 'hot works' (Estates site rules), which ensures that checks are made after work has finished ensuring that no ignition has taken place and that no material is smouldering.

### **Eliminate or Minimise Sources of Fuel**

You now know what your sources of 'fuel' are, so consider how you might reduce the risk of these things contributing to a fire. Think about the following to begin with:

If you have stock which is very combustible, do you need to keep that much of it on your premises? Could you order smaller quantities more frequently?

If you must have flammable materials, keep stocks to a minimum and keep them in specially selected storage areas only.

Ensure combustible waste materials are not allowed to build up – arrange regular collection and proper storage between collections.

If you have areas of combustible material as part of your fixtures and fittings (carpets, curtains, drapes, etc.) consider alternatives, or have them treated with flame retardant.

### **Eliminate or Minimise the Source of Oxygen**

The main area that affects everyone is the movement of air around your premises. Consider the following:

Ensure all fire doors are properly maintained (a maintenance contract is a useful way of ensuring this happens regularly) and that people do not wedge them open. If it is desirable to have fire doors held open at certain times, the only safe way of doing this is to use door-holders that are linked into the fire alarm system, so they close automatically in the event of a fire. These are usually electro-magnetic.

Ensure all doors and windows are kept closed as much as possible and make it part of the locking up procedure to check this at night.

If you must keep oxygen cylinders on the premises, ensure they are in a well-ventilated area and are not leaking.

## **4. Eliminate or Minimise the Risk to People**

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Now that you are aware of the fire hazards and have reduced the risk of fire as much as you can, you need to reduce the remaining risk to people to as low as reasonably practicable. You do this by making sure that you have appropriate fire precautions in place so that if you do have a fire, everyone can get out safely.

It is not possible to prescribe the exact fire precautions you need to have in place - it very much depends on your workplace and business practices. Your fire precautions need to be in proportion to the level of risks you have identified, so there is no need to go over the top if you know that the risks are low.

What you must do is ensure that those risks which remain are managed and minimised as far as is reasonable.

For example, you may decide on the following measures:

All visitors to your premises must sign in and out so you know exactly who is in the building if there is a fire.

Have certain areas where only trained personnel can go i.e. basements that house boilers or cleaning materials. You may need to introduce a system to limit the number of people in your premises to prevent having more people than your exit routes can deal with.

#### **Step Four: Record your Findings.**

As stated earlier in this process, you are required to record the findings of your Fire Risk Assessment.

I have already provided some general advice on Fire Risk Assessment and personally I would use the Fire Risk Assessment Form that is provided on the Intranet (found on the Fire and Health & Safety page). Now that you have taken the trouble to go through the Fire Risk Assessment process it is worth providing the proof of your labours, which will be very handy if the Fire Authorities ask to see your Fire Safety Documentation.

What you have found through undertaking your Fire Risk Assessment will determine what other actions you now need to take. This will include instruction and training for pupils and staff, creating or revising your Emergency Plan and maintenance and testing of alarm systems and firefighting equipment. So, there is a little more to this section than just recording your findings.

#### **Emergency Plans**

Depending how large or small your House or Department is, your Emergency Plan could be a brief statement in your Fire Risk Assessment, and Fire Action notices on the walls, or it may need to be a separate document, with more detailed instruction and records.

Whatever type of Emergency Plan you require (see section 2.1); it needs to be in writing. The main point of this is to set out clearly the action everyone needs to take in the event of a fire. It might include details of people with special needs or disabilities and set out duties for staff members identifying specific roles and responsibilities.

The things you find out through your Fire Risk Assessment will feed directly into your Emergency Plan.



## **Instruction and Information**

The Regulatory Reform (Fire Safety) Order 2005 the Act that requires Fire Risk Assessments stipulates that you need to provide staff with information and instruction as soon as possible after they begin their employment, and at regular periods after that. The basis of this information will be from your Fire Risk Assessment and Emergency Plan, and will include:

- What to do in the event of a fire
- Details of any personnel with specific duties
- What risks were identified in the Fire Risk Assessment
- What management measures you are taking to reduce these risks
- Explaining the correct escape routes from different areas
- Details of any alarm system, firefighting equipment, or other safety equipment

## **Co-operation and Co-ordination**

If you own, oversee or are the sole occupants of your building, then you probably have sole responsibility, which is straightforward. However, if you're House or Departmental building is occupied by more than one department, or owned by someone else, then other people are responsible for different areas of the building, and co-operation and co-ordination are essential. You may be in a building linked or joined onto another and share a fire alarm system or emergency egress routes.

Liaison is clearly essential in such situations, and co-ordination of Responsible Persons should be the role of the Responsible Person who has overall responsibility for the building.

Employees have a duty to co-operate with their employers, in order that they can carry out this legal duty.

## **Fire Safety Training**

The final part of this step in your Fire Risk Assessment is Fire Safety Training which is available in PowerPoint from the Fire and Health & Safety Officer

Don't forget the final step in the Fire Risk Assessment process: Step 5 Review.

## **Step Five: Review**

What you **must not do** is complete the Fire Risk Assessment then file it away and forget about it. You should review it regularly, I would suggest annually, but you will also need to monitor it to see if the risk management measures you have put in place are working properly.

You will need to amend your Fire Risk Assessment at any time if there are changes to your workplace or work practices. If there are physical changes to the buildings, i.e. changes to furniture or storage areas, new materials or chemicals being used.

Basically, if anything changes to either your environment or practices ask yourself whether this changes the potential fire hazard or increases the risk to people. If it does, or could, you need to amend your Fire Risk Assessment to deal with the change.

**Appendix 2**

**Fire Marshal Kits**

Contents of a Fire Marshal kit:



- 1 x Torch*
- 6 x Batteries*
- 2 x Whistle*
- 2 x Snap Sticks*
- 1 x High Vis Vest*
- 1 x Gas Horn*
- 1 x Mini Megaphone*