

Fire Safety Policy

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Policy Contact: Mr Greg Burt, Director of Estates & Operations

FIRE SAFETY POLICY & EMERGENCY EVACUATION POLICY

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, and subsequent regulations, Seaford College must ensure the safety from fire of all staff, pupils, contractors and visitors.

In order to do this the school must:

- Undertake regular **fire safety risk assessments**,
- **Appoint people** with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors).
- **Provide employees with information on:**
 - the risks identified by the fire risk assessment,
 - the measures that have been taken to prevent fires, and
 - how these measures will protect them if a fire breaks out.
- **Inform non-employees**, e.g. students and temporary or contract workers, of:
 - the risks fire posed to them
 - who are the nominated competent persons are, and
 - fire safety procedures for the premises.
- Consider the presence of any **dangerous substances**, e.g. highly flammable substances such as chemicals, LPG and petrol, or radioactive substances, and the fire safety risks they present.
- Establish a suitable means of **contacting the emergency services** and providing them with any relevant information about dangerous substances.
- Provide appropriate **information, instruction and training for employees** about the fire precautions in the workplace, when they start work, and regularly thereafter.
- Ensure that the **premises and any equipment** provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in efficient an efficient state or working order and in good repair.

Fire Safety Risk Assessments

Fire Risk Assessments are required by the Regulatory Reform (Fire Safety) Order 2005 to be suitable and sufficient for the safety of life at Seaford College. The school's Health and Safety Consultant (the Competent Person) carries out fire safety risk assessments assisted by appropriate Seaford College staff. These focus on the safety of all 'relevant persons' (any person lawfully on the premises and any person in the immediate vicinity, but not fire-fighters carrying out fire-fighting duties). The risk assessment will help ensure that the school's fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, or if there are any issues they are brought to the attention of the Director of Estates & Operations who may direct action to be taken.

The fire risk assessments take the whole of the premises into account, including any rooms and areas that are rarely used. The premises are divided into a series of assessment areas using natural boundaries, e.g. Boarding Houses, Teaching Blocks, Science Block and so on.

Those responsible for particular areas will be guided by the Health and Safety Consultant on the contents of his Fire Risk Assessment, and be invited to comment upon it and in due course be involved in its review.

Fire Detection and Warning Systems

The school has fire detection and alarm systems consisting of sounders (bells/sirens & light omitting), manually operated call points (break glass call points), smoke and heat detectors, alarm panels and a text alert system of alarm in activation. The systems are designed to:

- Detect fires promptly and reliably,
- Give warning to the buildings' occupants so that they can evacuate safely.
- Alert main fire wardens of building fire alarm activation by way of SMS messaging
- Minimise damage to buildings and their contents.

The Director of Estates & Operations is responsible for the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records of such.

Fire Fighting Equipment and Facilities

The school has appropriate firefighting equipment located around the school. People who have not been trained to use fire extinguishers are not expected to use them to attempt to extinguish a fire. However, all staff should be familiar with the areas in which they work, and the fire detection and firefighting equipment within it. They must know the basic operating procedures in case they need to use firefighting equipment to escape from a fire.

Staff should only consider fighting a fire if they need to do so in order to evacuate people in their charge, or after they have been evacuated, the alarm has been raised, and if they have been trained. They should inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.

Fire Training

All staff receive basic fire safety awareness training. The purpose of the training is to ensure that:

- Everyone is aware of the importance of fire safety,
- The evacuation procedures can be carried out competently and safely, and
- Appropriate staff have a basic knowledge of firefighting.
- Every new member of staff is given basic fire safety awareness training as part of their induction training, and more comprehensive training at the next staff induction day or staff conference day. By the end of the training staff should be able to protect themselves and other people on the premises, with particular regard for pupil safety. Refresher training is carried out annually for all staff and a record is kept of attendance

Fire Drills

The effectiveness of the fire training is tested by regular fire drills. Drills are arranged **termly** for the main school teaching buildings and **half termly** for all boarding houses, the latter usually undertaken within first week of term. Fire drills are generally carried out at various times, with different initiation points.

Details of all fire drills and evacuations must be recorded on an evacuation report form (see form) and the form submitted promptly to the Director of Estates & Operations. He reviews the report, records all actions arising and monitors that actions are completed (see attached form), and arranges for any remedial action if necessary, liaising with the Senior Deputy Headmaster as appropriate.

Events and Public Performances

The Director of Estates & Operations is to ensure that hirers of school facilities under contract are informed of the Fire Safety requirements of the school.

For special events such as plays or social evenings fire marshals may be nominated as part of the risk assessment. They should:

- Be trained in their duties
- Be familiar with all relevant fire exit routes;
- Be identifiable to the audience;
- Carry a torch whenever part of the public areas is in darkness;
- Ensure there are no areas of overcrowding;
- Keep exits and gangways clear;

Visitors/Contractors

All visitors/contractors, including groups who may hire part of the premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.

All visitors/contractors (other than parents/guardians collecting students) arriving at the school should sign-in at the main reception at The Mansion. The visitors/contractor's registration book is both a safety and security document therefore it is necessary for all non-employees having access to the school to register both their arrival and departure times.

A separate permit to work system including Hot Work and Permits to Work is maintained by the Estates Premises Manager on behalf of the Director of Estates & Operations.

Members of staff, at whatever level, will be responsible for the safety of their visitors at all times

Instructions for Completing Fire Log Books

1. Means of Escape
 - a) Check all escape routes are clear and free unhindered access is maintained
 - b) Note all faults found and report to relative department
 - c) Date and sign log book following inspection (min once per month)
2. Fire Detection System
 - a) Register all drills and false alarms
 - b) Report any concerns to Operations department
3. Record of Tests and Maintenance
 - a) Check call points on a weekly basis alternating call points each time
 - b) Date and sign log book
4. Fire Instruction and Drills
 - a) Boarding houses should receive a full fire evacuation drill by no later than the end of 2nd week at beginning of term.

- b) Sweep of building must be completed by fire warden or assigned assistant to ensure all persons have evacuated.
- c) Complete the log noting full evacuation time and any persons failing to leave the building.

FIRE EVACUATION PROCEDURES

1. On hearing the alarm in the building that you are currently occupying, proceed via the nearest Fire Exit to the muster point shown on the Fire Action Plan in the building. These will be different depending where you are in the College; for example, for Mansion it is on the rear terrace at the Western end. The site plan below shows the muster points in green.
2. All students must evacuate the building quickly and quietly, with no running, overtaking, or talking, going straight to the muster point without diverting to collect any belongings or communicate with anyone else. At the muster point they should assemble in a straight line to ease the accounting process.
3. A senior member of the teaching staff must notify the Operations Department of the alarm by dialling **301**
4. If evacuation is from a classroom or lab the teacher in charge will take the register with them to enable a speedy roll call to be taken against the register once the class is lined up.
5. Where possible all doors and windows should be shut as staff and pupils evacuate buildings. Operations and Catering Department personnel will shut down machinery as they leave if it is safe for them to do so.
6. All staff and pupils should remain at the muster point until told it is safe to return to the building by a Senior Member of Staff. If it is necessary to move from the muster point to a more suitable place whilst firefighting and safety operations are taking place a member of the Senior Management Team will direct accordingly.
7. For Boarding Houses, the Houseparent's will ensure boarders safe evacuation from the building and also carry out a sweep of the building to ensure everybody has heard the alarm and evacuated. If the cause of the alarm is quickly identified and under control ie: deodorant activation, then Houseparent's are permitted and trained to reset the fire alarm panel and allow boarders re-entry into the building. Apart from specifically trained as Fire Marshalls, no other persons are permitted to remain in a building that is being evacuated.

Firefighting Equipment. Portable firefighting equipment is provided throughout the College. It is there solely to aid the safe evacuation of pupils and staff should they require it to enable an evacuation to be completed. PUPILS MUST NEVER USE FIREFIGHTING EQUIPMENT. NO MEMBER OF STAFF WHO HAS NOT BEEN TRAINED, OR DOES NOT CONSIDER THEMSELVES TO BE COMPETENT IN USING A FIRE EXTINGUISHER IS TO USE ONE. Training is provided for all staff at designated intervals to meet the current legal requirements, and those staff with boarding duties and other selected members of staff have all had practical firefighting training using the types of extinguisher available in the College

A Fire Practice is held at least once a term, and more frequently in Boarding Houses, and recorded in the appropriate Fire Log Book for each building. At the beginning of the academic year the first practice will be notified to staff in advance so that they are fully aware of what to do.



- 1 - Mansion / Main Reception / Boarding
- 2 - Chapel
- 3 - Swimming Pool
- 4 - Walled Garden / East & West Boarding
- 5 - Medical Block
- 6 - NB 1, 2 & 3 Classrooms
- 7 - Sixth Form Centre & Year 11 Common Room
- 8 - Humphrey Avon Centre - English & Media
- 9 - Humphrey Avon Centre - English
- 10 - Learning Support

- 10A - PE Classrooms
- 11 - Staff Room
- 12 - SMT Offices
- 13 - Language Block
- 14 - Maths, Science, PE Classrooms
- 15 - Pink House
- 16 - Maths, Science, C01- C03 Classrooms
- 17 - Music
- 18 - Common Room
- 19 - Heden Hall

- 20 - Heden Court
- 21 - Seaford Prep School & Prep Boarding
- 22 - The Johnson Centre & Sportshall
- 23 - Art, Design & Technology
- 24 - Estates & Operations
- 25 - CCF
- 26 - Humanities & Prep Dining Cabin
- 27 - Cricket Pavilion
- 28 - The Charles Johnson Pavilion

- General Teaching / Boarding Houses
- Ancillary / Staff Accommodation
- Other
- Fire Assembly Point
- College Boundary
- Staff Parking
- Visitor Parking
- Student Drop Off / Pick Up
- Sixth Form Parking
- School Minibus Parking