



# **FIRE SAFETY POLICY**

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### Appendices:

- A Fire Safety Audit
- B Standard 26 of the National Minimum Standards for Boarding Schools
- C Rossall School Fire Assembly Points Plan
- D Extract from Fire Risk Assessment Guide re: Historic Buildings
- E Emergency Contacts List
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## Section 1: Policy Statement

The safety of students, staff, visitors and contractors working at the School is of paramount importance to Rossall School and is given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur; our staff are well trained in procedures for safe evacuation and the mitigation of damage.

Rossall School recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all reasonably practicable steps to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Rossall School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This policy document covers all properties owned and managed by Rossall School, excluding domestic residential properties on the site.

Rossall School is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. The School will also act with due regard to the guidance contained in the HM Government Fire Safety Risk Assessment guides relating to: Educational Premises, Sleeping Accommodation, Offices and Shops, Small and Medium Places of Assembly; and Theatres, Cinemas and Similar Premises.

At the same time, the School recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

The School will take all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- i. establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
- ii. managing and maintaining its premises so as to adequately control the risk from fire;
- iii. maintaining adequate fire precautions, with reference to:
  - a. means of detection and giving warning of fire
  - b. provision of means of escape
  - c. means of fighting fire
  - d. training of staff
- iv. providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- v. providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work;

- vi. making adequate provision for the control of fire in work processes, including the control of hot working;
- vii. keeping suitable and sufficient records;
- viii. providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- ix. making adequate resources available to meet the requirements of this Policy.

#### Enforcement

Lancashire Fire & Rescue Service enforces fire precautions legislation in this area.

It is important that Fire Risk Assessments for all School premises are available on site for inspection by an Enforcing Officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not to be suitable and sufficient.

#### Policy Aims

The aims of this policy are:

- i. to establish and maintain consistency across the School in the management of fire safety and fire precautions;
- ii. to set minimum standards of fire safety, to control the risk from fire;
- iii. to describe the School's arrangements for managing fire safety in the workplace.

To achieve these aims the School will implement a system involving:

- i. policies and procedures that are clear and safe;
- ii. allocation of responsibilities;
- iii. fire safety audit;
- iv. fire risk assessment;
- v. communication of safe procedures to staff;
- vi. establishment, operation and maintenance of effective monitoring and review systems;
- vii. provision of appropriate information, instruction and training.

This policy will be reviewed annually and any necessary revisions will be notified to all relevant persons.

## Section 2: Organisation

Role	To include	Responsibility
Fire safety Policy Makers	<ul style="list-style-type: none"> <li>• Headmaster and Governing Council.</li> </ul>	<p>Overall responsibility for strategic implementation, enforcement, and regular review of this policy lies with the Headmaster and the Governing Council. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.</p>
Fire safety Planners	<ul style="list-style-type: none"> <li>• Heads of Departments &amp; Schools</li> <li>• School Health &amp; Safety Committee.</li> <li>• School Health &amp; Safety Manager</li> </ul>	<p>Responsible for developing and maintaining policies/procedures to achieve stated objectives. Heads of Departments and Schools are responsible for putting in place management arrangements for the control of fire risk within their area of concern.</p>
Health and Safety Implementers	<ul style="list-style-type: none"> <li>• Estates Manager</li> <li>• School Health &amp; Safety Manager</li> <li>• Teachers &amp; Managers</li> <li>• School Fire Wardens</li> </ul>	<p>Responsible for implementing policy and procedures at local level. Making sure that fire risk assessments are carried out, and that workplace precautions are developed and implemented in order to control the risks arising from fire.</p>
Fire safety Assistance	<ul style="list-style-type: none"> <li>• Maintenance and Housekeeping Departments,</li> <li>• School Fire Wardens</li> <li>• Health &amp; Safety Manager</li> </ul>	<p>Assistance comes from those who are competent and trained to provide advice, information and support, with regard to the management of fire safety and to the requirements of associated legislation.</p>

## Section 3: Responsibilities of Fire Safety Policy Makers

3.1 The Headmaster and Governing Council have overall responsibility for:

- i. strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- ii. specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. establishing strategies to implement policy and integrating these into general business activity.
- iv. ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. ensuring that, at Director level, there is full consideration of the resource provision necessary across the School for the implementation of the Fire Safety Policy and that there is sufficient information available for legal responsibilities to be carried out.
- vii. ensuring that this policy is strictly observed and monitored by way of consultation between employee and School management representatives at School Health & Safety Committee meetings.
- viii. ensuring that the performance of the School in relation to fire safety management is audited and that appropriate action is undertaken.
- ix. seeking advice from the Health & Safety Manager on all aspects of fire safety at the School.
- xi. receiving reports from the Health & Safety Manager as appropriate, and taking action as necessary.
- xii. ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

## **Section 4: Responsibilities of Fire Safety Policy Planners**

4.1 Heads of Departments & Schools, the School Health & Safety Committee and the School Health & Safety Manager will:

- i. bring to the attention of the Headmaster and Governing Council, any aspect of the Policy that is not achievable together with the reason(s), in order that appropriate action can be determined and undertaken.
- ii. arrange for employees to be provided with adequate information, instruction and training that will be:
  - a. given at regular intervals adapted to take account of any significant changes in the type of work carried out or methods of work used;
  - b. appropriate to their role, as identified by training needs analysis.
- iii. provide adequate resources from allocated budgets to meet their responsibilities under this Policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

## Section 5: Responsibilities of Fire Safety Policy Implementers

Estates Manager, Health & Safety Manager, Teachers and Managers, School Fire Wardens.

- 5.1 The Estates Manager will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.
- 5.2 The Responsible Person will ensure that Fire Risk Assessments are undertaken, following guidance provided by the Health & Safety Manager.
- 5.3 Fire Risk Assessments are reviewed annually or sooner if there are significant changes to the premises, occupancy or work practices that could impact upon fire safety and the means of escape. All Fire Risk Assessments are kept with the Health & Safety Manager.
- 5.4 An action plan is produced, arising from the significant findings of the Fire Risk Assessment. The Estates Manager as Responsible Person will ensure that all findings are actioned as far as is reasonably practicable.
- 5.5 The Responsible Person will:
  - i. manage (including fire safety arrangements) all buildings within the School.
  - ii. seek assistance from the Health & Safety Manager, Maintenance and Housekeeping Departments and others identified in Section 6 of this Policy when necessary.
  - iii. maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required.
  - iv. implement all relevant fire safety legislation and guidance within the School through the actions of the Health & Safety Manager.
  - v. manage the development and maintenance of all fire safety information by the Health & Safety Manager to include:
    - a. details of the fire alarm and records of testing and maintenance
    - b. records of routine fire safety monitoring checks
    - c. records of fire drills and staff training
    - d. records of testing and maintenance of firefighting equipment
    - e. records of testing and maintenance of emergency lighting

- vi. manage the development (by the Health & Safety Manager and other Managers within the School) of an Emergency Plan specific to the School, test the effectiveness of that plan and ensure staff are made aware of its contents.
- vii. ensure that the Fire Risk Assessment process has been carried out and that:
  - a) the significant findings are recorded appropriately
  - b) an action plan is produced, as required, to improve control measures
- viii. be accountable for the implementation of this Policy, and arrangements made under it.
- ix. ensure that responsibilities for fire safety are properly assigned and understood by employees.
- x. provide employees and non-employees with the necessary information to ensure their safety from fire.
- xi. ensure that there is communication and participation at all levels in fire safety matters.
- xii. ensure that fire safety audits are carried out, with results being acted upon appropriately.
- xiii. monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- xiv. ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the School.
- xv. provide information to emergency services in relation to hazardous materials or processes on site, as appropriate.
- xvi. receive reports of fire incidents and near misses; investigate and report findings (through the Health & Safety Manager) to the Governing Council and the Health & Safety Committee as required.
- xvii. inform the Governing Council and the Health & Safety Committee of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

Where a work activity presents a serious and imminent risk of injury to person(s) to ensure that the work activity ceases until the risk is removed.

## **Section 6: Responsibilities of those Providing Assistance Relating to Fire Safety**

Maintenance and Housekeeping Departments, School Fire Wardens, Health & Safety Manager.

### 6.1 Maintenance and Housekeeping Departments:

- i. Assist in routine testing of fire safety equipment (e.g. fire alarms and emergency lighting), and provide information and guidance as required.
- ii. Undertake Fire Safety Audits (see example as Appendix A to this Policy) and identify further measures required to adequately control risk from fire.
- iii. Carry out repair and improvement work identified in Fire Risk Assessments.

### 6.2 Health & Safety Manager:

- i. Review performance and audit the Fire Safety Policy.
- ii. Monitor the implementation of the Fire Safety Policy, and report thereon to the Policy Makers and the Planners.
- iii. On behalf of the Planners, exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk to life from fire.
- iv. Alert the Policy Makers and Planners to new or impending legislation/ practices on fire safety and assist them in assessing the impact of these on the activities of the School.
- v. Interpret fire safety legislation in the context of the School and provide pertinent and meaningful guidance, information and advice on fire safety issues.
- vi. Liaise with the Fire and Rescue Service and other appropriate bodies as necessary.
- vii. Report to the Governing Council as necessary on fire safety matters.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

## Section 7: Responsibilities of Employees

Employees will:

- i. take reasonable care of the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- ii. co-operate with the School with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- iii. not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. firefighting equipment; signage etc.
- iv. have a particular duty to other persons (e.g. students, staff, visitors) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise means of escape or security.
- v. draw the attention of their Manager without delay to any work situation which might present a serious and imminent danger to themselves or others.
- vi. ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety.
- vii. conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- viii. report (on an Accident Report Form) all incidents and any near misses, which result in the potential outbreak of fire.
- ix. assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire.
- x. attend all training courses / briefings covering fire safety as requested.
- xi. report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Manager, or to the Health & Safety Manager where appropriate.
- xii. wear/use protective clothing and equipment as specified.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

## **Section 9: Boarding Schools Standards and the Independent Schools Inspectorate**

### **Boarding Schools Standards**

In accordance with the Education Act 2002, Rossall School, as an Independent Boarding School, complies with Standard 26 of the National Minimum Standards for Boarding Schools. Standard 26, which refers to fire precautions and fire drills is reproduced as Appendix B to this Policy.

### **Independent Schools Inspectorate (ISI)**

Where elected by the School, the ISI will be the primary inspection body for schools that have membership to one of the Associations which are members of the Independent Schools Councils.

The ISI will carry out inspections every three years to view compliance with The Education (Independent Schools Standards) (England) Regulations 2003. Regulation 3 (5) states that:

“The School shall have a satisfactory level of fire safety, identified by-

- a) The school’s risk assessment under Regulation 3 of the Management of Health & Safety at Work Regulations 1999 in so far as it relates to obligations under Part 2 of the Fire Precautions (Workplace) regulations 1977 and,
- b) Any report from the “Fire Authority”.

## **Section 9: General Fire Safety Management Procedures**

A copy of this Fire Safety Policy will be made available to all employees on the School Intranet Site and via the Policies and Procedures folder which is kept in Common Room.

### **Use of School facilities under a lettings agreement**

- In the interest of security, fire safety and energy conservation, only those parts of the School in use during a letting are unlocked. Users must be aware of the means of escape available to them at any time. A copy of this policy will be provided as part of the information provided to each letting.
- Any electrical equipment brought onto School premises must comply with current safety requirements and must only be used by competent people.

### **Events held at the School**

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- Be identifiable
- Ensure no overcrowding
- Keep exits and gangways clear
- Be aware of the needs of the disabled.

The School operates a NO SMOKING policy, including when there is use of the School during an event or under a lettings agreement.

### **Fire Practices (Drills)**

Two Fire Practices are held per year in accordance with current fire safety legislation. As there are conceivably no circumstances that would warrant the evacuation of the whole of the School, Fire Practices are organised on a building by building basis.

Fire Practices for Boarding Houses are held during times when full occupancy of the House can be assured. A 'roll call' is used to account for all boarders who should be present in the House at the time of the drill.

Fire Practices for Offices, Classrooms and other non-boarding areas are held during normal teaching hours. As the roll call system cannot be used reliably to account for all occupants of these areas, a system of "sweeps" by trained Fire Wardens is applied. The Fire Warden searches all areas within their area of responsibility and reports that their area has been vacated to a member of Rossall staff who acts as Fire Marshal.

The Fire Warden "sweep" system is also applied to the evacuation of Boarding Houses during teaching hours when the occupancy level of the House cannot be assured.

Records of all Fire Practices are kept with the Health & Safety Manager.

## Fire Assembly Points

A plan of all Rossall School Fire Assembly Points (see Appendix C) is positioned near to a final exit door in each School building. In the same area is a 'Fire Action' sign stating the procedure to adopt on hearing the School fire alarm. It is the responsibility of each person using the room or area to be familiar with these instructions and the exit routes available. If any of these signs are missing or unreadable, the Health & Safety Manager should be notified immediately. Students and visitors should be led out to muster at the relevant Fire Assembly Point.

## Additional Points

- Obviously the normal route for leaving the building will not be appropriate if the exit is blocked by fire – in this case, leave by the nearest safe exit.
- Nursing staff will check that students in the Medical Centre are evacuated.
- The Catering Manager or Supervisor in charge will check off personnel on duty at their Fire Assembly Point.
- The School Matron and Caretakers should report directly to the Health & Safety Manager or the Estates Manager in his absence, as his assistance will be needed to check where the fire is from the main alarm board sited in the Reception Office or to direct the Fire & Rescue Service to the area of the fire.
- All students are reminded regularly that if they are out of the classroom at the time of a fire alarm they should leave the building by the nearest safe exit and proceed to the Fire Assembly Point for the building that they were in at the time of the alarm.
- Other adults, who are in School on a regular or casual basis, including peripatetic teachers, are made aware of the procedures for evacuation of the building by the teacher responsible for them. The Deputy Headmaster keeps all supply teachers informed.
- Information concerning sending day pupil's home in an emergency should be brought out to the Fire Assembly Point.

## Monthly Fire Safety Audits

Houseparents / Head of Departments make regular checks of fire control panels and the operation of emergency lighting as part of their Monthly Fire Safety Audits (Appendix A)

## Insurance cover

The Bursars Department will contact the insurance company through the Bursar. The Headmaster & Bursar will liaise with the loss adjuster to organize the settlement of any insurance claim.

## **Historic Buildings and Artifacts**

The Estates Manager and the Health & Safety Manager liaise with Officers of Lancashire Fire & Rescue Service regarding School buildings and artifacts within the School that are regarded as being of historical importance. Lancashire Fire & Rescue Service holds an inventory of these items and in the event of a fire they will attempt to preserve as many of these as they can. The preservation of historical items is considered to be of secondary importance; the preservation of life and safeguarding against injury is, of course, considered to be the primary concern. An extract of the HM Government guide on Fire Risk Assessment relating to Historic Buildings can be found as Appendix D to this Policy.

## **Emergency Contacts**

All members of School Staff residing on School property should keep a copy of the Emergency Contacts list (see Appendix E)

## **Extinguishing Fires**

This should not be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

## **Training and information**

All staff receive training in safe evacuation through the performing of Fire Practices (Drills).

Fire Wardens receive training in the safe performing of their responsibilities.

Training in the use of fire extinguishers and fire blankets is not given as the School does not wish to encourage the use of this equipment. The primary concern of every person at the School in the event of a fire is to safely leave the building, not to try to tackle a fire. This view has been discussed with Lancashire Fire & Rescue Service and they are in agreement with it.

Fire Safety information is displayed in each School building. An example of Fire Safety Responsibilities can be found as Appendix F.

## Appendix A



### **Rossall Fire Wardens' Monthly Area Audits**

**Department / House:** ..... **Date:** .....

*Insert Yes (/), No (x) or Not Applicable (N/A) - please use the comments box at the end of the form to support your answers.*

**Fire extinguishers** **/ x or N/A**

Are extinguishers in proper locations?	
Are extinguisher pins in place and seals unbroken?	
Are extinguishers easily accessible and unobstructed in any way?	
If a gauge is fitted, is the needle in the green zone?	

**Fire Escape routes**

Are emergency exit routes clearly signposted?	
Are escape routes clear and free of obstructions?	
Do Fire Doors self-close effectively into the door frame?	
Are Fire Doors kept closed (not held/wedged open)?	

**Fire Safety Notices and Signs**

Are all Fire Safety notices and signs clearly visible and not defaced or obscured?	
Are 'Fire Action' notices in place and do they indicate the location of Fire Assembly Point?	
Is the sign at the Fire Assembly Point in place, clearly visible, and undamaged?	

**Fire Exits**

Are final exits from buildings clear of obstructions, both inside and outside the building?	
Can emergency exits be opened without the use of a key?	
Do Fire Exits lead to a place of safety?	
Is the Fire Assembly Point clearly identifiable and is it in a clear safe area away from traffic?	

**Electrical Equipment**

Are all electric cables tidy and free from trip hazards?	
Are all extension cables fully extended (uncoiled) and routed safely?	
Is there evidence of temporary repair of or damage to electrical equipment?	
Is there evidence of multi electrical adaptors from one socket outlet?	

**Heating Equipment**

Are heaters, flues, vents and hot pipes clear of furniture, clothing, paper or other combustible materials?	
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**General Housekeeping**

Are all work areas tidy?	
Is the no smoking policy seen to be working?	
Are packing and stationery materials securely contained and stored?	
Are flammable materials stored in a secure location?	
Is combustible waste safely stored away from heat sources and disposed of regularly?	

**Emergency Lighting**

Is all emergency lighting working correctly?	
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Comments: \_\_\_\_\_

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\_\_\_\_\_

**Signed:** (*Fire Warden*) \* ..... **Date:** .....

**Signed:** (*Health & Safety Manager*) \* ..... **Date:** .....

**Fire Wardens and the Health & Safety Manager should keep a copy of this form for their records. The Fire Warden should forward the completed form, signed\* and dated to the Health & Safety Manager. The Health & Safety Manager will forward a note of any repair work to the Maintenance Supervisor and remedial action will be programmed to take place.**

**\*When submitting an electronic copy of this form, insertion of the Fire Warden's name with the appropriate date will constitute an authorisation signature.**

## Appendix B

### Fire precautions and drills

#### OUTCOME

Boarders are protected from the risk of fire.

#### STANDARD 26

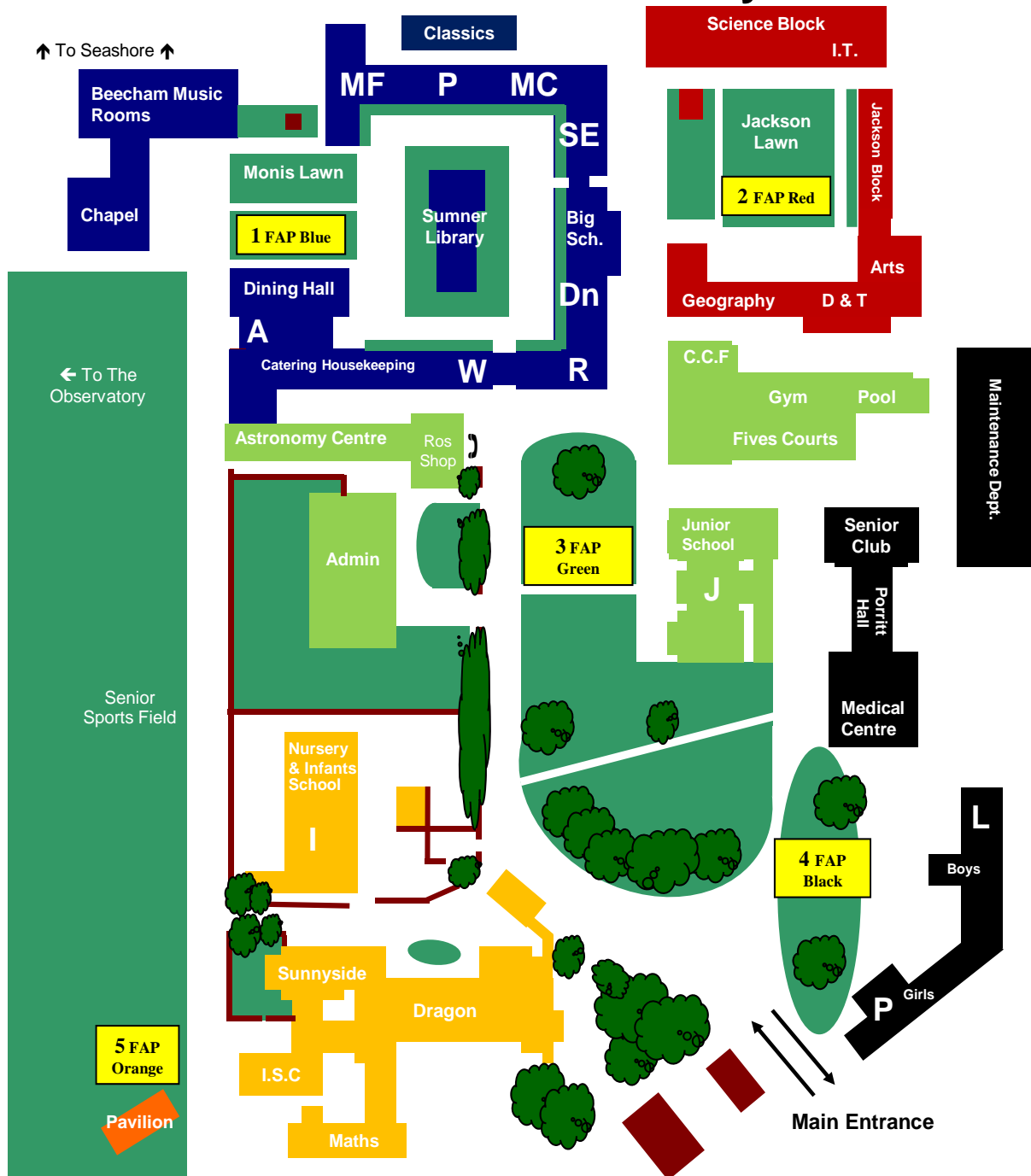
- 26.1 Boarders and boarding staff should be aware of emergency evacuation procedures from boarding accommodation. The school should comply with recommendations of the Fire Service, and should regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.**

#### ADDITIONAL MINIMUM STANDARDS FOR BOARDING SCHOOLS

- 26.2 Boarders know emergency evacuation procedures from sleeping and living areas in each boarding house.
- 26.3 Fire drills are regularly (at least once per term) carried out in 'boarding time'.
- 26.4 Emergency lighting, fire alarms and fire fighting equipment are regularly tested, and this is detailed in the appropriate records.
- 26.5 There are no significant recommendations of the Fire Service outstanding beyond any timescale set by that Service for their implementation

Appendix C

# Rossall School Fire Assembly Points



Key to Houses:

- |    |                    |   |               |
|----|--------------------|---|---------------|
| MF | Mitre Fleur De Lys | R | Rose          |
| PN | Pelican            | A | Anchor        |
| MC | Maltese Cross      | J | Junior School |
| SE | Spread Eagle       | L | Lugard        |
| Dn | Dolphin            | P | Puffin        |
| W  | Wren               |   |               |

- | FAP (Fire Assembly Points) |
|----------------------------|
| 1= Blue Buildings          |
| 2= Red Buildings           |
| 3= Green Buildings         |
| 4= Black Buildings         |
| 5= Orange Buildings        |



Rossall

## Appendix D

### Extract from Fire Risk Assessment Guide re: Historic Buildings

#### Appendix C

### Historic buildings

#### General considerations

This appendix offers additional information about listed and historical buildings.

Fire risk assessments conducted for sleeping accommodation which is within a listed or historic building will need to ensure that a balance is struck between ensuring sufficient fire safety measures are in place for the safety of people, yet avoid extensive alterations and helping to maintain the character of the building.

As well as the fire risk assessment it is recommended that a general fire policy statement and manual is compiled. A person must be nominated to take responsibility for all aspects of fire safety. Usually the person charged with the management and control of the premises will be the 'responsible person' under the Order.<sup>1</sup>

The advice and/or consent of a building control body or any other relevant bodies (e.g. English Heritage) should form part of any fire risk assessment that impacts on the character of the building (e.g. replacement of doors, fittings, wooden panelling and decor) or material changes to existing escape routes. An ideal solution is one that is reversible, enabling the historic elements to be reinstated.

A fire safety adviser will be able to suggest alternatives to conventional fire precautions, such as:

- a fire engineering solution;
- upgrading existing doors and partitions in a sympathetic manner to improve their fire resistance; and
- considering the installation of specialist fire-detection or suppression systems.

Should the design and nature of the historic building preclude the introduction of conventional fire safety features, it will be necessary to manage the building in such a way that:

- limits the number of occupants, either staff or members of the public, inside the building;
- limits activities in the building; and
- provides adequate supervision within the building.

In buildings that are open to the public you may wish to designate parts as 'off limits' to the general public. The locking of internal doors or the use of fixed or movable barriers should not restrict alternative escape routes being made available.

#### Liaison with the fire and rescue service

The responsible person will need to ensure effective liaison with the fire and rescue service to enable them to carry out firefighting operations. These may include information on:

- the provision of water supplies, seasonal ponds, lakes and underground tanks, and any associated pumps;
- difficult access for fire engines;
- particular hazards in the construction features of the building (including asbestos);
- the use of combustible under floor insulation;
- underground vaults ducts and voids where fire may spread unchecked;
- worn stone slabs in stairway construction; and
- the presence of cast iron columns and wrought iron beams.

#### Emergency planning

An important consideration for the owners and trustees is the protection of valuable artefacts and paintings from the effects of fire. However, the efficient evacuation of all occupants must take precedence over procedures for limiting damage to property and contents. Salvage work should be limited to those parts of the building not directly affected by the fire.

## Appendix E

### Emergency Contacts List

In the event of an emergency please keep the Deputy Headmaster informed by telephoning: 01253 774238 or 0759 5039163 after hours.

Police: (9) 01253 876 6110 or (9) 999

Fire & Rescue Service: (9) 999

Ambulance Service: (9) 999

Night Security: Northern Security Ltd. mobile: 07776 253319

Out of Hours Emergency Contact: Caretakers: 07792 177456

## Appendix F

### Fire Safety Responsibilities staff information sheet



# Fire Safety Responsibilities



## FIRE

Under The Regulatory Reform (Fire Safety) Order 2005 both employers and employees are responsible for reducing the risk of injury or death in the event of a fire.

**The following guidelines must be followed.**

### Employers Responsibilities

- To maintain all escape routes and emergency exits.
- To ensure that regular maintenance is carried out on all fire safety and emergency equipment and any faults reported are rectified as soon as is practicable.
- To carry out regular risk assessments and make their content known to all employees.
- To remove hazards where possible, where not practicable, to put into place procedures to reduce the likelihood of injury.
- To provide staff with emergency evacuation procedure training and good housekeeping.
- To supply adequate signing of escape routes and fire fighting equipment.
- To supply adequate methods of alerting people to a fire.

### Employees Responsibilities

#### **ENSURE YOU KNOW:-**

- Where all fire exits are (DO NOT ASSUME THAT YOUR USUAL ESCAPE ROUTE WILL NOT BECOME BLOCKED).
- Where all fire fighting equipment is and how to use it.
- Where all the fire alarm call points are.

**IF YOU DISCOVER A FIRE, SOUND THE ALARM IMMEDIATELY**

#### **IMMEDIATELY YOU HEAR THE FIRE ALARM:-**

- Ensure any children, members of staff and any visitors / contractors are able to leave the building.
- If due to a disability a person is not able to leave the building, they should be placed in a refuge point as far from the fire as possible. They should not block any exits, and a member of staff should remain with them. Once they arrive, the Fire & Rescue Service must be informed of any such people.
- Evacuate the building in an orderly fashion. Avoid running as a fall is the commonest reason that exit routes become blocked.
- Do not make any attempt to protect or remove any property as this may endanger your safety and / or impede others from leaving safely.



**NEVER RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.**

DB November 2011