
FIRE SAFETY PART I: INTRODUCTION AND FIRE SAFETY EMERGENCY EVACUATION PROCEDURES

INTRODUCTION

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, by ensuring that staff, pupils and visitors do not add to fire risk and through the safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Tonbridge School are designed to help our community respond calmly and effectively in the event that fire breaks out in one of our buildings.

There are 2 elements to our Fire Safety emergency evacuation procedures:

1. Emergency evacuation procedures for the Main Campus.
2. Emergency evacuation procedures for Houses, the Medical Centre, and TSB.

Tonbridge School also has an emergency plan to evacuate the buildings on the main campus should there be a threat to people other than fire. Details are held elsewhere.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Assistant Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the ST.
- The fire safety policy is promulgated to the entire School community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire. Many 'one-off' visitors to the campus are escorted at all times; therefore, they will receive direction as is appropriate when they visit the premises.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are briefed to all staff and boys.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

EMERGENCY EVACUATION PROCEDURES FOR THE MAIN CAMPUS

Role of the Fire Officer

The Fire Officer takes control of the assembly point in the event of an evacuation of the buildings on the main campus. This will nominally be the Second Master or Academic H&S Advisor; however, in his absence the role will be assumed by a member of the ST. The Fire Officer is responsible for ensuring that:

- A roll call of each House group, academic staff and Support Department staff is completed.
- Results of the roll call are recorded. Details of missing persons are to be relayed to the Fire Commander without delay as appropriate.
- The 'All Clear' bell is sounded if confirmation is received that the alarm was false.

Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are briefed as follows:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. Do not take anything else, and do not allow the pupils to take anything. Ensure that your classroom is clear of people when you leave. Shut doors and windows behind you. No one should talk or run. Pupils are to make their way to the assembly point on the Lower Hundred. Staff are to assemble on the Head.
3. The School Reception (or the Duty Porter outside of working hours) will summon the Emergency Services if a fire is confirmed.
4. Wherever possible, lessons for pupils/staff suffering from a temporary disability will be held in ground floor accommodation. In the event of an emergency, individuals will be helped from the building to a place of safety.
5. Housemasters (or their deputy) will take a roll call at the assembly point.
6. Staff are to report to the Fire Officer immediately anyone who is waiting to be evacuated from a designated refuge. Housemasters are to report anyone who is missing. The Fire Officer will inform the Fire Brigade of missing persons. **On no account should anyone return to any building until given permission by the Fire and Emergency Services.**
7. Staff are to remain at the assembly point with pupils until the all clear is given.

EMERGENCY EVACUATION PROCEDURES FOR HOUSES AND THE MEDICAL CENTRE

The Emergency and Fire Precaution measures that are in place for the main campus are applied equally to each Boarding, Senior Student and Day House. The standards of equipment and maintenance regimes are applied in equal measure across all School buildings. Organisation of procedures are also standardised and responsibilities of staff remain extant; however, the role played by Housemasters and House Staff, as well as the Medical Centre and TSC staff, take on a more direct role.

Role of the Housemaster / Member of Staff

In the event that an alarm is raised in a House, the Housemaster or, in his/her absence, a member of staff on duty will assume control of events (Fire Officer). Each House has a dedicated place of safety/assembly point close to the building.

Each House has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Housemaster or, in their absence, the Duty Staff. If a fire is confirmed, the Fire and Emergency Service are to be summoned directly. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought from, the ST.

Fire Checks & Drills

Housemasters are responsible for checking the status of fire equipment in their respective House; checks are to be recorded on a central electronic database. Housemasters are to ensure that Fire Drills are conducted in their House each term: 2 in Boarding Houses (Day/Night) and 1 (Day) in Day Houses).

- Day – Before the end of week 2 of term.
- Night – At a time when boys are expected to be in bed, between 10.30pm – 7.15am. Drill to be completed within the first 3 weeks of term.

This, combined with a programme of inducting new staff and pupils with emergency escape procedures, ensures that the building is safely evacuated in the event of a fire.

Medical Centre

In the event that an alarm is raised in the Medical Centre, the Sister-in-Charge, or in her absence a member of staff on duty, will assume control of events (Fire Officer). The Medical Centre has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Sister-in-Charge or Duty Staff. If a fire is discovered, the Fire and Emergency Service are to be summoned directly. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought, from the ST.

Tonbridge School Centre

In the event that an alarm is raised in the TSC, the Duty Manger or in their absence, a senior member of staff on duty will assume control of events (Fire Officer). The TSC has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Duty Manager or Duty Staff. If a fire is discovered, the Fire and Emergency Service are to be summoned direct. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought, from the ST.

FIRE SAFETY PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All new staff (teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures in their first days at Tonbridge School. Fire Action Notices are displayed on the walls of all rooms and in all corridors, and the School makes certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they discover a fire.

The safe evacuation of everyone, staff and pupils alike, is the School's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School provides fire awareness INSET training, including the basic use of fire extinguishers, and regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Reception is manned between 08:15-18:00 Monday-Friday & 08:15-13:00 Saturday and 09:00-17:30 Monday-Friday during holidays, apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is located in the main foyer by Reception. The Reception is always given advance warning of fire practices.

The fire alarm system is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Assistant Bursar, SSO, School Marshal or by an individual nominated by the Bursar. If a fire is discovered, staff manning Reception will be instructed to summon the Fire Brigade. Out of working hours, the person discovering a fire should summon the Fire Brigade direct by dialing 999 via the School telephone system or by personal mobile phone.

In the event that the Fire Brigade is summoned, the Fire Officer will meet with the first fire tender either in the front of the School or on the Upper Hundred – as befits the emergency; thus, establishing contact with the Commander.

A Duty Porter is available outside of working hours, 7 days a week and 365 days a year, including public holidays. He will summon the Fire and Emergency Services as appropriate and meet with the first fire tender to establish contact with the Commander.

VISITORS AND CONTRACTORS

Visitors and contractors are required to register at Reception and Estates Department respectively, where they may be issued with a visitor's badge which should be worn at all times when they are on School property. Many visitors are escorted throughout their visit; they are made aware of the emergency procedures and are shown the way to the assembly point.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc., event organisers are to ensure that sufficient staff are on-duty to control and marshal crowds to a place of safety.

DISABLED STAFF, PUPILS OR VISITORS

Specific arrangements are made for disabled pupils, staff and visitors who are on campus, to ensure that they remain safe.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Heads of Department (Academic and Support) are to direct their departmental staff to conduct a sweep of the department rooms to ensure a full evacuation has been effected. The “Department clear” information is to be given to the Fire Officer immediately on arrival at the assembly point.

Housemasters are responsible for conducting a roll call on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Officer.

It is the responsibility of Fire Officer to ensure that all relevant information relating to persons in the buildings is passed to the Fire Commander as soon as he arrives.

On no account should anyone return to a burning building.

FIRE DRILLS

We hold a minimum of 2 fire drills on the main campus each year at Tonbridge School: one announced, in September for training, and one unannounced. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the School can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have a number of fire prevention measures in place at Tonbridge School, as detailed below.

Detection Systems & First Aid Fire Fighting Equipment

- An Automatic Fire Detection System (smoke or heat as is appropriate) is fitted throughout every building on the main campus in accordance with the recommendations of our professional advisors and is automatically activated when smoke/heat builds up. The system can be manually activated by breaking a glass panel.
- Fire extinguishers (of the appropriate type) or fire hoses are located in every building in accordance with the recommendations of our professional advisors.
- The master panel for the alarm system on the main campus is located in the foyer outside Reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all buildings on the main campus – apart from the Medical Centre, which has its own ‘internal’ alarm.
- Testing of all fire alarms is completed weekly (and all tests and defects are recorded). This is the responsibility of the Estates Bursar, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - An annual check of fire doors,
 - An annual check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses.
- Records of all servicing are kept in the Estates Bursar's office.

Escape Routes and Emergency Exits

- There are at least 2 escape routes from most parts of each building.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Some corridor/compartment doors are fitted with magnetic door openers, linked to the AFDS; holding high traffic doors open but will close in the event of an activation.
- Fire routes and exits are kept clear at all times. The Duty Porter is responsible for unlocking the buildings in the morning, when he checks that escape routes are not obstructed and reports defects.
- Theatre scenery, stage curtains and props are treated with fire retardant spray.

Electrical Safety

- The School has an inspection regime for current electrical circuits for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCD protected.
- Regular portable appliance testing is conducted by a member of the Estates Department who is trained in this role [electrician].
- Records of all tests are kept in the Estates Bursar's office.
- Department Technicians (Science, DT, Art, Computing) check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch to standby after a period of inactivity.
- Catering Staff ensure that all kitchen equipment is switched off at the end of the working day.

Lightning Protection

- All lightning protection and earthing is tested by a specialist contractor. Records of all tests are kept in the Estates Bursar's office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Bursar's office.
- Landlord's gas safety certificates are held for all School domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant. MoD standards and regulations are applied.

Rubbish and Combustible Materials

- Wherever possible, flammable rubbish is stored away from buildings in the secured rubbish compound.

- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards. Only the minimum amount of material, sufficient for teaching or operational maintenance, is held inside buildings.

LETTING OR HIRING THE SCHOOL

The standard contractual terms that we use for letting and hiring the School covers fire safety and specifies that the hirer is to receive a briefing note from the School and must certify that the action in case of fire has been read and understood. A School Duty Porter is always on-duty / on-call when the School is let or hired for an outside function or event.

FIRE SAFETY PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard;
- The people at risk;
- The measures to evaluate, remove, reduce and protect from the risk;
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal;
- The arrangements for reviewing the assessment.

All risk assessments follow a standard grid procedure for evaluating risk and are progressively updated. Generic risk assessments are used for classrooms, but individual ones are needed for corridors, stairs and designated high risk areas or activities including kitchens, laboratories, workshops etc.

Tonbridge School has a professional fire risk assessment which is reviewed annually or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Tonbridge School's fire risk assessments are stored on the Health and Safety section of the School's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.