

Fire Safety

FIRE SAFETY POLICY - ST DUNSTAN'S COLLEGE

St Dunstan's College (SDC) complies with Part II of the Regulatory Reform (Fire Safety Order) 2005 as required by the ISI Regulatory Standard 3(5). The following Policy sets out how compliance is achieved.

INTRODUCTION

1. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Dunstan's College and the Jubilee Ground are designed to help our community to respond calmly and effectively in the event of fire.
2. The Governing Body of SDC fulfils their responsibilities under the ISI regulatory standard through their Risk and Compliance Committee who evaluate, review and amend this policy and the appropriateness of its implementation. The detail on the requirement is set out in this document:
 - a fire risk assessment,
 - fire risk prevention,
 - the elimination or reduction of risks from dangerous substances,
 - ensuring the safety of staff, pupils or anyone else legally on the College premises,
 - fire drills / procedures, fire safety training, appointing of competent persons,
 - a system of maintenance (Fire Safety Log) and provision of information
3. The DfE has a 'memorandum of understanding' with the fire authorities. Under this the Fire and Rescue Service (FRS) will be involved in building regulations approval, where these apply to new building or alterations. The FRS will take a risk-based approach to additional school premises. For established independent schools posing medium to very low risk a minimum of three schools a year will be inspected by the FRS in each fire authority. A record of FRS visits can be found in the Fire Safety Log.
4. The policy and procedures for the main College site are set out under Section 1. Policy tailored to the Jubilee Ground can be found under Section 2.

Role of the Competent Person

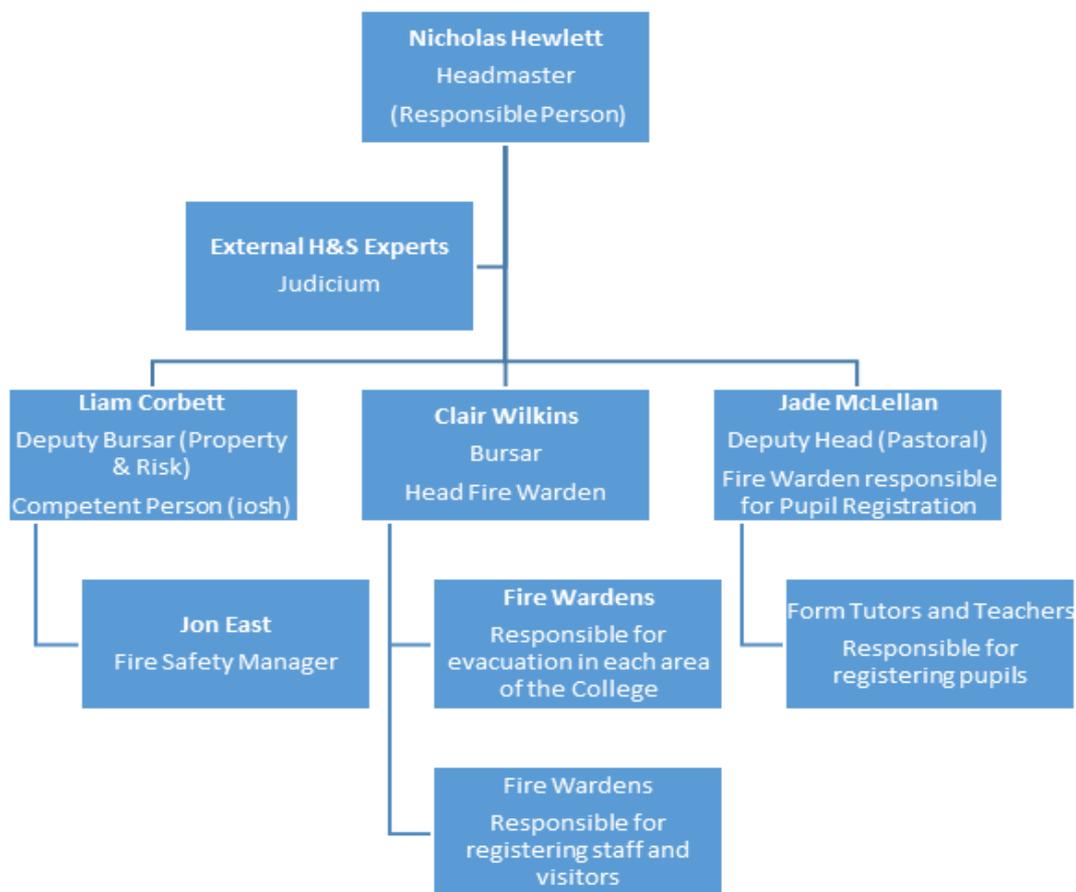
The Competent Person and the Fire Safety manager work closely together to ensure that:

- a. The fire safety policy is kept under regular review by Governors and the CLT.
- b. The fire safety policy is communicated to the entire College via Firefly.
- c. Everyone in the College (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.

- d. Records are kept of the fire induction training given to new staff and pupils.
- e. Procedures for emergency evacuation are regularly tested and lessons absorbed.
- f. Fire risk assessments are regularly reviewed and updated.
- g. Fire prevention measures are followed.
- h. The appropriate fire safety maintenance is undertaken and recorded (using the Fire safety Log).
- i. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired

Fire Management Structure

5. The fire safety management structure at the College is:



Procedures for the Main College Site

Emergency Evacuation Routines

6. St Dunstan's College has a busy programme inside and outside of the normal school day and the main college facilities are often hired to the general public.
7. There are evacuation procedures to follow for the main College site depending on when the emergency takes place as follows:
 - a. During College hours the evacuation point is on the top Field
 - b. Out of hours, when it is dark, the evacuation point is on the front D (front of the College)
8. The emergency evacuation procedure is to be shown to all new staff and pupils, and to all contractors and visitors.
9. The College fire detection and alarm system provides information as to location of incident by Room Number if a smoke detector is triggered, or the location of the call point if one has been activated.
10. The alarm will sound throughout ALL buildings:

A detailed evacuation procedure can be found in the Fire and Disaster Evacuation Policy

Briefing New Staff and Pupils

11. All new staff and all new pupils are given a briefing on the College's emergency evacuation procedures during the first week of school. They will be shown where the emergency exits and escape routes are located, and shown where the outside assembly point is located. Fire action notices are displayed on the walls of all rooms, and everyone is shown what they look like, and where they should go on hearing the fire alarm.
12. The safe evacuation of everyone – staff, pupils and visitors alike, is the priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We conduct fire awareness training for fire wardens and other staff as required. We also offer refresher training. Online training is available throughout the year.

Visitors and Contractors

13. All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They will be made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.
14. When large numbers of visitors are at the school for, plays, concerts, exhibitions etc, a brief announcement is made at the start of the event advising them of the procedure to follow and the location of the emergency exits that they should use in the event of the alarms sounding.
15. For large events where there is a continuous flow / turnover of visitors and it is not practical to give a 'one-off' brief, e.g. an open day, the organising staff will include an internal safety briefing as part of the event planning routine and again on the day just prior to the event. Fire Wardens would assist in the evacuation.

Disabled Staff, Pupils or Visitors

16. When required, disabled pupils and their carers and disabled members of staff receive the appropriate one-on-one induction on fire safety.
17. When required, staff and pupils with disabilities that prevent safe evacuation without assistance will have a bespoke plan created (PEEP- Personal Emergency Evacuation Plan) with appropriate additional equipment put in place for the user in emergencies.

Responsibilities of Teaching Staff

18. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the The Deputy Head (Pastoral) (or the CLT representative acting on his/her behalf in his/her absence)
19. The Deputy Head (Pastoral) (or the CLT representative acting on his/her behalf in his/her absence) has the specific role of taking charge of the head-count procedure on the school fields in the event of an incident during a normal school day. They will also ensure that the head-count information is passed to the Fire and Emergency service as soon as they arrive.
20. A 'Fire Box' is available in the College Office and is taken to the muster point when the alarm sounds.

Responsibilities of Fire Wardens

21. At St Dunstan's College, the 'Fire Wardens' are generally the House staff, maintenance staff and ICT staff, who do not have specific duties for looking after pupils in the event of fire or other emergency. All Fire Wardens receive fire warden training and refresher training is available online.
22. At the Jubilee Ground, designated members of the College Hire staff have the role of Fire Wardens.

Emergency services

23. The fire alarm system is now linked to a call-centre that is manned 24/7. If an alarm is activated the protocol with the call-centre is such that they will attempt to make contact with pre-specified personnel to confirm (or not) an incident. The call centre will alert the fire services as required or if in any doubt.

There are designated personnel to meet the Fire Service at the main gates and direct them to the West Door and then the scene of incident.

Premises Information Box

24. A Premises Information Box is sited at the west end delivery entrance to the Refectory Kitchen which contains the necessary information for use by the emergency services.
25. Access to the College when the gates are shut is through the bottom (East entrance) front gates as these are 'manual' and can be opened (the top drive gates are on a timer).

Fire Detection and Alarm System - Description

26. The School is now protected by an analogue addressable, automatic, wireless fire detection and fire alarm system designed to meet the recommendations of British Standard 5839-1:2002 (fire detection and fire alarm systems for buildings). The system is designed to category L1.
27. BS5839 Classification L1 - includes automatic fire detection in all rooms, on all escape routes and in all voids over 800mm in height. Sounders have been positioned throughout the building to achieve a minimum of 65dB(A) throughout the building.

Fire Practices

28. Fire practice is held a minimum of three times a year. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of the Fire Wardens helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

29. The following fire prevention measures are in place:

Escape Routes and Emergency Exits

- There are at least two escape routes from every building or in the case of the main building, every area /floor.
- Fire notices and evacuation signs are displayed in every room.
- Fire extinguishers (of the appropriate type), are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The panels for the alarm system will show the exact location that a smoke/heat detector or an alarm call point has been activated.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The House staff are responsible for unlocking the buildings in the morning, when any bolts, padlocks or security devices are removed from emergency exits, checks that escape routes are not obstructed, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is recorded in the Fire Safety Log. The annual servicing is the responsibility of the Facilities Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to attend.
- Monthly checks of fire doors, and emergency lights.
- Six monthly professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- Records of all tests are kept by the Facilities Manager.

- Plans showing the location of alarm call points, first aid firefighting equipment, exits, and gas and electricity shut off points are held by the House Staff and Facilities Manager. Site plans showing all hazards are held by the House Staff for use by the Emergency Services when they arrive.

Electrical Safety

- The School has current electrical test certificates for all its buildings. Records of all tests are kept by the Facilities Manager.
- The house staff conducting lock-up check that where practical and safe to do so, all equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept by the Facilities Manager.

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 by the Facilities Manager.
- Landlord's gas safety certificates are held for all the appropriate domestic accommodation.

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 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. The armoury is 'licensed' and if any ammunition is on site it is held in a secure stowage in the CCF complex iaw current MOD regulations.
- Large gas bottles are now stowed at the Jubilee ground in a locked cage away from the main Pavilion building.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials are removed from buildings on a daily basis.

Refectory Kitchen

- All kitchen equipment is switched off at the end of service.
- Safety shut-offs have been installed for gas and vent.

Letting or Hiring School Facilities

30. Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. A member of St Dunstan's Enterprises (A wholly owned subsidiary of the Foundation) is always on [duty/call] when the school is let or hired for an outside function or event.

FIRE RISK ASSESSMENT

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

- a. The Hazards
- b. The people at risk
- c. The measures to evaluate, remove, reduce and protect from the risk
- d. The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- e. The arrangements for reviewing the assessment

32. St Dunstan's College has a fire risk assessment which is reviewed / updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

| Fire Safety | | | |
|-----------------------|-------------------------------|--|---|
| Author/s: | Clair Wilkins Liam Corbett | Date Reviewed: | Michaelmas 2019 |
| Date Ratified: | Michaelmas 2019 | Next Review Date: | Lent 2020 |
| Committee: | Risk and Compliance | Clerk to the Governors Signature: |  |