



STONYHURST

Academic Year 2019 – 20

FIRE SAFETY POLICY

Name of Policy:	Cross Campus Fire Safety Policy
Date of Policy Revision:	Autumn 2020
Revised by:	Health, Safety and Security Manager
Approval Body:	Health and Safety Committee
Date Approved:	June 2019
Date of next revision and by whom	May 2020 – Health, Safety and Security Manager
Location(s) where Policy can be found	<ul style="list-style-type: none"><input type="checkbox"/> ISI Portal<input type="checkbox"/> Stonyhurst Website<input type="checkbox"/> Intranet<input type="checkbox"/> Hard copies in the following rooms:<ul style="list-style-type: none">❖ Compliance & Legal Support❖ Headmaster’s PA❖ SMH Headmaster’s PA❖ Bursar’s PA

**FIRE RISK MANAGEMENT
POLICY STATEMENT**

**This is the Fire Risk Management Policy Statement of
*Stonyhurst College***

Our statement of policy is to:

- ◆ Provide adequate control of the fire risks arising from our work activities;
- ◆ Consult with our employees on matters affecting their fire safety;
- ◆ Carry out and action Fire Risk Assessments;
- ◆ Provide and maintain safe detection, alarm, protection / suppression systems for fire risk management;
- ◆ Provide and maintain safe means of emergency evacuation;
- ◆ Ensure all employees are competent to carry out their tasks in an emergency, and to give them adequate training / information and supervision to enable them to safely carry out those tasks;
- ◆ Prevent fire from occurring;
- ◆ Maintain safe working conditions; and
- ◆ Review and revise this policy as necessary at regular intervals.

Signed:
Chairman of Health and Safety

Date: June 2019 Review Date May 2020

FIRE SAFETY POLICY

PART 1: FIRE SAFETY

INTRODUCTION

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.

This policy requires a Fire Risk Assessment for both Stonyhurst College, and Stonyhurst St Mary's Hall, to be carried out by a competent person or persons (currently Sam Moore, Health, Safety and Security Manager), and to be reviewed annually.

In addition this policy requires Stonyhurst to appoint a Designated Fire Officer appointed from within employed personnel to ensure that the Fire Safety Policy is correctly implemented and that the annual review of the Fire Risk Assessment is properly undertaken. The annual review will include a meeting with the Designated Fire Officer(s) and the competent person or persons appointed to undertake the annual review. The competent person will have both appropriate training and experience on Fire Safety and Fire Risk Management. The competent person is authorised to bring to the attention of Stonyhurst Management (Heads and/or Bursar) any issues that require notification or discussion.

The fire safety policy, procedures and risk assessments at Stonyhurst College and Stonyhurst St Mary's Hall school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

DESIGNATED COLLEGE FIRE OFFICER the designated College Fire Officer is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the Leadership Group/SMT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Fire Induction Training is given to new academic staff and pupils by Pastoral Heads.
- The training requirements to ensure that all staff (new as well as existing) understand fully what is required of them during any fire alarm procedure – is properly dealt with at the start every academic year.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire Risk Assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire Procedures and Risk Assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

At Stonyhurst College the designated Fire Officer is the Deputy Headmaster (Pastoral). Specific instructions are issued on a regular basis.

At Stonyhurst St Mary's Hall the designated Fire Officer is currently Mark Hughes.

Several of the above responsibilities are reviewed in conjunction with both the Bursar and Maintenance Co-ordinator through the regular Health and Safety Meetings.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are made aware of fire evacuation procedures (named as 'Fire Alarm Procedures' in the Staff Handbook), either through a notice, verbal instruction supported by Staff Handbook, specific instructions on Visitors Badge given to all visitors. Instructions cover the following:

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. We have automated fire alarm sensors providing a comprehensive system of fire detection across the Campus.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point – there are thirteen located around Stonyhurst College, and three for Stonyhurst St Mary's Hall.
3. If you are teaching a class, do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Designated Fire Picket/Security Officer will summon the Emergency Services if a fire is discovered.
5. Should you have a disabled pupil in your class specific instruction will have been given as to the procedures to be followed for evacuation. You should move him or her downstairs and outside in the manner agreed upon through the risk assessment for that pupil's disabilities OR direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the nearest fire picket, who will coordinate with the Fire Officer who will inform the Fire Service if appropriate. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
7. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day on Campus. We hold specific induction programmes for all new pupils in which this knowledge is imparted. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of rooms and in all corridors, and we make 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 see or smell a fire.

The safe evacuation of everyone from the buildings - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE SERVICE

Staff are on hand throughout the whole year, twenty four hours a day. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in a secure and accessible location. The Pastoral Heads will always be given advance warning of fire practices. If the alarm goes off for any other reason, there are standing instructions to summon the Fire and Emergency Service at once.

The Security Staff have standing instructions to summon the Fire and Emergency Services if the alarms go off outside of any hours when Stonyhurst College and Stonyhurst St Mary's Hall are not in session with pupils present, (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in either at Reception, or at the Building Director's office, where they are issued with a visitor's badge, which should be worn at all times that they are on Campus property. They are made aware of the emergency evacuation procedures either by way of notice (see above) or with reference the text on the visitor badge. In view of the size of the building complex and the extent of the building areas under one roof, emphasis is placed on exiting the building as a priority and walking around to find the nearest Fire Assembly Point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

In the event of disabled pupils or staff becoming part of our community, we will hold special one to one induction on fire safety for disabled pupils and their carers (or other members of staff) and for disabled members of staff.

We will have designated safe refuge points on every floor of every building for disabled pupils who are with us, with signs advising of their location, (usually in a stair well). We are currently implementing this as a general strategy in all new build areas and areas of refurbishment. For any new pupil joining us who is disabled and through use of risk assessment for fire evacuation particular to their level of disability, we will develop a specific procedure for that pupil and the parts of the buildings that they use so that it is clear as to the procedures that need to be followed whenever the fire alarms are sounded. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Fire Picket Officer as soon as he or she reaches the assembly point. It is the responsibility of the Fire Officer to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF

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 Fire Picket, who will liaise with the Fire Officer (Appendix 2). It is the responsibility of Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Responsibilities of teaching staff are clearly set out in the Staff Handbooks – which are issued to staff at the start of every academic year.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE PICKETS are outlined in the appendices.

FIRE PRACTICES

We hold frequent fire practices at both Stonyhurst College and Stonyhurst St Mary's Hall – including night-time or early morning evacuations for boarders. These happen throughout the year with a higher incidence in the first term to ensure that procedures are understood and pupils become familiar with where the fire assembly points are and how they must conduct themselves. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Pickets helps to ensure that there can be safe evacuation in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits

There are at least two escape routes from every part of all buildings

- Fire notices and evacuation signs are displayed in every corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic lock releases that are activated by the fire alarms are fitted on doors leading onto escape routes.
- The master panel for the College alarm system is located in the main reception, and for SMH is located in the main entrance foyer on the ground floor. These panels show the location of a fire. The panels are fitted with an uninterrupted power supply.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Sound-proofed music practice rooms
 - WC
 - Recording studio
 - A large number of boarding areas
 - The swimming pool
 - Refectory
- Keeping fire routes and exits clear at all times. All emergency exit doors are automatically unlocked or have a ceramic break glass in the event of an alarm activation, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Maintenance Co-ordinator who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights, o Six monthly professional 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 tests are kept in the Maintenance Department.
- All curtains and seating are either treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are lodged with the local Fire Service (Blackburn and Clitheroe).

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses in-house NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. In all refurbished areas we are now RCB protected and we meet throughout the Campus the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A Laboratory technician has been trained in this role, we also have in-house qualified electricians to undertake testing, and we use an outside company to regularly come onto Campus and test and certificate electrical equipment.
- Records of all tests are kept in the Maintenance Department.
- The technicians (DT, ICT, and Scientific) check that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

The areas of highest risk have lightning protection. Lightning protection is being extended through refurbishment.

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 Maintenance Department, or for specific kitchen equipment, with the Catering Managers.
- 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.
- All appliances using gas are tested by outside contractors on an annual basis. Records are Kept in the Sciences departments.

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.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the designated rubbish compounds.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

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. Security Staff with fire responsibilities are always on duty when either Stonyhurst College or Stonyhurst St Mary's Hall is let or hired for an outside function or event.

PART 3: FIRE RISK ASSESSMENT

The Fire Risk Assessments for Stonyhurst College and Stonyhurst St Mary's Hall, both meet 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 methodology deemed to be appropriate (through outside professional guidance) as most appropriate. We are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Copies of Fire Risk Assessments are held with the Health & Safety Manager.

Any comments or suggestions for improvement are always welcome. There is an active scheme to promote this through our PIR forms. (Blank forms in Staff Handbooks, register of suggestions and follow up kept with Campus Chair of Health & Safety). Any request received has to be responded to and a record kept.

All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Fire Officer Rota Summer Term 2019

Weekdays

Monday	Lower Grammar Girls
Tuesday	Lower Grammar and Grammar Boys
Wednesday	Syntax Boys
Thursday	Rhetoric Boys
Friday	Poetry Boys

Weekends

27 th / 28 th April	Rhetoric Boys
4 th / 5 th May	Poetry Boys
11 th / 12 th May	Higher Line Girls
18 th / 19 th May	Syntax Boys
25 th May	Lower Grammar Girls

Half Term

Boarders Depart (Travelling Day) - Saturday 25th May at 2pm Boarders return (Travelling Day) – Sunday 2nd June

Weekends

2 nd June	Lower Grammar Girls
8 th / 9 th June	Grammar and Syntax Girls
15 th / 16 th June	Rhetoric Boys
22 nd / 23 rd June	Poetry Boys
29 th / 30 th June	Higher Line Girls

End of Term

Travelling Day for ALL boarders – Wednesday 3rd July 2019

Vincent Sharples
April 2019

DUTY FIRE OFFICER RESPONSIBILITIES

Please note that when the Fire Alarm is activated you should:

1. Collect: Playroom / House radio
 - i. Clipboard and registration sheets
2. Go to your Assembly Point and ensure that the roll call is proceeding. Insist on high standards of behaviour and that students line up in alphabetical order.
3. Give each muster point time to assemble and then contact each point in turn by radio to establish that they are staffed, **ensuring that any additional staff muster points are also manned as appropriate** at all times (including evenings and weekends)
4. Insist on radio discipline. Only you should initiate communication unless there is a breakdown.
5. Give the Assembly Points time to complete their roll calls and then contact them a second time in order to establish:
 - a) how many pupils are unaccounted for
 - b) how many staff **are present**

(place the number only in the relevant boxes); the names can be registered at the individual Assembly Points for information if required later.

6. (By this time the Fire Picket should have ascertained whether or not there is a fire and the information should be passed on to the Duty Fire Officer and Reception.)

Release each fire point back into the College if the Fire Picket has indicated that there is no fire or tell them to hold their positions until the Fire Service arrive because there is a fire.

7. Liaise with the Fire Picket to ensure that all procedures have been completed.
8. Ensure that all information pertaining to the Fire Alarm is passed on to the Deputy Head Pastoral within 24 hours.
9. In the event of the fire alarm, sounding all communications concerning the drill / alarm will take place on **Channel 1**.

Vincent Sharples
April 2019

Fire Picket (SMT) Duty Rota (Summer Term 2019)

Day	Staff
Monday	6.00am to 7.30am: Security 7.30am to 6.00pm: V. Sharples & CMT 6.00pm to 10.00pm: Security + Mr J. Sharples / Mrs L. Wright 10.00pm to 6.00am: Security
Tuesday	6.00am to 7.30am: Security 7.30am to 6.00pm: V. Sharples & CMT Security + 6.00pm to 10.00pm: Mr S. Charles Security 10.00pm to 6.00am:
Wednesday	6.00am to 7.30am: Security 7.30am to 6.00pm: V. Sharples & CMT Security 6.00pm to 10.00pm: + Mr V. Sharples Security 10.00pm to 6.00am:
Thursday	6.00am to 7.30am: Security 7.30am to 6.00pm: V. Sharples & CMT Security + 6.00pm to 10.00pm: Mr N. Hodgson Security 10.00pm to 6.00am:
Friday	6.00am to 7.30am: Security 7.30am to 6.00pm: Mr M. Mostyn + CMT 6.00pm to 10.00pm: Security + Mr M. Mostyn 10.00pm to 6.00am: Security
Saturday	6.00am to 7.30am: Security 7.30am to 11.30am: Security + V. Sharples + CMT 11.30am to 7.00pm: Security 7.00pm to 10.00pm: Security + V. Sharples 10.00pm to 6.00am: Security
Sunday	6.00am to 4.00pm: Security 11.00am to 4.00pm: Security + M. Mostyn 4.00pm to 10.00pm: Security + V. Sharples 10.00pm to 6.00am: Security

ALL SENIOR MANAGEMENT ON SITE should report to reception in the event of an alarm during the school day. A fire drill folder is behind reception ready for collection.

There they will be made aware of the unit that has activated the Fire Alarm. Either SECURITY or The member of CMT on duty will then proceed to the point that has been activated to determine whether or not there is a fire.

Contact should then be made with the FIRE OFFICER.

In the event of an alarm sounding, all communications concerning the drill / alarm will take place on **Channel 1**

Vincent Sharples
April 2019

DUTY FIRE PICKET RESPONSIBILITIES

Please note that when the Fire alarm is activated you should:

1. Go to Main Reception.
2. Collect: Radio from Reception (**Channel 1**)
 Fire Picket checklist from behind the reception desk.
3. The member of security on duty will proceed to the source of the alarm.
4. The Fire Picket should announce over the radio
 "Fire Picket is in position"
 "Fire Officer, please proceed with the roll call when ready"
5. The Fire Picket should use the registers in the Fire Picket checklist folder to record registration numbers as the Fire Officer goes through the roll call.
6. Once security has assessed the source of the alarm they will either radio back details to the fire Picket or return to Reception to alert the fire Picket in person to the circumstances of the alarm.
7. If the alarm is false, the fire Picket has the authority to interrupt the evacuation procedure. He/she should announce to the fire Officer that the alarm is false and that all persons can safely return to the building.
8. if the alarm is due to a fire, the fire Picket should let the drill continue as planned and alert the fire Service to the situation.
9. The fire Picket should ensure that details of the alarm and any learning from the event are recorded on the Fire Picket checklist register. This should then be forwarded to the Deputy Head Pastoral.
10. All information pertaining to the fire alarm must be passed on to the Deputy Head Pastoral within 24 hours.

In the event of the fire alarm sounding, all communications concerning the drill/alarm will take place on **Channel 1**.

Vincent Sharples
April 2019

Weekly Fire Safety Inspection List.

Name:
Date:

Sign:	
Date:	

Location:

	Yes	No	N/A	Action Required / Taken
Are all means of escape routes clear and unobstructed?				
Are all fire exit doors and final exit doors readily accessible and easily opened without the aid of a key?				
Are all fire doors fitted with self closing devices in the closed position and not being held open by wedges?				
Do the self closing fire doors appear to be in good condition with no visible damage, intumescent strips and smoke seals in place, with the door fully closing onto its rebated door frame? (See fig 1)				
Are all fire alarm actuation points (Break Glasses) visible and clear of obstructions?				
Are fire action notices clearly displayed detailing the actions to take upon hearing the fire alarm, discovering a fire, and the location of the assembly point?				
Do the pictogram Fire Exit signs clearly indicate the direction of travel to the nearest fire exit route/fire exit door?				
Are the fire extinguishers free from obstructions, wall mounted with the pin and security tag still in place? And gauge in the green if applicable? Are all fire blankets wall mounted with draw strings visible? (See fig 2)				
Are the smoke/heat detectors mounted at ceiling level clear of plastic shrouds or any other covering material?				
Are all unwanted combustible materials being removed from the area and safely disposed of at a reasonable time scale?				
Are all doors which only open during a fire alarm activation being maintained secure?				
Are all electrical sockets clear of combustible materials with electrical multi way adaptors not being overloaded or placed on pedestrian access routes?				
Are any portable heating devices being kept clear of combustible materials?				
Have provisions been made for the means of escape by any disabled persons accessing the area including any specialist equipment which may be required?				
Are there any additional comments which the person undertaking the fire safety inspection may consider relevant to the safety of the persons accessing the school or the area which is under their control?				

Fig 1

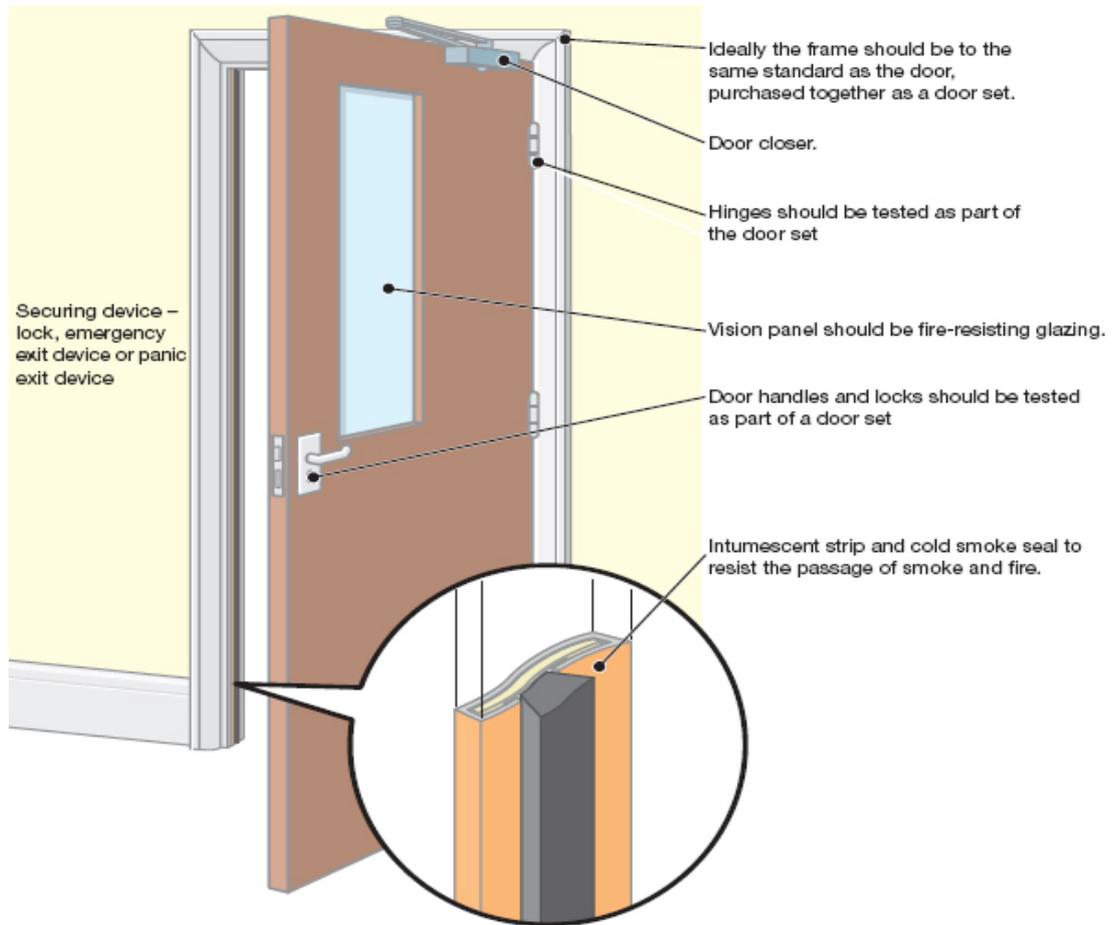
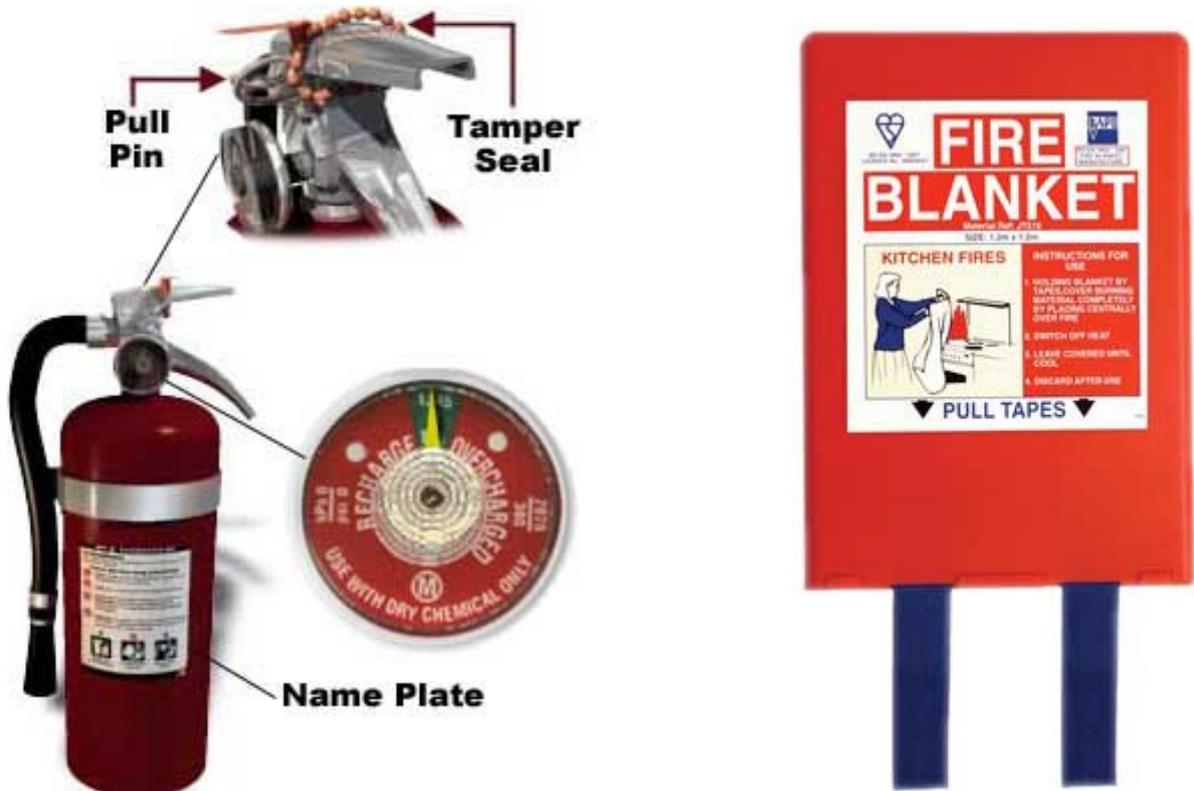


Fig 2



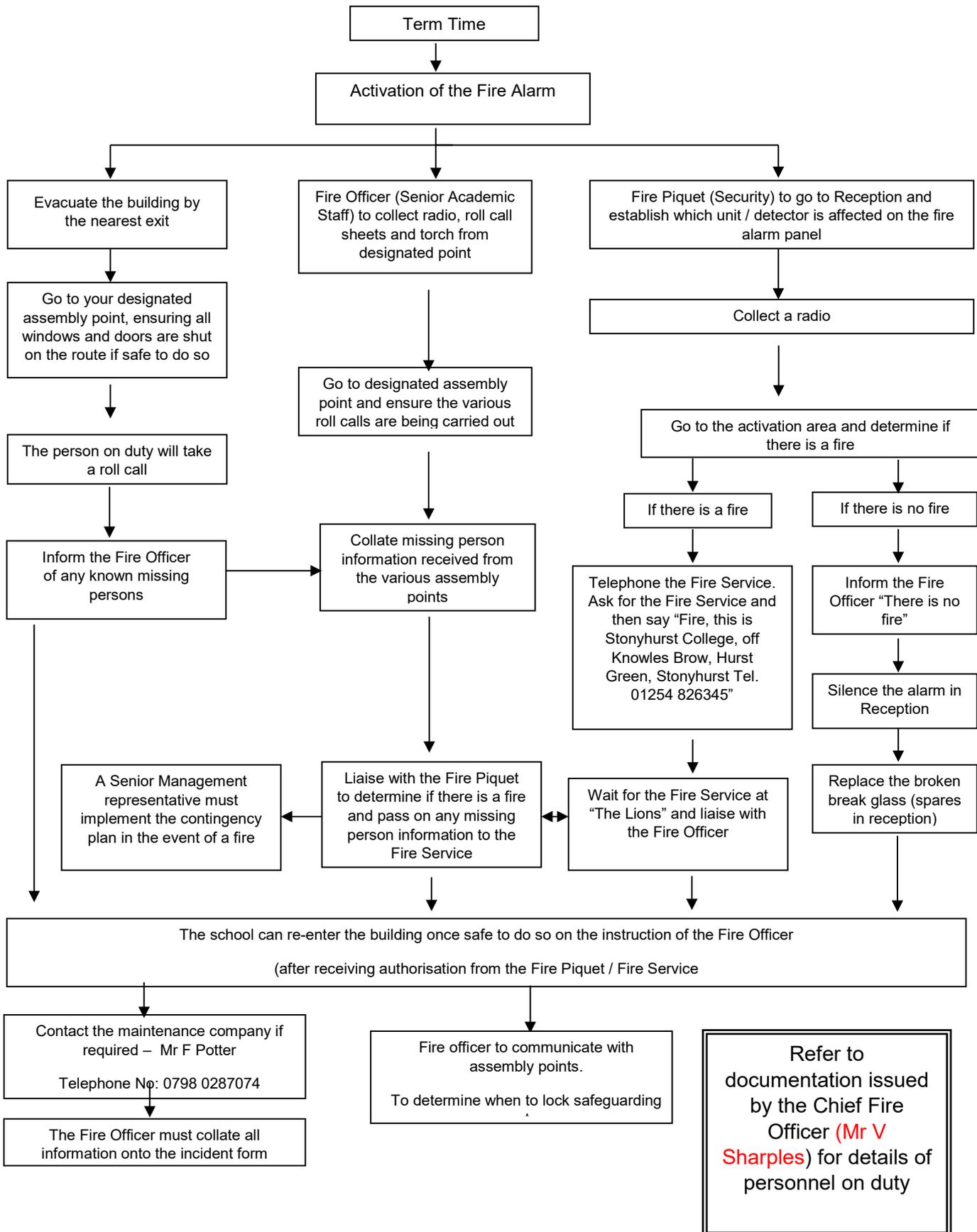


STONYHURST COLLEGE
FIRE PROCEDURES AND ARRANGEMENTS
TERM TIME

3.0 ACTION ON HEARING THE FIRE ALARM
(TERM TIME)



ACTION ON HEARING THE FIRE ALARM



IMPORTANT REMINDERS

- The Fire Officer must carry the Radio at all times
- The Security Personnel must carry the relevant keys
- The Fire Officer must ensure that he has notified his replacement in the event of absence from the building
- If no-one is available for cover then the Headmaster must be informed and he will become the Fire Officer or will make other arrangements.
- Fire Officer to issue details of each terms rotas to the relevant personnel.

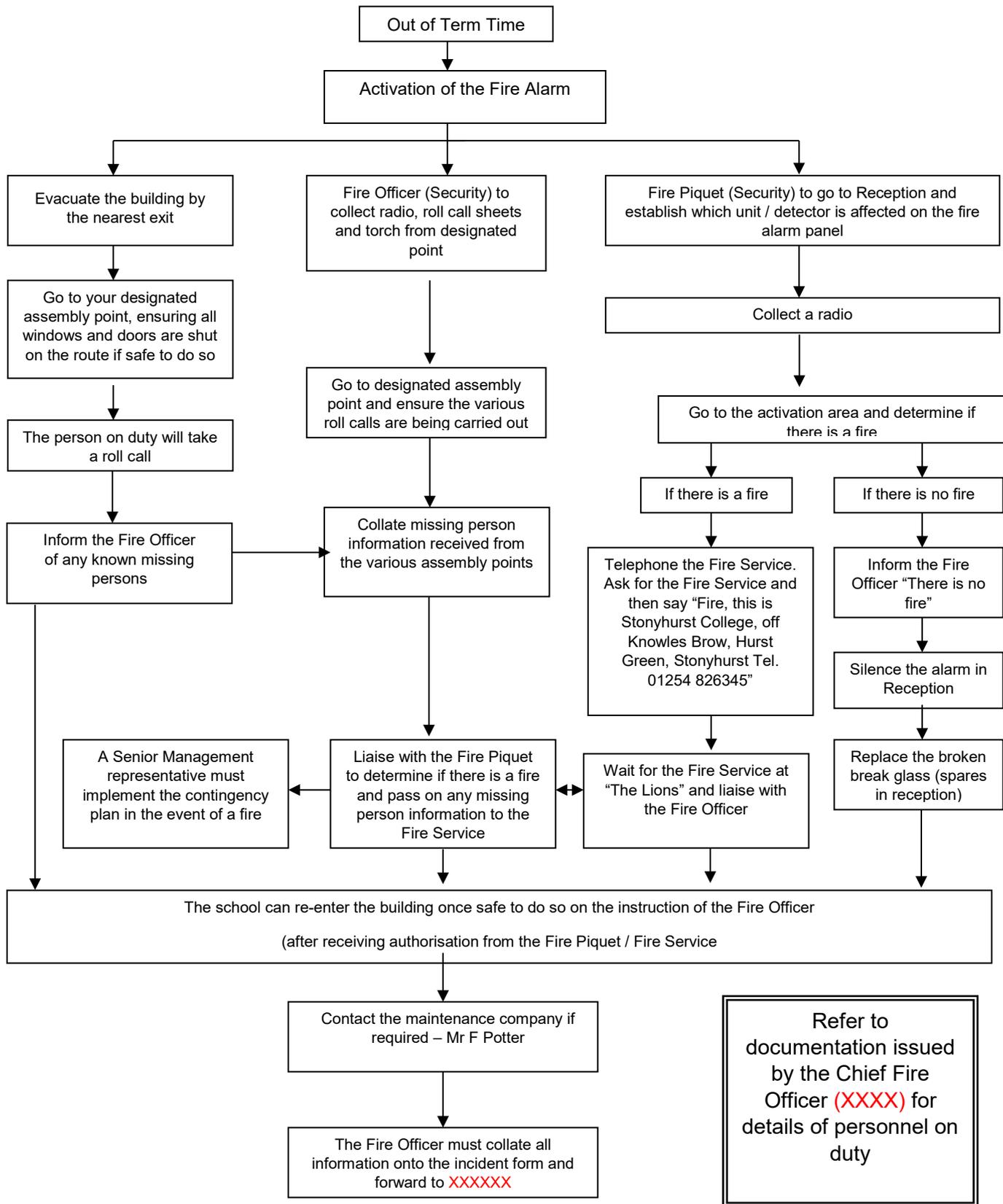


STONYHURST COLLEGE
FIRE PROCEDURES AND ARRANGEMENTS
OUT OF TERM TIME

3.1 ACTION ON HEARING THE FIRE ALARM
(OUT OF TERM TIME)



ACTION ON HEARING THE FIRE ALARM



IMPORTANT REMINDERS

- The Fire Officer must carry the radio at all times
- The Security Personnel must carry the relevant keys
- The Fire Officer must ensure that he has notified his replacement in the event of absence from the building
- If no-one is available for cover then the Headmaster must be informed and he will become the Fire Officer or will make other arrangements.
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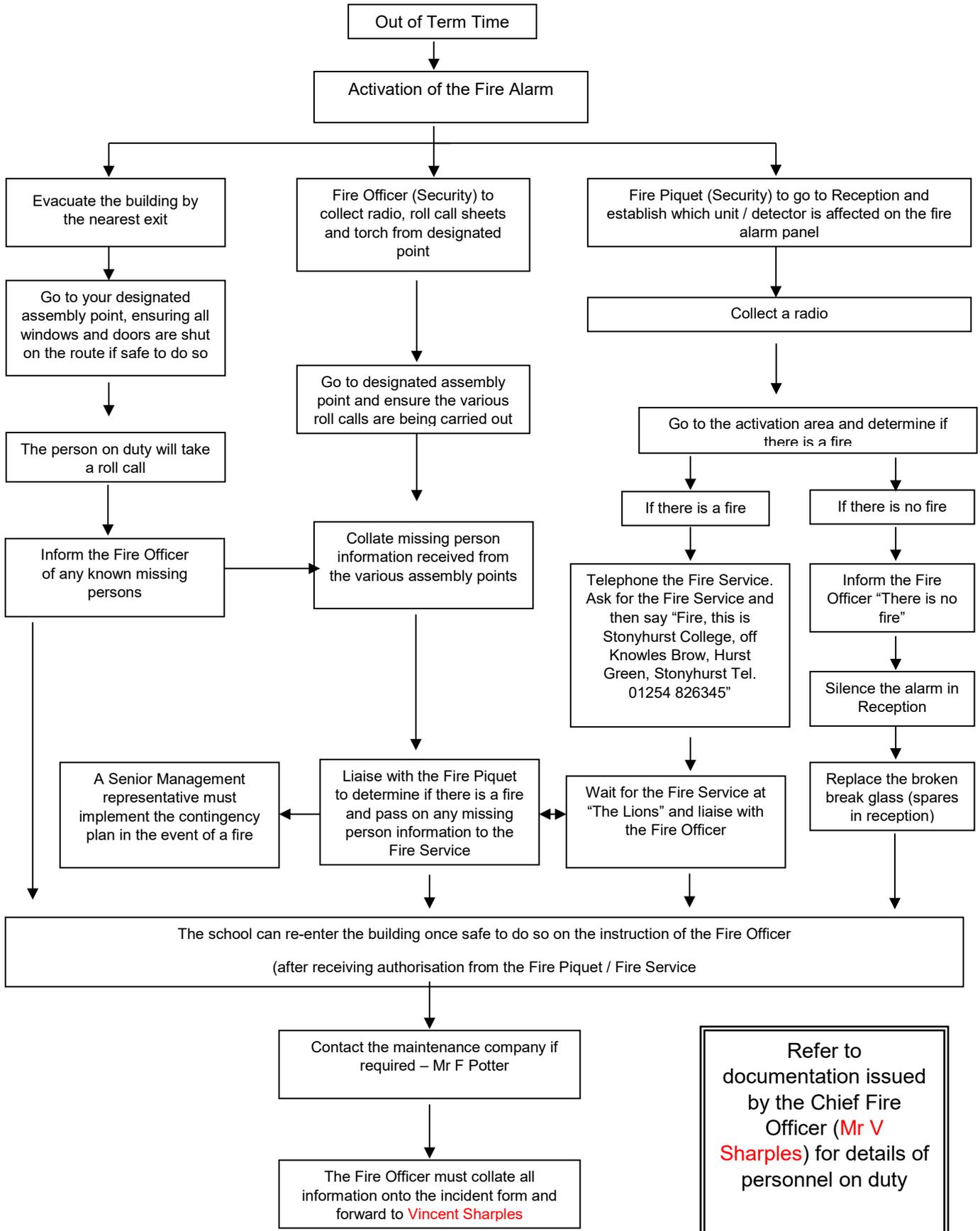


ST MARY'S HALL

FIRE PROCEDURES AND ARRANGEMENTS

TERM TIME

ACTION ON HEARING THE FIRE ALARM





ST MARY'S HALL FIRE PROCEDURES AND ARRANGEMENTS TERM TIME

IMPORTANT REMINDERS

- The Fire Officer must carry the radio at all times
- The Security Personnel must carry the relevant keys
- The Fire Officer must ensure that he has notified his replacement in the event of absence from the building
- If no-one is available for cover then the Headmaster must be informed and he will become the Fire Officer or will make other arrangements.
- Fire Officer to issue details of each terms rotas to the relevant personnel.



**ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS
TERM TIME**

3.0 ACTION ON HEARING THE FIRE ALARM

(TERM TIME)

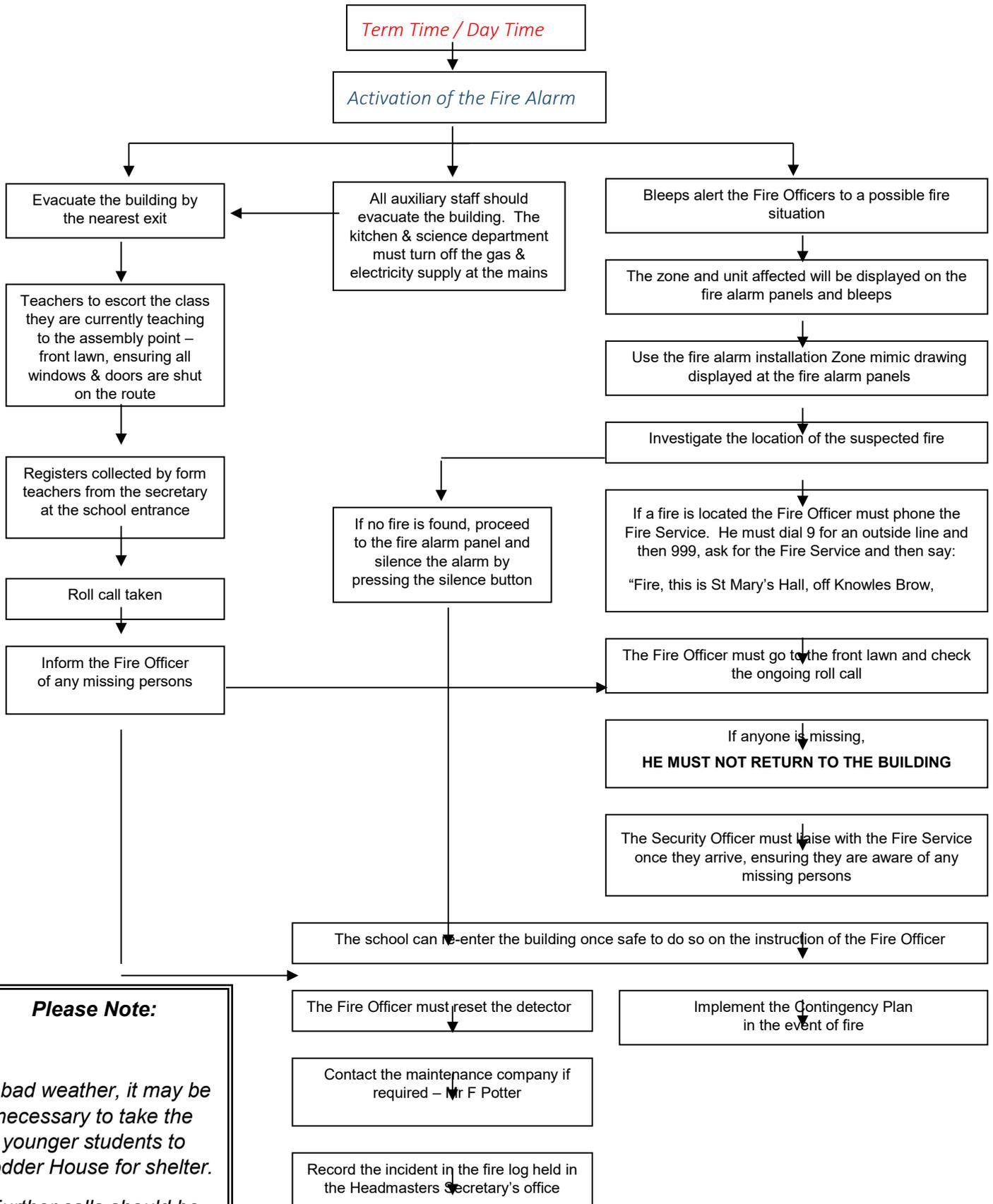


ST MARY'S HALL

FIRE PROCEDURES AND ARRANGEMENTS

TERM TIME

ACTION ON HEARING THE FIRE ALARM – DAY TIME



Please Note:

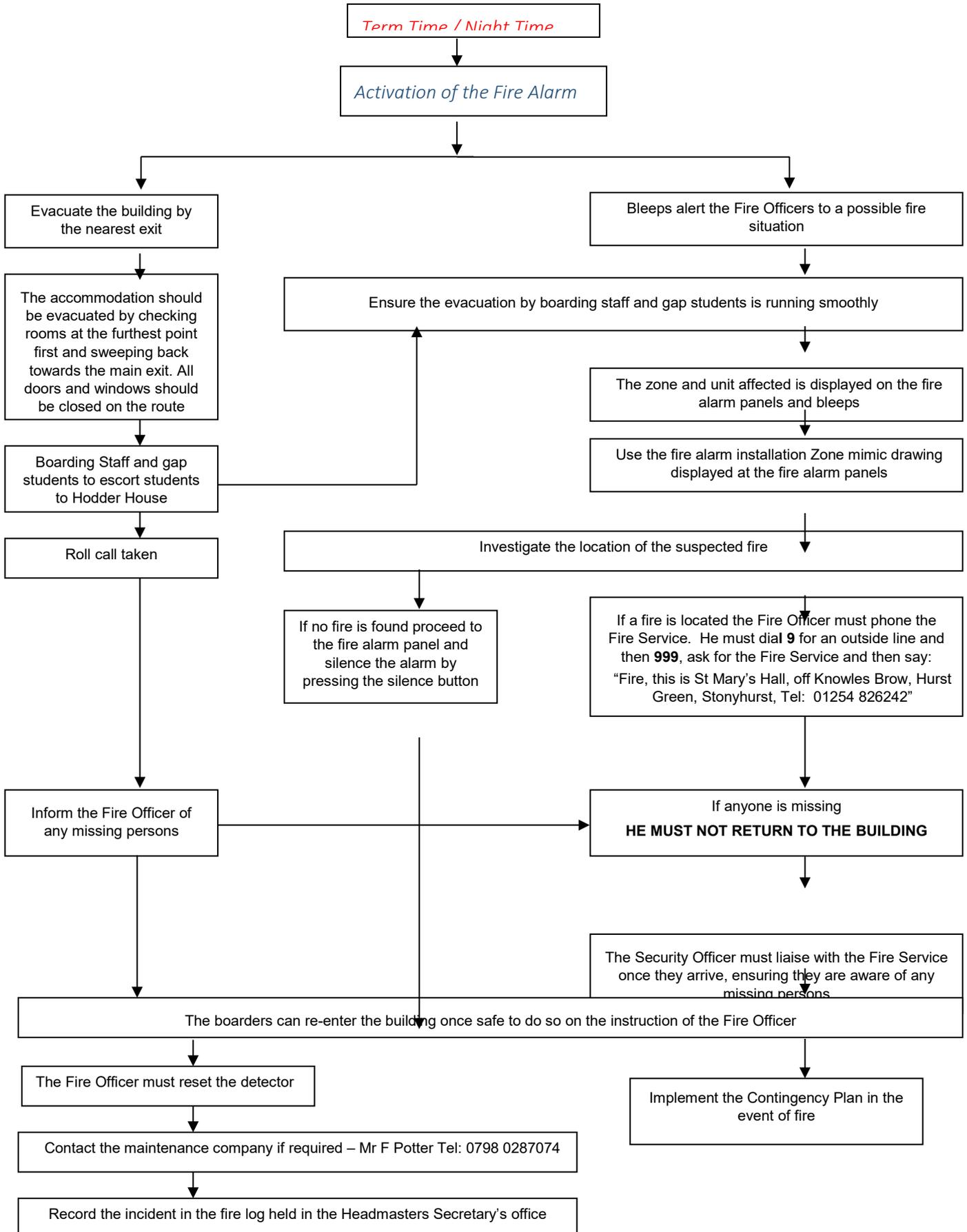
In bad weather, it may be necessary to take the younger students to Hodder House for shelter.

Further calls should be made with Stonyhurst



ST MARY'S HALL FIRE PROCEDURES AND ARRANGEMENTS OUT OF TERM

ACTION ON HEARING THE FIRE ALARM – NIGHT TIME





ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS
OUT OF TERM

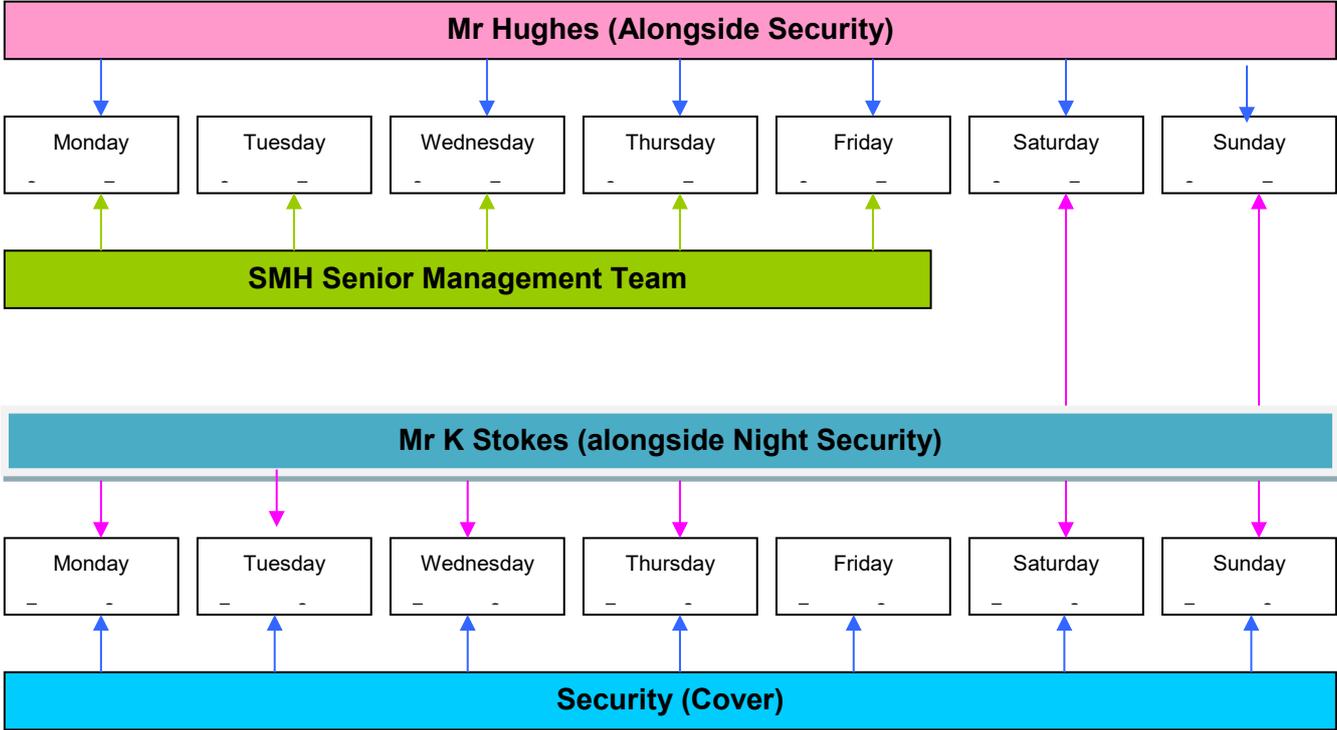
IMPORTANT REMINDERS

- The Fire Officer must carry the bleep at all times
- The Security Personnel must carry the relevant keys
- The Fire Officer must ensure that he has notified his replacement in the event of absence from the building
- If no-one is available for cover then the Headmaster must be informed and he will become the Fire Officer or will make other arrangements.



ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS
OUT OF TERM

FIRE ALARM BEING ACTIVATED DURING TERM TIME



SMH Senior Management Team are the reserve Fire Officers Monday to Friday

Mr K Stokes – overnight (Night Security)

Mr M Hughes is the Fire Officer 24hrs weekdays (except Tuesday) and throughout the weekend

Security act as the Reserve Fire Officer Monday to Friday 7pm to 8.00am



ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS
OUT OF TERM

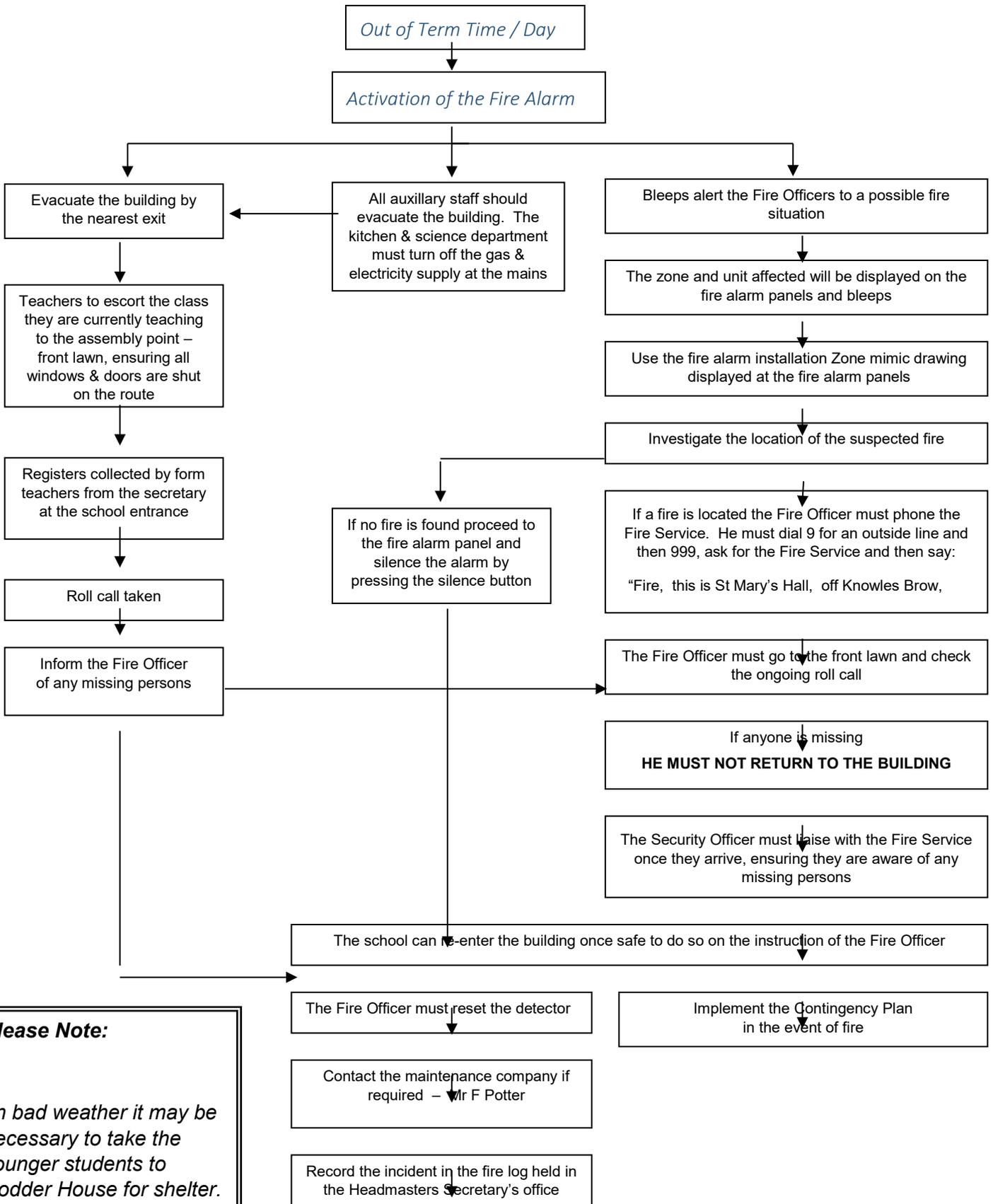
3.1 ACTION ON HEARING THE FIRE ALARM
(OUT OF TERM TIME)



ST MARY'S HALL FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

ACTION ON HEARING THE FIRE ALARM – DAY TIME

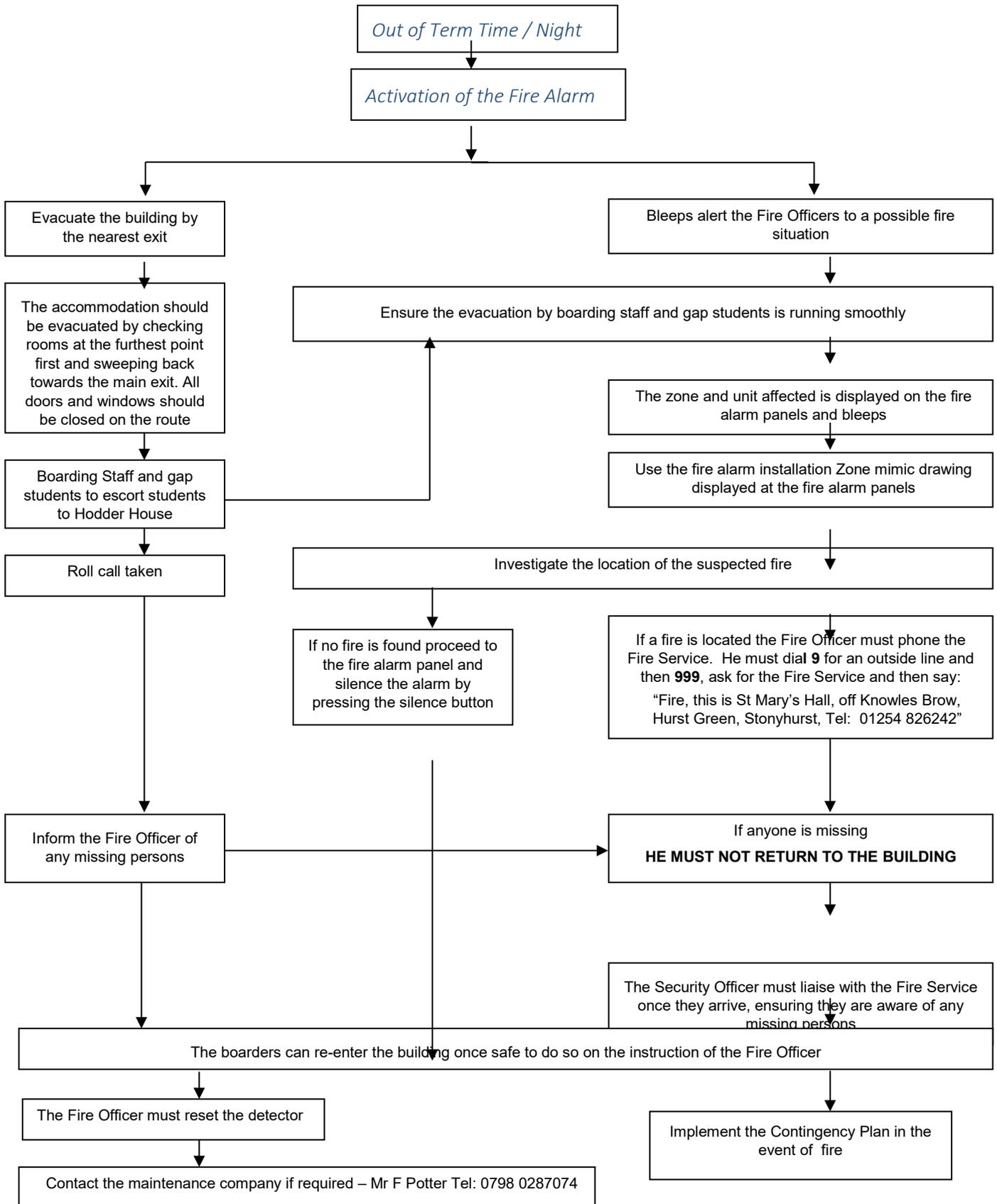




ST MARY'S HALL FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

ACTION ON HEARING THE FIRE ALARM – NIGHT TIME





ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS

OUT OF TERM

IMPORTANT REMINDERS

- The Fire Officer must carry the bleep at all times
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- The Fire Officer must ensure that he has notified his replacement in the event of absence from the building
- If no-one is available for cover then the Headmaster must be informed and he will become the Fire Officer or will make other arrangements.

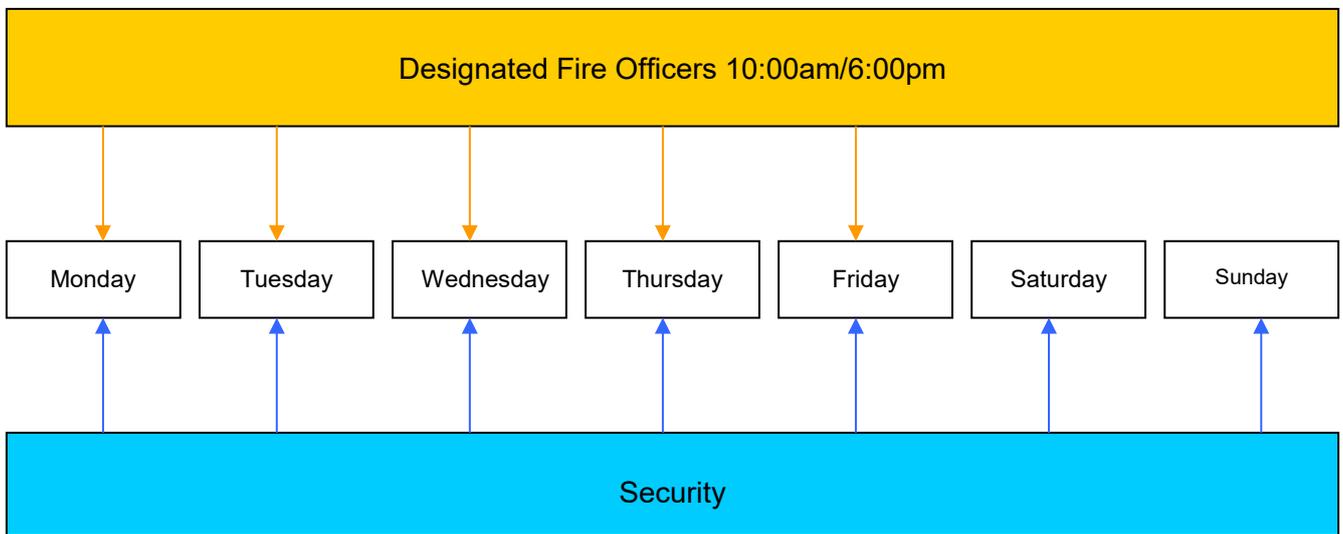


**ST MARY'S HALL
FIRE PROCEDURES AND ARRANGEMENTS**

OUT OF TERM

FIRE OFFICERS ROTA

ACTION ON HEARING THE FIRE ALARM / OUT OF TERM TIME



Security
Out of term times

Designated Fire Officers