



DAUNTSEY'S SCHOOL

FIRE PREVENTION PLAN

1. Scope

- 1.1 This Policy forms part of the health and safety arrangements for Dauntsey's School. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc. Act 1974, and specifically with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022.
- 1.2 It is applicable to all Estate buildings, including Boarding Houses and offsite provisions including The Manor (herein referred to as 'Sites').

2. Interpretation

- 2.1 The following definitions apply to this policy:
 - **'the Order'** - the Regulatory Reform (Fire Safety) Order 2005
 - **Responsible Person** - the legal term used in the Order upon whom the relevant duties fall. At Dauntsey's School, this is the Bursar.
 - **FRA** - Fire Risk Assessment
 - **FMP** - Fire Management Policy

3. Fire Prevention Measures

- 3.1 We have the following fire prevention measures in place at Dauntsey's school:
 - a. **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 at every call point.
- Fire extinguishers of the appropriate type and smoke/heat detectors are in every building. Fire Alarms can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up. Smoke control systems are in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors leading onto escape routes and the biometric doors automatically open.
- The master panel for the alarm system, building 1895 (Main Building), is in the room to the rear of the staff pigeonholes and shows the location of a fire.
- All Boarding Houses (Evans, Fitzmaurice, Jeanne, Manor and Mercers), Science Block, DT, Lower School Centre, Senior Day Boys (Hemens and Farmer), Senior Day Girls (Lambert and King-Reynolds), Tedder, Swimming Pool, Sports Hall, Memorial Hall, Cricket Pavilion, EAL, Arts School, Stores and Drama each have their own fire panel.
- Alarms sound in all parts of the building where they are fitted.
- Fire Wardens monitor their individual areas to ensure that fire routes and exits are clear from obstruction and flammable materials.
- Testing all fire alarms weekly and recording all tests and defects. This is the responsibility of the Estates Operations Manager, who also arranges for an approved contractor to carry out:-
 - Annual checks of fire doors and automatic door closers.
 - 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.
- Records of all tests are kept in the Maintenance Department.
- Plans showing the location of fire hydrants, gas, oil and electricity shut off points are attached in Appendix C.
- A Fire Risk Assessment for the School has been prepared by Safesmart Limited and the results of that assessment are implemented by the School.
- There should be no storage of bikes, equipment or other items in stairwells designated as escape routes.

b. Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place on an annual basis.
- Records of all tests are kept in the Maintenance Department.
- The Science and DT Technicians check that all Scientific and DT equipment is switched off at the end of the school day.
- Where possible, all computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening, during holidays and at weekends.

c. Lightning Protection

- All lightning protection and earthing conform to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept in the Maintenance Department.

d. 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 / Catering Department.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Technicians to ensure that the central gas supply is turned off.

e. 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.

f. Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings and appropriate lighting and CCTV coverage is provided in these areas.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

4. Fire Action Notice Information

4.1 All buildings have fire action notices adjacent to each alarm call point:

Fire Action Notice:

- Raise the alarm.
- Leave the building by the nearest available exit.
- Report to the assembly point.
- Do not return to the building until authorised to do so.
- Do not take risks.

As per Appendix A

5. Assembly Points

5.1 Assembly points are as follows:

Area	Assembly Point
Jeanne House	In front of the Jeanne House Conservatory
Evans House	End of the path to the front of Evans House
Fitz House	Front of the House between Fitzmaurice and the Science Block
Mercers House	In front of Mercers House
The Manor	Tennis courts
Maintenance	Behind the Cricket Pavilion
Grounds	Behind the Cricket Pavilion
Awdry Centre	Behind the Cricket Pavilion
King Reynolds	Behind the Cricket Pavilion
Lambert	Behind the Cricket Pavilion
Olive Building	Grass in front the Headmasters House
1895 Building	Grass in front the Headmasters House
Farmer	Grass in front the Headmasters House
Hemens	Grass in front the Headmasters House
Lower School incl School Shop	Grass in front the Headmasters House

Area	Assembly Point
Tedder	Grass in front the Headmasters House
Science Building	Grass in front the Headmasters House
DT	Mercers Field
Art	Cricket Scoreboard
Medical Centre	End of the path to the front of Evans House
Learning Support	Behind the Cricket Pavilion
V2 and Annabel's	Behind the Cricket Pavilion
Memorial Hall	Grass in front the Headmasters House
Exams	Behind the Cricket Pavilion
New Pavilion	Memorial Bench
Cricket Pavilion	Behind the Cricket Pavilion
Stores	Mercers Field

As per Appendix B

6. Fire Detection

- 6.1 All buildings, have an L3 or higher alarm system in place. Boarding house are all fitted with L1 alarm systems.

7. Firefighting Equipment

- 7.1 All buildings have appropriate firefighting equipment installed based on an assessment of the area.
- 7.2 Appropriate fire extinguishers are in place throughout the school buildings, with fire blankets situated in all kitchen areas.
- 7.3 The main school kitchen also has an ANSUL fire suppression system.

8. Training Resources and Delivery Methods

- 8.1 New starters receive training on fire procedures within their induction.
- 8.2 All members of staff receive Fire Awareness training through our online training system, Smartlog, annually.

- 8.3 Site-specific arrangements are confirmed with staff through INSET training sessions and email communication.
- 8.4 All pupils are informed of the fire evacuation procedures at the start of each academic year, or as part of their induction if they join partway through the year.
- 8.5 Fire drills are carried out each term for all school buildings, including boarding houses. Boarding houses must undertake one drill per year during sleeping hours.

9. Identification of Areas of Greatest Fire Risks

- 9.1 The Science, DT, Art, Theatre, Maintenance, Grounds and Domestic Service departments all store chemicals. Each department is responsible for keeping their COSHH register up to date.
- 9.2 All hot works on site are carried out under a Hot Works Permit - issued by the Estates Operations Manager or Main Contractor if applicable.

10. Servicing and Maintenance Arrangements

- The fire alarm is serviced every six months by a competent contractor.
- Fire alarms are tested weekly by a competent employee.
- Firefighting equipment is serviced annually by a competent contractor.
- Emergency lights are tested monthly and serviced annually by a competent contractor.
- All gas plant and appliances are serviced annually by a competent contractor.
- All appliances in the commercial kitchen are serviced annually by a competent contractor.
- The school's lightning protection is serviced annually by a competent contractor.
- PAT testing is carried out as required by a competent contractor.

Director of Operations

Reviewed: February 2025

Next Review: February 2026



Fire Action



Raise the alarm



Leave the building by the nearest exit



Report to assembly point



Do not return to the building until authorised to do so



Do not take any risks



