



## **DAUNTSEY'S SCHOOL**

# **FIRE SAFETY POLICY AND PROCEDURES**

## **PART 1: FIRE SAFETY**

### **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 Dauntsey's School, both main site and the Manor, are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **THE RESPONSIBLE PERSON**

2. The School has appointed the Bursar as the 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto School property and of anyone not on the premises, but who may be affected. The responsible person must ensure that competent persons carry out Fire Safety Risk Assessments.

### **COMPETENT PERSONS**

3. The School has appointed Safesmart Limited to act as competent persons.

## **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

4. The Assistant Bursar (Head of Estates and Facilities) 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 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.
  - Records are kept of the fire induction training given to new staff and pupils.
  - 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.

## **EMERGENCY EVACUATION NOTICE**

5. All new staff and pupils, contractors and visitors are shown the Fire Action Notice for Dauntsey's School as given at Annex A. In the event of a fire, during normal school hours, all staff, pupils and visitors are to assemble in groups in an Assembly Area on the Sports Field opposite the 1895 Building. A layout of the Assembly Area is at Annex B. Between 5.30pm and 8.00am and, all day Sunday, the Assembly area is as directed by individual Housemasters/mistresses. The assembly point for each Boarding House is given at Annex C.

The Fire Evacuation Procedures for disabled staff and pupils is given at Annex D.

## **PART 2: FIRE SAFETY PROCEDURES**

### **BRIEFING NEW STAFF AND PUPILS**

6. 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 at Dauntsey's School. 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 all 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.
7. The safe evacuation of everyone - 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. We offer fire awareness INSET training. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **DUTIES OF THE STAFF**

8. All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that the School may introduce as a measure to protect the safety and well-being of all staff and visitors.
9. All staff are to complete the Annual On-line Fire Assessment Training as produced by Safesmart using the Smart Log System.

### **SUMMONING THE FIRE BRIGADE**

10. The School Reception is manned between 8.00am and 5.30pm during weekdays and 8.00am and 4.30 pm on Saturdays in term-time and between 9.00am and 12.00pm during half terms and all holidays apart from the Christmas closedown. The master panel that shows the location of all the alarm call points in the Main Building is physically located in a room to the rear of the staff pigeonholes. The School Reception is always given advance warning of all fire practices. If the alarm goes off for any other reason, all staff have standing instructions to summon the Fire and Emergency Service at once.

11. A Bursarial staff member is on duty or on call 24 hours a day 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Reception is staffed, (unless warned of a planned fire practice).

## **VISITORS AND CONTRACTORS**

12. 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 are made aware of the emergency evacuation notice and are shown the way to the assembly point.
13. 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**

14. We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff. A full fire evacuation procedure for disabled pupils is given at Annex D. The teacher of a disabled pupil 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 School Fire Safety Manager as soon as he or she reaches the assembly point. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

## **RESPONSIBILITIES OF TEACHING STAFF**

15. 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 School Fire Safety Manager. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to a burning building.***

## RESPONSIBILITIES OF FIRE MARSHALS

16. The Clerk of Works and the Facilities Manager are the designated Fire Marshals. Their role is to assist with the specific provisions of this policy and to:
- Assist in evacuations.
  - Monitor, operate and reset, when appropriate, the School Fire Warning Panels.
  - Provide essential information to the Wiltshire Fire and Rescue Service.

## FIRE PRACTICES

17. We hold one fire practice, whole school evacuation, each year at Dauntsey's School within the first two weeks of the start of the new academic year. We also practice a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in every building helps to ensure that the school can be safely evacuated in the event of a fire.

## FIRE PREVENTION MEASURES

18. 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 cell point, corridor and stairwell.
  - Fires extinguishers of the appropriate type and smoke/heat detectors are located 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 located 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 located in the room to the rear of the staff pigeonholes and shows the location of a fire. The Security Guard monitors the master panel for out of hours emergencies. A duplicate Fire Alarm Panel is also located in 1 Hillview. Both are fitted with an uninterrupted power supply (UPS).

- All Boarding Houses (Evans, Fitzmaurice, Jeanne 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 and Drama each have their own fire panel. These fire panels are not fed to a central location or duplicated in 1 Hillview.
- Alarms sound in all parts of the building where they are fitted.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects. The matrons confirm on a weekly basis that all fire routes and exits are clear.
- Testing all fire alarms weekly and recording all tests and defects. This is the responsibility of the Clerk of Works, who also arranges for an approved contractor to carry out:-
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - 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.
- Displays in corridors, theatre scenery, stage curtains, props and gym “crash” mats are treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas, oil and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building and is at Annex C.
- A Fire Risk Assessment for the School has been prepared by Safesmart Limited and the results of that assessment have been 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 Caretakers 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 off automatically every evening, during holidays and at weekends.
- c. Lightning Protection**
- All lightning protection and earthing conforms 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 Department.
  - 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.
- 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 in the secured rubbish compound.
  - Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **FIRE DURING PUBLIC AND INTERNAL EXAMINATIONS**

19. In the event of a fire alarm sounding during Public or internal examinations the Invigilator is to:
- Instruct the students to stop writing and make a note of the time.
  - DO NOT ALLOW THE STUDENTS TO SPEAK TO EACH OTHER.
  - Instruct the students to exit the Examination Room via the fire exits.
  - Collect the attendance/seating register from the board at the front of the Examination Room.
  - Invigilators shall exit with the students and ensure that silence is maintained.

- Any student with limited mobility will be seated near a Fire Exit and should exit with their named invigilator.
- Students and invigilators to make their way to a holding area opposite the Sports Pavilion at the front of the School.
- The Examinations Manager will check that all students and staff are present and report to the Fire Safety Manager.
- Invigilators are to remain with students at all times to ensure that the confidentiality of the examination is not compromised.
- Students and invigilators are only to return to the examination room when instructed to do so.

## **LETTING OR HIRING THE SCHOOL**

20. 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 security guard is always on duty when the school is let or hired for an outside function or event.

## **PART 3: FIRE RISK ASSESSMENT**

21. 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.
22. Generic risk assessments are used for classrooms; but individual ones are produced for corridors, stairs, kitchens, laboratories, workshops, etc.
23. Safesmart Limited will conduct an annual review of the School Fire Risk Assessments. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use, or new buildings are built and added.
24. The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public.



Particular attention will be paid to people who may have a disability or anyone with special needs. Heads of Departments have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments. A ‘five step’ approach will be taken as follows:

- Identify potential fire hazards in the workplace.
- Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape.
- Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to remove the hazard or to control the risks.
- Record findings and details of the action taken as a result.
- Keep the assessment under review and revise it when necessary.

#### **PART 4: FIRE RISKS ASSOCIATED WITH HAND GELS**

25. HSE guidance has noted that during the coronavirus (COVID-19) pandemic, there is increased demand for hand sanitiser and surface disinfectant products. To be effective alcohol-based hand gels should contain at least 60% alcohol and it is acknowledged that they are potentially flammable, but that they require an external source of ignition to catch fire.
26. A significant number of hand gel dispensers have been installed around the School and they are in specially designed dispensers with cartridges containing the gel that are sealed to the surrounding atmosphere and, therefore, they do not allow the alcohol to evaporate into the air. The contents of the dispensers are activated either manually or automatically and only allow a prescribed amount of gel to be released at any one time. All our hand gel dispensers are in corridors or individual rooms.
27. The National Fire Chiefs Council have stated that the
  - The alcohol in the sanitiser would need to be open to the air in order to evaporate, if the container was sealed it is unlikely that alcohol would escape into the atmosphere.
  - The boiling points of the materials in hand sanitiser would need very high temperatures in the surrounding area to vaporise these common alcohol products.
  - The vapours would need to reach a Lower Explosive Limit in order to form an ignitable mixture; this would result in a “flash” when ignited rather than produce a sustained fire likely to ignite combustible materials.
28. The alcohol-based hand sanitisers are stored away from all heat and ignition sources, including sparks; open flames; any type of electrical outlets, switches, or equipment.
29. Within the Science Department no hand gels are used within the laboratories.
30. Within in the kitchens the hand gel dispensers are situated away from all sources of open flame.

The policy statement will be regularly reviewed annually.

Bursar

Annexes:

- A. Fire Action Notice
- B. Layout of Assembly Area.
- C. Boarding House Assembly Area and Location of Water Hydrants, gas, electric and oil shut off points.
- D. Fire Evacuation Procedure for Disabled Persons.

Review Date: September 2021

Next Review: September 2022

# **FIRE ACTION NOTICE DAUNTSEY'S SCHOOL**

*On discovering a fire:-*

- Activate the nearest fire alarm
- Call 9-999 and ask for the Fire Service
- During working hours call Reception (Dial 0)
- Report the alarm to the Duty Staff (07976 656797)
- Leave the building and proceed to the Assembly Point

**On hearing the alarm:-**

- Leave the building by the nearest exit
- Close doors behind you
- Go to the Assembly Point

**The Assembly point for this building is:**

**Front of School - Sports Field**

- Do not use lifts
- Do not stop to collect belongings
- Do not return to the building for any reason unless authorised to do so

# SCHOOL ASSEMBLY LAYOUT

Annex B

Head Master's House

Main School Building

Vistors  
Bursar's Staff  
Academic Staff

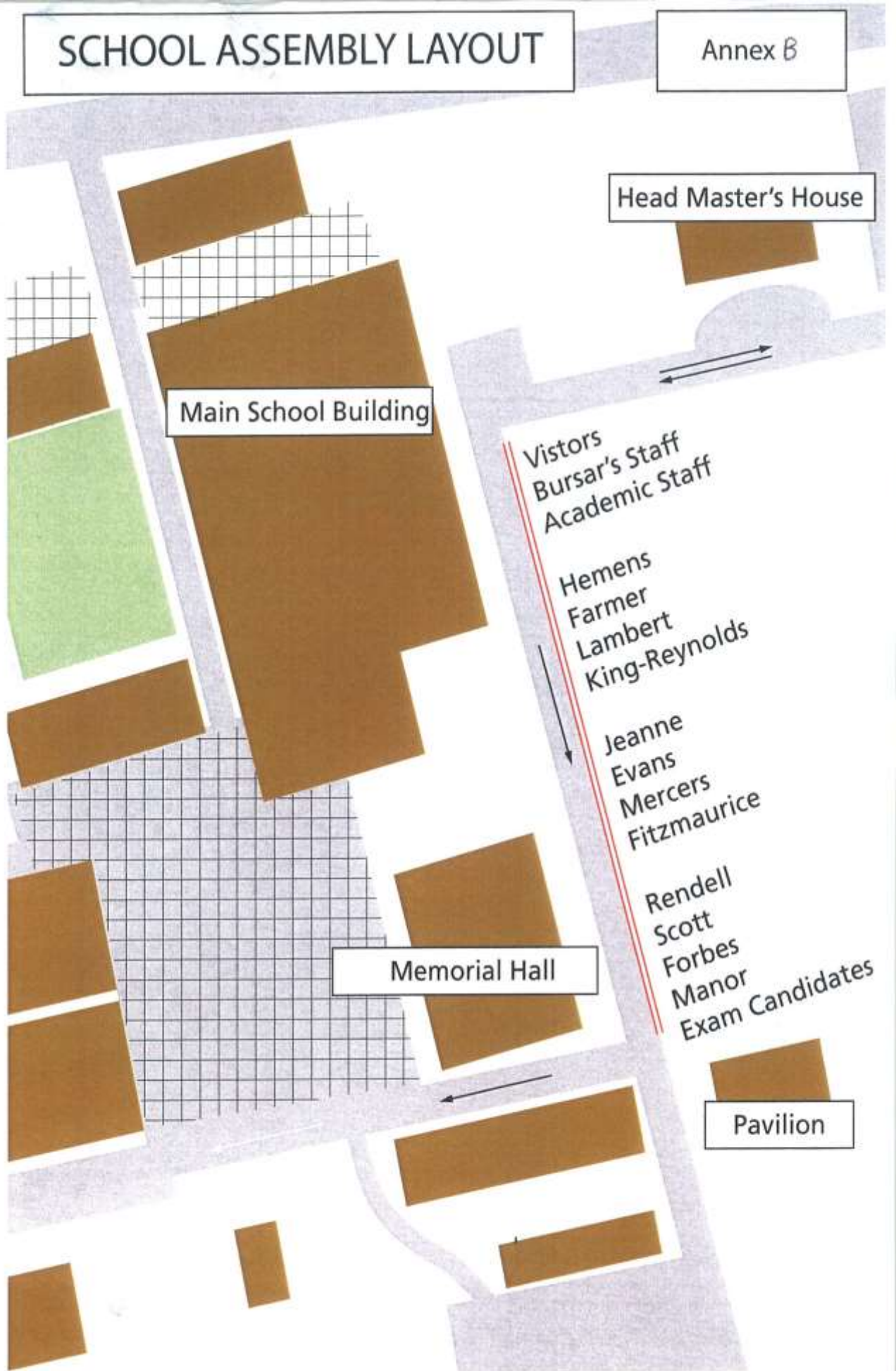
Hemens  
Farmer  
Lambert  
King-Reynolds

Jeanne  
Evans  
Mercers  
Fitzmaurice

Rendell  
Scott  
Forbes  
Manor  
Exam Candidates

Memorial Hall

Pavilion





## Fire Evacuation Procedures for those in Wheelchairs

To facilitate any wheelchair-bound pupils in the school, all ground floor rooms have wheelchair access and appropriate ramps at fire exits.

If there is a fire when any wheelchair-bound pupils are being taught in an upper floor classroom the procedure is as follows:

They will leave the room with the rest of their class and head for the landing above the nearest set of stairs that their peers are descending.

They must not use the lift but should wait at the top of stairs while a member of their class is sent to report where they are waiting to the duty member of staff. The member of staff who is in charge of the class with wheelchair-bound pupils should wait with them until help arrives.

The duty member of staff will then alert staff who have been trained to lift wheelchair-bound pupils. Four of these staff will go to where they are waiting and transfer them into an evacuation wheelchair and carry them downstairs and wheel them out of the building.

- Evacuation chairs are located in the Science Block at the top of the stairs between labs B3 and B4, on the landing above the Library between History and IT, on the landing near the IT Support Offices and outside the Old Hall.
- Staff who are trained to lift wheelchair-bound pupils are: Jane Upton, James O'Hanlon, David Johnson, Nick Spear, Carol Wilkinson, Mike Mayland and Steve Chick.

If, for some reason, an evacuation chair is not available, or staff are not present to help lift wheelchair-bound pupils, the school needs to confirm with the pupils if they can lift themselves from their wheelchair and "bottom shuffle" downstairs. A wheelchair can then be brought to them from the Medical Centre.

If wheelchair-bound pupils are standing in their support frames when the fire alarm sounds the member of staff teaching him should wheel them out of the classroom, in their frames, to the landing above the set of stairs that their peers are descending. An evacuation chair should be wheeled into position behind the frame and wheelchair-bound pupils should be lowered from their frame into the chair. The lowering mechanism on the frame is battery powered and the battery is kept fully charged. If calipers break at the hips and knees pupils should remain in their calipers and be lowered directly into the escape chair to await being carried downstairs.

If wheelchair-bound pupils are in the Farmer Music Room when the alarm sounds they can descend from the room in the stair lift which is battery powered. (The battery is kept fully charged.) They can then be transferred into an evacuation chair before being carried downstairs.

Review Date: September 2021

Next Review: September 2022