

# Fire Safety Policy

*This policy refers to both Wellington Senior School and Wellington Prep School*

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Website	Yes

## 1. Policy Overview

1.1. Wellington School is committed to managing health and safety to maintain a safe and healthy environment by controlling fire risks in the School and its workplaces to protect staff, pupils and others from fire and the effects of fire.

1.2. As an integral part of the Schools Health and Safety Management System, fire risk assessment will be carried out to:

- identify potential fire hazards;
- identify suitable control measures to be put in place to manage and reduce the risks of those hazards causing harm to as low a level as reasonably practicable;
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the School in the event of a fire.

1.3. Based on the findings of the fire risk assessments, legal requirements and guidance, the School will maintain and implement suitable fire safety procedures and arrangements to safeguard the School from the risks and consequences of fire that include:

- appointing a responsible person for complying with the Regulatory Reform (Fire Safety) Order 2005;
- appointing one or more competent persons to provide competent fire safety advice;
- identifying roles and responsibilities at all levels of the School for fire safety arrangements and procedures;
- nominating a suitable number of competent persons (e.g. Fire Wardens) to implement fire safety arrangements and firefighting measures appropriate for the nature of activities undertaken, the nature of specific fire safety hazards and the control measures provided;
- ensuring adequate and appropriate fire safety measures are in place to prevent fire, detect fire and minimise the risk of injury, loss of life and damage in the event of a fire;
- providing suitable fire-fighting equipment and measures appropriate for the nature of activities undertaken, the nature of specific hazards and the size of the premises;
- considering suitable arrangements to those at special risk including disabled people, those who have special needs, and children including putting in place a Personal Emergency Evacuation Plan (PEEP) as required;
- considering specific fire precautions necessary for the presence of dangerous substances in the School;
- ensuring that premises, plant and equipment are maintained by competent persons to ensure they remain in good order and operate safely;
- providing appropriate information, instruction and training to staff, during their normal working hours, about fire safety arrangements and procedures when they start working at the School, refreshed regularly or as necessary during their employment;

- informing non-employees, including students and temporary or contract workers, of the risks to them, and providing them with information on fire safety arrangements and procedures at the School;
- co-operating and co-ordinating with other responsible persons who also have premises on the School site by informing them of any significant risks and findings from risk assessments applicable to them;
- establishing suitable arrangements for contacting emergency services and providing them with relevant information about the School and any dangerous substances;
- arrangements for the communication of fire safety arrangements to those responsible for the hiring of School premises;
- putting arrangements in place for monitoring the effectiveness of fire safety arrangements and checking that individual persons with responsibilities for fire safety arrangements are meeting the requirements of this policy and fire safety law.

1.4. This policy and guidance is applicable to all staff, pupils, visitors and those with specific fire safety roles and responsibilities for fire safety arrangements at Wellington School.

1.5. Information, instruction and training in fire safety arrangements, procedures and control measures is provided to all those with responsibilities for fire safety, including fire drills.

1.6. Clear and relevant information is provided to all staff, pupils and visitors on the risks to them identified by the fire risk assessment, about the measures taken by the School to prevent fires and how these measures will protect them if a fire breaks out.

1.7. Fire risk assessments are regularly reviewed to ensure they remain valid and to evaluate and monitor their suitability and effectiveness.

## **2. Objectives**

This policy & guidance has the following key objectives:

- To ensure that suitable and sufficient fire risk assessments are carried out to clearly identify potential fire hazards, identify suitable control measures to be put in place to manage and reduce the risks of those hazards causing harm to as low a level as reasonably practicable and decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the School in the event of a fire.
- To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education-specific guidance.

### 3. Definitions

For the purposes of this policy the following definitions apply:

**Competent:** Being able to perform a task and meet recognised good practice standards. It is based on the consistent application of supporting technical knowledge, experience and skill.

**Control Measures:** Physical measures and procedures put in place to eliminate or mitigate the risk to an acceptably low level.

**Fire Risk Assessment:** An organised and methodical look at premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

**Hazard:** A hazard is anything that has the potential to cause harm.

**Risk:** An evaluation of the likelihood of the hazard causing harm. The level of risk depends on the likelihood or frequency of the harm occurring, the severity of the harm or injury and the number of people exposed.

### 4. Responsibilities

4.1. The Governors direct that the Headmaster will ensure that the arrangements in this policy are carried out and the Director of Operations shall report to the Governors on fire matters, concerns, incidents and training.

4.2. The Governors appoint the Director of Operations and the Health and Safety Advisor as the School Safety Officers (SSOs) with responsibility for complying with the Regulatory Reform (Fire Safety) Order 2005.

4.3. The SSOs promote an active and effective fire safety culture at the School with executive authority within the School in fire safety matters. In practice, this means that the SSOs can act to prevent danger when there is an immediate serious risk to life or property.

4.4. The SSOs will liaise with the Fire and Rescue Service as necessary and maintain this policy in accordance with their recommendations and all relevant legislation and guidance.

4.5. Particular duties of the SSOs are:

- In the event of a fire during the working day, to act as the Fire Incident Controller to organise assistance and provide salvage advice to the Fire and Rescue Service;

- To ensure the preparation of a fire safety training syllabus and training programme for all staff, and to see that it is delivered. The Director of HR will keep staff records for all fire training;
- To act as Chair of the School Health & Safety Committee and to provide that Committee with reports on fire matters, concerns, incidents and training;
- To enable the School Health & Safety Committee to act as a forum for consultation on fire safety matters and to disseminate fire information;
- To nominate persons to take fire safety responsibilities (Fire Wardens and Assistant Fire Wardens) for each building and to ensure that they have the necessary resources and information on fire safety matters to enable them to fulfil their duties;
- To ensure that appropriate fire safety arrangements are in place, with responsibilities established and documented, during special events and during the hire of School facilities as part of the contract of hire;
- To liaise with the School insurers and ensure that their recommendations are responded to;
- To keep the Headmaster and Governors informed by regular briefing of developments, concerns, training and incidents in fire safety arrangements.

#### 4.6. The SSOs also ensure that:

- there are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all School premises;
- fire safety arrangements are inspected, maintained, upgraded and tested in accordance with the requirements of the School's insurers, best practice and the relevant standards;
- there are completed fire risk assessments for all School properties;
- appropriate fire training is provided for all staff and onsite contractors;
- all fire records are maintained, e.g. records of training; inspections; evacuations and maintenance of systems and equipment.
- fire test records are monitored to ensure they are completed correctly and on time;
- they liaise with Emergency Services on behalf of SSO;
- the SSOs, Senior School Deputy Head (Pastoral) and Head of the Prep School are informed, as necessary, on any non-compliance to this policy or fire safety legislation.

#### 4.7. The School's Director of Operations ensures that:

- building work complies with the fire safety requirements of the Building Regulations by consultation with Building Control and Building Completion Certificates issued by them;
- there are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service;
- the findings and recommendations from fire risk assessment relating to building fabric and structure are suitably implemented;

- plant and equipment and facilities provided for fire safety are suitably maintained by competent persons to ensure they remain in good order, are effective and operate safely;
- new and refurbished premises and facilities are designed and planned to ensure compliance with building legislation, fire safety and this policy;
- there is appropriate co-operation and communication of fire safety requirements and arrangements with contractors, tenants and visitors;
- Personal Emergency Evacuation Plans (PEEPs) are developed as requested for disabled staff, pupils and visitors.

4.8. The Leadership Team and Heads of Departments ensure that:

- the significant findings and recommendations of fire risk assessment are addressed and implemented in the areas of their responsibility;
- fire drills are carried out at the start of every term;
- members of staff receive fire safety training and instruction at induction, refreshed as necessary following significant changes to fire safety risk assessments and arrangements;
- a suitable number of fire wardens are appointed, identified and trained to carry out their responsibilities competently;
- regular fire safety checks are carried out of classroom fire safety arrangements and facilities with significant findings reported to the Estates Department;
- specific arrangements are made for disabled persons to ensure they can escape in an emergency;
- for such staff and pupils there will be a PEEP in place and regularly reviewed including with the Director of HR;
- local department fire safety and evacuation procedures are in place, reviewed during termly fire drill exercises or during alarm conditions;
- all relevant persons under their management comply with the requirements of this Fire Safety Policy.

4.9. All staff ensure that:

- they co-operate with the School to ensure the workplace is safe from fire and its effects, and do not do anything that will place themselves or other people at risk;
- pupils are supervised and escorted safely out of building in an orderly fashion in the event of a fire alarm;

4.10. Fire Wardens are nominated by the School Safety Officer, authorised by the Deputy Head Pastoral and, in the case of an emergency evacuation or drill shall:

- ensure that all pupils and staff are evacuated to a place of safety from their respective buildings;
- ensure that all persons in their building have been assembled at their respective assembly point and a head count is conducted to ensure that all are present. This is done through their teaching

members of staff, who will have a Fire Evacuation Procedure form on a clipboard in their respective classrooms;

- ensure that the name(s) of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Director of Operations and the Health and Safety Advisor - It is the responsibility of the Director of Operations and the Health and Safety Advisor to ensure that this information is passed to the Fire and Emergency service as soon as they arrive;
- once all occupants have been mustered, a member of staff or a senior pupil is sent to the Main Reception with all the completed Fire Evacuation Procedure Forms. Any absences are highlighted to the Main Receptionist who can update the Fire Service if required;

In addition, Fire Wardens must:

- hold a "Fire Evacuation Drill" at least once each term within the first two weeks of each term to ensure that all pupils and staff are practised throughout the year and no one is missed;
- report any problems / breakages etc. of any fire safety appliances/equipment straight to the Campus Team

4.11. Security staff will check fire safety equipment/appliances on a weekly basis during their normal security rounds.

4.12. Boarding Heads of House will:

- Conduct 2 fire drills in their boarding house during the first 2 weeks of the Autumn term, one of which includes a night time evacuation and one practice during the first 2 weeks of each of the Spring and Summer terms;
- Ensure that matters, including material matters, which increase the fire risk or prevent the efficient evacuation of the house, are resolved immediately;
- Maintain a fire log (kept in the red box in each house), which is collected by the School Safety Officer for audit on a termly basis.

## **5. References**

- Regulatory Reform (Fire Safety) Order 2005 (RRO)
- HM Government Fire Safety Guidance: Fire Safety Risk Assessment - Educational Premises
- HM Government Fire Safety Guidance: Fire Safety Risk Assessment – Sleeping Accommodation
- Department for Education Guidance - Health and safety: Responsibilities and duties for schools
- Independent School Inspectorate – Commentary on the Regulatory Requirements