

FIRE SAFETY PART 1: INTRODUCTION AND FIRE SAFETY EMERGENCY EVACUATION PROCEDURES

INTRODUCTION

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, by ensuring that staff, boys and visitors do not add to fire risk and through the safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Tonbridge School are designed to help our community respond calmly and effectively in the event that fire breaks out in one of our buildings.

There are 2 elements to our Fire Safety emergency evacuation procedures:

1. Emergency evacuation procedures for the Main Campus.
2. Emergency evacuation procedures for Houses, the Medical Centre, and TSC.

Tonbridge School also has an emergency plan to evacuate the buildings on the main campus should there be a threat to people other than fire. Details are held elsewhere.

Please see ANNEX 1 for revised procedures given COVID-19.

Please see ANNEX 2 for revised support staff response to fire detector head activation to reduce false alarms due to insect infestation.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Safety and Security Manager has recently qualified in Fire Risk Assessment with the Fire Brigade to take on the role of Fire Safety Manager. He continues to be supported by Mike Vale (Owen David Associates) on retainer. They, together with the School's Commercial and Operations Director, are responsible for ensuring that:

- The Fire Safety policy is kept under regular review by Governors and the ST.
- The Fire Safety policy is promulgated to the entire School community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire. Many 'one-off' visitors to the campus are escorted at all times; therefore, they will receive direction as is appropriate when they visit the premises.
- Records are kept of the fire induction training given to new staff and boys.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are briefed to all staff and boys.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices, including night practice evacuations from Boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

EMERGENCY EVACUATION PROCEDURES FOR THE MAIN CAMPUS

Role of the Fire Officer

The Fire Officer takes control of the assembly point in the event of an evacuation of the buildings on the main campus. This will nominally be the Second Master or Academic H&S Advisor; however, in his absence the role will be assumed by a member of the ST. The Fire Officer is responsible for ensuring that:

- A roll call of each House group, academic staff and Support Department staff is completed.
- Results of the roll call are recorded. Details of missing persons are to be relayed to the Fire Commander without delay as appropriate.
- The 'All Clear' bell is sounded if confirmation is received that the alarm was false.

Emergency Evacuation Notice

Please do read the instructions below alongside the COVID-19 Addendum.

All new staff and boys, all contractors and visitors are briefed as follows:

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. * **(Please do read the instructions below alongside the COVID-19 Addendum which follows).**
2. If you are responsible for a class, make them leave quietly with you. Do not take anything else, and do not allow the boys to take anything. Ensure that your classroom is clear of people when you leave. Shut doors and windows behind you. No one should talk or run. Boys are to make their way to the assembly point on the Lower Hundred. Staff are to assemble on the Head. Once they have signed in with their Line manager, tutors should proceed to the Lower Hundred to assist the Housemaster with registering the boys.
3. The School Reception (or the Duty Porter outside of working hours) will summon the Emergency Services if a fire is confirmed.
4. Wherever possible, lessons for boys/staff suffering from a temporary disability will be held in ground floor accommodation. In the event of an emergency, individuals will be helped from the building to a place of safety.
5. Housemasters (or their deputy) will take a roll call at the assembly point.
6. Staff are to report to the Fire Officer immediately anyone who is waiting to be evacuated from a designated refuge. Housemasters are to report anyone who is missing. The Fire Officer will inform the Fire Brigade of missing persons. **On no account should anyone return to any building until given permission by the Fire and Emergency Services.**
7. Staff are to remain at the assembly point with boys until the all-clear is given.

EMERGENCY EVACUATION PROCEDURES FOR HOUSES AND THE MEDICAL CENTRE

The Emergency and Fire Precaution measures that are in place for the main campus are applied equally to each Boarding, Senior Student and Day House. The standards of equipment and maintenance regimes are applied in equal measure across all School buildings. Organisation of procedures are also standardised and responsibilities of staff remain extant; however, the role played by Housemasters and House Staff, as well as the Medical Centre and TSC staff, take on a more direct role.

Role of the Housemaster / Member of Staff

In the event that an alarm is raised in a House, the Housemaster or, in his/her absence, a member of staff on duty will assume control of events (Fire Officer). Each House has a dedicated place of safety/assembly point close to the building.

Each House has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Housemaster or, in their absence, the Duty Staff. If a fire is confirmed, the Fire and Emergency Service are to be summoned directly. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought from, the ST.

Fire Checks & Drills

Housemasters are responsible for checking the status of fire equipment in their respective House; checks are to be recorded on a central electronic database. Housemasters are to ensure that Fire Drills are conducted in their House each term: 2 in Boarding Houses (Day/Night) and 1 (Day) in Day Houses).

- Day – Before the end of week 2 of term.
- Night – At a time when boys are expected to be in bed, between 10.30pm – 7.15am. Drill to be completed within the first 3 weeks of term.

This, combined with a programme of inducting new staff and boys with emergency escape procedures, ensures that the building is safely evacuated in the event of a fire.

Medical Centre

In the event that an alarm is raised in the Medical Centre, the Sister-in-Charge, or in her absence a member of staff on duty, will assume control of events (Fire Officer). The Medical Centre has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Sister-in-Charge or Duty Staff. If a fire is discovered, the Fire and Emergency Service are to be summoned directly. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought, from the ST.

Tonbridge School Centre

In the event that an alarm is raised in the TSC, the Duty Manger or in their absence, a senior member of staff on duty will assume control of events (Fire Officer). The TSC has its own integral Fire Detection System but the alarm is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Duty Manager or Duty Staff. If a fire is discovered, the Fire and Emergency Service are to be summoned direct. Immediate assistance can be obtained from the Duty Porter. Details of real emergencies should be passed to, or advice sought, from the ST.

FIRE SAFETY PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND BOYS

All new staff (teaching and non-teaching) and all new boys are given a briefing on the School's emergency evacuation procedures in their first days at Tonbridge School. Fire Action Notices are displayed on the walls of all rooms and in all corridors, and the School makes 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 discover a fire.

The safe evacuation of everyone, staff and boys alike, is the School's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School provides fire awareness INSET training, including the basic use of fire extinguishers, and regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Reception is staffed between 08:15-18:00 Monday-Friday and 08:15-13:00 Saturday and 09:00-17:30 Monday-Friday during holidays, apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is located in the main foyer by Reception. The Reception is always given advance warning of fire practices.

The fire alarm system is not connected to the local Fire Service. If the alarm activates for any reason, the cause of the alarm is to be investigated by the Safety and Security Manager, School Marshal or by an individual nominated by the Bursar. If a fire is discovered, Reception staff will be instructed to summon the Fire Brigade. Out of working hours, the person discovering a fire should summon the Fire Brigade direct by dialing 999 via the School telephone system or by personal mobile phone.

In the event that the Fire Brigade is summoned, the Fire Officer will meet with the first fire tender either in the front of the School or on the Upper Hundred – as befits the emergency; thus, establishing contact with the Commander.

A Duty Porter is available outside of working hours, 7 days a week and 365 days a year, including public holidays. He will summon the Fire and Emergency Services as appropriate and meet with the first fire tender to establish contact with the Commander.

VISITORS AND CONTRACTORS

Visitors and contractors are required to register at Reception and Estates Department respectively, where they may be issued with a visitor's badge which should be worn at all times when they are on School property. Many visitors are escorted throughout their visit; they are made aware of the emergency procedures and are shown the way to the assembly point.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc, event organisers are to ensure that sufficient staff are on-duty to control and marshal crowds to a place of safety.

DISABLED STAFF, BOYS OR VISITORS

Specific arrangements are made for disabled boys, staff and visitors who are on campus, to ensure that they remain safe.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their boys safely out of the building in silence and in an orderly fashion. Heads of Department (Academic and Support) are to direct their departmental staff to conduct a sweep of the department rooms to ensure a full evacuation has been effected. The “Department clear” information is to be given to the Fire Officer immediately on arrival at the assembly point.

Housemasters are responsible for conducting a roll call 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 Fire Officer.

It is the responsibility of Fire Officer to ensure that all relevant information relating to persons in the buildings is passed to the Fire Commander as soon as he arrives.

On no account should anyone return to a burning building.

FIRE DRILLS

We hold a minimum of 2 fire drills on the main campus each year at Tonbridge School: one announced, in September for training, and one unannounced. This combined with a programme of inducting new staff and boys with emergency escape procedures helps to ensure that the School can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have a number of fire prevention measures in place at Tonbridge School, as detailed below.

Detection Systems and First Aid Fire Fighting Equipment

- An Automatic Fire Detection System (smoke or heat as is appropriate) is fitted throughout every building on the main campus in accordance with the recommendations of our professional advisors and is automatically activated when smoke/heat builds up. The system can be manually activated by breaking a glass panel.
- Fire extinguishers (of the appropriate type) or fire hoses are located in every building in accordance with the recommendations of our professional advisors.
- The master panel for the alarm system on the main campus is located in the foyer outside Reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all buildings on the main campus – apart from the Medical Centre, which has its own ‘internal’ alarm.
- Testing of all fire alarms is completed weekly (and all tests and defects are recorded). This is the responsibility of the Estates Bursar, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - An annual check of fire doors,
 - An annual 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 servicing are kept in the Estate Bursar’s office.

Escape Routes and Emergency Exits

- There are at least 2 escape routes from most parts of each building.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Some corridor/compartments doors are fitted with magnetic door openers, linked to the AFDS; holding high traffic doors open but will close in the event of an activation.
- Fire routes and exits are kept clear at all times. The Duty Porter is responsible for unlocking the buildings in the morning, when he checks that escape routes are not obstructed and reports defects.
- Theatre scenery, stage curtains and props are treated with fire retardant spray.

Electrical Safety

- The School has an inspection regime for current electrical circuits for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCD protected.
- Regular portable appliance testing is conducted by a member of the Estates Department who is trained in this role [electrician].
- Records of all tests are kept in the Estates Bursar's office.
- Department Technicians (Science, DT, Art, Computing) 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 to standby after a period of inactivity.
- Catering Staff ensure that all kitchen equipment is switched off at the end of the working day.

Lightning Protection

- All lightning protection and earthing is tested by a specialist contractor. Records of all tests are kept in the Estates Bursar's office.

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 Estates Bursar's office.
- Landlord's gas safety certificates are held for all School domestic accommodation.
- 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.

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. MoD standards and regulations are applied.

Rubbish and Combustible Materials

- Wherever possible, 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. Only the minimum amount of material, sufficient for teaching or operational maintenance, is held inside buildings.

LETTING OR HIRING THE SCHOOL

The standard contractual terms that we use for letting and hiring the School covers fire safety and specifies that the hirer is to receive a briefing note from the School and must certify that the action in case of fire has been read and understood. A School Duty Porter is always on-duty / on-call when the School is let or hired for an outside function or event.

FIRE SAFETY PART 3: FIRE RISK ASSESSMENT

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.

All risk assessments follow a standard grid procedure for evaluating risk and are progressively updated. Generic risk assessments are used for classrooms, but individual ones are needed for corridors, stairs and designated high risk areas or activities including kitchens, laboratories, workshops etc.

Tonbridge School has professional fire risk assessments for all Main School buildings and Boarding Accommodation. These are suitable and sufficient for the School to maintain safety and compliance with legislation. The documents have a section for areas of improvement and on completion this is reviewed by the Safety and Security Manager, together with the Bursar before sending to the Estates Bursar for action. The areas for improvement have a suggested timeframe for compliance which includes immediate action, if needed. The Fire Risk Assessment are regularly reviewed including when significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Tonbridge School's fire risk assessments are stored on the Health and Safety section of the School's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

FIRE SAFETY PART 4: TRAINING

The School must ensure that employees and boys are safe in the event of a fire, and that there is sufficient manual Fire Fighting equipment and staff trained to use it.

The Regulatory Reform (**Fire Safety**) Order 2005 requires that the School has competent persons to implement necessary fire safety measures, and ensures that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned.

LEVELS OF TRAINING FOR TONBRIDGE SCHOOL

General

All staff will be briefed during their first Toolbox talks on appointment to the School. This involves explaining what to do and how to get out, should the Fire Alarm Sound or a fire be discovered. There should be an announced and unannounced Fire Drill for the whole School in the Michaelmas term each year.

Novi will receive an instruction on this and demonstration from the Safety and Security Manager in the Michaelmas term. There will also be Fire Drills with their Housemaster in addition to the whole School Fire Drill.

Intermediate

To assist with the evacuation of boys, all Academic Staff should have additional training. This involves the use of Fire Fighting equipment and basic risk assessment to assist in the rapid evacuation of boys and other staff. Records of attendance at training will be kept. In addition, the Safety and Security Manager will also identify key staff from other departments to receive this training, dependent on role or location.

Investigation

This level of training includes all aspects of the Intermediate training but with additional instruction for responding to an alarm activation or fire. Training will include how to approach and assess alarm activation on School premises, escape routes and safe searching. Those trained will include Porters, the Community and Safety Officer, the School Marshal and the Safety and Security Manager. Training should be refreshed every year and records kept.

ANNEX 1

COVID-19 ADDENDUM MT20

This addendum will be in force during the Coronavirus Pandemic and is subject to continuous review in line with HM Government guidance and School Policy.

There is no change to the School's foundation of early detection followed by early evacuation to save life. The following points outline how the School will balance the risk of virus transfer during the pandemic against the risk posed to boys and staff by a poor response to a fire on our premises.

- Boys and staff are required to wear face coverings in School corridors from MT20. Teachers will ensure boys are instructed to wear their face coverings at the same time as they are organised to leave class. However, this should never result in a delay to evacuation.
- Boys will gather on the Lower Hundred as before, but form extended lines 1 metre distance from each other in front of their House signs. This will best achieve both order and social distancing in the circumstances. There is a loudhailer available to ensure that the directing member of staff can be heard over the greater distances now involved while organising. Boys will be asked to wait silently to help with this process.
- Staff will gather on the Head as before and observe social distancing. Any additional staff needed to help organise boys will be instructed to do so at the direction of the Second Master.
- Once School is safe, the instruction over the loud hailer will be for boys to remain in place when the release bell is sounded. After this the bell will be rung so staff are released as normal. When they have cleared the Quad area, boys will be released in House order, those nearest the school first to avoid a large convergence. Release of the whole House across the length of the Lower Hundred will reduce the time taken for single file via the road. The Second Master or designated deputy will control the return to School balancing social distancing and timeliness.

As with all activations, the Second Master and Safety and Security Manager will review all aspects including our Covid Secure responsibilities and aspire to best practice.

ANNEX 2

ALARM SOUNDER DELAY – MAIN SCHOOL BUILDING ONLY

During the summer of both 2019 and 2020 the School suffered from numerous false alarms caused by insect infestation of the fire detector heads. This caused considerable disruption to School life, reduced the effectiveness of the of the alarm sounding and evacuation response times. As a result, in consultation with Owen David Associates, the alarm provider NKM and Estates a delay in the sounders was introduced to allow swift investigation but prevent false evacuations. This maintains the early detection part of the policy with swift investigation and is at an industry accepted standard, so any increased risk is minimized. It is only effective during the School day 0800-1800 when there are over 1000 boys and staff on premises who also act as fire detectors should an ignition occur when they are in the School buildings. Call points or multiple detector head activations immediately activate the sounders without delay. A staff induction and training day to implement the new system has taken place and the Safety and Security Manager will ensure refresher training takes place regularly.

FIRE ALARM DELAY AND INVESTIGATION PROCEDURES

Fire alarm panels are now programmed to delay going into full alarm activation on Monday to Saturday 08:00 to 18:00. Outside these days and times, the panel operates in normal alarm status and will go into full alarm activation if the SD or HD sensors detect activity. Note that if a call point is activated/knocked on any day or at any time, the system will go into full activation mode as there is no delay system on a call point (safety measure). Also, if two detectors activate simultaneously or in sequence, the system will go into full activation mode (safety measure).

PROCEDURE

On hearing the intermittent beeping from the panel and red lights confirming an activation, as normal turn the panel key to enable.

IMMEDIATELY: Panel Operator needs to acknowledge this state within 1 minute by pressing the **Silence Alarm (Acknowledge) button**. If this is not done within 1 minute, the system will go into full alarm activation.

There will then be 4 minutes only to investigate the situation.

As normal, the **Investigator** (Porter/S&S/Staff) will be despatched **as a matter of urgency** to the location to find the smoke detector and investigate. They should keep in radio contact.

The Investigator at the situation will report back by radio eg fire situation or no sign of smoke/fire/incident.

Smoke/fire situation: The **Investigator will radio confirmation that there is a fire situation**. The Investigator will hit the nearest call point to confirm or the Panel Operator will hit the call point next to the Games Porch panel. The system will go into full alarm mode and the whole School will be evacuated and should report to the normal (if safe to do so) muster point for registration.

No sign of smoke/fire situation: The **Investigator confirms**. The **Panel Operator presses the Silence Alarm (Acknowledge) button**. Staff should attend with Head Removal Pole and remove the SD/HD which is in alarm mode (red light). Note: if the intermittent beeping re-starts, the Panel Operator should repeat the process by pressing the Reset button which will reactivate the alarm, then should press Silence Alarm (Acknowledge) button providing another 1 + 4 minutes. Estates staff will assess the detector, and possibly change or clean the head and reset the panel.

Depending on the location, gas boilers may need to be reset.