



# ALDRO

## Fire Policy

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## Contents

1. Introduction
2. Description of Building
3. Occupancy Levels
4. Management Arrangements for Fire Safety
5. Means of Escape
6. Fire Fighting Equipment
7. Fire Detection System
8. Arrangements for Action to be Taken in the Event of a Fire
9. Fire Drills
10. Maintenance and Inspecting Testing Regimes
11. Staff Training
12. Control of Contractors
13. Letting of School Premises
14. Information for the Fire Brigade

Appendix I Details of Fire Alarm system

Appendix II Manual Call points

Appendix III Fire Orders

Appendix IV Fire Wardens

## 1. Introduction

This policy sets out the approach that Aldro has to securing fire safety and is based on the following legislation and guidance.

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Fire Safety Act 2021
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government [Fire safety Risk Assessment - Educational Premises](#)
- Department of Communities and Local Government [Fire Safety Risk Assessment - Sleeping Accommodation](#)

The School recognises the need to have detailed fire procedures in place as a means to preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with unforeseen fire or explosion.

## 2. Description of School Building

Aldro consists of several main buildings which house a variety of classrooms and activity rooms. There are also detached houses within the grounds that Aldro owns and manages as a landlord but are occupied by staff as their private dwelling. For the purposes of this fire strategy they are not required to form part of the fire risk assessment.

### **Main house**

The existing main house is brick built with a tiled roof; there is a later addition built in 1999. The main building is three storeys high, with a basement. The main house comprises of the upper 2 floors of boarding accommodation for about 70 pupils. There is a modern attached private flat, an existing attached cottage, which provides 10 beds for girls boarding and six smaller residences attached to the boarding accommodation. The ground floor consists of classrooms and offices. The later addition comprises classrooms and the Centre for Innovation and Learning (CIL).

### **Chapel/ Science Lab / DT and Art Room**

These buildings are all linked around the existing Chapel, with the last addition being the DT/Art Room.

### **CHC (Crispin Hill Centre)**

Constructed in 1989 to relevant building regulations, this houses a gym hall / theatre with full stage; sound and lighting system and retractable seating. The basement area under the stage is utilised for storage and uniform shop.

### **ASC (Aston Sports Centre)**

Constructed in 2015 to relevant building regulations, this is a purpose-built single storey sports hall.

### **3. Occupancy Levels**

As the school day is fluid and staff and pupils move around the school buildings it is impossible to provide definite occupancy numbers. However, the following are approximate numbers of maximum occupancy at any one time:

Main building - 352; CHC - 352; Chapel – 300; Sports Hall - 352

### **4. Management Arrangements for Fire Safety**

The School ensures that a suitable and sufficient fire risk assessment is undertaken annually on the school premises by a competent person and the findings of the risk assessment are implemented. The fire risk assessment will be reviewed if there are any structural changes to the premises.

#### **Fire Precautions**

##### **4.1 Prevention of Arson**

The school takes all reasonable precautions to minimise the likelihood of arson.

This includes:

- Supervision of pupils
- Security lighting on all entrances.
- Close down procedures for school site.
- CCTV on main access points to school.
- Locating waste and recycling bins in a separate area away from the main building of the school.
- Ensuring that internal waste bins are emptied on a daily basis.

##### **4.2 Electrical Safety**

Arrangements are made to ensure that the fixed electrical installation wiring of the school is inspected on a 5 year rolling programme.

All portable electrical equipment is subjected to a portable appliance test.

##### **4.3 Gas Safety**

All gas equipment, including boilers, Bunsen burners, are subject to an annual inspection by a Gas Safe registered engineer.

##### **4.4 Storage of Hazardous Substances**

All flammable substances are stored in 30 minute fire resistant cabinets.

## 5. Means of Escape

The school provides adequate means of escape throughout its premises. All staircases and doors opening onto the protected route are so designed that they prevent the spread of fire for 30 minutes. All fire escape routes are provided with emergency lighting as identified by the fire risk assessment.

### **Main House (Boarding Accommodation)**

There are two staircases leading from the 1<sup>st</sup> and 2<sup>nd</sup> floors i.e. the main staircase and the back staircase. There is an external fire exit from the first floor of Argyle Building which also Flats 2, 3, 8 and Old Sports Office.

### **Main House (Kitchen)**

Route is through rear door of kitchen, with 3 further fire exits from the Dining Hall.

### **Centenary Building**

There are 2 internal stairwells that are 30 minute fire protected, with routes to the side doors.

### **Crispin Hill Centre (CHC)**

Two fire exits are available from the main hall. Internal staircases from the music practice rooms lead through to the rear fire exit door. The control room situated on the 1<sup>st</sup> floor has one means of escape via the internal stairwell and through to the side door meaning that the hall does not have to be entered.

### **Chapel**

An emergency exit each side and one main front door are provided. One of these exits leads through the Physics laboratory. There is only one route from the balcony therefore numbers are restricted in this area.

### **Science**

The Biology lab has two emergency exits, one leading out the back. The Physics laboratory has three fire exits.

### **Art/DT**

Both the Art and DT rooms have 2 exits.

### **Aston Sports Centre (ASC)**

There are two fire exits in Aston Sports Centre

## 6. Fire Fighting Equipment

The school provides a suitable number and type of fire extinguishers and fire blankets as determined by the school's fire risk assessment. All fire extinguishers are checked by a specialist contractor on an annual basis. Regular training is provided to school staff on the operation of the firefighting equipment.

## 7. Fire Detection System

The school has an integrated and addressable alarm system comprising of 5 sectors:

Sector	Location of fire panel
Main Building , Centenary Building and Argyle Building	Ground floor corridor
Crispin Hill Centre	Foyer
Chapel / Science / CDT / Art	Fire exit to entrance of workshop adjacent to Chapel
Gatehouse	Panel to the left of the door
Aston Sports Centre	Panel to the right of the door

Details of the system are contained in **Appendix I**

### Manual Call Points

A list of call points is contained in **Appendix II**.

## 8. Arrangements for Action to be Taken in the Event of Fire

The school provides an action plan in the event of fire. There are separate fire orders for staff; pupils, visitors and contractors (**Appendix III**). These are displayed in all classrooms, communal areas; boarding accommodation and visitor reception.

## 9. Fire Drills

The action plan is tested a minimum of once each term in the form of a fire drill both day and night. Day time drills are organised by the Bursar and night time drills by the Housemaster.

The outcomes of all fire drills are logged by the Bursar who follows up any action as appropriate.

There are two muster points:

- DAY (8.00am – 8.00pm) - Green Carpet outside Crispin Hill Centre (CHC)
- NIGHT (8.00pm – 8.00am) - Lawn outside Front Entrance

## 10. Maintenance and Inspection Testing Regimes

The school makes arrangements for the fire alarm system to be maintained and tested on a termly basis by a specialist contractor, or if suitable the estates team. The service schedule includes the following:

- Service of fire alarm system
- Service and 3 hour discharge of all emergency lights.

In addition, the school undertakes the following tests on a regular basis:

- Emergency lights
- Final exit doors
- Communal fire doors
- Call points are tested on rotation on a weekly basis
- Records of maintenance and testing are retained by the Estates Manager.
- Flat entrance fire doors are checked annually by the trained Estates team.

## **11. Staff Training**

Information is provided on fire evacuation procedures to all Aldro staff in the form of notices and the Staff Handbook. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and via the Health and Safety Committee.

All staff members are provided with an annual fire awareness training using SafeSmart/ Smart Log. Records of all training are retained by the Bursar.

Nominated fire wardens receive additional training on the use of fire extinguishers and are provided with high vis jackets.

## **12. Control of Contractors**

All contractors are required to sign in the Visitor's Book. Instructions on what to do in the event of a fire are provided in the form of a notice adjacent to the visitor's book. During holiday periods the Estates team and/or Bursar is notified of the presence of contractors. Where necessary hot work permits are issued to contractors.

## **13. Letting of Premises**

The representative of the hirer is provided with information regarding the fire alarm system in the letting agreement. Their attention is also drawn to the School's fire orders.

## **14. Information for Fire Brigade**

### **Access to School**

There are three access routes to the School for the fire brigade, the main one being via Lombard Street, which gives access to the front of the main building. A rear access point is further down Lombard Street which provides access to the Aston Sports Centre, Crispin Hill Centre, Chapel, Art and DT buildings. A third access point is from Peper Harow Road which provides access to the Argyle Building. In the event of the fire brigade being summoned, a member of staff will be positioned at relevant entrance to direct the fire tenders.

**Location of gas fired boiler rooms:**

- Kitchen yard adjacent to Kitchen
- Basement of Centenary Building
- Music School Basement
- Gents' toilet in foyer of CHC
- Lobby to Flat 4
- Ground floor of Art/ DT block



# APPENDIX I

## Description of Fire Alarm System

### 1. Main building, Centenary Building and Argyle Building

Control panel is situated in the ground floor corridor. It is a fully addressable system and each device has its own address. The panel prints out and has a digital screen describing the location of the fire.

Depending on the time of day then when the main panel is activated it will perform the following functions simultaneously (at night only certain sirens will be activated in order to minimise disruption):

- Sound the alarm sirens throughout the Main school, Centenary Building and Argyle Building.
- Sound the alarm bells in CHC.
- Sound the alarm bells in the Chapel/ Science / Art/DT.
- Sound the alarm bell in The Old Brew House to alert the resident estates operative.
- Release all magnetic door holders on the Salto system.

If not deactivated within 10 minutes, an automatic message will be transmitted to the monitoring organisation who will automatically contact the Fire Brigade.

### 2. Crispin Hill Centre (CHC)

Control panel is situated in the foyer. The activation of the device in the Centre will cause panel to:

- Digital screen describing the location of the fire.
- Sound the alarm bells in the CHC and all other buildings except the Gate House.
- Activate the main building / Centenary Building/ Argyle Building control panel (which will then perform all of its functions as listed in the previous section).

### 3. Chapel/ Science/ DT/ ART

Control panel is situated by the entrance to the workshop adjacent to the Chapel. When it is activated it will:

- Sound the bells in the Chapel/ Science/ DT/ ART
- Sound all other alarm bells except the Gate House.
- Operate a flashing beacon outside the chapel
- Activate the main building panel, which will then perform all its functions as listed in the previous section.

### 4. Gatehouse

If a detection device is activated the alarm will ring but no other sounders in the school will be activated.

## 5. Aston Sports Centre (ASC)

Control panel is situated by the entrance on the right-hand wall. When it is activated, it will:

- Digital screen describing the location of the fire.
- Sound the alarm bells in the ASC and all other buildings except the Gate House.
- Activate the main building / Centenary Building/ Argyle Building control panel (which will then perform all of its functions as listed in the previous section).

**APPENDIX II**  
**BREAK GLASS FIRE ALARMS – LOCATIONS**

<b>MAIN BUILDING</b>	
<b>Ground Floor</b>	<p>Room 14 – by fire exit on left as you go in.</p> <p>Front door entrance, by School Secretary’s office.</p>
<b>1<sup>st</sup> Floor</b>	<p>Back stairs, outside sick bay.</p> <p>Steps towards Staff Flat 1 and Courtyard Cottage.</p>
<b>2<sup>nd</sup> Floor</b>	<p>Top of back stairs, by Flat 6 private bathroom.</p> <p>Top of front stairs, opposite Lowe dormitory</p>
<b>COURTYARD COTTAGE</b>	
<b>Ground Floor</b>	<p>By the front door.</p> <p>By the back door.</p> <p>Top of the stairs, on the landing.</p>
<b>First Floor</b>	By main flat entrance doors
<b>Flats 7 and 8</b>	
<b>ARGYLE BUILDING</b>	
<b>Ground Floor</b>	<p>Fire escape next to scholarship boards.</p> <p>3 on wall on the right hand side of Dining Hall entrance.</p> <p>In Dining Hall left of exit door leading to car park.</p> <p>Next to visitor’s toilets through double doors.</p> <p>Accommodation staircase lobby.</p>
<b>Basement</b>	<p>By kitchen yard entrance in the kitchen.</p> <p>By exit to kitchen yard</p>

## **CENTENARY BUILDING**

### **Basement**

- By fire escape in CM-M room.
- By entrance to stairwell next to girls' toilets.
- By fire escape next to cleaners' store cupboard.
- By fire escape outside the boot room.
- By fire escape halfway up the stairwell nearest CM-M room.

### **Ground Floor**

- By main entrance to Vestibule, opposite disabled toilet.
- By entrance to Vestibule.
- By door to terrace, over boiler void next to Junior classrooms.
- By door opposite Chapel.

### **1<sup>st</sup> Floor**

- By entrance to stairwell, next to Centre for Innovation and Learning (Cil).
- By entrance to other stairwell by Room 13.

### **CHAPEL**

- By bottom of stairs, on the left as you enter the Chapel.

### **ART & DT BLOCK**

- By the entrance to materials store in workshop.
- By fire escape in Art room.
- By main entrance to Art and DT block.

### **CRISPIN HILL CENTRE (CHC)**

- By main entrance in foyer, on left as you go on.
- By fire escape at bottom of stairs that lead to control room.
- In main hall by double doors that lead towards Aston Sports Centre.
- On wall by glass doors on left hand side of main hall.

**MUSIC SCHOOL**

By fire escape outside octagonal room.

By rear fire exit door.

In uniform shop by exit door.

**SCIENCE LABS**

Biology Laboratory by front entrance.

Biology Laboratory by the back entrance.

Physics Laboratory by main entrance door.

Prep room by the fire exit door.

**ASTON SPORTS CENTRE**

By the front entrance

By the two fire exit doors in the hall.

## APPENDIX III

### FIRE ORDERS

#### BOARDING HOUSE FIRE ORDERS

##### UPON DISCOVERING A FIRE:

Shout "**FIRE**" and break glass in nearest call point.

Do not attempt to put out the fire.

##### WHEN THE ALARM SOUNDS:

- Get out of bed and pull your duvet onto the floor at the end of the bed.
- Put on dressing gown and slippers. Do not take anything else.
- Do not run.
- Do not talk.
- Close your dormitory door
- Make your way down the nearest fire route.

##### FIRE ROUTES:

Horne/Townsend/ Laing	Through link corridor towards Matron's Flat, turning left through door to Main Staircase. Exit through front door to muster point on lawn outside front entrance.
Magor, Macfarlane, Bruxner-Randall	Down back staircase. Turn left to vestibule and exit through door on right to muster point on lawn outside front entrance.
Lowe, Sherwood, Elkan, Donaldson, Churchill	Down Main Stairs. Exit through front door to muster point on lawn outside front entrance.
Sick Bay	Turn right down back staircase. Turn left to vestibule and exit through door on right to muster point on lawn outside front entrance.
Girls Boarding House Dorms	Through link corridor towards Matron's Flat, turning right through door to Main Staircase. Exit through front door to muster point on lawn outside front entrance.

**FIRE ASSEMBLY POINT:**

- Lawn by Front Entrance
- Line up in dormitory names

If you think someone is missing in your dorm let the Housemaster/Mistress or Headmaster know immediately.

**STAFF FIRE ORDERS****Day Time****(8.00am – 8.00pm)*****ON DISCOVERING A FIRE:***

- Raise the alarm by shouting “**FIRE**” and set off the alarm system by breaking the glass.
- Dial (9) 999
- If you do not have direct responsibility for the pupils and the fire is small and it is safe to do so, tackle the fire with the appropriate extinguisher.

***WHEN ALARM SOUNDS:***

Ensure that those in your immediate vicinity are aware.

Unless you have specific responsibilities make your way to the assembly area by the shortest route, shutting all doors and windows which are not in use, directing the pupils and any visitors enroute.

***ASSEMBLY AREA******GREEN CARPET OUTSIDE CRISPIN HILL CENTRE (CHC)*****AT THE ASSEMBLY AREA:**

- Line up with your form.
- Take your instructions from the senior member of staff present.
- Do not re-enter any School building unless authorised to do so by the Fire Marshall.

**SPECIFIC RESPONSIBILITIES:****Fire Marshall (Deputy Head / Headmaster)**

Take roll call of all academic staff and to liaise with fire brigade upon arrival.

**Deputy Head**

If needed, to designate “runners” to alert pupils and staff in the Cider press; shooting ranges and any field activities.

**Form Teachers**

Take roll call of pupils in form.

**School Secretary**

Collate absentee list and have ready for Deputy Head in the event of fire.

**Director of Sport**

Collate all away fixture lists and provide copies to School Secretary.

**Bursar (School Secretary)**

Take roll call of all support staff. Contact all on-duty estates team

**School Secretary**

Take Visitors’ book; staff sign in/out lists; absentee list; excursion lists and away fixture lists.

**Estates Manager (or Team members)**

If it is safe to do so check relevant fire alarm panel and check zone

**Fire Wardens**

All appointed fire wardens to ensure that, where it is safe to do so, a sweep of their designated area has taken place.

**STAFF FIRE ORDERS**

**Night Time  
(8.00pm – 8.00am)**

**ON DISCOVERING A FIRE**

- Raise the alarm by shouting “**FIRE**” and set off the alarm system by breaking the glass.
- Dial (9) 999
- If you do not have direct responsibility for the pupils and the fire is small and it is safe to do so, tackle the fire with the appropriate extinguisher.

**WHEN ALARM SOUNDS**

Ensure that those in your immediate vicinity are aware.

All resident staff are required to go through the dormitories to assist pupils on their way out of the building. (Unless it is not safe to do so) Beds should be checked to ensure all pupils have vacated the dormitory.



**Responsibilities for clearing specific floors:**

**Deputy Headmaster/House Parents**- Responsible for ensuring first floor is clear

**Resident Boarding Staff** - Responsible for ensuring top floor is clear

**Duty Matron**- to take leave out book to evacuation point

The above staff **MUST** inform the housemaster/mistress if they are not available. Replacement for duty staff will be made by the House Parents.

***Assembly Area:***

**LAWN BY FRONT ENTRANCE**

**AT THE ASSEMBLY AREA**

- Housemaster/mistress/Deputy Head to take roll call of names.
- Take your instructions from the senior member of staff present.
- Do not re-enter any School building unless authorised to do so by the Fire Marshall.

## **Appendix IV**

### **FIRE WARDENS**

#### **Main Building**

Tanya Richards  
Victoria Smith

#### **Centenary Block Ground Floor**

Suzie Shaw  
Simon Nixon

#### **Centenary Block First Floor**

Chris Rose  
Gilbert Watson

#### **Science Block and Chapel**

Liz Eves

#### **Art & DT Block**

Emma Matthews

#### **Aston Sports Centre**

Guy Drayton  
Ellie Butler

#### **Crispin Hill Centre**

Caroline Davy  
Sarah Allen  
Emily Allen

#### **Boarding House**

Simon Nixon  
Gilbert Watson  
Emma Stovold  
Chris Rose  
Sarah Allen  
Charlotte Barrett

#### **Maintenance and Accounts Office**

Terence Doyle  
Ed Larkin