



DAUNTSEY'S SCHOOL

FIRE MANAGEMENT POLICY

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
- **FPP** - Fire Prevention Plan
- **PEEP** - Personal Emergency Evacuation Plan

3. Responsibilities

3.1 The responsible person:

The School has appointed the Bursar as the 'responsible person' who is charged with the responsibility of ensuring the safety of the staff/pupils 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.

3.2 Competent Persons:

The Director of Operations and Estates is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review.
- The fire safety policy is communicated 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.
- Further appoint competent persons to ensure compliance with the Fire Management Plan and Policy.

4. Fire Risk Assessment

4.1 All buildings must have a Fire Risk Assessment carried out by a competent person. The assessment must be reviewed annually and recommissioned every 5 years. It should be recommissioned sooner should any of the following occur:

- A new building be constructed.
- A significant proportion of an existing building be repurposed or refurbished, especially if this creates a room within a room (refer to the HMGOV FRA Educational Premises guidance).
- A fire incident.
- Should information come to light that suggests the FRA is no longer accurate.

- 4.2 The initial and 5-yearly FRA must be carried out by an external specialist with experience of carrying out FRAs in the Education Sector and holding membership/accreditation from one of the approved bodies.
- 4.3 When selecting a competent fire risk assessor for boarding houses, it must be verified that any potential assessor has experience of assessing not just educational premises but sleeping accommodation also.
- 4.4 The FRA will generate an action plan identifying issues that require attention, normally with timescales for completion. This action plan must be followed.

5. **Fire Detection**

- 5.1 Each of the school premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

6. **Fire Management Plan**

- 6.1 The School has a Fire Management Plan (FMP) detailing the following:

- The arrangements in place for fire safety management.
- Fire Action Notice information.
- The type of fire detection and alarm system installed.
- The firefighting equipment provided.
- Training resources and delivery methods.
- Identification of areas of greatest fire risk.
- Servicing and maintenance arrangements.

- 6.2 The FMP must be reviewed annually and, in combination with the fire risk assessment, will satisfy ISI requirements for a Fire Prevention Policy.

7. **Fire Log Book**

- 7.1 Dauntsey's School uses SmartLog and spreadsheets to log and monitor compliance activities, and all activities are recorded here.
- 7.2 Boarding Houses have a hard copy Fire Log Book which is stored within each boarding house.

8. Fire Drills

- 8.1 Fire drills must be carried out every term. In boarding houses, drills must be carried out at least once per term and in boarding time. One drill per year must be carried out while the boarders are asleep.
- 8.2 The objectives of a fire drill are to:
- Identify any weaknesses in the evacuation plan.
 - Test the procedure following any recent alteration or changes to working practices.
 - Familiarise new occupants with procedures.
- 8.3 Where premises have multiple escape routes, unavailability of one escape route should be simulated to mirror the circumstances likely to be found in a real fire. By rotating this scenario to different escape routes each time a drill is carried out, individuals will be encouraged to use alternative escape routes that they may not normally use.
- 8.4 Ideally, fire drills should be unannounced to ensure the outcomes are broadly representative of a real emergency. However, it may not be practicable or safe to always carry out drills in this manner, and these factors should be considered when planning a fire drill.
- 8.5 Throughout the drill, the responsible person and nominated observers should aim to identify:
- Communication difficulties with regard to the roll call and establishing that everyone is accounted for.
 - The use of the nearest available escape routes as opposed to common circulation routes.
 - Difficulties with the opening of final exit doors.
 - Difficulties experienced by people with disabilities or young children.
 - The roles of specified people, e.g., fire wardens.
 - Inappropriate actions, e.g., stopping to collect personal items, attempting to use lifts, not leaving the building, etc.
 - Windows and doors not being closed as people leave.

9. **Fire Wardens**

The role of a fire warden may include:

- Helping those on the premises to leave;
- Using firefighting equipment if safe to do so;
- Liaising with the fire and rescue service on arrival;
- Shutting down vital or dangerous equipment; and
- Performing a supervisory/managing role in any fire situation.

10. **Personal Emergency Evacuation Plans (PEEPs)**

10.1 A Personal Emergency Evacuation Plan (PEEP) is required for anyone who may have special needs that could affect their ability to evacuate the premises safely. This could be a disability of any kind, an expectant mother, someone with a temporary medical condition, etc. It is essential to consider if any visitor to the site will require a PEEP.

10.2 To ensure appropriate measures are taken, an individual's needs should ideally be discussed with them.

10.3 A template PEEP is available from the

11. **Training**

11.1 Fire safety training must be provided to all staff. The training content should include the following components:

11.2 Staff will be informed in relation to:

- (a) Action to take if they discover a fire, including how to activate the fire alarm.
- (b) Action to take on hearing the alarm.

11.3 Pupils will be informed of exits and escape routes, and it is especially important that boarding students are provided with this information on their first day at the school.

11.4 Fire Wardens will be trained in:

- (a) Emergency evacuation procedures;

- (b) Use of fire extinguishers and emergency procedures;
- (c) How to spot fire hazards; and
- (d) The provision of "safety assistance" in the event of a fire.

11.5 Fire Wardens will receive regular refresher training.

11.6 Visitors and contractors:

- (a) On arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- (b) For events with large numbers of attendees, such as open days, concerts, an announcement will be made at the beginning of the event regarding evacuation arrangements.

12. **Hiring Out of Premises or Facilities**

12.1 Where premises are let out to third parties, it is essential that the division of responsibilities for fire safety are clearly established as part of the contract for hire. The **Responsible Person** has delegated this to the Awdry Centre Assistant Manager, who must have particular regard to the hirer's potential unfamiliarity with the layout of the premises and the fire safety provisions employed.

12.2 In the majority of situations, the **Responsible Person** will retain overall responsibility; however, some of the check-monitoring activities may be transferred to the hirer.

13. **Fire During Public and Internal Examinations**

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 at the front of the School (Cricket Pavilion)
- The Examinations Manager will check that all students and staff are present.
- 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.

14. **References**

Handbook for the Inspection of Independent Schools: Section B Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).

Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk).
Fire Safety Act 2021.

"Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com).

"Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net).

"Fire Safety: In new and existing school buildings" DfE Guidance, (www.gov.uk/dfes).

"Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk).

Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016).

Dauntsey's School Fire Management Plan.

Dauntsey's School Evacuation Procedure.

Director of Operations

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