FIRE SAFETY POLICY

INTRODUCTION

The principal priority of the College is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school through ensuring that staff, students and visitors do not add to the fire risk and undertake safe evacuation of our buildings in the event of fire. The Fire Safety policy, procedures and risk assessments at Salesian College are designed to help the College community to respond calmly and effectively if fire breaks out in one of the buildings.

ROLE OF THE COLLEGE FIRE SAFETY MANAGER

The Bursar is the designated College Fire Safety Manager, who is responsible for ensuring that:

- The Fire Safety policy is kept under review by Governors and the Senior Leadership Team (SLT).
- The Fire Safety policy is promulgated to the entire College community.
- Everyone in the College (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire training given to staff.
- Procedures for emergency evacuation are regularly tested.
- 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

All new staff, students, contractors and visitors are shown the following notice:

> 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.
> If you are teaching or responsible for a class, and the fire bell rings, instruct them to leave quietly and accompany them from the classroom. Do not take anything else, and do not allow the students to take anything. There may not be time to close all windows but do ensure that doors are shut but not locked behind you.
> Make your way to the assembly point to the rear of the College by the Ambulacrum.
> If you have a student in your class with a disability, you should ensure that either you or a class mate accompany him or her down to the fire assembly point or to the nearest designated safe refuge (see section below regarding Disabled Staff, Students or Visitors).
> Take the register of your class as soon as you reach the assembly point using the Register forms handed to you by Reception staff.
> Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar or Deputy Head Teacher who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services*.
> Remain at the assembly point with your students until the all clear is given.

FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF

All new staff are given details on the College's emergency evacuation procedures at their induction for the new school year. This includes the location of emergency exits, escape routes and outside assembly points. Fire action notices are displayed on the walls of all rooms and in all corridors. All new staff are instructed on how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and students alike, is the College'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. During a fire alarm, lifts must not be used, always take the stairs. Fire awareness training is given to staff. Training for Fire Marshalls is provided. No one should attempt to use a fire extinguisher before they have been trained in its use.

SUMMONING THE FIRE BRIGADE

The Master Panel, located by the front door of the Delmer Building close to Reception, shows the location of all the alarm call points throughout the College on the networked alarm system. If the alarm goes off for any reason during school hours, there is a two-minute period in which to confirm the nature of the incident with the monitoring station, Southern Monitoring Services. If Southern Monitoring Services is not notified in that period, they will request the Fire and Emergency services respond to the alarm.

VISITORS AND CONTRACTORS

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 on College premises. They are made aware of the emergency evacuation notice (see above) 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. 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, STUDENTS OR VISITORS

In the event of a disabled member of staff or student joining the school, there will be a special one to one induction on fire safety followed by the preparation of a personal evacuation plan (PEEP).

There are designated safe refuge points on the first floor of the Foley Building and on the first floor of the Sutherland Wing, with signs advising of their location. When the fire alarm is activated, it is the responsibility of the carer of a disabled person to take them to the refuge point to await further assistance. The teacher will ensure that the names of the disabled person and their carer, together with the location of their safe refuge point, are passed to the Bursar or designated deputy as soon as they reach the assembly point. It is the responsibility of the Bursar or designated deputy to ensure that this information is passed to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their students 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 Bursar or designated deputy. It is the responsibility of the Bursar or designated deputy to ensure that this information is passed to the Fire and Emergency service upon arrival on site.

RESPONSIBILITIES OF FIRE MARSHALLS

There are sufficient trained Fire Marshalls to cover all areas of the College. Fire Marshalls are members of staff who do not have specific duties in the event of fire or other emergency for looking after students. All Fire Marshalls are competent persons who have been trained to provide safety assistance in the event of a fire. Fire Marshalls receive periodic refresher training.

FIRE DRILLS

One fire drill is held every term in the College together with a rehearsed fire drill at the start of the new College academic year. This combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshalls helps to ensure that the College can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

The following fire prevention measures are in place in the College:

<u>Escape Routes and Emergency Exits</u>

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located by the front door of the Delmer building close to reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):

  6th Form common room
  6th Form study areas
  6th Form computer suite

- Fire routes and exits are kept clear at all times. The Maintenance department is responsible for unlocking the buildings in the morning.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Estates & Facilities Manager, who also arranges;

- regular monitoring of fire doors, automatic door closures and emergency lights;
- six monthly checks on fire detection and warning equipment (heat detectors, smoke detectors, audio and visual warning devices) by a qualified contractor; and
- an annual service of fire extinguishers by qualified contractors.

- Records of all tests are kept in the Maintenance Department.
- Plans showing the location of gas and electricity shut off points are kept in a fire 'grab pack' located next to the main Control Panel by the entrance to the Delmer Building close to Reception.

Electrical Safety

- The College has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations every five years, all of which are RCD protected and meet the requirements of BS 7671:2018 regulations.
- Regular portable appliance and emergency lighting testing takes place.
- Records of all tests are kept in the Maintenance Department.
- The Maintenance department check that all scientific equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS EN/IEC63205. It is tested regularly by a specialist contractor. Records of all tests are kept in the Maintenance Department.

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 with the exception of the main kitchen where the records are maintained by the external catering contractor.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- Flammable materials are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials are stored in flameproof cupboards.

Use of the College by External Groups

- The standard contractual terms dictate that external groups wishing to use the College's premises will agree to observe the terms and conditions of the College's fire safety policy and specify that the external party should certify that they have read and understood the College's fire safety policy and procedures. A member of the Maintenance Team will always be available when the College is used for an outside function or event by external groups.

FIRE RISK ASSESSMENT

The College's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard.
- 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.

The College utilises the services of an external risk advisor, experienced in fire risk assessments and who has conducted risk assessments of all the rooms, laboratories, corridors, stairs and sports buildings. The Fire Risk Assessment is reviewed at least every two years and when significant changes are made to the interior of buildings, or new buildings are added. The external risk advisor also reviews this Fire Safety Policy.

POLICY CONTROL	
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