GIGGLESWICK
SCHOOL

Fire Safety Policy

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GIGGLESWICK SCHOOL

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1. Policy statement

This policy applies to all employees. It is the policy of Giggleswick School ('the School') to protect the welfare of its pupils, employees, volunteers, visitors, and contractors against the incidence of fire by complying with Fire Safety Legislation. This document provides a framework for management and employees to plan, organise, control, monitor, and review the protective and preventative measures in relation to Fire Safety. The Fire Safety policy is subject to review on an annual basis. Procedures will be established for the safe evacuation from buildings and sufficient staff will be trained to implement these procedures.

1.1 Fire safety legislation

The policy complies with the following legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021, which clarifies the scope of the Fire Safety Order to include external walls and flat entrance doors
- The Fire Safety (England) Regulations 2022,
- Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, in force 6 April 2026: duties to identify relevant residents, offer person-centred fire risk assessments, create Residential PEEPs and emergency evacuation statements.
- From 2025, fire-risk assessments must be carried out by demonstrably competent assessors holding recognised qualifications (Level 3/6 Fire Risk Assessment or equivalent). The School will maintain all fire-safety information digitally in a secure, accessible format, and ensure fire-safety testing and materials comply with the BS EN 13501 standard

1.2 Duties of the Responsible Person

The Responsible Person will take such general fire precautions as necessary to ensure the safety of pupils, employees, visitors, and other relevant persons within and in close proximity to these premises. The General Fire Precautions include:

- Reducing the risk of and spread of fire
- Providing a secure and safe means of escape from the building at all times
- Providing means of fighting fires
- Providing means for detecting and giving warning of fire
- Implementing measures and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire
- Providing a suitable system of maintenance of all general fire precautionary arrangements

1.3 Management responsibilities

The Bursar is the Responsible Person as defined in the Regulatory Reform (Fire Safety) Order 2005. The Estates Bursar is the Fire Safety Manager and is responsible for compiling Fire Risk Assessments, Evacuation plans, assisting house staff with PEEP's and maintenance of secure information boxes where required

The Estates Bursar will maintain fire-safety information digitally, this will include FRA's, maintenance logs, evacuation plans, fire door checks, etc. All digital information will be readily available for residents and authorities.

1.4 Employee's responsibility

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are to:

- Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work;
- Cooperate with their employer in complying with Fire Safety Legislative requirements; and
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of person's from fire and any shortcoming in the employer's protection arrangements for safety.

1.5 Fire risk assessment

The Fire Risk Assessment was conducted at Giggleswick School on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants, FireRiskAssessments.com and are being reassessed on a rolling programme by Churches Fire and FireRiskAssessments.com. The fire-risk assessors will hold a recognised qualification (level3/6 Fire Risk Assessment or equivalent).

The Fire Risk Assessment is reviewed on a regular basis or following significant changes to the size, layout and use of the building.

In line with fire safety regulations 2025 Personal evacuation plans are put in place for any residents who may need assistance in buildings 11m – 18m high.

Any temporary structure erected on school grounds must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

1.6 Reducing the risk and spread of fire

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Manager (Estates Bursar) will maintain all reasonably practical measures to eliminate or

control those fire hazards. The risk of fire is to be reduced by the education of employees in Fire Prevention and the Fire Risk Assessment process.

1.7 Providing a safe means of escape

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours the Fire Safety Manager and staff are to ensure that Fire Exit doors are unlocked and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times.

In addition, the doors must be able to be easily opened without the use of a key regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Manager for action to be taken.

1.8 Emergency lighting

Emergency lighting is provided in the premises and tested periodically by competent persons in accordance with BS 5266.

1.9 Fire safety signs

Fire safety signs are provided in buildings to indicate the Emergency Routes and Exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS EN ISO 7010. All emergency exit routes are to be identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the Fire Safety Manager.

1.10 Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire extinguishers are subject to a routine maintenance contract which is carried out on an annual basis. The maintenance contractor will put a label on each extinguisher indicating their name and telephone number. In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book. Fire extinguishers are also routinely checked during the school year by the Facilities Team.

The purpose of fire fighting equipment is to assist in the means of escape of a person/s from buildings. While Fire Extinguishers can be used by anyone to aid evacuation but preferably should

be used by persons who have specific training in their use through Fire Marshall training and/or Fire Safety Training. As such, if a fire is discovered, the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

1.11 Fire Detection and Warning System

All buildings are provided with an electrically operated fire alarm and detection system. The system is subject to periodic testing and maintenance in accordance with BS 5389. Alarm systems are tested weekly and call points are tested at least every 12 weeks. The results of the tests must be recorded in the Log Book.

1.12 Fire Procedures

The specific actions to be taken in the event of a Fire Incident are detailed in the brief within Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point. Special provisions are put in place in relation to the evacuation of persons who may be disabled in the event of a fire incident.

No member of staff must put themselves at risk. If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the school buildings.

1.13 Fire safety training of employees

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive basic training on commencement of employment; all members of staff will receive training on an annual basis. Staff resident in boarding houses will receive training as fire wardens.

Where applicable fire wardens will receive additional training in-line with any PEEP's that are put in place.

1.14 Fire drills

The process of Fire Drills and Evacuation should be taken very seriously by all staff and pupils. The Fire Safety Manager should ensure that all pupils and staff are made familiar with the Fire Evacuation Procedures.

To ensure that pupils and staff are capable of dealing with a full evacuation of the premises, the Fire Safety Manager will ensure that Fire Drills are carried out at least once a term for each boarding house, the classroom areas and other areas of assembly. Additional drills are scheduled for residential buildings where PEEPs arrangements are introduced to ensure they are workable and understood.

Records of drills are kept (date/time, location, scenario, attendance, timings, observations, actions).

1.15 Visitors to the School, including contractors and lettings

It is the responsibility of the School host to explain to visitors, contractors and lettings the School's emergency procedures in the event of fire. If appropriate this may also include demonstrating the fire alarm.

For events with large numbers of attendees, such as open days or concerts, an announcement will be made at the beginning of the event regarding evacuation arrangements.

2. Fire Emergency and Evacuation Plan

In the event of a fire these procedures are to be put into operation.

The fire alarm will activate on the operation of a Break Glass Alarm Call Point. Buildings in the School are also protected by an automatic fire detection system.

The alarm is tested weekly.

A manual 999 call is required.

The Fire and Rescue Service will require certain information, such as:

a) The name of the person making the call,

b) The premise name and address

c) The premise's telephone number

d) Brief details of Fire Incident if possible.

Fire Action Signs are strategically sited in all areas of the School buildings. These indicate the action to be taken both on the discovery of Fire or hearing the Fire Alarm. The location of the Assembly Point to be used may also be identified on this sign.

Fire Exits and Extinguishers are clearly marked and located at strategic locations around each building in the School.

During a Fire Incident, the occupants of the School premises are to evacuate and proceed to the Assembly Point. The main escape routes from the premises are identified by Fire Exit direction signage.

3. General Fire Procedures

Discovery of a Fire Incident:

- Raise the alarm by breaking the glass in one of the fire alarm call points.
- Evacuate via the nearest available Fire Exit (If possible, close windows and doors as you go).
- Go to your designated Assembly Point and await further instructions.

Action upon hearing the alarm:

- Leave the building by the nearest available Fire Exit.
  House staff or teachers will take control of the evacuation during the operation of the Fire Alarm.
- Do not stop to collect personal belongings;
- Proceed to the Assembly Point;
- Do not attempt to re-enter the building until you have been authorised to do so by the Fire Evacuation Coordinator or Senior Fire and Rescue Service attending.

Never assume it is a False Alarm or a Fire Drill.

- Where possible, ensure any vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services.

4. Fire Fighting

Fire Extinguishers are provided at strategic location around the School premises. The main purpose of having such equipment is to assist with the means of escape of the occupants from a building where their route may be impeded by a fire.

Although School staff may be trained in the use of Fire Fighting Equipment, personnel are **NOT** expected to fight fires.

IF IN DOUBT – GET OUT!!

5. Fire wardens (and their role)

Designated fire wardens are responsible for ensuring all persons are evacuated safely out of the building. They should conduct a 'sweep search' of all areas of the building and report to the Fire Evacuation Coordinator.

Designated fire wardens are as follows:

- Senior School:
  - Boarding houses – the senior member of house staff;
  - Teaching areas – teaching staff are responsible for their individual classrooms;
  - Non-teaching areas – the most senior member of staff in the building (for example, in the dining hall this would be the Director of Catering).
- Preparatory School – Prep School Head
- Mill House Pre-School – Prep School Deputy Head

Their duties are as follows:

Role of fire wardens during Normal Working Hours

Be vigilant as to the location/condition of the Fire Fighting Equipment within the part of the building you are responsible for:

a) Has the equipment been tampered with?

b) Is there new equipment in the area?

Be aware of any breaches in the Fire Precautions within the premises. For example:

a) Doors wedged open

b) Fire extinguishers missing/not in the correct position

c) Fire escape routes blocked

d) Fire exit doors are obstructed or blocked.

Be aware of any occupants within the premises who may have any form of disability and require assistance to make a speedy evacuation. For example, persons who are:

a) Deaf

b) Partially sighted

c) Have a physical disability

d) Not English speaking.

Role of the fire warden during actuation of the Fire Alarm

(Other than for routine testing)

- When the Fire Alarm is activated, the Fire Warden's responsibility is to ensure all persons are evacuated safely out of the building.
- Ensure a 'sweep search' of all areas of the building is completed within an acceptable timescale. The main objective being to confirm all of the occupants of the building have safely vacated the building prior to the arrival of the Fire and Rescue Service.
- Fire Wardens should consider their own safety at all times and should refrain from taking unnecessary risks.
- The Fire Wardens should endeavour to keep calm at all times during an emergency and show authority in dealing with the situation.

WHEN THE ALARM SOUNDS <u>YOU</u> ARE IN CHARGE!!!

- In a loud clear voice, request the occupants of the premises to stop everything they are doing and leave the premises via the nearest available Fire Exit.
- Control unauthorised re-entry of people into the building during the operation of the Fire Alarm.
- On completion of this role, the Fire Warden should report to the Fire Evacuation Coordinator (Estates Bursar or their nominated duty manager), who can be contacted on **07460 835294.**

- Information should then be conveyed as soon as possible that the premises have been successfully evacuated.
- Fire Wardens may be used to help keep people away from the building in case of danger i.e. breaking glass. **Do not** re-enter the building unless authorised to do so by your Evacuation Coordinator or the Senior Fire Service Officer attending.

REMEMBER: THE FIRE WARDENS MUST NOT IN ANY CIRCUMSTANCE PUT THEIR OWN SAFETY AT RISK

Fire Warden Searching Procedures

- The 'sweep search' procedure should be carried out swiftly yet calmly. The main objective is to complete the evacuation process before the arrival of the Fire and Rescue Service.
- During the 'sweep search' process it is possible that the Fire Warden may discover the Fire Incident. At this stage the searching procedure, for safety reasons must be terminated. If possible, and from a safe point, make a brief visual assessment of the incident and report findings to the Fire Evacuation Coordinator (Estates Bursar).
- Should your visibility become impaired, difficulties experienced because of smoke and a 'sweep search' cannot be completed, evacuate by the nearest available Fire Exit and report your findings to the Fire Evacuation Coordinator (Estates Bursar).

6. The Fire Evacuation Coordinator

The Fire Evacuation Coordinator is the Estates Bursar (or their nominated duty manager).

Duties of the Fire Evacuation Coordinator (Safe condition)

- Liaise with the Fire Wardens on all fire safety issues.
- Ensure new Fire Wardens receive training in the practical application and operation of the Fire Procedures.

Duties of the Fire Evacuation Coordinator (Fire Condition)

- Upon the discovery of a fire or on hearing the Fire Alarm, the Fire Evacuation Coordinator should immediately evacuate from the building.
- Coordinate in person with Fire Wardens to ascertain the evacuation status as soon as possible; the main objective is to complete the evacuation process before the arrival of the Fire & Rescue Service.
- Once complete evacuation of the building is confirmed, no further action maybe required other than to confirm this to the Fire & Rescue Service when they arrive.
- Any other actions will be directed by the Senior Fire Officer in attendance.
- If any Fire Wardens do not appear at the pre-designated Assembly Point by the time the Fire & Rescue Service arrive, then Management must convey the information to the Senior Fire Officer attending, upon arrival.
- Should any person be suspected as missing or unaccounted for, then as much information as possible should be gained as to their last known location. This information should then be passed to the Fire & Rescue Service, preferably upon arrival. The term 'Person's Reported

and their last known location' should be provided to the Senior Fire Officer attending. This statement is terminology understood by all Fire & Rescue personnel which clearly indicates life is at risk.

7. False Alarms

All alarms are to be treated as a full-scale emergency until the hazard status has been confirmed by the person who has operated the alarm or by someone in authority who is aware of the situation.

Upon activation of an alarm our third-party control centre will notified (for most of the School buildings) and they will contact the Estates Bursar (or their nominated duty manager). Where buildings are not linked to the control centre the Estates Bursar should be contacted on **07460 835294.**

The following procedures are to be followed in the event of a False Alarm and will be coordinated by the Fire Evacuation Coordinator:

- The alarm signals will be left activated until the building(s) have been evacuated
- The Fire Evacuation Coordinator will inform the Fire & Rescue Service that the alarm is false
- Upon arrival of the Fire & Rescue Service, adhere to their instructions.
- The alarm can be silenced when the hazard status is confirmed as false, however, the alarm panel should only be reset on authority of the Senior Fire & Rescue Service Officer attending.