



KING WILLIAM'S COLLEGE

King William's College and The Buchan School

Fire Risk (Prevention) Policy

Issue Date: 02/18

Review Date: 02/21

John Oatts
Bursar

King William’s College and The Buchan School
(“the School”)

Fire Risk (Prevention) Policy

1 Scope and Summary of Policy content

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire. (This should be read in conjunction with the School’s ‘Fire Procedures’ document).

This policy covers, inter alia, the following duties:

- the elimination or reduction of risks from dangerous substances – *(see Sections 11.1 and 11.2)*;
- the development and implementation of fire procedures and provision of staff training (repeated periodically where appropriate) – *(see Sections 9 and 10)*;
- to ensure the safety of pupils and staff or anyone else legally on the premises – *(see Section 9)*;
- to carry out fire drills and contact emergency services when necessary – *(see Sections 9.8 and 9.9)*;
- to appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire-fighting and evacuation) – *(see Section 10.1)*;
- to have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; maintenance being provided by a ‘competent person’ (for example, ISO9001 certified or BAFE approved) – *(see Sections 4.5, 5, 6, 7 and 8)*;
- to provide staff and others working on the school site with fire safety information – *(see Section 10.4)*.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Fire Precautions Act 1975, the Fire Precautions (Amendment) Act 1992 and other education specific guidance.

3 Guidance

3.1 The School has in place procedures for:-

- carrying out fire risk assessments;

- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, fire alarm and fire fighting systems.

3.2 The Bursar has responsibility for maintaining and ensuring the implementation of the School Fire Procedures; and this includes:

- posting a copy of the Fire Procedures on notice boards;
- bringing the Fire Procedures to the attention of all employees, pupils, contractors and visitors, specifically during all training and site induction sessions, and on 'signing in' for visitors;
- identifying specific staff as Fire Wardens in key areas of the school. All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens will receive regular refresher training.

4 Fire Risk Assessment

4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted either by an external consultant or other competent person, such as a suitably trained member of the Bursary Team. The person undertaking the assessment should liaise closely with Heads of Department.

4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, including the Fire Officer, Fire Wardens and the Caretaker to ensure that the walkways and fire exits are kept clear of obstruction and tripping hazards.

5 Fire Detection

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 Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time recorded. This will be managed by the Fire Officer. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced regularly by a competent contractor. This will include weekly checks of each fire alarm panel and one detector or 'break glass' unit, quarterly checks of 25% of the system relating to each panel, and an annual check of the whole system for each panel.

6.4 Records of these tests and servicing are maintained in a fire log book held by the Fire Officer.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present in the School premises.

7.2 Fire extinguishers and fire hoses will be serviced by a competent contractor annually and the service date recorded on each extinguisher and hose reel. In addition Fire Extinguishers will be visually checked weekly.

8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

8.3 Records of testing and servicing of emergency lights will be maintained by the Fire Officer.

9 Emergency Fire Procedures

9.1 Written emergency procedures are produced. These written instructions include procedures in the event of a fire.

9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. The Fire evacuation point may be different depending on location.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signposted.

9.4 The means of escape will be regularly inspected by the Clerk of Works to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, taking account of any special measures required.

9.6 Teaching staff are responsible for escorting their pupils 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 Senior Member of Staff taking the roll call. It is the responsibility of the Senior Member of Staff on duty [eg the Deputy Head - Pastoral/the Bursar/Clerk of Works] to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 **SUMMONING THE FIRE BRIGADE:** The School Fire Alarm system automatically alerts the Fire Brigade via a Call Centre from 7.00pm to 7.00am overnight, and 24/7 at week-ends. However, with the automatic system there may be a delay, and if a fire is suspected a back-up '999' call should always be made.

- On the recommendation of the Fire Service, during weekdays from 7.00am to 7.00pm, while the Bursary is manned, the automatic alert system will be off-line, and a '999' call will be made if a fire is suspected. This is in order to reduce day-time false alarms.
- All alarm activations are treated as a real fire situation for the purposes of evacuation.

9.8 Fire drills will be held every term at the School. Regular planned day-time fire drill evacuations are carried out each term, organised by the Deputy Head – Pastoral and the Fire Officer. Corresponding Boarding House drills are co-ordinated by the Head of Boarding.

9.9 Written records of fire activations and evacuation drills will be maintained in the fire log books which are kept by each fire panel.

10 Fire Training

10.1 A **School Fire Officer**, suitably trained in fire procedures and maintenance, will be appointed to:

- Oversee all matters in relation to Fire Safety, Training and Maintenance
- The Fire Officer is directly supported by the Bursar

10.2 Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes;

10.3 Pupils will be informed of exits and escape routes.

10.4 **Fire Wardens** will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

10.5 Visitors and contractors:-

- on arrival at the School will receive details on fire procedures and assembly points in the event of an evacuation.

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

11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Fire Officer and Heads of Department will:-

11.1 In order to eliminate or reduce the risks from dangerous substances and other materials or items, comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire Wardens;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters, in conjunction with the HR Manager; and

11.6 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

The Fire Officer keeps records of the following:

- Fire Risk Assessments and their review;
- Fire Risk (Prevention) Policy (*this policy*);
- Fire Procedures and Arrangements;
- Training Records;
- Records of Inspection of Escape Routes;
- Fire Practice Drills;
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

Recommended review period: Annual

Review by: **J.V Oatts** Bursar

Date reviewed: **22 January 2020**