

Fire Safety Policy

**ISSR Part 3, Paragraph 12
NMS Standard 7**

Recommended review period: Annual

Review by: Bursar & Health and Safety Consultant

Date reviewed: September 2018

Next Review: September 2019

St Joseph's College



St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Part 1: Fire Policy

Introduction

The objective of this policy and the overriding priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the College, by ensuring that staff, pupils and visitors do not add to the fire risk and through the safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Joseph's College are designed to help our community to respond calmly and effectively in the event that of a fire breaking out in one of our buildings.

Role of the Fire Safety Officer

The Bursar is the designated College Fire Safety Officer (in their absence this is the Head Caretaker), who is responsible for ensuring that:

- The Fire Safety policy is kept under regular review by Governors and the SLT.
- The Fire Safety policy is disseminated 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 induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and any lessons learned are shared and recorded.
- Fire risk assessments are regularly reviewed and updated by the College's external fire consultant.
- 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
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.¹

¹ ISSR Part 3, note 271



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Emergency Evacuation Notice

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

1. Anyone discovering an outbreak of the fire should immediately sound the nearest fire alarm.
2. Leave the building immediately via the nearest exit to the assembly point; Main sports recreation ground in the adjunct to Birkfield House South Park Rugby Pitch.

Briefing New Staff and Pupils

All new staff and pupils, including EYFS & Boarding pupils, are given a briefing on the College's emergency evacuation procedures on their first day at St Joseph's College. The locations for emergency exits, escape routes and the outside assembly point are shown. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils 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. The College provides fire awareness training, including the basic use of fire extinguishers, to all staff during their first term. The College also offers regular refresher training for all staff. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire and Rescue Service

The majority of College staff are present on campus between 8.00am and 5.00pm during weekdays and some staff are also on campus during half terms and holidays, apart from the Christmas closedown. Each building has its own fire alarm control panel and plans of each building are in the Emergency response box, which is taken to the 'fire assemble point' in the event of the fire alarm being sounded.

One of the Caretakers is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. H/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the College Office is staffed (unless warned of a planned fire practice).

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 whilst on College property. They are to be made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point. These details are printed on the reverse of the visitor's badge.

When large numbers of visitors are at the College 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



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Staff, Pupils or Visitors with a disability

The College will have a special one to one induction on fire safety for pupils and for members of staff or visitors with a disability. All visitors with a disability should make themselves known to Reception staff at the time of arrival so that reasonable adjustments can be made. On all College communication sent to Parents, Staff, Pupils, Visitors, the College asks that it is notified in advance if any special arrangements need to be made to assist them during their visit.

Responsibilities of Teaching Staff

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 Register 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 College Fire Safety Officer. It is the responsibility of the College Fire Safety Officer to ensure that this information is passed to the Fire and Rescue services as soon as they arrive.

On no account should anyone return to a burning building

Responsibilities of Fire Marshals

All staff are Fire Marshals and are given basic training to provide “safety assistance” in the event of a fire. In addition, as many staff as possible have received additional Fire Marshal training and are ‘competent persons’ to support the evacuation of buildings. Fire Marshals receive regular refresher training.

Fire Practices

The College has one fire practice every term, with regularly (at least once a term) fire drills carried out in boarding time. ²This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building, ensures that the College can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at St Joseph's College:

Escape Routes and Emergency Exits

- 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.
- Fire extinguishers (of the appropriate type), are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation
- Smoke/heat detectors are located in boarding

² NMS, Standard 7, 7.2



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- Battery operated automatic door closures, where fitted, are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system are located in each of the College buildings and shows the location of a fire. All are fitted with power lights and battery backup.
- Alarms sound in all parts of each building.
- Keeping fire routes and exits clear at all times³. The Caretakers are responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, where fitted, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Bursar who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems, fire extinguishers, and hoses.
- Records of all tests are kept in the Bursar's Office.
- The kitchen is fitted with heat alarms and 30-minute fire doors.

Electrical Safety

- All installations have been inspected
- The College has current electrical insulation certificates for all its buildings (five years)
- Annual portable appliance testing takes place.
- Records of all tests are kept in the Bursars office
- Staff in the Science and DT departments must ensure that equipment is switched off at the end of the College day
- All computers, have been set to switch off automatically every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

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 Bursar's Office
- Landlord's gas safety certificates are held for all College domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- The College will ensure that flammable materials used in teaching or in maintenance as described under the Control of Substances Hazardous to Health (CoSHH) are locked in purpose-made, flame-proof containers at the end of every day.

³ ISSR Part 3, note 271



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Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compounds where appropriate.
- Combustible materials used in teaching, catering, maintenance, boarding, grounds and caretaking are stored in flame-proof cupboards

Letting or Hiring the College

Standard contractual terms are in use for letting and hiring the College, this covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the College's fire safety policy and procedures. A College caretaker is always on duty/call when the College is let or hired for an outside function or event.

Part 2: Fire Risk Assessment

The College's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the ⁴FSO). Specifically they identify:⁵

- The hazard
- The people at risk
- 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 assessment⁶

The College has a professional fire risk assessment, which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Fire Risk Assessments are carried out by an external consultant.

Copies of St Joseph's College fire risk assessments are under the Health and Safety section of the Policies & Procedures section of the College's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department/Faculty should ensure that they and their Department read the sections that are relevant to them.

⁴ NMS Standard 7, 7.1

⁵ ISSR Part 3, Paragraph 12

⁶ ISSR Part 3, note 271

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Part 3: Fire Procedure – Instructions to Staff

1. General

In the event of a fire, it is the paramount duty of all concerned to prevent injury or loss of life. To this end staff should ensure that they are familiar with all means of escape, and that teachers discuss the subject with pupils so that they are familiar with the most appropriate escape routes, and the need to undertake an evacuation calmly and quickly. Infants should be taught to inform the nearest teacher if they discover a fire.

In the event that there is an opportunity, in the case of fire, safely to attack it with the nearest fire extinguisher, staff should be familiar with their use, and should be aware of the different types of fire, and the most appropriate type of extinguisher to use to tackle a fire. If staff are in doubt, they must evacuate the building and leave the firefighting to the Fire and Rescue Service (see Firefighting below).

2. Alarm

Anyone discovering an outbreak of fire should immediately sound the nearest fire alarm. Next they should make contact with Reception and inform the Receptionist of the situation. Reception will call the Fire and Rescue Service and alert the College over the tannoy system. In out of hours situations, or if Reception is not staffed for any reason, every possible effort should be made to dial 999 and call the Fire and Rescue Service. Many adults and children now routinely own a mobile phone, and if it is not possible to get a response from reception for any reason, any means at should be used to make the call for the emergency services.

The function of the alarm is to warn every person in and near the building that a state of emergency has arisen, and that the evacuation procedure should be put into operation. The form of the alarm signal will vary dependant on circumstances. It will either be the conventional alarm, or a spoken tannoy warning.

3. Fire Drill

The purpose of the fire drill is to ensure that all persons on campus are familiar with procedures in an emergency, and to ensure that all are safely accounted for. In the case of fire, it is necessary to be able to account for all pupils and adults on the campus. To this end, a full evacuation is undertaken irrespective of where the fire has broken out. In other words, even if only one building in the senior school is affected by fire, the whole College will be evacuated.

In the event of an incident, or during fire drills, the Bursar is the Fire Safety Officer, and he/she will be directing and co-ordinating the emergency procedures. Staff must be prepared to take instructions from the Bursar, her staff or fire marshals.

4. Fire Brigade

If the Fire and Rescue Service is required, the call will normally be made by reception staff, but refer to 2 above in cases of our of hours incidents, or in the event that reception is not staffed. Any member of the community may make the call to the emergency services if they believe there is a compelling reason for so doing.



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5. Evacuation

On hearing the alarm (conventional fire alarm or tannoy message) all persons shall move quickly and silently (unless staff need to give pupils instructions) to the assembly area which is on the main sports recreation ground, adjacent to Birkfield House, called South Park Rugby Pitch.

Form tutors should then arrange for their classes to line up in an orderly manner under the direction of the Head of School in the case of the senior school and the Head, Deputy Head of Prep and Head of EYFS in the case of the Prep School. On evacuating the building, staff should ensure that all children have left, that all gas and electrical appliances are switched off, and that all doors and windows are shut before they finally leave the building. Under no circumstances should pupils or staff delay evacuation to collect personal possessions. On no account should buildings be re-entered for any reason until the all clear has been given, unless specifically authorised by the Fire Safety Officer or the senior fire officer present if the and Fire and Rescue Services have been called.

Any students/staff or visitors who have disability access requirements will have a personal evacuation plan prepared for them.

Attendance registers, signing out books, staff timetables, academic and support staff nominal rolls should be taken to the assembly area by:

- | | | |
|----|-----------------|---|
| a) | Senior School | School Receptionist and in their absence Principal's PA. |
| c) | Boarding Houses | Housemaster/mistress or other senior staff member on duty (silent hours only) |

It will be important to ensure that all pupils are accounted for as quickly as possible. With the exception of a search for a missing person, no one will be allowed to re-enter a building, and the permission of the officer in charge of the Fire and Rescue Service, or in his absence, the College's Fire Safety Officer must be obtained before re-entering a building.

6. Fire Marshals

In order to provide assurance that all persons are safely evacuated, and because of the age group of pupils in the buildings all staff are to act as fire marshals and be responsible for their respective classroom and any other area that they pass on evacuating the building. These are intended to represent areas, which can be safely checked in less than two minutes. The Fire Safety Officer is to be informed that each building is clear by each head of department

7. Assembly points

Assembly areas are designated as follows:

- | | | |
|----|-------------------------|--------------------------|
| a) | Senior & Prep School | South Park playing field |
| b) | Goldrood Boarding House | Goldrood Lawn |
| c) | Mews Boarding House | Goldrood Lawn |
| d) | Administration | South Park |
| e) | Spare | Astroturf Court |



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In all cases assemble well away from the buildings.

Pupils should be assembled and lined up by forms under their respective form teachers, or by Boarding House in the event of a fire in Boarding. Teaching staff not involved with a form will assemble at the Staff Registration Area. Support staff should muster as follows, and be accounted for by their respective supervisors as listed below.

- | | |
|--|---|
| a) Caretakers/Maintenance/ Grounds staff | Caretaker/Head Groundsman |
| b) All Teaching and Peripatetic staff | Vice Principal - Academic/Head of Faculty |
| c) All Prep Staff | Assistant Principal - Head of Prep |
| d) Finance & Admin Staff | Principal's PA |
| e) Cleaning Staff | Housekeeping Manager |
| f) Catering Staff | Catering Manager |

8. Roll Call

Immediately when classes have gathered, a roll call should be taken and each form teacher shall report to their respective Head of Year once their form is present. Heads of Year will in turn report to the Vice Principal - Academic and the Fire Safety Officer. The Fire Safety Officer is responsible for liaison with the Fire and Rescue Service as necessary, and for informing them of the results of the roll call.

9. Communications

Communications will be carried via the College's Motorola 'walkie talkies'.

10. Fire Fighting

Circumstances will dictate whether fire-fighting operations should be attempted, but firefighting must always be secondary to personal safety and the safety of pupils and colleagues.

IF IN DOUBT, EVACUATE!

Staff should ensure that they, and their pupils are aware of the location of the nearest and alternative fire exits, and the firefighting equipment. They should understand that this equipment is potentially lifesaving, and be aware of the consequences of misuse, in particular in respect of the irresponsible discharge of fire extinguishers.

11. Notices

A notice giving the basic fire evacuation procedure (not this procedure document) shall be posted at all entry and exit points to the College and at other strategic points around the College.

These instructions supersede all others, which should now be destroyed.

