

FIRE SAFETY

1. Policy Statement

Bournemouth Collegiate School (BCS) is committed to ensuring, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises. This policy explains how the school complies with this and its legal requirements under the Regulatory Reform (Fire Safety) Order 2005 (RRO) to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled. This policy has regard to the RRO, the National Minimum Standards for Boarding (Standard 26) and is written as an extension to the school's Health and Safety Policy. It is supported by the Group Health and Safety Policy (UCST); Fire and Emergency Procedures (Senior); Fire and Emergency Procedures (Prep).

Our objectives are to adhere to the law, and the employer's health and safety policy. In particular we will comply with the legal requirements for risk assessment, for the installation and maintenance of fire systems, for fire procedures and other fire safety documentation. Fire management arrangements ensure that every employee in this school understands precisely what they and every other individual must do in the event of fire and staff training will be provided for staff on appointment and repeated periodically as appropriate. Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. All visitors to our premises are briefed on the evacuation procedure by the person whom they are visiting.

All staff are trained in the implementation of emergency evacuation procedures and copies of current fire risk assessments, fire and emergency response procedures and other fire safety documentation are available from the Business Manager. The school will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations of the Fire Service outstanding.

BCS is fully committed to ensuring that the application of this Fire Safety policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices .

This document is reviewed annually by the Business Manager or as events or legislation change requires. The next scheduled date for review is August 2012.

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3. Key Personnel

The Fire Safety Officer in the Senior and Prep school is the Business Manager, Jon Beale.

Emergency Officers are the Principal and Vice principal at the Senior school and the Head of the Prep School.

Fire Marshalls on the Senior Site are Ray Phillips, Dudley Smith, Jane Mulcrone and David Revill for Boarding and on the Prep Site is the Receptionists They have sufficient training to take preventative and protective measures (including fire fighting and evacuation).

All staff are also trained to implement emergency procedures.

All staff are instructed on annual inset training on Fire Procedures and the elimination and reduction of risk to fire and dangerous substances.

4. Procedures

The priority of these procedures is to safeguard life. Once that has been achieved, the security of property can be considered. This priority must be maintained. Every person on BCS property has a duty to know these procedures, and to follow them without hesitation in the event of a fire or similar emergency.

4.1 Organisation of Fire Safety Arrangements

This section develops school fire safety policy requirements and describes the management arrangements which ensure that every employee in this school understands precisely what they and every other individual must do in the event of fire.

The Principal delegates to the Fire Safety Manager (Business Manager) who oversees the Fire Safety wardens on both Sites. The Business Manager will ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular will:

- Produce an emergency fire plan

- Be responsible for fire safety training
- Arrange practice fire drills at least once per term (with one also being in boarding time)
- Check that any close down procedures are followed
- Check the adequacy of fire-fighting equipment and ensure its regular maintenance
- Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment which is carried out annually
- Keep relevant records and track via Chubb fire log which will be located in each school reception
- Include fire safety in the regular health and safety reports to the Local Governing Body.
- Fire induction training is carried out annually
- Refresher training will comprise feedback following fire drills
- Job specific fire training and competencies for Fire Marshalls. Fire extinguisher /blanket training will be provided for key employees e.g.: Science, D&T, Boarding, Caretaking(Catering)
- Compliance with the law for all fire procedures
- Rules for employees and others as contained in the Health and Safety policy available on the school intranet and website. No smoking is allowed at all on school premises
- The inclusion of fire management as a regular agenda item at H&S meetings section/departmental/faculty meetings
- Ensure that a risk assessment is carried out on staff and pupils with temporary or permanent disabilities so that a Personal Emergency Evacuation Plan (PEEP) is devised to meet their needs
- Ensure that fire safety procedures are communicated appropriately to staff, pupils and other persons who use the premises, including hirers of the premises
- Audit and monitor signs and notice throughout the buildings

4.2 Fire Safety Testing and Records

Any testing of fire safety equipment or assessments of the site are commissioned by the Business Manager. Fire Safety Records are held by the Business Manager. These include:

- A Fire Risk Assessment carried out annually by an external company
- Any relevant reports from the fire authority
- The school's written management plan for fire, emergency fire plan(s), arson prevention arrangements and critical incident plan
- Copies of fire precautions drawings
- The following individual records:
 - Instruction and training records including induction training records
 - Records of practice evacuations
 - Records of installation, servicing and testing of fire alarm systems (including automatic detection), electrical and gas infrastructures and appliances

- Records of installation, service and testing of any other fire related equipment such as electromagnetic door release devices, smoke control systems, Fire door closers
- Records of installation, testing and servicing of emergency lights
- Records of testing of break glass call points
- Records of inspection and service of fire extinguishers, hose reels, fire blankets, dry/wet risers etc.
- Records of regular inspections of fire exit routes including structural and fitted fire precautions

4.3 Fire and Emergency Response Procedures

The following documents detail fire and emergency response procedures for different sections of the school.

- Fire and Emergency Response Procedures (Senior)
- Fire and Emergency Response Procedures (Prep and EYFS)
- Fire and Emergency Response Procedures (Boarding)

4.4 General Fire Drill Responsibilities (Senior Site)

The **Senior Leadership Team** is responsible for arranging a fire alarm and procedure test on both sites at least once each term (with one also being in boarding time)

In the event of a fire the **Fire Marshalls** will check the zones and inform the Business Manager immediately if the Emergency Services need to be called.

The **Emergency Officer** will be the Principal or his Vice Principal at the Senior School (in their absence any designated member of staff can take on this role). Whether it is a drill or a fire, the main emergency officer is responsible for the pupils and staff and will stand in front of the building. The emergency officer will decide, in consultation with the Fire and Rescue Services (if appropriate) if and when people may go back into the building following an evacuation.

The **Fire Officer** will record the emergency drill according to agreed procedures. During the day, the Fire Officer is the Business Manager, at 5pm the Head of Boarding takes over as the main Fire Officer.

The **School Receptionist** should gather and take out the registers and the signing out book to the Assembly Point. Form Tutors will collect registers, take a roll call and report absences to the relevant Head of Year.

Heads of Year must report to the Emergency Officer and let him/her know of any pupils or staff who are not accounted for. They should help to ensure that all pupils remain quiet so that they can hear instructions.

Boarding Staff must ensure that every pupil in his/her dormitory knows the escape routes from the dormitory, the nearest Fire Alarm call point and its method of operation, the Emergency Drill. It is also their responsibility to ensure that escape routes are kept clear of any possible obstruction, and that they are in a safe condition.

It is the responsibility of every person specified in this section to ensure that, in the case of their absence, a fully-briefed Deputy stands in for them.

4.5 General Fire Drill Responsibilities – Prep School

The **Business Manager** is responsible for arranging a fire alarm and procedure test on both sites at least once each term.

In the event of a fire the fire services will automatically attend the site.

The main **Emergency Officer** will be the Head at the Prep School (in their absence any designated member of staff can take on this role). Whether it is a drill or a fire, the main emergency officer is responsible for the pupils and staff and will stand by the entrance to the field. The emergency officer will decide, in consultation with the Fire and Rescue Services (if appropriate) if and when people may go back into the building following an evacuation.

The **Business Manager** will record the emergency drill according to agreed procedures. **The EYFS Coordinator** will also record the emergency drill according to required procedures.

The **School Receptionist** will gather and take out the registers and the Visitors' signing in book to the Assembly Point. If the receptionist fails to attend with the registers a back up copy is held in the staffroom, in the Deputy Head's pigeon hole. **Form/Class teachers** collect their class list from the receptionist, account for all pupils and report the result immediately to the Head of Prep.

All staff should help to ensure that all pupils remain quiet so that they can hear instructions.

It is the responsibility of every person specified in this section to ensure that, in the case of their absence, a fully-briefed Deputy stands in for them.

4.6 Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. In particular they have a responsibility to:

- Familiarise themselves with the fire procedures and escape routes.
- Report to the Fire Officer any failures on the sites relating to fire safety
- Ensure that doors are not held open by fire extinguishers or wedges and that fire exits are not blocked.
- Evacuate the building to a safe place and in accordance with the fire procedures, without putting themselves or others at risk

- Not attempt to extinguish a fire unless they have been specifically trained and it is safe to do so
- Comply with the School's Rule that Smoking is not allowed at all on school premises or in school vehicles

Any issues regarding Fire Safety should be addressed, in the first instance, to the Business Manager.