

# Fire safety

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## 1 Policy Statement

1.1 Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Hampshire Collegiate School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

1.2 The Fire Safety Policy and procedures are compliant with the Regulatory Reform (Fire Safety) Order 2005 and with NMS Standard 7: Fire Precautions and Drills

1.3 Fire Risk Assessment is formally recorded and regularly reviewed.

1.4 During annual training sessions for all staff and in the regular Health and Safety Meetings staff are given up to date information about the elimination or reduction of risks from dangerous substances.

1.5 Hampshire Collegiate School is committed to complying with any recommendations made by the Fire Service, and there are currently no recommendations of the Fire Service outstanding. The school 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.

1.6 The person with overall responsibility for Fire Safety at HCS is Richard Amey, Bursar.

1.7 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.8 Hampshire Collegiate School 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.

1.9 Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.10 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

Fire Risk Assessment

Premises Management

Risk Assessments

Risk Policy

Health and Safety Policy

## 2 Role of the School Fire Safety Manager

The Health and Safety Officer (Richard Amey, Bursar) and the designated School Fire Safety Manager is Kevin O'Connell.

- Ensuring that Fire Safety Risk assessments are comprehensive, that their requirements are satisfied and that the assessment is reviewed annually and that any written recommendations from the Fire Authority (available from the Health and Safety Officer in a stand-alone file, which currently does not state any significant recommendations) are satisfied.

- Reviewing the Fire Risk Prevention Policy and procedures.
- Arranging Fire Safety training for staff on appointment and repeated periodically and keeping relevant training records.
- Arranging practice fire drills each term, including one in boarding time. Neil Carr holds the fire drill records in the workshop.
- Ensuring that certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Ensuring that appropriate fire signs and notices are in place, on an annual basis.
- Checking that any close down procedures are followed.
- Checking the adequacy of fire-fighting equipment and ensure its regular maintenance.
- Checking that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly.
- Ensuring that fire detection, fire-fighting, fire alarm and emergency lighting systems are properly installed, maintained and tested and that the outcome of testing is recorded.
- Ensuring that Fire Safety information is available and explained to everyone on the site or visiting the site and displayed on notices.
- Arranging fire safety inspections once each term and when there are changes to the fire safety risk assessment.
- Keeping relevant records (such as checking and maintenance of equipment, fire training and fire practice drills).
- Including fire safety, including policy, in the regular health and safety reports to the Local Governing Body and the Leadership Team.

### 3 The Role of Teaching Staff

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion in the event of a fire alarm.
- They are responsible for checking registers 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 Deputy Head in the Senior School, the Head in the Prep School and the Heads of Boarding as appropriate.
- It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

### 4 The Role of the Heads of Boarding

- To ensure that fire practice drills are held at least once a term during boarding time and recorded and given to the Maintenance Manager, Neil Carr – including one during night time hours.
- To ensure that every boarder and member of the boarding staff receives relevant training in procedures and that new boarders and new staff are inducted in these procedures on their first day on the premises.
- To ensure that fire notices are prominently displayed in the Boarding House.

### 5 The Role of Fire Wardens

- Fire Wardens are members of the Maintenance Team – trained and competent in the detection of faults to the fire alarm system, fire-fighting and evacuation as well as sufficient experience to assist in preventative and protective measures.
- The fire wardens make monthly checks on ensuring that emergency exits and routes are kept clear.
- They make monthly checks on emergency lighting, fire detectors and extinguishers using ISO9001 certified or BAFE approved personnel to help with this as part of a planned and recorded schedule.

- They carry out weekly checks of the alarm systems on Fridays.

## 6 Summoning the Fire Brigade

The master panels that show the location of the alarm call points on the networked alarm system in the school buildings are physically located as follows:

Manor House - in the hallway outside the Boarding Office

Sports Hall – Sports Hall lobby

Atherley Block – in the hallway outside Science/Prep Room

Prep School – in the foyer

Summoning of the Fire and Emergency Service only takes place when it has been established if there is an actual fire. This will be done by the Bursar or (during boarding hours) the Senior Duty Boarding member of staff.

## 7 Fire safety procedures

### 7.1 Emergency Evacuation Procedures

The following fire notices are pointed out to all new staff and pupils, all contractors and visitors:

1. 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.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the North Lawn (Senior School) or sports pitch west of the Prep School (Prep School).
3. Do not take anything with you. Shut doors behind you.
4. In the event of an actual fire, the Bursar or the duty Boarding Staff will summon the Emergency Service.
5. Following the school accepting a disabled pupil we would, in the event of a fire, undertake to move him or her downstairs, using a special evacuation chair, or to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Deputy Head Senior School or the Head (Prep School) who will inform the Fire Brigade. In the event of an actual fire - on no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.  
Emergency Evacuation Records for the Senior and Prep Schools are kept by the Bursar and that for Boarding by the Heads of Boarding.

### 7.2 Boarding House Evacuation Procedure

The following fire notices are pointed out to all new staff and pupils, all contractors and visitors:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest Fire exit.
2. Staff to collect the Register from the registration table and take the Fire keys these are found in the top office draw in either a pouch or a large key ring.
3. If the Alarm goes in the evening while students are sleeping the staff member on call will have the register and as before leave the nearest fire exit.

4. Fire Warden on site will then check the fire panel to see where the fault has been identified.
5. Fire Warden is then to Check the location of the sensor that set the alarm off. - call the Fire Brigade if necessary.
6. Take the register of the boarding house as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to heads of boarding or lead boarding staff member on duty.
8. Actual fire - on no account should anyone return to any building until given permission by the Fire and Emergency Services.
9. Remain at the assembly point with your pupils until the all clear is given.
10. Emergency Evacuation Records for the Senior and Prep Schools are kept by the Bursar and that for Boarding by the Heads of Boarding.

## 8 Briefing New Staff and Pupils

8.1 All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Hampshire Collegiate School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. 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. All new staff are shown how to activate the fire alarms if they see or smell a fire.

8.2 The safe evacuation of everyone – staff, pupils and visitors alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

## 9 Visitors and Contractors

9.1 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 when they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

9.2 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.

## 10 Disabled Staff, Pupils or Visitors

10.1 We have a special one to one induction on fire safety for disabled pupils and their carer's and for disabled members of staff or visitors, which is provided on demand.

10.2 Currently HCS has no disabled pupils or staff. In the event of this situation changing all staff will be trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs will be located on the upper landings of every staircase in the school, because disabled lifts cannot be used in a fire.

***On no account should anyone return to a burning building.***

## 11 Fire Practices

We hold one fire practice every term at Hampshire Collegiate School. We also practise a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

## 12 Fire Prevention Measures

We have the following fire prevention measures in place at Hampshire Collegiate School:

### 12.1 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.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors 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.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Doors fitted with electronic access controls will automatically open when the fire alarm sounds (and can always be opened from the inside by pushing an exit button)
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panels for the alarm system are located as follows:
  - Manor House - in the hallway outside the Boarding Office
  - Sports Hall – Sports Hall lobby
  - Atherley Block – in the hallway outside Science/Prep Room
  - Prep School – in the foyer

and show the location of where a call point/detector has been activated. The panels are fitted with battery back up in the event of a power failure

- Alarms sound in all parts of the buildings.
- Keeping fire routes and exits clear at all times is done through regular inspection by the boarding staff in the Boarding House and by monthly walkabouts by the Maintenance team throughout the rest of the school. Staff report any obvious obstructions to Maintenance immediately they become aware of them.
- Testing all fire alarms weekly, monthly checks of fire doors, automatic door closures and emergency lights and recording all tests and defects. This is the responsibility of the Fire Safety Manager who delegates the task to the Maintenance Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Annual professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Maintenance Manager's office
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof glass fronted display boards next each fire panel as detailed above.
- The kitchen is fitted with heat alarms and 30-minute fire doors that close automatically when the fire alarms sound

## 12.2 Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Maintenance Manager's office
- Teachers check that all Scientific and DT equipment is switched off at the end of the school day.
- Where practical computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening.
- The Catering department check that all kitchen equipment is switched off at the end of the day.

## 12.3 Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Maintenance Manager's office.

## 12.4 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 Manager's office
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the science technician to ensure that the central gas supply is turned off.

## 12.5 Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flameproof containers at the end of every day.
- Weapons and ammunition to be used for an extra-curricular activity (shooting) are kept in a securely locked, fire resistant store that is located within a permanently locked room.

## 12.6 Rubbish and Combustible Materials

**We are working towards all flammable rubbish being stored away from buildings in the secured rubbish compound.** Two of the four compounds are now complete.

- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.
- Boarders are not allowed to have aerosols.

## 13 Letting or Hiring the School

Our standard contractual terms, that we use for letting and hiring the school, cover fire safety and specify that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures.

## 14 Fire Risk Assessment

14.1 The School's Fire Risk Assessment policy complies with the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- 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 assessment

14.2 All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms; but individual ones are used for corridors, stairs, kitchens, laboratories, workshops etc.

14.3 Hampshire Collegiate School has a professional fire risk assessment carried out by outside contractors, which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

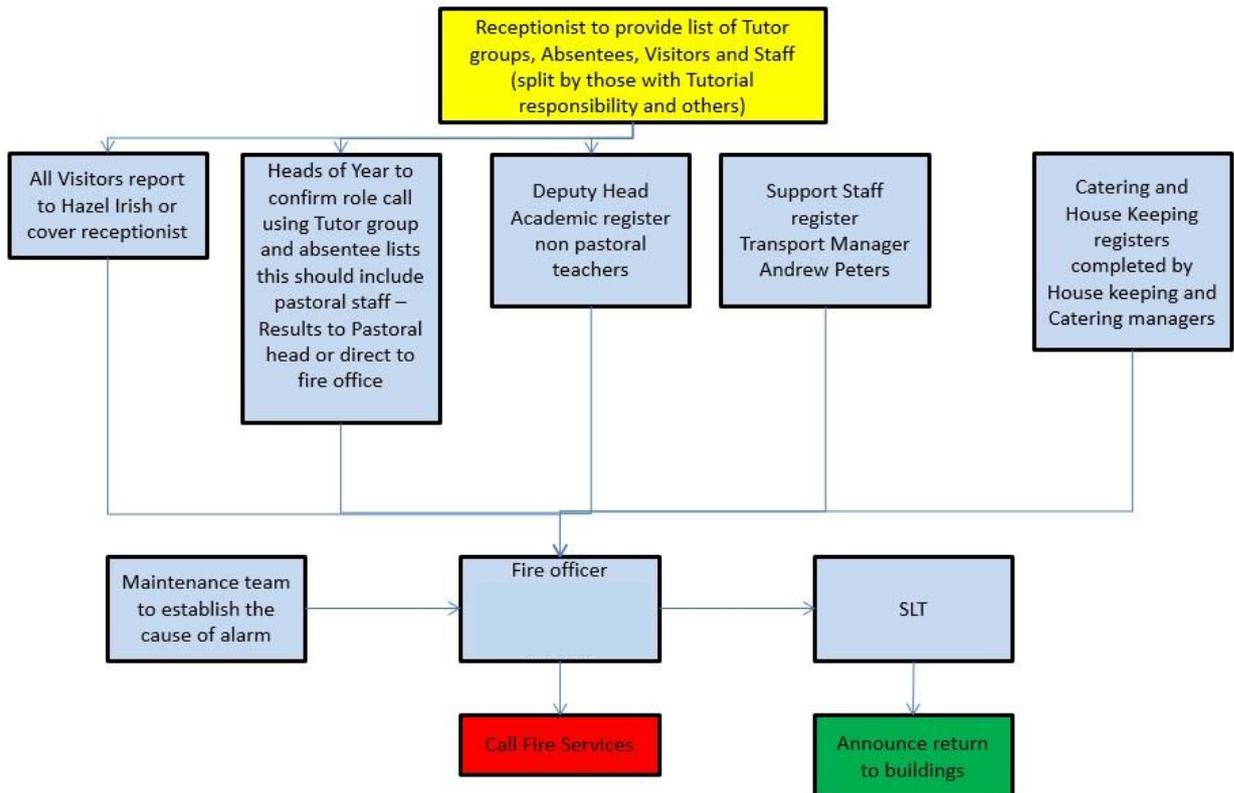
14.4 Copies of Hampshire Collegiate School's fire risk assessments are available from the Bursar for all staff to read, together with this document which is on the website. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

14.5 Hampshire Collegiate 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.

## 15 Hampshire Collegiate Senior School Evacuation Process

### Hampshire Collegiate (Senior) School - Fire Procedure (Sept 16)

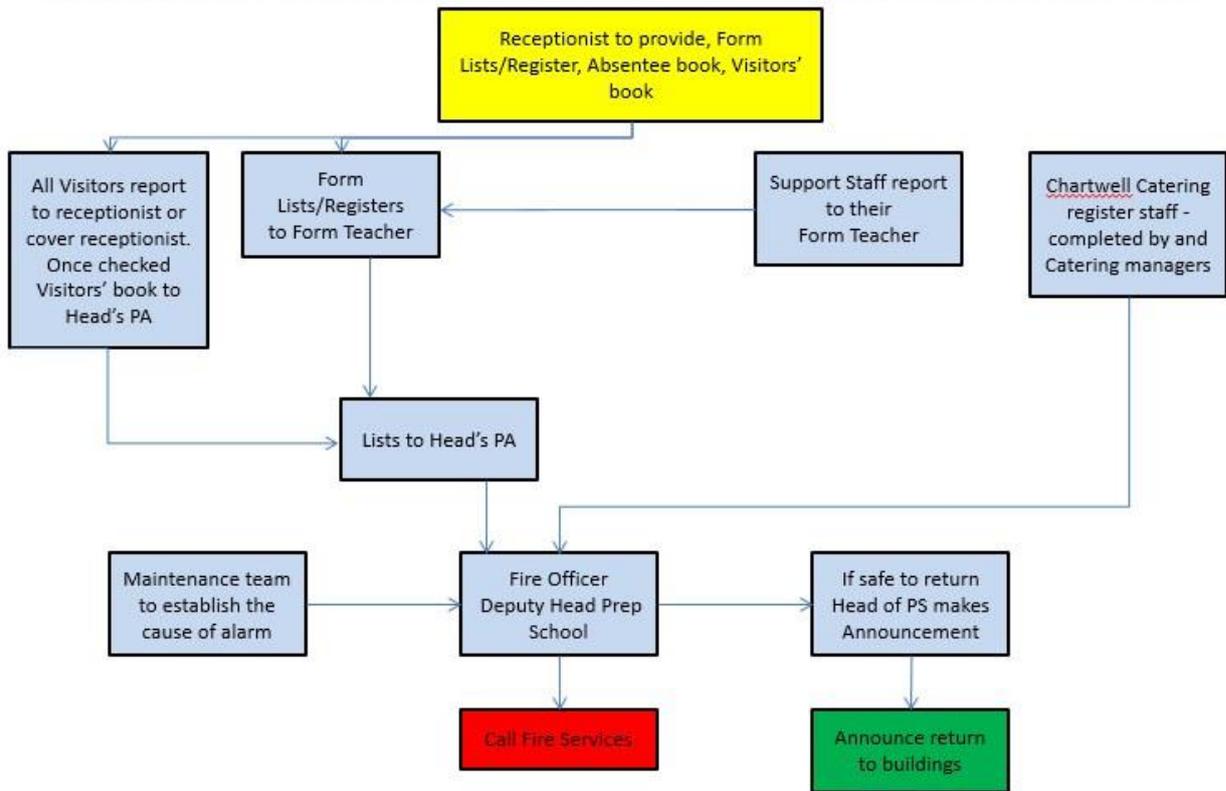
**When Fire alarm sounds all should evacuate the buildings and assemble on the North lawn**



16 Hampshire Collegiate Prep School Evacuation Process

**Hampshire Collegiate (Prep) School - Fire Procedure (Sept 16)**

When Fire alarm sounds all should evacuate the buildings and assemble to the West of the Prep

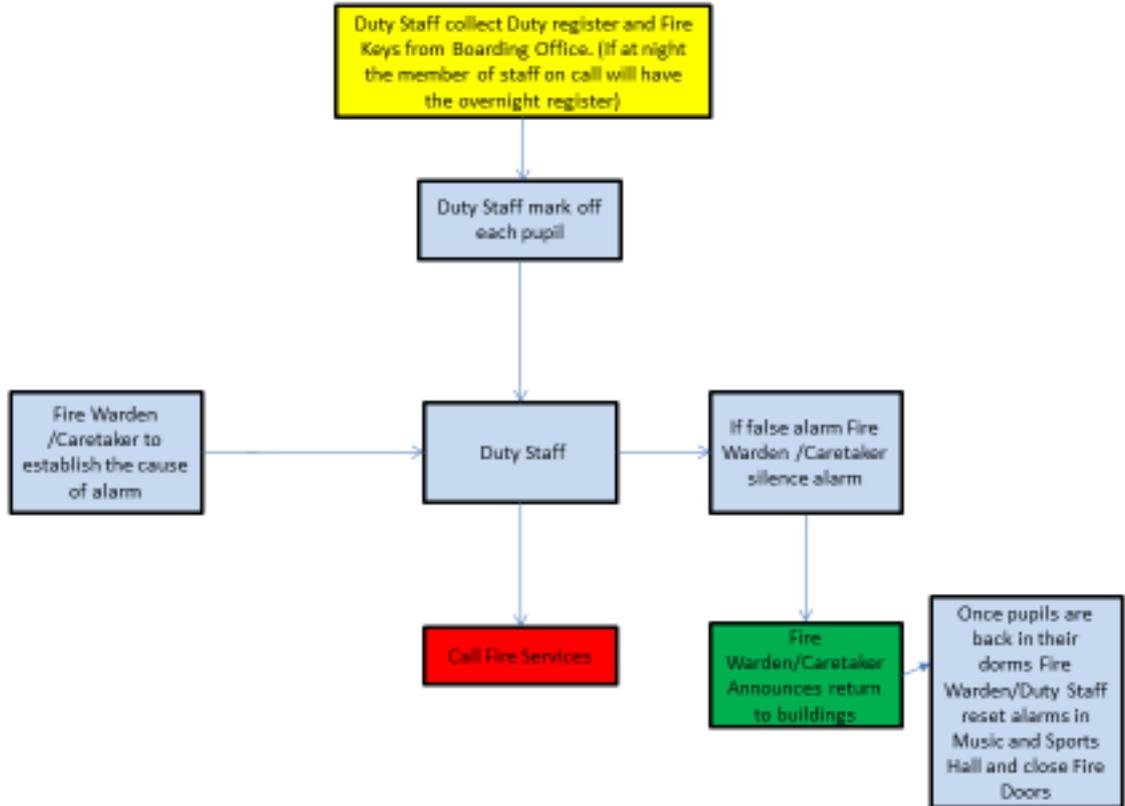


## 16 Boarding House Evacuation Process

This would be for an evening or night time fire alarm

### Hampshire Collegiate School (Boarding) - Fire Procedure (Sept 17)

When Fire alarm sounds all should evacuate the buildings and assemble on the North lawn in Dorms e.g. K2, P Dorm



## 17 Document Information

Version Number	2
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Name of owner/author	José Picardo
Name of individual/department responsible	Richard Amey, Bursar
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