

Fire Safety Policy (Trust, including EYFS)

1. Introduction - Statement (Of Intent)

- I. Bede's School Trust Sussex (hereafter referred to as Bede's) has five distinct areas of operation: a Senior School, a Preparatory School, a Pre-Prep and Nursery School, Summer Schools and a semi-industrial Estates management team.
- II. Bede's has a duty of care to all the staff, students, visitors and contractors in, and the neighbours of, these various workplace environments, relative to the fire safety hazards that each environment poses.
- III. In order to provide suitable and sufficient fire safety arrangements, Bede's complies with the requirements of the **Regulatory Reform (Fire Safety) Order 2005** (RRFSO) and where reasonably practical, the applicable associated British Standards.
- IV. Bede's also seeks to meet the requirements of the Independent Standards Inspectorate (ISI) Regulations Paragraph 12, which place on the proprietor or governing body duties to:
 - a) Produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
 - b) Develop fire procedures and provide staff training (repeated periodically where appropriate);
 - c) Ensure the safety of staff or anyone else legally on the school premises;
 - d) Carry out fire drills and contact emergency services when necessary;
 - e) appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
 - f) Have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
 - g) Provide staff and any others working on the School site with fire safety information.
- V. Bede's is also mindful to follow the guidance set out within Building Bulletin 100 (BB 100) Design for Fire Safety in Schools, issued by the Department for Children, Schools and Families.

2. Fire Safety Arrangements

- I. The organisational arrangements made for the provision of reducing risks and effects from fire are as follows:

2.1 Organisation

- I. Overall responsibility for ensuring that fire safety measures within Bede's and this Policy are implemented lies with the Headmaster/CEO (**Responsible Person**).
- II. Responsibility for monitoring, auditing and ensuring Bede's fire safety compliance has been delegated to the Trust Health & Safety Manager (**Competent Person**) under oversight of the Director of Estates, to assist in the implementation of fire preventative and protective measures.
- III. The day-to-day responsibility for ensuring Bede's fire safety preventative and protective measures has been delegated to Bede's Fire Safety Technician (**Competent Person**) with support provided by the Trust Health & Safety Manager.
- IV. Bede's Fire Safety Technician responsibilities include:
 - a) Ensuring the provision of fire safety information, instruction and training to all staff and pupils as appropriate;
 - b) Ensuring that all fire precautionary equipment, systems and provisions are regularly inspected, tested and maintained in accordance with the RRFSO and associated British Standards, and keeping the associated fire safety records;

- c) Ensuring follow up remedial actions in suitable timescales to any defects or deficiencies identified by inspections, testing and servicing of fire precautionary equipment; and
 - d) Ensuring regular review of all Fire Risk Assessments and issue any significant findings to staff, as necessary.
- V. At the Prep School, the Fire Safety Technician is assisted by the School Caretaker to undertake weekly, monthly and 6 monthly inspections and testing. Records of these inspections and tests will be held locally.

2.2 Fire Risk Assessments (FRA)

- I. To achieve compliance with the requirements of the RRFSO Bede's has a statutory obligation to carry out a Fire Risk Assessment (FRA) of every building across the two School sites.
- II. The purpose of the FRA is to assess the risks from fire and once established, reduce those risks through the introduction of a series of control measures. These control measures are introduced either through mechanical installation of fire related hardware or by means of specific provisions and arrangements; all of which must be subjected to regular testing, inspection or auditing as appropriate.
- III. FRA'S are carried out when occupying an existing building for the first time or following completion of a new build or major refurbishment. All FRA's are then subjected to an annual review, but this frequency may be shortened following changing conditions to any building relating to:
 - a) Type of occupancy;
 - b) Change of designated use;
 - c) Material change of layout;
 - d) Introduction/removal of a significant risk; and
 - e) Material change to fire precaution protective measures.
- IV. In all instances any activities relating to FRA's must be recorded and any resultant significant findings presented to the relevant persons in control of the building concerned.
- V. The 'Competent Person' must ensure that the FRA's are satisfactorily completed and that all staff are aware of their responsibilities with regard to fire safety and the fire precautions of the buildings applicable to them.
- VI. As a means to establish that suitable and sufficient fire safety arrangements appear to be in place at Summer School host premises, one of the documents Summer School management will seek from a host provider is their current Fire Risk Assessment, which will be checked by the Health and Safety Coordinator.

3. Fire Alarm Systems

- I. The purpose of a fire alarm system is to raise the alarm following discovery of the outbreak of fire and the enhancement of automatic fire detection will increase the speed of notification.
- II. Fire alarm systems are installed and maintained in accordance with the specifications set out in BS: 5839 and are subject to the following testing and inspection regimes:
 - Weekly: The system is operated from a different manual call point each week on a rotational basis.
 - Annual: The system is subjected to a full inspection and testing of all automatic and manual alarm operative means.
- III. In the case of sounded alarm tests, staff should be informed of the regular day and time of the weekly test and to treat any sounding in excess of one minute as being an emergency condition.
- IV. For simple buildings which do not require an electronic fire alarm, alternative means will be made for raising the alarm e.g. whistle, bell, rotary gong or verbally etc and will be subjected to the same testing regimes as for electrical fire alarm systems.
- V. When using these alternative methods, it is particularly important to check that they are fully audible throughout the premises and that they are always readily accessible for emergency use.

- VI. The zones of alarm must be displayed diagrammatically and provided adjacent to a fire alarm control panel, to assist those responding to the alarm determine the location within the building of the potential fire.

4. Emergency Lighting Systems

- I. Most buildings have emergency lighting systems installed both internally and externally to ensure safe escape from the premises in cases of power failure and darkness at the time of emergency evacuation.
- II. All emergency lighting systems are installed and maintained in accordance with the specifications set out in BS: 5266 and are subject to the following testing and inspection regimes:
 - Weekly: The system is subjected to visual inspection.
 - Monthly: The system is subjected to electrical isolation from the mains supply in order to illuminate all lights within the relevant circuits.
 - Annually: The system is subjected to electrical isolation from the mains supply in order to illuminate all lights within the relevant circuits for their full rated duration (3 or 1 hours).
- III. Rated duration of emergency lighting is either fixed, i.e. sleeping accommodation must be 3 hours, or determine by the FRA.

5. Firefighting Equipment

- I. Firefighting equipment is provided in all premises to provide the means to control minor fires in their initial stages and staff will be trained in the use of fire extinguishers, but are under no obligation to fight fires. The priority objective at all times of fire will be the evacuation of all persons from the building to a place of safety and the calling of the Fire & Rescue Service.
- II. All firefighting equipment (e.g. fire extinguishers and fire blankets) are installed and maintained in accordance with the specifications set out in BS: 5306 and subject to the following testing and inspection regimes;
 - Weekly / Monthly: Equipment is subjected to visual inspection.
 - Annually: All equipment is subjected to physical inspection of the mechanical elements and extinguishing media.
 - 5/10 yearly: Equipment is subjected to an extended service and recharging where necessary.
- III. The type, location and quantity of firefighting equipment is determined by the type and layout of a building, by the application of the relevant British Standard and the outcome of the FRA.
- IV. Extinguishers are hung on brackets on the wall or be located within a purpose built station to reduce the likelihood of being knocked over or incorrectly relocated. Except in emergency conditions, they must not be removed from their designated locations.
- V. Fire extinguishers are heavy and must be sited at a height and location where they can be easily reached in an emergency. Guidance directs that this is between 0.9 – 1.5m depending upon the weight (>4Kg). They must not be sited where they can easily be knocked off their brackets or a height at which if they were accidentally knocked off they could cause serious injury to persons below if they fell on them.
- VI. In addition, as identified as necessary by FRA, fire suppression systems will be installed and maintained in accordance with manufacturer's instructions by the Estates department.

6. Fire Doors

- I. Fire doors form part of a building structure and are installed in accordance with Building Regulations, to act as a barrier to the passage of smoke and fire within a building, seeking to prevent the obstruction of fire escape routes by fire and smoke. Doors may also be installed based on the outcome of FRA.

- II. In accordance with BS 9999, fire doors are subject to the following inspection regimes; 6 monthly: Doors are subject to a fit for purpose inspection
- III. Internal self-closing fire doors must never be locked shut or wedged open (bar momentarily wedged open to assist with manual handling) and should be labelled FIRE DOOR - KEEP SHUT with a safety sign complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- IV. Any door hold open devices (acoustic or magnetic release) must be tested to ensure that they release correctly and effectively, which normally takes place in conjunction with other weekly checks.

7. Escape Routes (including Refuge areas and Assembly Points)

- I. Corridors, stairs and passageways which form the designated escape routes from a building must be kept clear of obstructions and combustible materials at all times, especially those that are protected escape routes. All staff have a responsibility and can play a part to ensure this.
- II. Final exit doors (to the outside) must open easily and in the direction of travel and be unobstructed at all times. They must not be secured with any device that when opening, requires the use of a key. If final exit doors must be able to shut securely, push bars or push pads or other non-keyed fastenings should be used. Mode of operation instructions complying with the Health and Safety (Safety Signs and Signals) Regulations 1996 should be clearly displayed on the door e.g. 'Push Bar to Open' etc.
- III. The designation and direction of fire exit routes, Refuge Areas and Assembly Points must be clearly marked by appropriate signage. External escape routes leading to Assembly Points must always remain clear and unobstructed e.g. by parked vehicles etc. 'FIRE EXIT - KEEP CLEAR' notices should be used where appropriate.
- IV. Refuge Areas provide protection from fire through the construction of the area to be fire resistant and smoke free for a defined period of time. Currently there are no Refuge areas within Bede's premises.
- V. The Estates department will ensure that notice boards are installed in accordance with BB 100.
- VI. There is no specific legislative requirement to carry out inspections, but the expectation of the FSRRO is that escape routes are kept clear at all times. During term time, the majority of escape routes are walked and subject to daily visual inspection by staff. They are also a component of weekly checks carried out by the Fire Technician and Prep School Caretaker during which, fire related signage is also examined for clarity, appropriateness and integrity.

8. Fire Notices and Signs

- I. All persons who may frequent a building for whatever purpose must be made aware of the correct action to be taken in the event of fire occurring or the activation of a fire alarm. Fire Action Notices will therefore be prominently displayed in the following areas so that all building users can easily refer to them when necessary:
 - a) Final exit doors
 - b) Reception areas
 - c) Circulation areas
 - d) Every teaching space; and
 - e) Every space used by the public e.g. evening classes, school functions.
- II. Where a building layout is complex or expansive and information is best conveyed by a diagram, Fire Action Notices should be complimented by a floor plan predominantly displayed on all floor levels indicating internal location and emergency escape routes from the building.
- III. The following items must also be clearly identified with highly visible signs:
 - a) Firefighting equipment;
 - b) Emergency escape routes;
 - c) Fire exit doors;
 - d) Fire doors and store cupboards on escape routes; and
 - e) Illuminated emergency lighting signage where appropriate.

- IV. All signage and notices must comply with the Health and Safety (Safety Signs and Signal) Regulations 1996 and checked as part of the weekly fire safety inspection.

9. Inspection, Testing and Servicing

- I. Inspection Testing and servicing of all Bede's fire precaution equipment is carried out by a combination of internal staff and external service providers. In either case, all are deemed to be competent through either training, qualification or certification to undertake their assigned tasks.

10. Repairs and Maintenance

- I. Any faults or defects in fire safety precautionary measures noted by any member of staff should be logged on the Estates Planet system and any repairs to fire detection and alarm systems will be treated as high priority. If however the defect or fault is an emergency or a high risk safety threat it should be phoned through to the Senior School Estates team (Ext 6550, 6552, 6561) or Prep School Estates team (Ext 6563) for repair within the working day. If repair to fire alarm or emergency lighting system is not possible within this time frame leaving the system significant deficient, then effective alternative measures must be put into place, especially for overnight sleeping accommodation buildings.
- II. Repairs necessary may also become evident through the outcome of inspection, testing and servicing regimes. Where this is the case, the Fire Safety Technician will formulate an Action Plan for repairs and track repairs through to completion.

11. Training

11.1 Staff: -

- I. All staff will receive general fire safety awareness training which includes their responsibilities for the prevention of fire and what to do in the event of a fire occurring. For all staff (excluding seasonal Summer School staff who will receive localised training onsite) this is achieved by undertaking a mandatory on-line Educare training course. For new staff, this training should take place on the first day of employment or as soon as reasonably possible thereafter, forming a component of a New Employee Induction programme.
- II. The Health and Safety Manager is responsible for monitoring that staff are receiving and undertaking suitable and sufficient training in relation to fire safety. In the event of the Health and Safety Manager being absent for an extended period, this responsibility will fall to the local Educare Administrator and local Facilities Manager.
- III. New employee local induction should cover:
- a) What the fire alarm sounds like and when weekly testing takes place;
 - b) Action to take on hearing the fire alarm;
 - c) Method of raising the alarm including the location of local fire alarm call points;
 - d) Procedure for calling the Fire & Rescue Service;
 - e) Location of local fire exits, escape routes, Refuges and Assembly Point(s);
 - f) Location of local firefighting equipment;
 - g) The requirement to keep fire doors closed;
 - h) The expectation for good housekeeping;
 - i) Fire safety matters specific to role e.g. use of flammable liquids, emergency shutdown of equipment; and
 - j) Out-of-hours procedures where applicable.
- IV. Having completed induction training, staff will receive annual reminders and continuation training about fire safety and emergency arrangements in the form of drills, presentations and practical familiarity training sessions as appropriate.
- V. Where staff take on special responsibility for fire safety, e.g. Fire Marshal or Evacuation Chair operator, they will receive additional guidance and/or training as necessary.

- VI. Staff should only ever attempt to use an extinguisher on a small real fire if they feel it is safe to do so and in accordance with their training. The Educare Fire Safety Awareness training course content includes the various types of fire extinguisher and the right one for a particular type of fire.
- VII. However, it is not necessary for all staff to have practical experience of using extinguishers to fight fires as staff are under no obligation to do so. But staff acting as designated Fire Marshals for their building and staff in higher risk work areas such as Catering, Science laboratories, CDT and theatre workshops, Facilities etc will benefit from an enhanced level of training, to include practical experience of using extinguishers and the opportunity to attend such training will be organised.
- VIII. Completion of the Educare Fire Safety Awareness training course is recorded by the Educare system, accessible to Bede's Educare Administrators. And all practical fire safety training records are to be held by the Fire Safety Technician.

11.2 Pupils: -

- I. Pupils will receive Boarding / Day House and classroom fire safety induction, along with regular reminders about fire safety and emergency arrangements in the form of drills and awareness briefing sessions by HM and teaching staff.

12. Fire Evacuation Drills

- I. It is the responsibility of the Fire Safety Technician to ensure that annual fire drills are taking place, which meet the enhanced termly requirements of ISI criteria. All drills must be recorded. – Using the form Appendix 2. The Technician or others may conduct drills, but the drill records of others must be supplied to the Technician for inspection and collation within the appropriate fire safety record.
- II. Boarding House drills will be carried out by HM, so that the ISI criteria for drills in 'boarding' time is met. A Boarding House drill should be carried out within the first 48hrs of the start of each new term. Drills from other School buildings should ideally take place within the first few weeks of each new term and in the case of Summer School, drills will need to be as frequent as there are new pupils i.e. weekly.
- III. All drills should be timed in order to test the effectiveness of the evacuation process and should be carried out more frequently than termly in the event of poor results from a previous drill, of if there are mid-term changes in building layout or occupancy.
- IV. Timings for effective evacuation are as follows:
 - a) 2½ minutes for complete evacuation
 - b) + 1½ to 2 minutes for completion of Roll Call
 - c) + ½ minute to query the whereabouts of any person(s) remaining unaccounted for
- I. It is therefore expected that a complete evacuation drill should be conducted within a maximum time frame of 4 to 5 minutes.
- II. Our duty of care to children means that pupils should always be accounted for by way of Roll Call. Adults in general however, with the responsibility and capacity to evacuate themselves, may not be subject to Roll Call. Visitors should be checked off against Reception Visitor Logs, but will also be under the direct one-to-one care (responsibility) of their site supervisor, unless they have an enhanced level of site access, in which case they should have knowledge of and follow the procedures for staff.
- III. The premises will be confirmed as being properly evacuated following the conclusion of any Roll Call or accounting for all persons who were deemed to be in the building at the start of the evacuation.
- IV. In the event of a drill, Fire Marshals may return into a building to seek out unaccounted persons. But in the case of a non-drill event under no circumstances should any person re-enter a building for search purposes. The attending Fire & Rescue Service should be informed of any persons unaccounted for.
- V. Staff should immediately address any evacuation issues with pupils by way of a debrief once back in a Boarding House, Day House or classroom. Issues concerning evacuation by staff should be addressed by the Fire Safety Technician.

13. Personal Emergency Evacuation Plans (PEEPS)

- I. Disabilities (whether permanent or temporary) may take many forms, i.e. mobility problems, hearing impairment, partial sightedness etc. In the majority of instances disabled persons will be capable of evacuating themselves from the premises. However, some people will require assistance to have awareness of an alarm and evacuate from a building and appropriate arrangements will need to be made. Visitors are asked to raise their needs prior to arrival on site and again on arrival at Reception points.
- II. It is therefore important that a PEEP is carried out at the earliest opportunity for any person who is joining the School with a disability that is an obstruction to prompt evacuation to specifically consider any requirements in achieve their evacuation from a building in the event of an emergency.
- III. Measures put in place could be:
 - a) Alterations to premises;
 - b) Provision of personal alarm equipment;
 - c) An evacuation buddy;
 - d) Restriction / relocation to a ground floor base; or
 - e) Reorganisation of work activity to ground floor.
- IV. A simple PEEP can / will be produced by the Health & Wellbeing team, forming part of a Care Plan, Individual Needs Assessment or risk assessment. A simple PEEP can be produced by a HM, forming part of a risk assessment. A simple PEEP can be produced by a line manager as part of a Return to Work Plan. If a more complex PEEP is required, assistance from the Health and Safety Coordinator or Fire Safety Technician should be sought.
- V. For further details about PEEPs, see 'PEEP Briefing Note'.

14. Fire Records (Log Book)

- I. A Fire Log Book is kept by the local Estates department solely for recording fire safety contractor attendance on site. All other records resulting from fire precaution activities i.e. weekly checks, inspections, testing, servicing and practical training are held collectively by members of the Estates Department The majority of these records are kept electronically in the School computer 'Facilities' drive in the folder called 'Fire Safety'.
- II. Fire safety record entries are only made by nominated persons of the Estates team to ensure that all records remain accurate, current and readily accessible for inspection by officers of the Fire & Rescue Service, the Health and Safety Executive, ISI or any other recognised and approved inspectorate body.
- III. Weekly, monthly and 6 monthly checks are carried out making use of checklists.
- IV. Along with intended alarm signals, unintended fire alarm signals should be recorded, to assist in the reduction of their frequency through an understanding of causality. – Using the form Appendix 3. Where buildings are complex, a floor plan should be drawn to diagrammatically show all relevant fire safety information for reference during inspections and staff training.
- V. A single plan or multiple plans of individual systems should show the locations of:
 - a) Fire alarm call points;
 - b) Firefighting equipment;
 - c) Fire exits;
 - d) Fire escape routes;
 - e) Emergency lighting;
 - f) Fire alarm sounders; and
 - g) Fire doors.

15. Electrical Equipment

- I. Electrical equipment is a potential fire hazard, with particular regard to pupil bedrooms where it is inevitably operated within close proximity to bedding, clothing and other readily combustible materials.

- II. Although the use of electrical items should be kept to a minimum, it is accepted that Boarding House pupils may have numerous personal items such as music systems, hair straighteners, hair dryers etc, including chargers for a range of portable items such as lap-tops, tablet, iPods, mobile phones etc.
- III. Student permitted electrical items are set out in student House Management Handbooks. Any items outside of this should be considered as non-permitted.
- IV. Boarding House staff are to ensure:
 - a) That all electrical equipment is being used safely and sensibly;
 - b) That it is switched off when not in use;
 - c) That no cooking of any description is performed in bedrooms;
 - d) That no multi-point adaptors are being used unless they have been specifically designed for use with that particular item;
 - e) That wall sockets have not been overloaded;
 - f) That all cables are not coiled up, crushed beneath books/chairs or being walked on or constituting a trip hazard;
 - g) That all equipment in use is fit for purpose, subject to a pre-use visual check and annual inspection (PAT PASS sticker is evident); and
 - h) Pupils put forward all their personal portable appliances for testing when requested to do so.
- V. The Health & Wellbeing team should not make use of wheat heat packs and must take steps to address the risks of any major use of paraffin based skin creams by pupils.
- VI. Lithium batteries (commonly from portable rechargeable devices) should be disposed of by being left in the waste electrical item. If disposed of with other batteries their terminals should be taped over.
- VII. The Estates department operates portable appliance testing (PAT) and mains electrical inspections in accordance with statutory requirements. However, all staff have responsibilities to ensure the safe use of electricals and basic instruction is provided by the mandatory on-line Educare Health & Safety Awareness training course.

16. Extraction Systems

- I. Extraction systems and local exhaust ventilation (LEV) systems are in place to remove airborne substances from the work environment. In doing so, substances may accumulate in duct work and where these substances are combustible, such as wood dust or grease, they pose a fire risk.
- II. LEV systems will be subject to the statutory 14 monthly servicing schedule as required by the COSHH regulations, organised by the Estates department.
- III. Kitchen extraction systems will be subject to cleaning at a frequency in accordance with the industry accepted standard 'TR19' Building and Engineering Services guidance, organised by the School appointed Catering contractor.

17. Arson

- I. Acts of arson are a cause of School fires. Termly Arson Prevention inspections will be carried out by the Fire Safety Technician and Prep School Caretaker, making use of a checklist.
- II. Any building insurer requirements concerning the prevention of arson attack will be promptly acted upon by the Estates department.

18. Furnishings

- I. Anyone (but primarily the Estates department) has responsibility to ensure that any fabric based furnishings brought into Trust premises comply with applicable British Standards relating to flammability.
- II. It is the policy of the Estates department to only purchase from suppliers that confirm the compliance of their products, especially with the higher standards applicable to sleeping accommodation premises.
- III. Any furnishings of questionable origin should be removed from use and disposed of.

19. Ignition Sources

- I. To prevent fire, the number of potential ignition sources present in the School environment should be kept to the absolute minimum necessary. Students are not permitted to burn incense sticks and candles. If staff wish to burn these items in School buildings, there should be an educational, ceremonial or celebratory reason to do so.
- II. Staff must never leave a burning item unattended and be mindful that any scented items may cause an allergic reaction, in which case, use of the item must immediately cease. This includes electrically powered scent devices that work on the basis of heat production.
- III. Burning items must be secure, located on a suitable surface in a suitable location and be within a suitable heat protective container, to contain both flame and hot wax / ash and for these reasons, the use of tea lights is prohibited internally.
- IV. Spent items should only be disposed of when completely dead and devoid of heat (water should be used as a pre-treatment prior to bin disposal).
- V. Staff living in School accommodation should also take the same care when burning such items.
- VI. In accordance with the Smoke Free legislation, smoking in all public enclosed or substantially enclosed areas and workplaces, including smoking on vehicles which serve the public and /or are used for work purposes, is prohibited. Smoking in vehicles or machines whilst driving around the School campus will not be tolerated.
- VII. The smoking of electronic cigarettes (e-cigarettes) or devices which mimic real cigarettes (vaping) is also banned across both School sites and within School vehicles. Smoking, e-cigarettes or vaping is only permitted in one designated external area of the Senior School, and at the Prep School is strictly restricted to outside of the School boundaries.
- VIII. Anyone carrying out hot works on School premises (acetylene torch etc) as a component of facilities works is required to do so under a Permit to Work scheme.

20. Emergency Procedures

- I. The various procedures in place to ensure a suitable and sufficient response to the threat of fire are set out in Appendix 1.

21. Monitoring, Auditing and Review

- I. Responsibility for monitoring, auditing and review of Bede's fire safety compliance has been delegated to the Trust Health & Safety (Fire Safety) Coordinator (**Competent Person**) under oversight of the Director of Estates.
- II. This Policy is subject to biannual review, or sooner if a significant change in fire safety legislation or arrangements requires.

Owned by:	Health & Safety Manager
Author:	Health & Safety Manager
Authorised by:	Board of Governors
Date:	June 2019
Review Date:	June 2021
Circulation:	All Staff, Website

Date	Review Comments	Reviewed By
28.1.2015	Interim review of Trust Fire Safety Policy including job title changes. Inclusion of details and responsibilities of Bede's Fire Safety Technician	Trust Health and Safety (Fire Safety) Coordinator
14.5.2015	Full annual review of the Trust Fire Safety Policy, Bede's current Fire Safety procedures and arrangements in accordance with statutory and non-statutory legislation	Trust Health and Safety (Fire Safety) Coordinator
27.04.2016	Policy and risk assessment reviewed. – Named persons removed to show positions only	Trust Health and Safety (Fire Safety) Coordinator
13.06.2017	Policy review following ISI and Safety Mark Audit – <ul style="list-style-type: none"> • Procedure in place for when the Health and Safety Coordinator (Fire) is absent • A more detailed account of testing of fire equipment. 	Director of Estates
11.05.2018	Full review: <ul style="list-style-type: none"> • Updated and enhanced content describing Bede's protective and preventative arrangements for fire safety. • Reduction and simplification of emergency procedures and the removal of these from the main Policy (now Appendix 1). • Enhanced content describing evacuation responsibilities and actions. • Removal of content detailing non-permitted items for students. • Removal of (duplicate) content described elsewhere i.e. Critical Incident Plan. • Links made between Appendices and main document content. 	Trust Health and Safety (Fire Safety) Coordinator

Appendix 1**1. Emergency Communication Procedures**

- I. Raising an alarm alert in an emergency situation should follow the process set out in School Critical Incident Alert Procedures.
- II. An outbreak of fire is likely to be discovered by the following means of discovery:
 - a) By the automatic fire detection systems;
 - b) By a third party report; and
 - c) By direct sight.
- III. Following awareness of a fire/potential fire situation, the person making the discovery must immediately raise the local alarm. This can be achieved either by:
 - a) Breaking a fire alarm call point within the relevant building;
 - b) If receiving information but being distant from the fire, contacting a person (either by telephone or radio) within the relevant building and request them to operate the fire alarm; or
 - c) Shouting 'FIRE' if no electronic fire alarm is fitted to the building, which should prompt those familiar with the building to operate manual alarms, such as bells.
- IV. The majority of Trust buildings are fitted with automatic fire detection / alarm systems. At the Senior School site, none are supported by remote signalling that connects directly to a central alarm monitoring stations resulting in an automatic call issued to the Fire & Rescue Service. The opposite is the case at the Prep School site, and the Fire & Rescue Service will be summoned automatically if steps by trained staff are not taken locally to cancel the alarm in a fixed timescale.
- V. However, staff in general should not concern themselves with or rely on automatic alarm alert systems in place and if there is evidence of fire, always call for the Fire & Rescue Service.
- VI. You will be asked 'Which service do you require?' Reply 'the Fire Service' (or any other service as applicable). When then directly connected to the Fire & Rescue Service you will be asked a series of questions which will be based on establishing:
 - a) Your name and telephone number from where you are ringing;
 - b) The address of the fire;
 1. Prep School: BN20 7XL
 2. Senior School Manor House Reception east side: BN27 3QH
 3. Senior School Porter's Lodge west side: BN27 3QP
 - c) A brief description of the fire; and
 - d) If anyone is thought to still be inside the building and if so where.
- VII. If you are aware of any special hazards you should also highlight this, i.e. LPG gas storage tank adjacent to the building or gas cylinders are contained within the building etc. Hazardous Substances Stores site plans are kept at Senior Porter's Lodge and Prep Reception, to be given to the Fire & Rescue Service on arrival to convey this information.
- VIII. Having made an emergency services call, the School SMT, Reception and the School community should be alerted as necessary, by following the process set out in School Critical Incident Alert Procedures.

Contact	Hours	Number
Emergency services	All	999
Trust Fire Safety Technician	Monday to Friday: 7.30am to 4.30pm	Ext 6561
Estates team – Senior School Maintenance team – Prep School	Monday to Friday: 7.30am to 4.30pm	Ext 6550 / 6552 Ext 6563
Porter's Lodge – Senior School	Monday to Friday: 7.30am to 9.00pm Saturday: 8.00am to 4.00pm	Ext 6557
Reception – Senior School Reception – Preparatory School	Monday to Friday: 8.00am to 5.00pm	Ext 6587 Ext 6975
Headmaster – Senior School Headmaster – Preparatory School	Monday to Friday: 8.00am to 5.00pm	Ext 6595 Ext 6935

- IX. Having made an emergency services call, a person should then be dispatched to the applicable and nearest entrance from the public highway, so as to direct the attending emergency services to the correct location of the problem. – Organise and confirm this with Reception / Porter's Lodge.

2. Emergency Actions (Responsibilities)

- I. In the event of actual or suspected fire, everyone has responsibilities.
- II. Every member of staff and all pupils have a responsibility to be prepared for emergencies and should therefore familiarise themselves with the local "Fire Action" procedure notices displayed in all buildings.
- III. The Trust has a responsibility to protect the health and safety of pupils. Anyone teaching, instructing or coaching a class and being the only representative of the School present, shares in this responsibility and is expected to show due diligence and take all reasonable measures to maximise the safety of pupils, whilst also ensuring their own safety.

3. Academic (teaching, instruction, coaching and House) staff responsibilities:

- a) Reiterate the evacuation plan at beginning of each term to pupils;
- b) Bring any potential need for a PEEP to the attention of the Health & Wellbeing department, for pupils and staff;
- c) On being alerted to the risk of fire, direct pupils to evacuate and marshal (shepherd) them onward, out and away;
- d) Those with designated responsibility must ensure that anyone with a PEEP has the assistance they need;
- e) Do not attempt to fight fire unless specifically trained and confident to do so;
- f) Take the register with you for pupil Roll Call;
- g) Close, but do not lock, doors and windows behind you as you depart;
- h) Ensure that all building occupants are evacuating, by way of sweeping (checking toilets and other sub-rooms, working from the furthest end of the area towards the direction of escape) only as much and for as long as the situation safely allows;
- i) Warn the occupants of adjoining or adjacent buildings;
- j) Assemble at the designated fire Assembly Point;
- k) Account for pupils and any visitors;
- l) Ensure notification to the Fire & Rescue Service (if appropriate);
- m) Ensure notification to internal parties as appropriate;
- n) Move on to a secondary Assembly Point if it is clear that the location of the primary Assembly Point is not safe. There may be a designated secondary Assembly Point for the location, or common sense should simply be used to decide on a better location relative to the specific risk;
- o) Summon first aid assistance if required;
- p) Report anyone missing to the person coordinating the evacuation and/or the attending Fire & Rescue Service; and

- q) Do not allow re-entry unless a member of the School Estates team or the Fire & Rescue Service give the 'ok' to do so;

4. The following have special evacuation criteria:

- a) Unless the situation clearly requires otherwise, Senior School swimming pool occupants need not evacuate. Upon activation of the fire alarm all swimming activities should however cease and swimmers should assemble next to final exit doors.
- b) If the situation clearly requires it, the Senior School Animal Husbandry department will need to evacuate staff, pupils and animals, in accordance with their local procedures.
- c) Prep School Nursey staff will initially evacuate children to the front of the building and make use of cots to keep children gathered. Nursery children will only be moved away from the building to a secondary Assembly Point if the situation clearly calls for it.
- d) Unsupervised pupils in Senior School Day Houses have local procedures that require their personal action to evacuate, notify School staff and gather at the Assembly Point.

5. Support Staff responsibilities:

- a) Bring any potential need for a PEEP to the attention of the Health & Wellbeing department;
- b) On being alerted to the risk of fire, evacuate from the building. Any designated Fire Marshals should shepherd colleagues onward, out and away;
- c) Those with designated responsibility must ensure that anyone with a PEEP has the assistance they need;
- d) Do not attempt to fight fire unless specifically trained and confident to do so;
- e) Any designated Fire Marshals should take the register with you for Roll Call;
- f) Close, but do not lock, doors and windows behind you as you depart;
- g) Any designated Fire Marshals should ensure that all building occupants are evacuating, by way of sweeping (checking toilets and other sub-rooms, working from the furthest end of the area towards the direction of escape) only as much and for as long as the situation allows;
- h) Warn the occupants of adjoining or adjacent buildings;
- i) Assemble at the designated fire Assembly Point;
- j) Account for all colleagues and any visitors;
- k) Ensure notification to the Fire & Rescue Service (if deemed appropriate);
- l) Ensure notification to internal parties as appropriate;
- m) Move on to a secondary Assembly Point if it is clear that the location of the primary Assembly Point is not safe. There may be a designated secondary Assembly Point for the location, or common sense should simply be used to decide on a better location relative to the specific risk;
- n) Summon first aid assistance if required;
- o) Report anyone missing to the person coordinating the evacuation and/or the attending Fire & Rescue Service; and
- p) Do not re-enter unless a member of the School Estates team or the Fire & Rescue Service give the 'ok' to do so;

6. Other personnel responsibilities (e.g. contractors, visitors etc).

- a) Are solely to yourself;
- b) Will be under the care of a Bedes' host if you are subject to supervision;
- c) On being alerted to the risk of fire, evacuate from a building using the nearest fire exit; and
- d) Assemble at the designated fire Assembly Point for the building.

7. Estates department responsibilities:

- a) Establish the nature of the emergency i.e. fire, explosion, gas escape, flooding etc;
- b) Establish the location of the emergency (building and zone);
- c) Establish whether injuries or loss of life have occurred;
- d) Establish the cause of fire or explosion if known;
- e) Notify the Trust Fire Safety Technician;
- f) Arrange for deployment of plant and personnel as required;
- g) Inform local contacts to relevant buildings as appropriate;

- h) Inform SMT as necessary (and ensure they are provided with updates)
- i) Meet and assist the Fire & Rescue Service and other emergency services as appropriate; and
- j) Provide emergency services with unrestricted access where needed, e.g. dropping traffic bollards etc.

8. Directions for all staff and pupils:

- I. These procedures should be observed for your own personal safety in the event of a fire evacuation:
 - a) Make use of the designated (green and white signed) evacuation route you have practised using during drills. But if your normal escape route is not passable, check signage for an alternative escape route. If there is not an alternative designated evacuation route, make use of any exit that you can safely reach.
 - b) When the fire alarm sounds, leave the area immediately, no matter what you are doing. Leave cumbersome belongings behind and never deviate from your closest and most direct escape route to collect belongings elsewhere, because any delay in evacuation could cause you to become trapped in a building.
 - c) Check room doors leading onto a corridor before opening (before grabbing a door handle). Feel the door and observe cracks around the door. If the door is warm or there are signs of smoke behind it or a door handle is warm, do not open the door (or grab the door handle).
- IV. Under these conditions, block up any cracks around the door and open any window to the outside;
- V. Stay by the opened window and wait. Open curtains or blinds and turn on lights so that the Fire & Rescue Service can see into your room and make yourself evident by waving your arms and shouting. If a phone is available, call the Fire & Rescue Service to advise them of your situation.
 - d) If the door and/or door handle is not warm, open it cautiously, checking both for smoke and for noxious fumes. If the corridor is clear, proceed to the nearest fire exit. Wear shoes and take a coat to protect your face from flames or smoke if encountered and any external adverse weather at the Assembly Point. e) Walk quickly, but do not run or stampede and do not create a jam by stopping.
 - e) If you find yourself in a hallway or corridor suddenly enveloped by smoke or fumes, hug a wall and drop to the floor where smoke is less. Cover your nose and mouth and proceed to the exit using the wall to guide you.
 - f) Wherever you are on the School premises at the time of alarm, ensure you report to the fire Assembly Point associated with the building you have evacuated from; it is your responsibility to ensure that your presence is recorded.
 - g) Remain at the fire Assembly Point until you are given further instructions by a coordinating member of staff and do not re-enter buildings until given a clear direction that it is 'ok' to do so.

9. Major fire incident

- I. In the event of a major fire or other major event that has given rise to building evacuation, further post-evacuation incident management and incident recovery procedures are set out in the Trust Critical Incident Plan.

BEDE'S

FIRE DRILL - EVACUATION RECORD

Fire evacuation drills must be carried out at the rate of at least once per term, and in Boarding Houses ideally within the first 48hrs of the start of term. Otherwise for all other buildings, within the first few weeks of the start of term (Term: Spring, Summer, Autumn).

In accordance with NMS, Boarding House fire drills should be carried out in 'boarding time' and therefore must encompass a 7am - 10pm timeframe. Additional daytime fire drills must be carried out during the term to ensure any Day Boarders linked to Houses are also captured in the testing regime.

If completing this form by hand, ensure that all content is legible.

Please ensure that all required details are completed, including any observations of note.

Please email/return the completed form to the Trust Fire Safety Technician and the Prep School Caretaker where applicable.

Date:	Time:	Name of building:	Total Evacuation and Roll Call time:	Person conducting the drill:	Person completing this record:
Observations				Actions required (Trust Fire Safety Technician)	

Received by:	Date:
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BEDE'S

FIRE ALARM – UNINTENDED FIRE SIGNAL RECORD

A fire alarm activation that occurs because of a non-fire situation (i.e. burning toast, overheated food, aerosol deodorant or malicious activation etc) is an 'unintend fire signal'. It is important that the Estates department is notified of all unintended fire alarm signals, to assist in the overall reduction of false alarms.

If completing this form by hand, ensure that all content is legible.

Please ensure that all required details are completed, including any observations of note.

Please email/return the completed form to the Trust Fire Safety Technician and the Prep School Caretaker where applicable.

Date:	Time:	Name of building:	Person completing this record:
Room / area of activation?			
Action / cause leading to the alarm activation?			
Information given on the fire alarm panel?			
Action taken to rectify fire alarm activation?			
Did the fire alarm system immediately reset?			
<i>Complete the section below if the fire alarm activation caused an evacuation</i>			
Total Evacuation and Roll Call Time:			
Observations		Actions required (Trust Fire Safety Technician)	

Received by:	Date:
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