



Fire Safety Policy Whole School including Boarding

This policy should be read in conjunction with the Health and Safety Policy and the Fire Safety Evacuation Procedures.

Introduction

Plymouth College will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1 October 2006 and replaces all previous fire safety legislation, for example, The Fire Precautions Act 1971, The Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the School complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Responsibilities

Plymouth College Fire Safety Policy extends through the whole School with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation.
- The Headmaster has ultimate responsibility for the implementation and management of this policy and will support the 'Responsible Person' and the Fire Officer in this respect.
- The 'Responsible Person' is responsible for the effective implementation of this policy and its role within the School's Health and Safety Policy. The Regulatory Reform Order 2005 places duties on the 'Responsible Person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. The Responsible Person is currently the Director of Operations
- The Fire Officer is responsible for overseeing emergency evacuation procedures and works with the 'Responsible Person' to ensure this policy is implemented effectively. The Fire Officer is currently Roger Gayton
- All employees have the responsibility to co-operate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit fire spread
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

Date of this Review: September 2017

Date of Next Review: September 2018

Reviewer: Director of Operations

Managing Fire Safety

The School has delegated day-to-day responsibility for managing fire safety to the 'Responsible Person'. This person will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times. In addition, all means of escape have adequate emergency lighting.
2. Provide and maintain in working order all fire fighting appliances and devices including:
 - a) fire detection and alarm systems
 - b) emergency lighting systems
 - c) fire fighting equipment
 - d) notices and signage relating to fire procedures
 - e) means of escape, taking into account the needs of any disabled users
3. Carry out a fire safety risk assessment on each of the School buildings to ensure that the School's facilities are compliant and reduce the risk of fire incidents by carrying out appropriate task risk assessments, for example, hot work permits.
4. Provide appropriate instruction and training for all School staff on the action to be taken to protect people and property including regular fire evacuation practices for the whole School.
5. Ensure that all staff, students, contractors, visitors and third party hirers are made aware of and comply with the School's fire procedures.
6. Identify any special risks, for example, the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Liaise with third parties including external health and safety advisors, the emergency services and the School's insurers to ensure that best practice for fire prevention and procedures are in place.
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.
9. Keep records of the fire risk assessment and its review, the fire risk (Prevention Policy), fire procedures and arrangements, training records, fire practice drills, certificates for the installation and maintenance of fire fighting systems and equipment.

Monitoring

The School utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The School fire detection and alarm system is maintained and checked by the Maintenance Team
- The firm alarm sounders are tested on a weekly basis by the Maintenance Team
- Six monthly tests on the emergency lighting are performed by the Maintenance Team
- Fire fighting equipment is replenished or replaced immediately after use and all extinguishers are checked annually by Firewatch
- A fire log contains records of fire safety issues and is maintained by the 'Fire Officer' and is held in the Porters Office. This include:
 - fire drills
 - the inspection and testing of fire detection and alarm systems
 - hot work permits (held by Maintenance Foreman)
 - the inspection and testing of emergency lighting systems, fire fighting equipment
 - staff training records

Date of this Review: September 2017

Date of Next Review: September 2018

Reviewer: Director of Operations

Fire Risk Assessment

The School has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept electronically and in the fire file which is held in the Director of Operations Office

The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors etc and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

Fire Safety Training

- All staff receive a basic fire safety induction and attend refresher sessions as required
- Key staff in the individual School buildings receive more detailed instruction including the use of fire fighting equipment
- Pupils are given instruction by their Form Tutors during the first week of the Autumn Term on their actions to be taken in the event of a fire
- Fire drills are planned each term, both during the daytime and out of normal school hours in each Boarding House to evaluate the effectiveness of the School's evacuation procedures. The findings of each drill are reported to the Fire Officer and then through the minutes of the termly Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm can be found in **Appendix 1** (for day school timings of 8.30am to 5.00pm) **Appendix 2 Boarding**

Date of this Review: September 2017

Date of Next Review: September 2018

Reviewer: Director of Operations