

FIRE SAFETY POLICY



ST EDWARD'S
OXFORD

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Fire Safety Policy

Section 1: Policy Statement

Philosophy

The safety of pupils, staff and visitors is of paramount importance to St Edward's School, and will be given appropriate attention by management to reflect this. It is our aim that the work and education environment be as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

St Edward's School (the School), recognises and accepts its statutory responsibilities as an employer, a landlord, and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees, and pupils from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

The School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This policy document covers all buildings, owned and managed by the School and is committed to complying with fire safety legislation as determined in the Regulatory Reform (Fire Safety) Order 2005.

The School will also comply with the Smoke and Carbon Monoxide Regulations for all domestic properties.

At the same time, the School recognises that compliance with legislation is the minimum requirement, and will strive to improve upon the statutory minimum.

The School will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

- Establishing and managing a Fire Risk Assessment framework, to apply to all of its buildings – workplaces and boarding houses and shared flat accommodation.
- Managing and maintaining its premises, so as to adequately control and reduce the risk from fire.

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- Maintaining adequate fire precautions, with reference to:
 - Means of detection
 - Provision of means of escape
 - Protection of means of escape
 - Means of fighting fire
 - Provision of emergency lighting
 - Training of staff
- Providing safe systems of work, based on risk assessment, to minimise the risk of fire.
- Providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work.
- Ensuring that all employees are aware of their responsibility to cooperate with management to ensure that the workplace is safe from fire and not to take any action which will place themselves or others at risk.
- Making adequate arrangements for safe evacuation of persons with special needs
- Making adequate provision for the control of fire in work processes, including the control of hot working.
- Keeping suitable and sufficient records
- Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met
- Making adequate resources available to meet the requirements of this policy.

Enforcement – Oxfordshire Fire and Rescue enforce fire precautions legislation in this area. It is important that the fire risk assessment for the premises is available on site for inspection by an enforcing officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not to be suitable and sufficient.

Policy Aims

The aims of this policy are:

- To establish and maintain consistency across the school in the management of fire safety and fire precautions
- To set minimum standards of fire safety, to control the risk from fire
- To describe the School's arrangements for managing fire safety in the workplace.

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To achieve our aims, the School will implement a system involving:

- Policies and procedures that are clear and safe
- Allocation of responsibilities
- Fire safety audits
- Fire risk assessment
- Communication of safe procedures to staff
- Establishment, operation and maintenance of effective monitoring and review systems
- Provision of appropriate information, instruction and training.
- Provision of appropriate information to any person from an outside organisation that is working on or using the Schools facilities.

This policy will be reviewed at intervals of not more than twelve months and any revision will be notified to relevant persons.

Section 2: Organisation and Responsibilities

Policy Writers/Responsible Person – Estates Bursar

- Overall responsibility for strategic implementation/enforcement, and regular review of this policy with the assistance of the Health and Safety Officer. (Section 3)

Senior Management – Governors/Warden

- Making sure that this policy is taken into account as appropriate when organisational decisions are made. (Section 4)

Fire Safety Implementation:

Housemasters/Mistresses, Matrons, Assistant Housemaster/Mistresses

- Responsible for implementing the policy and procedures at local level, in the boarding houses and compliance with the emergency plan. (Section 5)
- Responsible for carrying out fire drills for houses on a termly basis and passing information to the Health and Safety officer for the fire log book.
- To ensure that all fire related equipment and means of escape routes are in good order and to report any defects promptly to the Estates Department.

Heads of Departments

- Responsible for putting into place, management arrangements for control of fire risk within area of concern (Section 5)
- To act as the Department Fire Marshal and to follow procedures and brief staff regarding planned fire drills and emergency evacuation

Fire Safety Assistance

- Assistance comes from those who are competent and trained to provide advice, information and support, with regard to the management of fire safety, and the requirements of associated legislation. The Health and Safety Officer or Estates Bursar can provide assistance with the support of the Fire Risk Assessor (Swan Fire). (Section 6)

Section 3: Responsibilities of Responsible Person

- The Estates Bursar, with the support of the Health and Safety Officer, Bursar, Governors, Sub Warden and the Warden, will be responsible for implementing the Fire Safety Policy, and will adopt the role of the 'Responsible Person' for fire safety.
- The Responsible person will ensure that a suitable and sufficient Fire Risk Assessment is completed, with the help and support of competent external consultants.
- The fire risk assessments must be completed every 24 months, or sooner if there are significant changes to the premises, occupancy or work practices, that could impact upon fire safety and the means of escape. The completed fire risk assessment must be filed, and readily available for inspection. The fire risk assessment should also be issued to the Boarding Houses and Heads of Department.
- An action plan will be produced, arising from the findings of the fire risk assessment, and reasonable target dates must be set for improvements to be made. The action plan and target dates will depend on the priority level the improvements are given, and the funding available through the estates department budget.
- All improvements will be entered onto the 'Flow 360 Help Desk' and any housekeeping issues will be notified direct to the Head of Department or House Master/Mistress. The Health and Safety Officer will monitor progress and update the assessments on completion.

The Responsible Person will:

Manage (including fire safety arrangements) the premise(s) with regards to fire safety.

- Seek assistance from the Health and Safety Officer when necessary.
- Maintain level of competency in fire safety matters by attending relevant training sessions/briefings as and when required.
- Develop and maintain the School Fire Log which will contain:
 - Details of the fire alarm and record of testing and maintenance (this will include staff accommodation in Boarding Houses)
 - Records of fire drills and staff training
 - Records of testing and maintenance of fire fighting equipment
 - Records of testing and maintenance of emergency lighting.
 - Details of Inspection of emergency escape routes
 - Record of Inspection of fire resisting doors
 - Record of daily lint filter cleaning
- Develop a fire emergency action plan specific to the premise(s), test the effectiveness of that plan and ensure staff are made aware of its contents.
- Make sure that both stages of the fire risk assessment process have been carried out and that:

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- The significant findings are recorded appropriately
 - An action plan is produced, as required, to improve control measures.
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- Make sure that responsibilities for fire safety are properly assigned and understood by employees of the school, for their own areas.
 - Provide employees and pupils with the necessary information to ensure their safety from fire.
 - Make sure that there is communication and participation at all levels in fire safety matters.
 - Ensure that a fire safety audit is carried out termly, with results being acted upon immediately.
 - Ensure that effective arrangements are in place for calling the emergency services.
 - Monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
 - Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate. This is maintained in the Gerda Boxes located near the Gatehouse and Avenue Boarding House.
 - Receive reports of fire incidents and near misses; investigate and report findings to management, as required.
 - Inform the Bursar or governing body of issues which are beyond their control, or where resources are insufficient to enable compliance with fire legislation.

Section 4: Responsibilities of Senior Management

- Strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational changes/decisions are made.
- Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the fire safety policy.
- Establishing strategies to implement policy and integrating these into general business activity.
- Ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- Agreeing plans for improvement and reviewing progress of the fire safety policy.
- Ensuring that, at Warden/Governors level, there is full consideration of the resource provision necessary across the service area, for the implementation of the School's Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- Ensuring that this policy is strictly observed and monitored by way of consultation between employees/management/health and safety representatives and supervisory employees.
- Ensuring that performance of the school in the field of fire safety management is effectively audited and that appropriate actions are taken,
- Overseeing the implementation of action plans as a result of this policy.
- Seeking advice from the Health and Safety Officer, and making the Estates department aware of relevant fire safety matters, as and when necessary.
- Receiving reports from the Health and Safety Officer, and taking action as necessary.
- Ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of this policy.

Section 5: Responsibilities of Fire Safety Implementers

Housemasters/Mistresses, Matrons and Assistant Housemasters/Mistresses and Tutors

- Compliance with the Boarding House Emergency Plan and fire risk assessment.
- To be aware of fire procedures relating to the specific area, and to know how to use the fire alarm panel.
- Be fully conversant with the evacuation procedures, schedule termly fire drills and pass details to the Health and Safety Officer.
- Maintenance of Boarding House Log Book by Matrons (weekly checks of fire doors, emergency escape, emergency lighting, fire alarm, fire extinguishers, fire curtains, smoke vents, lint filter cleaning) and reporting of defects to the maintenance help desk or Health and Safety Officer.
- Making arrangements for safe evacuation of persons with special needs and the preparation of a Personal Emergency Evacuation Plan (assistance can be requested from the Health and Safety Officer).

Heads of Departments:

- Acting as the department fire marshal (along with other nominated trained staff) and follow procedures for planned fire drills (Appendix 1) and emergency evacuation.
- Putting into place management for control of fire risk related to any work activities in the department and to cooperate with the requirements of the fire risk assessment.
- Brief new employees of fire and evacuation procedures during staff induction
- Making arrangements for safe evacuation of persons with special needs and the preparation of a Personal Emergency Evacuation Plan (assistance can be requested from the Health and Safety Officer).

Section 6: Responsibilities of those Providing Assistance Relating to Fire Safety

Estates Bursar

- Carry out termly audits, in relation to Fire Safety, and act upon findings.
- Carry out repair and improvement works identified in the fire risk assessment, as appropriate.
- Exercise executive powers, which may include the stopping of work activities, where there is a serious or imminent risk to life, from fire

Health and Safety Officer:

- Schedule termly fire drills and record observations.
- Review, monitor and update the Fire Safety Policy.
- Alert the school to new or impending legislation/practices on fire safety, and assist in assessing the impact upon this policy and the Schools activities.
- Liaise with the Fire and Rescue Service, Fire Risk Assessor and other appropriate bodies as necessary.
- Carry out regular checks of the Boarding House Log Book
- Maintain quarterly fire alarm and emergency lighting inspection records and annual inspection of the fire extinguishers
- Maintain records and monitor progress of the fire risk assessments and action plan
- Assistance with preparation of a Personal Emergency Evacuation Plan if requested by HOD or HM.
- To regularly update and issue the Emergency Plans for each Boarding House and the following Departments: Catering, Design and Technology, Physical Science, Life Science, North Wall and the Hall.

Section 7: Evacuation Procedures

There are visible emergency evacuation notices explaining the action for all staff to take in the event of hearing the alarm or discovering a fire by all fire alarm call points:

Action to be taken by Person discovering a fire or on operation of the alarm

- If the alarm is not already operating sound the alarm by operating nearest break glass call point
- On operation of the alarm leave building by nearest available exit
- Report to the designated assembly point which is indicated by signage
- Do not return to the building until authorised to do so by a member of staff

Method of Calling Fire Service

- The fire marshal or nominated deputy will be responsible for calling the Fire Service utilising the 999 emergency number from a safe location (then contact the school emergency number – 01865 319444).
- If the fire alarm operates and an investigation clearly identifies a false alarm then the system may be reset
- If fire or smoke or identified the Fire Service must be called immediately
- Remember if in doubt call the Fire Service
- The call to the Fire Service should state name of Building, St Edward's School (Main School Campus or Field side) OX2 7NN and whether access is via the Main School entrance or Field Side entrance.
- Only after establishing that the building is safe should be pupils and staff be allowed to re-enter the building.

Evacuation Procedures

- The Fire Marshals and nominated staff will be responsible for the emergency evacuation of the building
- The assembly point is indicated by signage in the building (see attached plan – appendix 2).
- A sweep of each floor area should be carried out by responsible staff to ensure full evacuation.
- A roll call should be carried out at the earliest opportunity to ensure that all persons are accounted for.
- The result of the roll call should be passed to the emergency services

Arrangements for safe evacuation of persons with Special Needs

- A record should be kept of any persons with special needs who may need assistance during an emergency situation and a Personal Emergency Evacuation Plan prepared as necessary.
- Staff should be designated to assist person with special needs in the event of an emergency.
- Specialist equipment may be necessary to allow for recognition of the alarm by sensory impaired pupils.
- Where practicable persons with special needs should be accommodated on the ground floor.

Section 8: Fire Fighting Equipment

- Water and carbon dioxide extinguishers are provided together with fire blankets in boarding house kitchens.
- Only staff that have received training in their use should operate the fire extinguishers
- Protection of life must always be paramount with fire fighting a secondary consideration
- Staff should only attempt to extinguish a fire if trained and confident, the fire is very small (eg confined to a waste bin) and can do so without risk of injury.

Section 9: Training

- **Fire Panel Training** for all Boarding House Fire Marshals, Summer School staff and maintenance staff – to enable the interpretation and resetting of the panel in the event of an alarm activation
- **Fire Marshal Training** for all Fire Marshals – every 2-3 years. Annually for Summer School staff.
- **Fire Evacuation Training for all Staff** – at the start of term in the form of a drill
- **Annual Fire Awareness Training for all Staff**
- **Induction training for New Employees** by Line Manager or HOD to include fire procedure, fire exits, assembly point, fire risks in the department.

APPENDIX 1 FIRE DRILL PROCEDURES – FIRE MARSHALS

This code deals with **planned fire drills** for which prior notice will be given.

THE FIRE DRILL

The purpose of the fire drill is to ensure that all building users are familiar with:

- The sound of the fire alarm
- The routes for emergency egress
- The assembly points and procedure for permission to re-enter the building.

A second but valuable benefit of a planned fire drill is that it provides an opportunity to identify defects such as inaudible or non operational bells/sirens, jammed doors or other observations relating to the effectiveness of the drill procedures.

ORGANISATIONAL ARRANGEMENTS

Fire drills are held 3 times a year at the start of each term in all School buildings. During the course of an evacuation it is useful to cordon off some of the exit routes so evacuees can practice using alternative exits rather than their normal way out of the building.

The assembly points for each building are indicated on the attached plan and on the building fire action notices.

The planned fire drills are arranged by the Estates Department or by the HMs in Boarding Houses. The HODs and HMs are also the appointed Fire Marshal for the areas under their control. Other staff including AHMs, Tutors, Matrons and technicians may also be designated Fire Marshals. HODs and HMs should brief all staff regarding the following:

- Location of escape routes, fire exits and assembly point
- Their role in the evacuation process eg directing pupils/class to the assembly point
- Procedure and cover if HOD or HM absent for fire drill

FIRE MARSHAL DUTIES

Where reasonably practical a Fire Marshal will carry out the duties outlined below provided there is no risk to their own safety:

- Direct staff, students and pupils to nearest exit and assembly point.
- Walk through their designated area to ensure that evacuation has been completed.
- Marshal outside the building to ensure that evacuees proceed to their nearest designated assembly area and keep well away from building exits.
- Conduct a head count/roll call and report to Drill Officer when complete or provide details of missing persons.

APPENDIX 2

FIRE ASSEMBLY POINT MAP

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|----|---|----|---|----|---|----|---------------------------|----|--|----|-----------------------------|----|-----------|----|-------------------------|----|-------|-----|-------|-----|---------|-----|---------|-----|-------|
| 1. | Maintenance
Music
Laundry
Catering | 2. | North Wall
Bursary
Maths
CDT
Old Boilerhouse
MCR
Chapel
Chambers
Cooper Lodge
Exhibition Centre/IT
Apsley | 3. | New Hall
Library
English
Learning Support
IB
Language
Life Sciences
Classblock | 4. | Mac's
Physical Science | 5. | Warden
Catering
Dining Hall
The Lodge | 6. | Cowells
Segars
Tillys | 7. | Oakthorpe | 8. | Health Centre
Avenue | 9. | Sings | 10. | Field | 11. | Kendall | 12. | Jubilee | 13. | Corfe |
|----|---|----|---|----|---|----|---------------------------|----|--|----|-----------------------------|----|-----------|----|-------------------------|----|-------|-----|-------|-----|---------|-----|---------|-----|-------|



Fire Assembly Point Map