



FIRE SAFETY POLICY

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Section 1: Policy Statement

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, which 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 control adequately and reduce the risk from fire

- Maintaining adequate fire precautions, with reference to:
 - Means of detection
 - Provision of means of escape
 - Means of fighting fire
 - Provision of emergency lighting
 - Training of staff
- Ensuring our fire risk assessments address particular risks from hazardous and flammable substances and providing safe systems of work to minimise the risk of fire and eliminate or reduce risks from dangerous substances.
- 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 the safe evacuation of persons with special needs.
- Making adequate provision for the control of fire in work processes, including the control of hot working. No hot work is permitted for maintenance work unless there is no alternative and authorised by the Bursar or Estates Bursar.
- 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. 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 every two years 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 Manager. (Section 3)

Senior Management – Governors/Warden

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

Fire Safety Implementation:

Housemasters/Mistresses, Matrons, Assistant Housemasters/Mistresses/Resident Tutors

- Responsible for implementing the policy and procedures at local level in the boarding houses and for compliance with the emergency plan. (Section 5)

Heads of Departments

- Responsible for putting into place management arrangements for control of fire risk within their area of concern (Section 5)

Response Team Leader

- The response team leader is the person who gets a call out and is responsible for taking charge in an emergency and directing the response team fire marshal

Fire Marshals

- Responsible to act as Fire Marshal within a designated area (Section 5).

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 Manager or Estates Bursar will appoint, if necessary, a competent contractor for additional support.

Section 3: Responsibilities of Responsible Person

- The Estates Bursar, with the support of the Health and Safety Manager, 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, if necessary, of competent external consultants.
- The fire risk assessments must be completed every 12 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.
- 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 directly to the Head of Department or Housemaster/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 Manager when necessary.
- Maintain their 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 alarms and records 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 firefighting 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:
 - The significant findings are recorded appropriately
 - An action plan is produced, as required, to improve control measures.
- Make sure that responsibilities for fire safety are properly assigned and understood by employees of the School, for their own areas.
- Provide employees, pupils and visitors, including contractors, 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 House.
- Receive reports of fire incidents and near misses; investigate and report findings to management, as required.
- Inform the Bursar, Warden 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 considered, 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/Governor 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 Responsible Person and making the Estates department aware of relevant fire safety matters, as and when necessary.
- Receiving reports from the Responsible Person/H & S Manager and acting 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 Resident Tutors

- Compliance with the Boarding House Emergency Plan and fire risk assessment.
- Undertake the role of Fire Marshal (Appendix 1) and 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
- Maintenance of Boarding House Logbook 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 on Flow 360 and/or to the Health and Safety Officer.
- Planning 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 Manager).
- Responsible for carrying out fire drills for Houses on a termly basis and passing information to the Health and Safety officer for the fire logbook. Fire drills need to be carried at the start of each term during the first 2 weeks as follows:
 - (a) Autumn Term – at start of term during lunchtime and an early morning drill e.g. 6.45 am
 - (b) Spring/Summer Term – at start of term either early morning or during break
- HM regularly to brief pupils regarding fire procedures to include pupils joining at 'non normal times' and to include the use of 'noise cancelling' headphones and the use of chargers.
- 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:

- Acting as the department Fire Marshal (Appendix 1) and following procedures/briefing staff for planned fire drills (Appendix 2) and emergency evacuation.
- Putting into place management for control of fire risk related to any work activities in the department and cooperating with the requirements of the fire risk assessment.

- Briefing new employees on 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 Manager).
- Minimising the amounts on site and ensuring that flammable materials and hazardous substances are securely locked away.

Response Team Leader (Estates Bursar, Maintenance Supervisor, Domestic Services Manager for lets)

- To deal with any call outs and take charge in an emergency and to instruct the response team fire marshal to undertake designated tasks

Response Team Fire Marshal (Maintenance, Estates and Gatehouse staff)

- Assisting with evacuation to the assembly point and investigation of fire zone
- General sweep of building during investigation – if the investigation identifies a false alarm then resetting the panel
- Calling the fire service immediately if fire or smoke are identified
- Tackling the fire and isolation of services if safe to do so
- Communicating with the fire service and occupants of the building

Fire Marshals

- To undertake the role of Fire Marshal (Appendix 1) in their designated area.

Section 6: Responsibilities of those Providing Assistance

Estates Bursar

- Carry out termly audits, in relation to Fire Safety, and act upon findings.
- Carry out repair and improvement work 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 Manager:

- 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 School's activities.
- Liaise with the Fire and Rescue Service and other appropriate bodies as necessary.
- Carry out regular checks of the Boarding House Logbooks.
- 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, Art and Design, Physical Science, Life Science, The North Wall, The Ogston Music School and the Laundry/Piggeries building.
- Check and update fire action signs and notices.
- Arrange fire awareness and fire marshal training, and keep records.
- Termly reminder to staff regarding the correct use of chargers.

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 the person discovering a fire or on operation of the alarm

- If the alarm is not already operating, sound the alarm by operating the nearest break glass call point.
- On operation of the alarm leave building by nearest available exit.
- Report to the designated assembly point (Appendix 3) which is indicated on the fire action signs.
- 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 fire or smoke are identified the Fire Service must be called immediately.
- If the fire alarm operates and an investigation clearly identifies a false alarm, then the system may be reset by fire marshal (or call the school emergency number for assistance).
- The call to the Fire Service should state name of Building, St Edward's School (Main School Campus OX2 7NN or Field side OX2 7NZ), and whether access is via the Main School entrance, South Parade 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.
- If the fire marshal is not in the building or for further assistance, please call the school emergency number on 01865 319444.

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 (Appendix 3).
- A sweep of each floor area should be carried out by responsible staff to ensure full evacuation.
- A roll call or head count 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 a 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 or staff.
- 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 firefighting a secondary consideration.
- Staff should only attempt to extinguish a fire if trained and confident, the fire is very small (e.g. confined to a waste bin) and they can do so without risk of injury.

Section 9: Training

- **Fire Alarm Control Panel Training** for all Boarding House Fire Marshals, Summer School staff and Emergency Response Team – to enable the interpretation and resetting of the panel in the event of an alarm activation
- **Fire Marshal Training** for all Fire Marshals – every 3 years. Annually for Summer School staff.
- **Fire Evacuation Training for all Staff** – at the start of term in the form of a drill and procedures.
- **Fire Awareness Training** – annual fire awareness training to be provided 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. New employees to be issued with complete the Fire Safety eLearning training.

APPENDIX 1 - FIRE MARSHAL DUTIES

Evacuation – Ensuring that persons evacuate using nearest exit to the designated assembly point and that they don't return to the building until safe to do so.

Fire Alarm Investigator – investigate the location of an alarm sounding, to clarify if actual fire or false alarm, while rest of building is being evacuated.

If false alarm is identified, then can reset the alarm if trained to do so or call school emergency number for assistance – 01865 319444.

Calling Fire Service (999) and School Emergency Number (01865 319444)

Floor/Area Sweeper – Persons nominated to sweep area(s) of the building to check no persons are left in the building. Where safe to do so they would also be expected to:

- Shut all doors to maintain fire separation (where necessary)
- Shut windows in or adjacent to the affected area where applicable
- Report any unchecked areas due to smoke or report any persons remaining in the building
- To tackle the fire (if fire extinguisher trained and safe to do so)

Roll Caller/Collection of Registers/Head Count– This can be a head count or roll call where a register is available – particularly important if floor sweep not undertaken

Liaison with Emergency Services – To meet the fire service at the site entrance, direct them to the building and provide all relevant information relating to location of fire and any missing persons.

Escorts for individuals requiring assistance – or those who are unfamiliar with surroundings, especially in the case of disabled people – a personal emergency evacuation plan (PEEP) should be worked out and put in place as necessary (Appendix 4)

Isolation of Services/Equipment – When safe to do so and in accordance with safe working procedures (applies to catering, science, design etc)

General - Being aware of the general fire safety of building and designated areas. This should include fire doors not closing properly, checking fire doors not being wedged open, exit signs that are obstructed or missing and general housekeeping standards (e.g. exit routes and doors are kept free from obstructions and combustible materials).

APPENDIX 2 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 three 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 practise 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 Marshals 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 e.g. directing pupils/class to the assembly point
- If they are required to sweep a designated area
- 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 Health and Safety Manager when complete or provide details of missing persons.



Fire Assembly Point Map

Appendix 4		Personal Emergency Evacuation Plan (PEEP)					
Name of Person:							
Location:							
Date:							
Considerations: <i>Tick as required ✓</i>							
	Mobility Impaired		Hearing Impaired		Visually Impaired		Pregnant
	Wheelchair User		Slow Response		Difficult orientation		Illness
	Difficulty using stairs		Non-Responsive		Behaviour Issues		Phobia
	Night-time issues		Dexterity problems		Likely to refuse		Injury
	Extreme Weather		Mobility Aids		Respiratory needs		Unable to raise alarm
	Places of safety - refuge		One to one help		Communication Procedure		Equipment Required
Other:							
Identify issues(s) that may impair evacuation and any specific aids used							

Details of agreed evacuation plan including details of equipment, assistance roles and communication procedure(s) etc.

Person to evacuate			
Signed		Date	
Person in charge (line manager)			
Signed		Date	
Appointed assistance			
Signed		Date	
Fire Warden			
Signed		Date	

Ensure copy is provided to the Health and Safety Manager

Next Review Date		Date Reviewed	
Next Review Date		Date Reviewed	
Next Review Date		Date Reviewed	