



## **DORSET HOUSE SCHOOL**

### **FIRE SAFETY PROCEDURES**

#### **12b**

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Date of policy: April 2015

Reviewed: September 2018

Next review: September 2019

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Approved by: Governors' Health & Safety Committee



## 1. POLICY STATEMENT

The Governing Body is responsible for ensuring that the school complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The regulations require the Governing Body to:

- Make and formally record assessments of fire risks - such risk assessments should be regularly reviewed and their recommendations acted upon;
- Have in place a fire risk (prevention) policy;
- Have in place fire procedures;
- Provide staff training (and periodically repeat training, as appropriate);
- Ensure the safety of staff or anyone else legally on the school premises;
- Carry out fire drills and contact emergency services where necessary;
- Appoint one of more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation);
- Have a suitable system for the maintenance of clear emergency routes and exits, signs, notices, emergency lighting, fire detectors, alarms and extinguishers; and
- Provide staff and any others working on the school site with fire safety information.

The Governors have delegated the responsibility for management of fire safety on a day to day basis to the Bursar (Andrew Owens).

## 2. FIRE RISK ASSESSMENTS

The school has engaged Elite Fire Ltd to professionally assess fire risks on the site. Formal fire risk assessments were most recently prepared by Elite Fire Ltd in October 2017; the school seeks to address the remedial action points identified by the fire risk assessments and also to have the fire risk assessment professionally reviewed and updated every year.

Contact details for Elite Fire Ltd are as follows:

- Telephone: 01903 240469
- Website: [www.eflfire.co.uk](http://www.eflfire.co.uk)

## 3. FIRE SAFETY PROCEDURES

### 3.1 What to do if you discover a fire

**The priority in the event of a fire is the safe evacuation of pupils, staff and visitors.**

- **If you see or otherwise detect signs of a fire, SOUND THE ALARM;**



- **CALL THE EMERGENCY SERVICES.** Dial (9) 999 and state clearly the address (Dorset House School, The Manor, Church Lane, Bury, West Sussex, RH20 1PB) and where on site the fire is; and
- **IF IT IS SAFE TO DO SO, AND ONLY IF YOU HAVE BEEN TRAINED TO DO SO, ATTEMPT TO CONTROL THE FIRE USING THE FIRE EXTINGUISHERS PROVIDED.** Never put yourself at risk, even with the smallest fire. Never attempt to move burning objects. **If unable to tackle the fire, leave the room immediately closing the door behind you.**

### 3.2 What to do if you hear the fire alarm - the evacuation procedure

**The priority in the event of a fire is the safe evacuation of pupils, staff and visitors.**

- On hearing the alarm, switch off any central control switches and / or switch off any equipment on which you may be working;
- If it is safe to do so, close windows and doors;
- **LEAVE THE BUILDING BY THE NEAREST MARKED FIRE EXIT;**
- Ensure that all pupils in your care are safely escorted to the assembly point;
- Ensure that any visitors you may have with you also leave the building (note: you should always ensure that visitors in your care are informed of emergency procedures, means of escape and location of the assembly point) and that any visitors requiring assistance are safely escorted to the assembly point;
- Do not run and do not attempt to collect personal belongings; and
- **MAKE YOUR WAY TO THE ASSEMBLY POINT.**

**During the school day, the Assembly Point is on the lower sports pitch. Pupils should be assembled by year group and a register of pupils will be taken (the Headmaster's PA and / or the Administrative Assistant are responsible for bringing the registers to the Assembly Point).** The Bursar and Bursar's Assistant will also check staff / visitors against the staff / visitors list.

**If the fire alarm sounds at night, or prior to the start of the school day, the Assembly Point is in Wildbrooks:**

- The Housemaster and night matron are responsible for the safe evacuation of the boarders; and
- The Housemaster is responsible for taking a register of boarders in Wildbrooks.

**IN THE EVENT OF A FIRE ALARM, DO NOT RETURN TO ANY BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY THE FIRE & RESCUE SERVICE OR THE RESPONSIBLE PERSON.**

### 3.3 Fire precautions to be taken by all staff (including the elimination or reduction of risks from dangerous substances)

Some simple but important precautions must be observed by all staff:

- Familiarise yourselves with the location of fire alarm call points, the evacuation procedure, your nearest emergency exit and the location of the assembly point;
- Be aware of the location of fire-fighting equipment and the correct methods of operation of



extinguishers – CO2 for electrical fires only and water for fires involving paper etc. Fire blankets are also provided in the Manor kitchen, the kitchen in the Pre-Prep and the Science laboratory;

- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions – **DO NOT WEDGE FIRE DOORS OPEN;**
- Keep your working area as free of waste as possible and keep all combustible materials a safe distance from heating appliances. Do not cover or place anything on heaters;
- **Any portable electrical appliances brought in to the school must be PAT tested prior to use.** Staff wishing to bring such appliances to school must first speak with the Estates Manager to organise PAT testing;
- The school hires out its facilities for weddings and, as part of the contract, anyone bringing electrical equipment on to the premises is required to confirm that it has been tested;
- Contractors working on site are required to confirm that their electrical equipment has been PAT tested.
- Fixed electrical installations are tested every 5 years and issues identified are remedied;
- Those staff dealing with combustible materials (the Head of Science, the Estates staff and the Catering Manager) and aware that appropriate precautions must be taken in respect of the use and storage of these substances;
- Staff living on site are required to test detection equipment in their properties on a weekly basis;
- If you see anything which you think may be a fire hazard, or any fault or deficiency in fire protection equipment or procedures, report it immediately to the Bursar.

The school complies with the national smoking ban (effective 1<sup>st</sup> July 2007) and no smoking is permitted in school buildings. During school hours, no smoking is permitted anywhere on the school's grounds.

#### **4. FIRE DRILLS**

**The Deputy Head is responsible for organising a day time fire drill once each term.** The date, time and issues identified during the fire drill are noted in the fire log book in the Bursar's Office and remedial action is taken to address any issues identified. As noted in section 3, a register of pupils and staff is taken during the fire drill.

**The Housemaster is responsible for ensuring that boarding fire drills are carried out regularly (at least once a term).** The Housemaster is further responsible for maintaining records of fire drills for boarders. As boarding at Dorset House is 'flexi', each boarder is also provided with induction training (location of escape routes, what to do when the alarm sounds etc.) when they start boarding at the school. Boarding fire drills are organised at least once a term when boarders may be expected to be asleep.

If staff leave the site during their normal working hours (other than for scheduled school trips, events and fixtures), they are required to sign out using the eReception system (monitor in each of the 3 main buildings) and must also sign back in on their return. Similarly, if staff are on site



outside their normal hours, they are required to sign in and out using the eReception system.

Visitors are required to sign in and out using the eReception system in the main school office, will be provided with a visitor's badge, and will always be escorted by the member of staff they are visiting when on the school site. Furthermore, visitors are advised of the fire evacuation procedure when they sign in and also of the location of the assembly point.

## **5. MAINTENANCE OF FIRE PREVENTION AND PROTECTION EQUIPMENT**

### **Fire Alarms**

- The Estates staff visually inspect the fire alarm panel on a daily basis to check that the charge indicator is showing and that there is no fault indicator showing;
- The Estates staff test the fire alarms on a weekly basis by operating a call point in each building with a fire alarm; these tests are recorded in the fire log books in the Bursar's Office. A different call point is operated each week in rotation so that all call points are checked over a period of time; and
- The fire alarm system is professionally serviced by Elite Fire Ltd every six months.

### **Emergency Lighting**

- The Estates staff visually inspect emergency lighting on a daily basis to check that all units are in good repair and apparently working;
- The Estates staff test the emergency lighting on a monthly basis by simulating a failing to the lighting circuit; these tests are recorded in the fire log books in the Bursar's Office; and
- The emergency lighting is professionally tested and serviced by Elite Fire Ltd every six months to ensure that each unit will remain illuminated for the full design duration.

### **Fire Extinguishers**

- Fire extinguishers across the site were replaced in November 2011; the school works with Elite Fire Ltd to supply additional units as and when required (for example, due to a reconfiguration of space or a change in use of a room);
- The fire extinguishers are professionally serviced annually by Elite Fire Ltd.

### **Emergency exits**

- The Estates staff visually inspect emergency exits on a daily basis to ensure that such exits are clear and unobstructed; and
- The Estates staff also check that the floor around emergency exits is in a good state, that emergency exits can be opened easily and that automatic fire doors close correctly.

### **Fire signage**

- The professional fire risk assessments that the school has carried out consider, amongst others, the adequacy and appropriateness of fire signage. To the extent that the risk assessments identify deficiencies or weaknesses in fire signage, remedial action is taken to address any such issues.



## 6. STAFF TRAINING, FIRE WARDENS AND INFORMATION FOR STAFF AND VISITORS

All staff are provided with a copy of this policy and are required to familiarise themselves with its contents.

Specific training by an external provider is provided to staff designated as fire wardens. The school aims to provide such training every 2 / 3 years (training last provided January 2017). The current list of fire wardens is as follows:

<b><u>Employee</u></b>	<b><u>Role</u></b>	<b><u>Location</u></b>
Andrew Owens	Bursar	The Manor
Jenny Lloyd	Bursar's Assistant	The Manor
Alison Howard-Dace	Catering Manager	Kitchen (The Manor)
Laura Hutchings	Deputy Head	The Prep
Paul Keane	Head of Science	The Prep
Jason Marconi	Housemaster	The Manor
Sarah Hobrow	Head of Pre-Prep	Pre-Prep
Wendy Farley	DT Teacher	Art & DT block
Karen Bentley	Pre-Prep teacher	Pre-Prep
Rosie Manger	Teaching Assistant	Pre-Prep
Kirby White	Estates	
Alan Lamb	Estates	

For those fire wardens responsible for pupils, the first priority is to ensure the safe evacuation of children in their care. Where reasonably possible, and without prejudice to this, during an evacuation the fire wardens are responsible for ensuring that all pupils, staff and visitors have safely left the premises and, where possible and only if there is no personal risk, they are responsible for:

- Closing all windows and doors, particularly fire doors;
- Checking the fire alarm panel and, only if safe to do so, investigating further if a fire has not been confirmed; and
- Attempting to control the fire using fire-fighting equipment provided but only if trained to do so.

The Bursar's Assistant is, under instruction from the Bursar, responsible for ensuring that fire notices are posted as required across the site – in particular, in all classrooms and in the boarding accommodation.