



CHINTHURST SCHOOL
TRADITIONAL VALUES | MODERN TEACHING

Chinthurst Preparatory School

Fire Policy

Reviewed by TB/WB/SN/JV – September 2016

Next review date – September 2017

Contents

Overview

- 1.1 Introduction
- 1.2 Purpose
- 1.3 Scope
- 1.4 Equality Analysis
- 1.5 Definitions
- 1.6 Legislative Context
- 1.7 Health and Safety Implications

Policy

- 2.1 Principles

Procedures

- 3.1 Arrangements
- 3.2 Board of Governors
- 3.3 The Governor of the school in charge of Facilities Management
- 3.4 Heads of Department
- 3.5 The Health and Safety Consultant
- 3.6 The Fire Safety Manager
- 3.7 The Fire Safety Technician
- 3.8 Security at Chinthurst
- 3.9 Fire Marshals at Chinthurst

APPENDIX 1 – Fire Evacuation Procedures from Chinthurst

1.1 - Introduction

1.1.1 - The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons”, to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

1.2 - Purpose

1.2.1 - The purpose of this Fire Safety Policy is to ensure, so far as reasonably practicable, that Chinthurst operate effectively and allow its staff, pupils, contractors and visitors to undertake their activities without detriment to their health, safety and wellbeing.

1.3 - Scope

1.3.1 - This policy applies to all premises and activities falling, to any extent, under Chinthurst control. The policy sets down the framework by which the school and all staff, pupils, contractors and visitors will be expected to meet their fire safety duties.

1.4 - Equality Analysis

1.4.1 - Chinthurst is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the school.

1.4.2 - Chinthurst’s approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality analysis has been carried out in this context.

1.4.3 - The school recognises the need for specific measures to ensure the safety of persons with disabilities from the effects of fire. Personal Emergency Evacuation Plan.

1.5 - Definitions

1.5.1 - Responsible Person:

According to the FSO "responsible person" means:

- (a) in relation to a workplace, the employer, if the workplace is to any extent under their control;
- (b) in relation to any premises not falling within paragraph (a);
 - (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

- (ii) the owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

1.5.2 - **Dangerous Substances:**

(a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations.

(b) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present in or on premises create a risk.

(c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.

1.5.3 - **Principles of Control (General):**

The FSO defines the principles of control, in order of preference, as being:

- (a) Avoiding risks.
- (b) Evaluating the risks which cannot be avoided.
- (c) Combating the risks at source.
- (d) Adapting to technical progress.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective Measures.
- (h) Giving appropriate instructions to employees.

1.5.4 - **Principles of Control (Dangerous Substances):**

The FSO states that:

1. The responsible person Tim Button must, in order of priority;

- (a) Reduce the quantity of dangerous substances to a minimum;
- (b) Avoid or minimise the release of a dangerous substance;
- (c) Control the release of a dangerous substance at source;

- (d) Prevent the formation of an explosive atmosphere, including the Application of appropriate ventilation;
- (e) Ensure that any release of a dangerous substance which may give rise to risks suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate
- (f) Avoid:
 - (i) ignition sources including electrostatic discharges; and such other adverse conditions as could result in harmful physical effects from a dangerous substance;
 - (ii) such other adverse conditions as could result in harmful physical effects from a dangerous substance; and
- (g) Segregate incompatible dangerous substances.

2. The responsible person must ensure that mitigation measures include:

- (a) Reducing to a minimum the number of persons exposed.
- (b) Measures to avoid the propagation of fires or explosions;
- (c) Providing explosion pressure relief arrangements;
- (d) Providing explosion suppression equipment;
- (e) Providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion;
- (f) Providing suitable personal protective equipment.

3. The responsible person must;

- (a) Ensure that the premises are designed, constructed and maintained so as to reduce risk;
- (b) Ensure that suitable special, technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;
- (c) Ensure that special, technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;

- (d) Ensure equipment and protective systems meet the requirements of the FSO;
- (e) Where the work is carried out in hazardous places or involves hazardous activities ensure that appropriate systems of work are applied including;
 - (i) The issuing of written instructions for the carrying out of work; and
 - (ii) A system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.

1.5.5 - Place of Reasonable Safety:

- A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes' fire resistance and allow people to continue their escape to a place of total safety.

1.5.6 - Place of Total Safety:

- In relation to premises, means a safe area beyond the school.

1.5.7 - Training and Briefing

- Training is equipping staff, students (and others where Chinthurst has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation. This can include fire practice drills, which are undertaken at regular intervals and recorded by the Fire Safety Technician; Mrs. Alison Lothian (responsible person).
- Briefing is informing such persons of relevant knowledge in relation to Health and Safety.
- Staff Training and briefing will be made available by the Health & Safety Consultant James Vetch on an annual basis, of which all staff will have to undergo, as well as Fire Marshal Training.

1.5.8 - Accessibility

- The duty to make reasonable adjustments, as far as possible, to ensure that all staff and pupils (and others where Chinthurst has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.

1.6 - Legislative Context

1.6.1 - This Policy complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) (and other associated legislation).

1.7 - Health and Safety Implications

1.7.1 - This Policy is the overarching statement of fire safety for Chinthurst School.

1.7.2 – This Fire Policy has been written in linkage with/ cross referenced to the Chinthurst School’s *Health and Safety Environmental Policy*.

2.1 - Principles

2.1.1 - Chinthurst recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and the effects of fire.

2.1.2 - The objective of this policy is to ensure that:

2.1.3 - Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation;

2.1.4 - One or more competent persons are appointed to provide fire safety advice. Risks from fire are assessed and controlled to reduce residual risk to a tolerable Level.

2.1.5 - Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of reasonable or total safety in the event of an emergency.

2.1.6 - Any aspect of the schools premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.

2.1.7 - All staff members of Chinthurst, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire, this is to include non smoking rules.

2.1.8 - Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety.

2.1.9 - Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at Chinthurst.

2.1.10 - Chinthurst co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO.

2.1.11 - Chinthurst liaise with relevant statutory authorities as required by the FSO. As such this policy will be kept, and made readily available for use by the Fire Services.

3.1 - Arrangements

3.1.1 - In the schools context the “responsible person”, as defined by the FSO, will be the Headmaster of the school. On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to an individual officer; Chinthurst school’s Fire Safety Technician - Alison Lothian.

3.2 - The Board Of Governors (Responsible Person)

3.2.1 - The Board of governors will delegate the day to day responsibilities to the Headmaster.

3.2.2 - The board will ensure that:

- Adequate resources are made available to enable the school to fulfil their duties under the FSO.

3.3 - The Governor of the school in charge of Facilities Management

3.3.1 - The Governor responsible for the facilities management; *Mrs Maxine Hulme*, shall also be responsible for ensuring that, in areas falling under their control:

3.3.2 - The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO.

3.3.3 - All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety, is maintained, by a competent person, in a fit and efficient working order and in good repair.

3.3.4 - All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation.

3.3.5 - Where relevant, construction contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site.

3.4 - Heads of Department

3.4.1 - Heads of Departments will be responsible for ensuring that:

3.4.2 - All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (*General and Dangerous Substances*) defined in the FSO.

3.4.3 - All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities. A log of this training will be kept in the Health and Safety Office next to the Bursars Office.

3.4.4 - Sufficient numbers of people are appointed as fire wardens as trained by James Vetch Dip Grad – Chinthurst Health & Safety Consultant. This includes all areas of the school and all buildings such as pre prep on the other side of the playing field.

3.4.5 - All staff, pupils, visitors and contractors falling under their control comply with the requirements of the fire safety policy at all times.

3.5 - The Health & Safety Consultant

3.5.1 - The Health & Safety Consultant will ensure that:

3.5.2 - Fire risk assessments are undertaken (building fabric and structure and means of escape only) and significant findings brought to the attention of those responsible so that they may fulfil their duties under this policy.

3.5.3 - Competent fire safety advice is available to enable the school to comply with its duties under this policy, the FSO and any other relevant legislation and standards.

3.5.4 - The fire safety policy and statutory requirements are monitored and reviewed and an annual report on fire safety performance submitted to the Schools Health & Safety Committee. This will be completed in association with the Head of Policy and Procedure; *Mr Will Beadle*.

3.5.5 - Appropriate guidance and standards are available to enable the requirements of this policy to be properly implemented.

3.5.6 - Appropriate fire safety information, instruction and training is made available to all staff members, children, visitors and contractors of Chinthurst as required. Any person(s) working on site will be given clear instructions in relation to fire safety, i.e. their nearest fire exit and the whole school assembly point (school playing field).

3.6 - Fire Safety Manager day to day

3.6.1 - The Fire Safety Manager Tim Button and ‘responsible person’ will be responsible for:

3.6.2 - Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.

3.6.3 - Ensuring the maintenance of fire safety guidance.

3.6.4 - Investigating Fires/Unwanted Fire Signals (UWFS) prepare reports and maintain records of all incidents, ensuring that copies of fire reports are forwarded as appropriate.

3.6.5 - Liaising with staff to provide advice to help them fulfil their responsibilities under the schools Fire Safety Policy.

3.6.6 - Liaising with the appropriate Departments to advise on the adequate provision and maintenance of all first aid fire-fighting equipment, fire safety signs and notices as well as all other fire engineering provisions. This maintenance must be carried out by a 'competent person', who has received appropriate training, experience and related accreditation, i.e: ISO9001 certified or BAFE approved.

3.7 - Fire Safety Technician (Responsible Person)

3.7.1 - The fire safety technician Alison Lothian is responsible for:

3.7.2 - The provision and testing of all fire extinguishers for the school in all buildings and the safekeeping of certificates.

3.7.3 - Servicing all fire extinguishers to FETA standards.

3.7.4 - Functionality of emergency lighting.

3.7.5 - Inspect other fire safety systems for situations that may impair their effectiveness, i.e, damaged fire doors or doors which are held or propped open, holes in fire walls etc.

3.7.6 - Keep records of the:

- Fire risk assessment and its review.
- Fire (prevention) policy.
- Fire procedures and arrangements.
- Fire practice drills.

3.7.7 - Carrying out weekly fire alarm testing in accordance with BS 5839: Part 1; in all multi occupied academic buildings, ensuring that all interfaces between the separate building fire alarm systems and any other fire safety systems function as required.

3.7.8 - Keeping a detailed record of weekly fire alarm testing in all The provision and testing of all fire extinguishers for the school where a record will be kept in the Health & Safety Office.

3.7.9 - Maintain a record of "Training records/certificates".

3.8 - Security at Chinthurst

3.8.1 - Security is provided in the form of electronically timed vehicular and pedestrian gates. Whilst there are also CCTV cameras which focus on the main front gate and areas surrounding the Main School site. There is no additional security in the grounds of the School, as the Headmaster is the responsible person for looking after the following:

3.8.2 - The monitoring and receipt of fire alarm calls from all buildings within the School, to include pre prep and outside buildings on the other side of the playing field.

3.8.3 - The immediate response of personnel to all fire alarm calls within the school grounds.

3.8.4 - Responding to emergencies and deciding on and implementing appropriate actions.

3.8.5 - Deciding within the first five minutes of any fire alarm call whether the fire service should be called to the incident, or whether it can be controlled by the use of firefighting equipment with suitably trained fire marshals.

3.8.6 - Completing a report at the end of each fire alarm and logging it in the book for review by the Board of Governors and the Health & Safety Consultant.

3.9 - Fire Marshals At Chinthurst

3.9.1 - The following persons were trained as Fire Marshals on 22nd April 2014 (*new training to be scheduled April 2017*), where they took a practical session on how to use fire extinguishers, as well as a classroom session on the theory behind fires etc, they are names as the following:

T. Button – (Responsible Person) – Headmaster

A. Lothian – Health & Safety Officer & Fire Technician - (Upstairs Main House)

T. Hanley - (Kitchen)

S. Stephens - (Sports Hall / Changing / Art / DT)

J. Gandey - (Swimming Pool)

M. Panayi - (Nursery/ Pre-Preparatory downstairs)

Rebecca Jacks - (Pre-Preparatory)

Policy created by:



**James Vetch Dip Grad - Health & Safety Consultant to Chinthurst
Safety Limits Ltd**

Policy created by:

James Vetch Dip Grad - Health & Safety Consultant to Chinthurst

In association with: Tim Button, Will Beadle, Sam Neil

