



## EPSOM COLLEGE FIRE SAFETY POLICY

### 1. Introduction.

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing.

### 2. Aim.

This document sets the policy on how the new regulations are interpreted at Epsom College.

### 3. Execution.

The Epsom College fire safety policy regime is allied closely to the existing health and safety (H&S) policy and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. The Epsom College H&S Policy starts with a statement that all levels of management of the School have a duty to take reasonable precautions to safeguard fully the health, safety and welfare of all employees, pupils, members of the public including parents, visitors and contractors' employees and other visitors.

### 4. Allocation of Responsibilities.

Responsibilities are as follows:

	<b>Tasks</b>	<b>Comments</b>
Board of Governors	Responsible in law for what happens on the premises	
Responsible Person (Headmaster)	Responsible for implementation of this policy	Mr SR Borthwick
Responsible Person (Bursar)	Responsibility devolved through the HM to ensure the safe working practices across site	Mrs S Teasdale
Responsible Person (General Services Manager)	Day to Day basis, H&S matters devolved through the HM and Bursar	Mr D Pearce
Responsible Person (Clerk of Works)	Fire Officer – Ensuring Fire RA are regularly carried out along with maintaining safety of personnel and buildings	Mr M Bateman
H&S Committee	Assist the Responsible Person(s) in the Management of H&S including fire precautions	Members of staff nominated by the Health & Safety Policy, or as appointed by HM / Bursar
Employees and Pupils	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work/college	

Fire Wardens	To be geographically/function based with a brief to minimise the situations that could lead to outbreak of fire and to assist in safe evacuation should the need arise	As per the Fire Warden Zones list
Visitors	Should be briefed on any H&S issues that will effect them, as required, when they are on site	

### 5. Risk Assessment.

The Responsible Person (Clerk of Works) produces the risk assessment for the purpose of identifying the general fire precautions that needs to be taken. Copies of the Risk Assessment should be kept with the relevant HMM//HoD and Clerk of Works/General Services Manager. It is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field.

### 6. Fire Precautions Maintenance.

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, and soundness of fire extinguishers, ensuring that fire doors are not wedged open, with faults reported to CoW for remedial action. Visual check on electrical apparatus prior to use	Fire Wardens, Clerk of Works, General Services Manager All Staff
Weekly	Test operation of Fire Alarm systems during term time on Mondays between 9.00am – 10.00am, and at prior arranged times when groups are resident in the Boarding Houses	Clerk of Works  General Services Manager
Annually	Service and maintenance of all Fire Appliances and signage, with Certification, Service and maintenance of all Fire Alarm Systems with certification. PAT to be carried out	Clerk of Works
5 Years	Fixed Wiring Installations inspected, tested, and certified	Clerk of Works

### 7. Smoking.

Smoking can be a major source of fires. With effect from 1<sup>st</sup> July 2007 the college has adopted a policy which only allows smoking on site to take place in the designated smoking shelter located in the Catering dept car park. Smoking may continue within the private premises located within the College grounds

### 8. Training.

The Persons Responsible (General Services Manager/Clerk of Works) will arrange appropriate training for staff.

### **9. Practice Evacuations.**

The aim of the practices is to familiarise pupils and staff with evacuations procedures, a full evacuation is considered successful when a building is evacuated within 2 minutes by day or night. The Clerk of Works/HMM will set off fire panels as required and arrange to monitor the time it takes to evacuate the buildings. These details are to be passed to the Clerk of Works for record keeping purposes. The following practices should occur:

	<b>Detail</b>	<b>By whom</b>
Boarding Houses	One night time / early morning evacuation practice per term	HMM's
Whole School	One daytime evacuation practice per annum	Clerk of Works Asst Deputy Head General Services Manager

### **10. Action on Discovering a fire or signs of fire.**

The following actions should occur when anyone discovers a fire or signs of fire:

- a. Immediately operate the nearest fire alarm – break glass point
- b. Call the Fire Brigade by using nearest telephone
- c. Dial 9/999 and ask for Fire Dept
- d. Give clear precise information, address and location of fire
- e. Attack fire, if possible, with appliances provided but without taking personal risks

### **11. Action on Hearing a Fire Evacuation Bell.**

The following actions should occur when anyone hears a fire evacuation bell:

- a. Close windows and doors and turn off electrical /gas points
- b. Leave building by the nearest safe exit
- c. Report to designated assembly point for that area
- d. Do not re-enter building until authorised by the Senior member of staff or Fire Brigade Officer

### **12. Review.**

This document will be reviewed every three years as part of the H&S Policy documents.

Bursar

**Appendices/Reference Documents:** Available from the Bursar on request

1. Role of Fire Wardens-
2. Fire Warden Zones
3. Fire Assembly Locations

## Appendix 1

### **Role of Fire Wardens**

The introduction of Fire Wardens is to reinforce the College's commitment to provide a safe environment for all students, staff and visitors.

The Fire Warden is primarily geographically / functionally based - you will find the volunteers on the attached list.

We have tried to have 2 persons named per area, on the basis that if one is not present the other may well be.

#### **The main role is one of prevention:**

- Familiarise yourself with your area and be fully aware of the Fire Exit routes and the Assembly point
- Check that the Fire Action notices are clearly displayed adjacent to Call Points and in classrooms
- Check that Fire Extinguishers are in their designated position, have not been discharged, and inform the Works Dept of faulty items
- Check that Emergency Lighting units are operating as intended
- Notify Works Dept of any out of date PAT-tested equipment
- Be aware of any activity which might increase the risk of fire
- Fire doors wedged open are a serious risk in the event of Fire so please keep them shut, unless they are on magnetic contacts operated by the Fire Alarm
- Ensure that Fire Exit routes are clear and free of combustible materials, and that Fire Exit doors are not impeded or blocked
- Take particular note of any unusual activity, builders or contractors working in the vicinity

#### **In the event of a Fire / Evacuation**

- Know what to do in the event of coming across evidence of fire
- Know what to do in the event of a Fire Alarm activation
- Direct / assist in the evacuation of pupils/staff via the nearest safe exit route
- Ensure you areas are clear of people - as a "target" aim to clear the area/building in under 2 minutes
- Only close windows, doors and turn off Gas and Electrical appliances if it is safe to do so. **Do not put yourself at risk!**
- At the designated Assembly point - carry out a roll call of pupils directly under your control, and report as missing/unaccounted for any colleague you know to be missing
- The Senior member of staff should brief/advise the Fire Brigade officer in charge, in the event of a real fire

**Appendix 2**

**Fire Warden Zones**

<b>AREA</b>	<b>NOMINATED PERSON</b>	<b>2ND NOMINATED PERSON</b>
<b>Academic</b>		
Art School	K Lenham	I Newman
Design Technology	P Shepherd	G Bowler
Drama Studio	P Henson	
Information Technology IT 1,2,3	T Thomas	
Library	V Wade	P Webbe
Careers, Learning Support& IT4	R Doyle	
English	R Wycherley	M Zacharias
Biology	M Hobbs	R Dowdeswell
Chemistry	N Payne	T Muller
Physics	A Hughes	J Goncalves
Modern Languages	R Ellison	H Keevil
Music School	G Lodge	J Bustard
Maths	S Hibbitt	
Theology & Philosophy	B MacDowel	
Classics	K Siviter	
Mackinder G/Floor	N Morrow	J Whatley
First Floor	A Scadding	M Todd
Second Floor	E Huxter	
<b>Administration / General</b>		
Chaplains Offices /NCM/RMF	Fr P Thompson	
Dep Heads / Database/Exams	Nikki Elliott	
Headmaster's Offices/Secs		Lorna Moyle

Date November 2011  
 Review Date November 2014  
 Responsibility Bursar

Admissions, Development	Rebecca Holmes	Cathy Kent
Business Common Rm	Brian Howey	Mike Ridley
Photocopy Rm, Cr L, Council Rm & Gents Loos	Brian Howey	Mike Ridley
Accounts, Dev, HR	Beatie Hamilton	Mike Ridley
Facilities, Bursars, Gen Serv Ladies Loos, CRDR, Pantry Main Hall	Kate Kirchmair Kate Kirchmair Teacher i/c	Maureen Scott Maureen Scott Maureen Scott/Kate Kirchmair
Dining Room	Dining Rm Supervisor	Snr Chef on Duty
Catering & Kitchens	Duty Manager	Snr Chef on Duty
Laundry	Lesley Bateman	Lynne Richards
Tuck Shop	Julie Marston /Kelly Holdcroft	
6th Form Centre	J Whatley	R Harrop
Big School	Snr Teacher	
COW' Areas	Mike Bateman / Dave Blann	Sharon White
Chapel	Snr Teacher	Kay Williams
Sports Centre Fitness Suite	Teacher i/c Teacher i/c Teacher i/c / Group	Duty Recreational Spvrs Duty Recreational Spvrs
Swimming Pool	Organiser	Duty Lifeguard

## **BOARDING & DAY HOUSES**

<b>AREA</b>	<b>NOMINATED PERSON</b>	<b>2ND NOMINATED PERSON</b>
Carr House		
Crawfurd House		
Fayrer House		

Forest House

Granville House

Holman House

Propert House

Raven House

Robinson House

Rosebery House

Wilson House

White House

**Appendix 3**

**EPSOM COLLEGE - EMERGENCY ASSEMBLY POINTS**

<b><u>BOARDING AND DAYHOUSES</u></b>	
<b>CARR HOUSE</b> Main Lawn by Weather Station	<b>PROPERT HOUSE</b> Main Lawn by Weather Station
<b>CRAWFURD HOUSE</b> Front Lawns	<b>ROBINSON HOUSE</b> Car park in front
<b>FAYRER HOUSE</b> Beyond small tree outside TV Lounge	<b>ROSEBERY HOUSE</b> Main Lawn Front of art School
<b>FOREST HOUSE</b> Grass - Rear of HMM's back Garden	<b>WHITE HOUSE</b> Front Lawn
<b>GRANVILLE HOUSE</b> Main Lawns	<b>RAVEN HOUSE</b> Terraced lawns in front of 6th Form Centre
<b>HOLMAN HOUSE</b> Outside - Field Side Entrance	<b>WILSON HOUSE</b> Wilson Pitch

**COMMUNAL AND GENERAL AREAS**

**BIG SCHOOL/GREEN ROOM**

Wilson Pitch

**CATERING DEPT KITCHENS**

Rear Car park

**CCF HEADQUARTERS**

Grass adjacent to Cricket Nets

**DINING HALL**

Lawns in front of Dining Room

**LAUNDRY**

Rear Car Park

**GRANVILLE G/FLOOR CORRIDOR  
AREAS**

Main Lawns

**MAIN HALL**

Main Lawns

**OLD GRANVILLE**

**(Headmaster's Offices, RMF offices,  
Development Trust & Registrars)**

Main Lawns

**RON HANCOCK DRAMA & DANCE**

Wilson Pitch

**IT Technicians Dept**

Quad

**SCHOOL SHOP**

Area between Raven House and Wilson  
House

**TUCK SHOP**

Quad

**SIXTH FORM CENTRE**

Terraced lawns in front of 6th Form Centre

**SPORTS CENTRE & FITNESS SUITE**

Grass pitches adjacent to Car Park (Farm3)

**SWIMMING POOL**

Grass pitches adjacent to Car Park (Farm3)

**MEDICAL CENTRE**

In front of Robinson

**CLASSROOMS**

<p><b>JOHN PIPER ART SCHOOL</b> Main Lawn adjacent to Weather Station</p> <p><b>BIOLOGY DEPT</b> Armoury Car Park</p> <p><b>CLASSICS</b> Terraced lawns in front of 6th Form Centre</p> <p><b>CHEMISTRY DEPT</b> Wilson Pitch</p> <p><b>DESIGN &amp; TECH DEPT</b> Quad</p> <p><b>IT DEPARTMENT</b> Quad</p> <p><b>DRAMA DEPARTMENT</b> Quad</p> <p><b>ENGLISH</b> Lawns in front of Old Granville</p> <p><b>MODERN LANGUAGES</b> Area between Raven House and Wilson House</p> <p><b>LIBRARY</b> Quad</p> <p><b>MATHS</b> Farm 2 pitch</p> <p><b>MUSIC SCHOOL</b> Farm 2 pitch</p>	<p><b>MACKINDER BUILDING</b> Farm 2 pitch</p> <p><b>PHYSICS BLOCK</b> Area between Modern Languages and English</p> <p><b>PHOTOGRAPY</b> Car Park in Front of building</p> <p><b>TEXTILES</b> Quad</p> <p><b>THEOLOGY &amp; PHILOSOPHY</b> Terraced lawns in front of 6th Form Centre</p>
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