



# EPSOM

## COLLEGE

### **EPSOM COLLEGE FIRE SAFETY POLICY**

#### **1. Introduction.**

The Government published the Regulatory Reform (Fire Safety) Order in 2005. The aim of the regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. It 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
- eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

#### **2. Aim.**

This document sets the policy on how the College intends to meet the requirement of the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) 2022 and the Fire Safety Act 2021. It is the aim of Epsom College to eliminate or reduce the risks of fire to a reasonably practicable level.

#### **3. Execution.**

The Epsom College Fire Safety Policy regime is allied closely to the existing Health and Safety Policy. 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 College 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.

We will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:-

- Where practicable, prevent the possibility of all causes of fire.
- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices.
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence.
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues.
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons.
- Consult our employees on relevant risk reduction measures that are necessary.
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable.
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities.
- Train our employees and where necessary assess their competency in fire safety matters.

- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all necessary persons who are employed or taught at our premises.
- Provide all our employees, students and others, who visit or work in our properties, with relevant information on fire safety matters.
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

This policy is reviewed annually to ensure it continues to meet the needs of the College and legal compliance. Copies of current fire risk assessments (FRA), fire procedures and other fire safety documentation are available from the Director of Estates.

#### 4. Allocation of Responsibilities.

Responsibilities are as follows:

<b>Name</b>	<b>Tasks</b>	<b>Comments</b>
Board of Governors	Responsible in law for what happens on the premises	
Responsible Person (Head)	Responsible for implementation of this policy	
Responsible Person (Bursar)	Responsibility devolved through the Head to ensure the safe working practices across site	
Responsible Person (Director of Estates)	Fire Officer – Ensuring Fire RA are regularly carried out along with maintaining safety of personnel and buildings, to include clearly marked and free from obstruction evacuation routes, testing of all alarms and fire-fighting equipment.	
Responsible Person (Facilities Manager & H & S compliance officer)	Day to Day basis, H&S matters devolved through the Head and Bursar. Setting up and maintaining Fire Warden and awareness training.	
H&S Committee	Assist the Responsible Person(s) in the Management of H&S including fire safety/ precautions.	Members of staff nominated or appointed by the Head / Bursar
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 affect them, as required, when they are on site. Follow instructions during emergency evacuation.	Briefed when signing in.

Employees and Pupils	<p>Comply with H&amp;S policy, Fire policy and emergency plans and take reasonable steps to protect themselves and colleagues at work/college.</p> <p>All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. Staff should ensure that they are fully aware of the emergency evacuation procedure in the building where they are working. They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedures.</p> <p>Teaching staff are responsible for escorting their pupils out of the building in silence and in an orderly manner. They are responsible for conducting a roll call and taking the register at the assembly point and reporting any pupils who are unaccounted for to the fire warden, designate or SLT. Teachers are also responsible for adhering to the requirements in the personal escape and evacuation plan (PEEP) for any pupil in their class who has this documentation.</p> <p>On no account, should anyone return into the building until they are told it's safe to do so.</p>	
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## 5. Fire Risk Assessment.

The Responsible Person (Director of Estates) undertakes the fire risk assessments (FRA) in accordance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) 2022 and the Fire Safety Act 2021 for all teaching, day and boarding house buildings. Copies of the Fire Risk Assessments will be held on the central shared W drive, where they can be access by the relevant persons.

## 6. Fire Precautions Maintenance.

The following arrangements have been made for maintenance:

Item / System	Frequency	Method of test / By whom
Corridors, Escapes Routes, Signage, electrical equipment, and Fire Exit doors	Daily	<p>Check that fire exit doors are unlocked, escape routes are free from obstruction, ensuring that fire doors are not wedged open, with faults reported to the Director of Estates for remedial action.</p> <p>Visual check on electrical equipment prior to use</p> <ul style="list-style-type: none"> <li>• All Staff, Fire Wardens, Director of Estates / Facilities Manager</li> </ul>
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	Weekly	<p>Visual check of panels for fault indications and call point tests in rotation each week.</p> <ul style="list-style-type: none"> <li>• Director of Estates</li> </ul>

Fire extinguishers	Monthly          Annually	Check that seals are intact; equipment is in good condition and has not been removed or tampered with.  <ul style="list-style-type: none"> <li>• Matrons to carry out checks in Houses.</li> <li>• Fire Wardens carrying out checks in allocated buildings, reporting any issues to Estates.</li> </ul> Full service by competent contractor.  <ul style="list-style-type: none"> <li>• Director of Estates</li> </ul>
Emergency lighting	Monthly          Annually	Visual Checks – charging indicator. Luminaires should be free from damage and clean, any faults are to be reported the Director of Estates for remedial action.          Testing for full rated duration on each luminaire.  <ul style="list-style-type: none"> <li>• Director of Estates</li> </ul>
Fire Appliances, Systems and signage.  PAT	Annually	Service and maintain all Fire Appliances, systems and signage with Certification. PAT to be carried out.  <ul style="list-style-type: none"> <li>• Director of Estates</li> </ul>
Fixed Wiring	5 Yearly	Fixed Wiring Installations inspected, tested, and certified.  <ul style="list-style-type: none"> <li>• Director of Estates</li> </ul>
Sprinkler system - Kitchen	6 Monthly	During these inspections, technicians will thoroughly examine all components of the system to identify any potential issues or signs of wear and tear.  <ul style="list-style-type: none"> <li>• Director of Catering</li> </ul>

## 7. Fire prevention and mitigation.

Fire prevention and mitigation is principally achieved by controlling sources of ignition, managing combustible materials, and closing fire doors. All members of Staff are responsible for ensuring the following points are complied with: -

- Flammable substances are to be stored in flame proof cabinets. This does not apply to aerosol products for personal use.
- Familiarising yourself with the call points, escape routes and fire exits in the various buildings you are working.
- Do not block fire exits or escape routes.
- Escape routes and stair wells are kept clear of flammable or highly combustible materials.
- Fire doors are not left wedged open. Fire doors can be temporarily held open, but wedges must be removed immediately after use and doors returned to their closed position.
- Fire extinguishers must not be removed from their wall mounts unless to tackle a fire.
- All College issued electrical equipment is subject to annual portable appliance testing (PAT). This does not replace the need for regular visual inspection by the user. Any defective electrical equipment found through visual inspection should be taken out of use and reported to the Estates department. Students own electrical equipment being bought into the college will need to be PAT by the College. It should be in good condition and may be subject to visual inspection by house staff also.

- Electrical sockets must not be overloaded, and appliances that could overheat must be switched off after use.
- Take note and comply with all signs posted around the premises.
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity to the Estates Department.
- Ensure any visitors and contractors are made aware of fire safety procedures and at the time of any fire or emergency are safely guided out to a pre-designated assembly point.

## **8. Visitors and contractors.**

All visitors and contractors are required to sign in, where they are issued with an appropriate lanyard, which must be worn at all times when on college property. All will be made aware of the emergency procedures when signing in.

When large numbers of visitors are at the school e.g. plays, concerts, exhibitions the event sponsor will take responsibility for fire arrangements for their event. Fire plan / assessment to be in place for the event, to include fire wardens on duty and (Personal Emergency Evacuation Plans) PEEP where required.

## **9. Letting and hiring of the premises.**

Organisations which hire part of the College for events shall be made aware of the location of fire extinguishers, other fire precautions and the emergency exit routes and assembly points during their induction. It is the responsibility of the person co-ordinating the event to ensure that the hirers have assessed the risks of the event and implemented appropriate control measures and those using the venue have the required information and understand the fire procedures well in advance of the event. Our standard contractual terms that are in place for letting and hiring the school covers fire safety and specifies that the hirer should clarify that they have read and understood the schools fire policy and emergency plan. If a residential hire is in place, they will have their own fire drills and risk assessment. The Out of Hours Duty Manager is always on call when the school has residential lets.

## **10. Smoking.**

Smoking can be a major source of fires. We are a no smoking site, in line with legislation smoking is only permitted on site in the designated smoking shelter located within the Catering Department car park.

## **11. Hot Works Permits.**

Serious fires frequently occur during maintenance and construction operations, where work is taking place on either machinery, plant, or the building fabric.

The most common practices are:

- Gas or electric welding and cutting blowlamps and blowtorches.
- Grinding wheels and cutting discs.
- Bitumen tar boilers.
- Blowlamps may ignite adjacent or unseen material; heat may be conducted away by metal components and sparks, or hot metal may travel a long distance whilst retaining the potential to ignite combustible materials.

At Epsom College, hot techniques of the type described above are not to be carried out without the prior issue of a Hot Work Permit. Permits can be provided and authorised, via the Estates Department. The permit lays down specific conditions to be observed and is only valid for the duration of the operation for which it is issued.

## 12. Fire Training.

The Persons Responsible (Facilities Manager/ Director of Estates) will arrange appropriate training for staff. All new staff will be required to complete the on-line e-learning Fire Safety Awareness training module as part of their induction programme. Thereafter all existing staff undertake this training every two years.

As part of the induction training for all new staff the relevant line managers will brief them on the actions to take on discovering a fire or hearing the fire alarm sound and make them aware of the fire assembly locations on site.

All nominated fire wardens will be required to complete the on-line e-learning Fire Warden training module every 2 years and will be issued with the fire warden role and responsibilities guidance.

Training records will be maintained by the Facilities Manager and Health and Safety Compliance Officer relating to any fire safety training provided by the college.

Training on how to operate and monitor the fire panel for nominated persons will be carried out upon request by the Estates Department.

Pupils are to be informed of the fire procedures at the college on their first day and at the start of each academic year. Boarding or Day House Fire and Emergency Plans and the Main School Fire and Emergency Plan will be briefed to them by the HMM. Copies of the Fire and Emergency Plan will be displayed in communal locations throughout the college buildings.

Fire drills form part of the college's fire safety training and the whole school community is expected to participate in the drills.

## 13. Fire Drills/ Practice Evacuations.

The aim of the practice evacuations / fire drills is to familiarise pupils and staff with evacuation procedures. A full evacuation is considered successful when a building is evacuated within 2 minutes by day or night. The Director of Estates /HMM / fire warden or designate will set off fire panels as required and arrange to monitor the time it takes to evacuate the buildings. The fire drill report form will be completed and sent to the Facilities Manager and H & S Compliance Officer for learning and record keeping.

If the fire alarm is activated outside of a planned drill than a fire alarm activation form needs to be completed and returned to the Facilities Manager and H & S Compliance Officer for learning and record keeping.

The following practices should occur:

	<b>Detail</b>	<b>By whom</b>
Boarding Houses	One-nighttime / early morning evacuation practice per term  During the holidays if the premises are used for 'residential lets'.	HMM's  Commercial and Events Team
Whole School	One daytime evacuation practice per annum	Estates Manager/ Assistant Deputy Head / Facilities Manager

Fire Practices for Boarding Houses are held during times when full occupancy of the House can be assured. A 'roll call' is used to account for all boarders who should be present in the House at the time of the drill.

Fire Practices for Offices, Classrooms and other non-boarding areas are held during normal teaching hours. As the roll call system cannot be used reliably to account for all occupants of these areas, a system of “sweeps” by trained Fire Wardens are applied. The Fire Warden searches all areas if safe to do so within their area of responsibility and reports that their area has been vacated to the Incident controller.

The Fire Warden “sweep” system is also applied to the evacuation of Boarding Houses during teaching hours when the occupancy level of the House cannot be assured.

Records of all Fire Practices are kept with the Facilities Manager/H & S Compliance Officer.

#### 14. Action on Hearing a Fire Evacuation Bell.

The following action should occur when anyone hears a fire evacuation alarm (in the building they are in):

- a. Leave building by the nearest safe exit. All personal belongings should be left behind and do not use the lifts. Staff to ensure this is done in a calm and orderly manner (Each building has dedicated fire wardens who will sweep their areas and provide assistance to those needing additional help in evacuating).
- b. **Staff only:** as leaving the building, try to close windows and doors and turn off electrical/gas points if it is safe to do so. This will stop a fire spreading quickly.
- c. Report to designated assembly point for the building you were in. **Staff:** At the assembly point ensure students line up in silence and take the register from iSAMS on your device and report to a fire warden if anyone is missing. Wait until you are told it is safe to return.
- d. **Staff Only:** Term Time - **Call Reception 1000**, Monday – Friday during 8.00am – 5.00pm, Saturday – 8.00am – 1.00pm. Out of Hours and School Holidays - Inform the Estates Department of the situation on **5555 (internal) or 07710 384436**.
- e. Do not re-enter building until authorised by one of the SLT or Fire services officer.
- f. In the event of the fire alarm being activated in a Boarding House, and it has been established that no fire has been detected, clearance to re-enter the building will either be given by the HMM, deputy HMM or Matron on duty.

#### 15. Action on discovering a fire / sign of fire or having a fire reported to you: -

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

- a. activation of the nearest call point or commencing manual warning (whistle, shout etc.)
- b. Dial 9/999 and ask for Fire Services
- c. Give clear precise information, address and location of fire
- d. Evacuate the building using the nearest safe exit.
- e. **Staff only:** if the fire is small, attack it, if possible, with appliances provided but **only** if you have been trained to use it safely and without taking personal risks.
- f. Inform the Estates Department of the situation on **07780 660162 (Director of Estates) / 07540 924239 (Estates Foreman)** or contact **Reception on 1000**, Monday – Friday 8.00am – 5.00pm and Saturday 8.00am – 1.00pm (Term Time). OOH – Contact the Estates Department of the situation on **5555 (internal) or 07710 384436**.
- g. Estates Team / Reception to inform the Head, Second Master or Bursar who may then invoke the Critical Incident procedure.

## **16. Personal Emergency Evacuation Plan.**

Personal Emergency Evacuation Plans (PEEPs) are a pre-planning system, for staff, and others, to ensure the adequacy of the emergency arrangements for staff, pupils and other frequent users of the College's premises who may require support or assistance. A PEEP is a process used to explore what individuals may need in an emergency evacuation to ensure they can leave the building safely and in a timely manner and to identify any assistance, aids, information or building adjustments that may be required to ensure that evacuation is as safe as possible.

From time to time, there will be a need for a Personal Emergency Evacuation Plan (PEEP) to be prepared for individual pupils, staff or visitors who have restricted mobility. This should be prepared by the line manager, respective HMM in whose house the pupil or visitor is attached and sent to the medical centre and the H & S Compliance Officer.

## **17. Prevention of Arson.**

Arson is increasing in all types of premises, including education premises and is recognised as a major cause of fires. It is important to take all reasonable steps to prevent arson attacks or minimise their impact. Currently this includes:

- Restricting unauthorised entry by limiting site entrances/access
- Securing all entry points
- Ensuring unauthorised persons can be identified – lanyards for all visitors/staff – challenge or report those who are not wearing ID
- Having sufficient lighting
- Having appropriate waste management procedures – ideally outside waste bins should be kept in a secure compound away from the building
- Reporting any suspicious behaviour or accidental fire
- Having CCTV and security lighting around the site
- Keeping building in good repair and condition

## **18. Emergency evacuation during exams.**

Please see the separate policy for an emergency evacuation of the exam room.

### **Reference Documents:**

1. Fire Warden Zones - see W/Public/Health and Safety/Fire/Fire Warden Zones
2. Fire Assembly Locations - see W/Public/Health and Safety/Fire/Fire Assembly Locations