



# EPSOM

## COLLEGE

### 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:

	Tasks	Comments
Board of Governors	Responsible in law for what happens on the premises	
Responsible Person (Headmaster)	Responsible for implementation of this policy	Mr J Piggot
Responsible Person (Bursar)	Responsibility devolved through the HM to ensure the safe working practices across site	Mrs S Teasdale
Responsible Person (Facilities Manager)	Day to Day basis, H&S matters devolved through the HM and Bursar	Mrs K Wright
Responsible Person (Estates Manager)	Fire Officer – Ensuring Fire RA are regularly carried out along with maintaining safety of personnel and buildings	Mr A Buckle
H&S Committee	Assist the Responsible Person(s) in the Management of H&S including fire safety/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 affect them, as required, when they are on site	

## 5. Risk Assessment.

The Responsible Person (Estates Manager) 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 Estates Manager /Facilities 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 Estates Manager for remedial action. Visual check on electrical apparatus prior to use	Fire Wardens, Estates Manager / Facilities 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	Estates 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	Estates Manager
5 Years	Fixed Wiring Installations inspected, tested, and certified	Estates Manager

## 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 that only allows smoking on site to take place in the designated smoking shelter located in the Catering Department car park. Smoking may continue within the private premises located within the College grounds

## 8. Training.

The Persons Responsible (Facilities Manager/ Estates Manager) 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 Estates Manager /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 Estates Manager for record keeping purposes. The following practices should occur:

	Detail	By whom
Boarding Houses	One night time / early morning evacuation practice per term	HMM's
Whole School	One daytime evacuation practice per annum	Estates Manager, / Assistant Deputy Head, / Facilities 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 Services by using nearest telephone
- c. Dial 9/999 and ask for Fire Services
- 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 Services Officer

## 12. Personal Emergency Evacuation Plan

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 respective HMM in whose house the pupil or visitor is attached.

## 13. Review.

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

### Appendices

Appendix 1: Role of Fire Warden - see S/Public/Health and Safety/Fire/Fire Warden Role

### Reference Documents:

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

## Appendix 1

### Role of Fire Warden

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. We have tried to have two 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 points
- 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 Estates Department of faulty items
- Notify Estates Department 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 activation of 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/visitors 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/ colleagues 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 Services Officer in charge, in the event of a real fire