



Fire Safety Policy and Procedures

1. Introduction

- 1.1 The purpose of this policy and subsequent procedures are to minimize the likelihood of a fire, and to state procedures for staff, pupils, visitors, hirer groups, and contractors. A further aim is to limit the effect of a fire should an outbreak occur. The Regulatory Reform (Fire Safety) Order 2005 (RRO) covers general fire safety in England and Wales. As an employer, owner, landlord of business or other non-domestic premises, the School is responsible for fire safety and is known as the 'responsible person'.
- 1.2 The School is required by the Independent School Standard regulations and the RRO to have a fire risk assessment (formally recorded and regularly reviewed) and the School must produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances and emergency plans.
- 1.3 Based on the findings of the Fire Risk Assessment, the School will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire. Through the fire risk assessment, the School will maintain a record of all Fire Safety related issues, and investigate and record findings on all fire incidents. The School have appointed an external specialist to undertake a site wide fire risk assessment, in line with "Competency Criteria for Fire Risk Assessors" published in December 2011 by the Fire Risk Assessment Competency Council. An electronic record of the report and actions plans is available on the School's shared area. Fire risk assessments for buildings will be updated on a cyclical basis of every 3 years for high risk areas (i.e. sleeping accommodation) and every 5 years for other school buildings (i.e. classrooms and admin areas). The School will maintain good links with the local Fire and Rescue Service to facilitate ease of access and maximum support in case of a fire.
- 1.4 Fire risk assessments will be undertaken every 3 years for high risk areas (sleeping accommodation) and every 5 years for other areas (e.g. classrooms/office spaces).
- 1.5 The implementation of arrangements detailed in this policy also ensure the School meets their obligation under the Management of Health and Safety at Work Regulations 1999, regulation 8, to have suitable emergency plans/procedures in place.
- 1.6 This policy will be reviewed at least annually by the Health and Safety Manager and submitted to the Health and Safety Committee for approval and communication to the Senior Leadership Team. Reviews and updates will be notified via the Health and Safety written reports to the Finance and General Purposes Committee meetings. A copy of this policy is made available to all employees via the intranet and the shared area, with copies displayed on dedicated health and safety notice boards.

2. Responsibilities

The Council, The Master and the Bursar are legally responsible for the provisions in this policy document, its review and its promulgation.

Those with key roles and responsibilities are:

2.1 The Master

The Master has responsibilities for all activities in the School. Therefore The Master is responsible for ensuring the Fire Safety Policy and procedures are implemented and effective in achieving, so far as is reasonably practicable, the safety of all Haileybury staff (employees) and pupils under their control, in terms of fire safety.

2.2 The Bursar

The Bursar has responsibility for the following:

- To ensure that there is a commitment to allocate adequate resources to implement the policy and actions to ensure that the School premises meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- To ensure fire safety arrangements and hazards are considered and implemented during any building or refurbishment work.

- To ensure that all staff and pupils receive adequate and appropriate information, instruction, training and supervision in terms of fire safety.

2.3 Health and Safety Manager

- The Health and Safety Manager has responsibility to:
 - Provide advice on fire safety requirements,
 - Assist with the design, implementation, delivery, monitoring and review the Haileybury Fire Emergency Procedures,
 - Liaise with regulatory bodies to ensure that Haileybury is compliant with all mandatory fire safety regulations and obligations,
 - Ensure that fire risk assessments are undertaken and subsequently operational safety assurance procedures are devised, implemented and adhered to.
 - Liaise with and oversee the fire safety activities undertaken by the Estate Compliance Officer.

2.4 Estate Bursar

The Estate Bursar, supported by the Estate Manager and Maintenance Manager is responsible for:

- Ensuring improvement works required by fire risk assessments are completed in a timely manner,
- Ensuring fire safety arrangements and hazards are considered and implemented during any building or refurbishment work, paying particular attention to required actions identified by the fire risk assessment.
- Arranging for all necessary testing of fire alarm call points, emergency lighting and annual fire extinguisher inspections, maintaining the necessary records for such testing and inspections.
- Ensuring that new or refurbished buildings are compliant in term of fire safety provisions (e.g. signage, emergency lighting, fire extinguishers and means of escape) prior to completion and occupation.

2.5 Estate Compliance Officer

The Estate Compliance Officer provides a pro-active presence for fire safety arrangements and compliance across the school. The Estate Compliance Officer is responsible for:

- Monitoring and arranging fire evacuation drills for all buildings at a frequency of at least every six months or every term in the case of boarding houses and maintain fire evacuation records.
- Organising staff training in fire safety awareness, with regular guidance on fire safety to those responsible for each building.
- Undertaking regular checks and tours of buildings to:
 - Inspect fire extinguishers for damage.
 - Review fire evacuation signage.
 - Review the buildings condition, especially fire doors and, corridors for free and unimpeded access.
 - Ensure access to Fire Extinguishers and Fire Call Alarm Points are not impeded.
- Recording and reporting any failings, and general findings, for remedial work.
- General monitoring of progress with fire safety risk assessment and completion of required actions.
- Liaising with local Fire Authority if necessary.

2.6 Housemaster/mistress (HM)

- During the school term, the Boarding House is to all intents and purposes the pupil's home and the HM is *in loco parentis*; as such HMs have the prime responsibility for the safety of the pupils while they are in the Boarding House. While pupils are in the boarding house the duty adults (these are likely to be the HMs/AHMs/Resident Tutors/House Matrons) are responsible for overseeing the house evacuation, in the event of a fire alarm sounding. In the event of a fire it is expected that the duty adult will contact the fire brigade to report the fire.
- The duty adult will liaise with the Duty Porter in the event of a fire alarm sounding or in the event of a fire.

- When purchasing furniture and furnishings for the boarding house the HM must ensure such items comply with the current regulations; Furniture and Furnishings (Fire) (Safety) Regulations 1988. HMs are responsible for ensuring fire exits and escape routes are kept clear and do not contain combustible items.

2.7 House Matrons

- Each boarding house has an appointed Matron to assist with the running of the house; a key function of this role is to be the duty adult in the house whilst the HM is teaching. House Matrons will carry out informal visual checks of electrical equipment, including pupil's electrical items, and report any faulty equipment to the HM. If the equipment is seriously damaged the House Matron will remove this to prevent an incident occurring, again reporting this to the HM. House Matrons will undertake appropriate training and assist with an evacuation of the boarding house.
- House matrons will assist in the implementation of fire safety arrangements by keeping a daily list of pupils in the boarding house (as per the day's roll call) and undertaking formal monthly fire safety checks in the boarding house.

2.8 Heads of Departments/Department Managers

- It is the responsibility of Heads of Departments to ensure that fire escape routes within their departments are clear and available at all times.
- It is the responsibility of the Heads of Departments to ensure that their staff are familiar with the escape routes and evacuation procedures, including any department specific arrangements.

2.9 Duty Porter (Fire First Responder)

- The Duty Porter is appointed as a key contact in a day to day emergency situation, as someone that can take charge and implement emergency procedures when necessary.
- The Duty Porter will respond to fire alarm activations and assist with investigating the cause of the activation.
- The Duty Porter will liaise with whoever is in control of the effected building (e.g. House Matron) and the emergency services. If necessary (i.e. no other staff are present) the Duty Porter will take on the role as the person in charge of the building. The Duty Porter will assist with the building evacuation and investigation of fire as appropriate.

2.10 External Hires and Lets

- The Catering and Events Department manage all external bookings for use of school facilities, excluding those taking place in the Sports Complex.
- The Catering and Events Department are responsible for providing information on Haileybury emergency arrangements to external organisations for the purpose of hires and lets.
- The external organiser is responsible for ensuring appropriate arrangements are in place and briefing the organisation's staff or similar whether using public rooms or a boarding house.
- The external organiser is responsible for ensuring all fire exits are kept clear and easily identified whilst using Haileybury facilities. In the event of the fire alarm sounding the external organiser is responsible for following the fire emergency procedures, ensuring the area is fully evacuated and liaising with the Duty Porter.
- All staff are responsible for ensuring the Catering and Events Department are notified in advance of any event bookings they are involved with. The Domestic Team set up rooms in advance of external (and internal events). When completing room set ups they are responsible for ensuring the fire escape routes/walkways and fire exits are kept clear; this may involve removing some furniture to ensure safe access and egress in the event of a fire.
- The Domestic Team are also responsible to adhering to guidance and best practice for room capacities and layout, in order to ensure rapid and safe access and egress in the event of a fire.

- Function spaces have a maximum capacity for the number of people that can occupy the room, e.g. Bradby Hall is a maximum of 260 people standing room only. The capacity is calculated taking into account the number of fire exits available and how quickly the room can be evacuated in the event of a fire. The room capacity details are available on the shared drive and must not be exceeded.

2.11 Visitors and School Events

- All visitors to the School should sign in at reception, details of fire procedures are provided by the receptionist. The visitor's host must ensure the visitor is aware of fire (and first aid) procedures.
- The organiser of an event is responsible for ensuring there are sufficient numbers of staff present to enable a prompt and safe evacuation of the building in the case of a fire. The organiser should liaise with the Domestic Team in terms of room set up to ensure all fire exits and escape routes are kept clear and easily identifiable.

2.12 Fire Marshals

Under the Reform Order, the 'Responsible Person' for the premises must carry out a fire risk assessment and nominate a sufficient number of competent persons (fire marshals) to assist in implementing the emergency procedures identified in the fire risk assessment. The school has 36 fire marshals throughout the campus; whose responsibilities include:

- Attending fire marshal training.
- Ensuring escape routes and fire exits are kept clear in a designated area.
- Assisting with the evacuation of a designated area/building by ensuring all personnel have evacuated.
- Reporting any fire related concerns to the Estate Compliance Officer.
- Completing monthly fire safety walk rounds and fire extinguisher checks.

2.13 All Staff

- It is the duty of all staff to assist in preventing fire by following the fire safety arrangements within this policy; paying particular attention to the correct storage and use of flammable substances, reporting fire related hazards and observing the smoking arrangements.
- All staff members should act as contribute to an evacuation; directing pupils, other staff and visitors out of the building to the assembly point, and if safe to do so checking rooms on their way passed, and closing doors behind them to stop the spread of fire.
- Fire doors protect escape routes, giving people at least 30 minutes to escape a building in the event of a fire. Fire doors should not be propped open, however it is understood this may be necessary on occasion to assist with operations e.g. cleaning, maintenance work in a pupil room or moving equipment into a room. In such situations a fire door may be temporarily propped open whilst the works are completed but must not be left unattended and propped open.
- The staff and visitors are responsible for maintaining a fire safe environment by adhering to these policies and procedures. This will help prevent loss of life, and loss of the facilities.

3. Fire Safety Arrangements

3.1 Fire detection and warning system

- Automatic fire detection provides the means to know that you have a fire at the earliest possible time. It offers the possibility of carrying out firefighting (because the fire is still small) and the maximum period of time to implement the emergency plan and to evacuate pupils, staff or any other relevant persons. The fire alarm systems are linked to door closing devices and door security systems in the school buildings; therefore if the fire alarm sounds the external doors will automatically be released, whilst any doors held open on electronic openers will close.

- Haileybury has installed automatic fire detection and warning systems in the majority of school buildings, with a focus on sleeping accommodation and other high risk areas. The Fire Alarm is the continuous ringing of the siren.
- Haileybury have appointed an external contractor (BBC Fire) to design, install and commission the fire detection and warning system, to ensure compliance with BS 5839. All boarding houses are fitted with systems to the highest level of L1 grade. The fire alarms in boarding houses are fitted with an automatic notification system that operates when the fire alarm is activated.

The notifications go to:

Fire Alarm Activation

- Telephone call and text to the Duty Porter mobile: 07827 344184
- Email to porter@haileybury.com
- Email notification to the house HM, for information purposes
- Email to the Estate Compliance Officer for information purposes

Fire Alarm Faults

Faults on the fire alarm system also trigger an alert, so that the fault can be rectified promptly. If a fault is found on a system the rest of the fire detection and alarm system will continue to function normally. To ensure prompt action the alerts are emailed to:

- the Electrical supervisor
- the Maintenance Foreman
- the Estate Compliance Officer (for information)

3.2 Day to day maintenance of the Fire Alarm

- The Maintenance Department is responsible for the maintenance of fire alarm systems. All faults or concerns with the alarm panel should be reported to Maintenance Department for remedial action. The Electrical Supervisor has undertaken specific training to be competent to undertake basic maintenance and reprogramming of the fire detection systems and alarm panel and liaises closely with the appointed Fire Alarm Engineer and service provider.
- The Estate Compliance Officer organises training for those permitted to operate the fire alarm panels, only those that have received this training are permitted to operate the fire alarm panel. Such individuals include the HMs, Duty Porter, Estate Compliance Officer, Maintenance Department personnel and the Health and Safety Manager.

3.3 Practice Fire Evacuations (Drills)

- Fire drills in boarding houses are carried out once a term; the date is set by the Health and Safety Manager and implemented by the Estate Compliance Officer in liaison with the HM. Fire drills in boarding house must take place during boarding/sleeping time e.g. early morning before first call or late at night.
- The Estate Compliance Officer will record details of the drill, storing this on the shared area and ensuring any faults are reported the Maintenance Department where appropriate. The Estate Compliance Officer will liaise with teaching staff, and where appropriate support staff managers, to carry out drills in other school buildings throughout the year, in line with an annual plan, ensuring buildings occupied by pupils are prioritised for term time drills. Records of these drills will be kept on the shared area. The Estate Compliance Officer will ensure all records of Practice Fire Evacuations are kept up to date.

Fire Extinguisher Inspections

- An external specialist company undertakes servicing and inspections of all fire extinguishers annually, generally completed during the School October Half Term holiday. The Maintenance Department oversees this process and will keep on record a certificate of the inspections; this will be stored on the shared area.

3.4 Emergency Lighting Tests

- The primary purpose of emergency escape lighting is to illuminate escape routes but it also illuminates other safety equipment.
- The Maintenance Department will ensure all emergency lighting systems are tested in accordance with BS EN 50172:2004 / BS 5266-8:2004, on a monthly basis, this will involve a short functional test. The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.
- A test for the full rated duration of the emergency lights (e.g. 3 hours drain down test) will be carried out annually. The emergency lights must still be working at the end of this test. Results will be recorded and, if failures are detected, these must be reported via the Collegiate system and remedied as soon as possible

3.5 Weekly Fire Alarm Testing (Testing of Call Points)

- The Maintenance Department undertake weekly testing of break glass call points every Tuesday and Thursday afternoon. The records of these tests will be logged in the BBC Fire Safety log books kept by each fire alarm control panel. Fire Safety Records (Log Books) will be kept by the Maintenance Department to ensure they are secure.

3.6 Fire Doors

- The purpose of fire doors is to stop smoke and fire spreading throughout a building, fire doors will be able to resist fire for a period of 30 or 60 minutes. Fire doors must be of suitable quality and installed to meet BS 476-22:1987 or BS EN 1634-1:2014.
- Fire doors must not be left propped open unless using a dedicated door holder that links/reacts to the fire alarm activation, so the door is released if the fire alarm sounds. Requests for a door holder should be submitted to the Maintenance department via the Collegiate system.

3.7 Disabled Persons – Personal Evacuation Plans (PEPS)

- Staff are encouraged to report any condition that would render them unable to leave the premises in an emergency without assistance, to their manager, to ensure special arrangements can be made. Staff should monitor pupils and visitors for disabilities and be prepared to give assistance during an emergency evacuation.
- When pupils first join the school a medical questionnaire will identify any condition that may result in them requiring assistance in an emergency evacuation. The Senior Leadership Team will ensure that appropriate adjustments are made for pupils with mobility difficulties, e.g. they will be allocated a bedroom on the ground floor and a buddy will be appointed to assist them during an evacuation.
- In locations with lifts providing greater access for those with mobility difficulties; the lifts will automatically return to the ground floor if the fire alarm is activated. Lifts should not be used in the event of a fire. In this scenario there will be refuge areas with a communication telephone. The Modern Languages Centre and Music School currently have refuge areas with a communication telephone.

3.8 New Builds/Refurbishment Projects

- Fire safety is an integral part of the planning process, when building new premises or doing building work on existing premises, Haileybury must comply with building regulations. This includes designing fire safety into the proposed building or extension. Under the Construction (Design and Management) Regulations 2015 the designer is required to consider and implement fire safety into the project. For new build projects the Estate Bursar will ensure a competent architect is instructed and requested to meet all necessary Fire and Building Regulations. The principal contractor is responsible for undertaking a fire risk assessment for the construction site and implementing the findings. The Fire and Rescue Service is involved in building regulations approval for new buildings and alterations.

- For in house refurbishment projects the Maintenance Department will arrange for an external expert to carry out a survey before the completion of the building/refurbishment works, allowing sufficient time for any recommendations to be completed prior to the building being occupied/used. The subsequent report from will be kept by the Maintenance Department, and made available to all involved with fire safety, via the shared area.
- For the major projects, such as refurbishment of Boarding Houses, the Estate Bursar will ensure suitable fire safety requirements are included within the scope of works.

3.9 Contractors

- Contractors working onsite are the responsibility of the department appointing them. Contractors must ensure any hot works (e.g. welding, soldering) are identified before work starts so that appropriate arrangements for fire alarms and sensors can be made. Contractors must obtain a Permit to Work for Hot Works prior to starting work, from the Maintenance Department. Contractors are not permitted to operate fire alarm panels.

3.10 Electrical Safety

- The Electricity at Work Regulations 1989 requires that as maybe necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonable, such danger.
- In order to fulfil this obligation Haileybury has appointed an external contractor to undertake the required electrical installation condition report (EICR), every 5 years. Records of this testing are held by the Maintenance Department and made available to the school electrician to enable ongoing remedial works. In addition, most boarding house electrical systems are protected by Residual Current Devices (RCDs) which operate if any leakage to earth occurs.
- House Matrons will undertake regular health and safety checks in the boarding houses, which include fire safety checks and visual checks on electrical items (similar to the role of fire marshals for other areas).
- Portable Appliance Testing of school electrical equipment is undertaken by an external contractor, covering all School buildings on the main campus and pupil owned electrical items in the boarding houses. A risk assessment has been completed, in line with table 1, to determine how often electrical items should be tested in the future, however, pupil owned items will be tested on an annual basis.
- New electrical items do not require a PAT test but should be subject to visual checks. Further arrangements and guidance is available in the Portable Appliance Testing Policy, accessed via the shared area, click [HERE](#).

3.11 Electrical Items prohibited in Pupil Bedrooms/Dormitories

It is necessary to control the risk of fire by limiting the type and number of electrical items in pupil bedrooms; the following items are prohibited from bedrooms/dormitories:

Item	Reason/Alternative
Kettle	Overloading of electrical system – keep in kitchen
Toaster/Sandwich Toaster	Heat producing, high risk of fire – keep in kitchen
Popcorn machine	Heat producing, high risk of fire – keep in kitchen
Plug in air fresheners	High risk of fire
Lava Lamps	Heat producing, high risk of fire
Convector and Fan Heaters	Heat producing, high risk of fire – use oil filled radiator if needed.
2 and 3 way plug adaptors	Use an extension lead, available from the book-room
Electric blankets	Heat producing, high risk of fire.
Plug in fairy lights with bulbs (not LEDs)	Ensure only LED style light or use battery powered fairy lights
Fridges/freezers larger than 46 litres	Small fridges are permitted, no bigger than 46 litres; alternatively use the fridge/freezer in the house kitchen.
Plug-in fluorescent tubes	Overloading of electrical system

Electrical cooking equipment e.g. Microwaves, rice cookers and single hobs	Heat producing, high risk of fire. All cooking equipment must be kept and used in the house kitchen.
Candles, oil burners and incense	High risk of fire.

3.12 Fire Safety Training

- It is compulsory that all staff will complete general fire safety awareness training, in order to ensure the fire safety policy/procedures are implemented and effective throughout the School, the aim is that all staff complete such training every 2 years.
- All new staff are made aware of the fire emergency procedures and fire safety awareness during the health and safety induction.

Some roles involved with fire safety arrangements will require specific training; this will be arranged by the Health and Safety Manager and will include:

- Estate Compliance Officer – ongoing training for completing fire monitoring inspections (3 day course)
- HMs – building evacuation and fire alarm panel operation
- House Matrons – building evacuation and fire alarm panel operation
- Pupils – briefing from HMs on fire arrangements and what to do in the event of a fire
- Duty Porter – emergency response, building evacuation, fire alarm panel operation
- Fire Marshals – formal fire marshal training course
- New staff – Health and Safety induction includes details of fire safety arrangements

3.13 Significant Fire Incident

The Estate Bursar and Health and Safety Manager will set up an investigation team and initially gather information for an investigation, and set up a meeting with the Fire and Police Investigation Team. It is the duty of all staff to assist in preserving all evidence that can contribute to the investigation. Staff must assume that they will be needed to co-operate with Fire Service and Police Investigation Officers. A written witness account while fresh in the mind will assist.

3.14 Smoking

In order to reduce the risk of fire and comply with the Smoke Free (Premises and Enforcement) Regulation 2006 which aims to protecting people's health, Haileybury is a smoke free campus. Staff are permitted to smoke in designated smoking areas only: Transport car park, the maintenance yard, the rear of the sports complex, catering storage area and the common room garden (for common room members).

4. Emergency Plan/Procedures

Anyone can and should call 999 if there is clear evidence of a fire in a school building. However to prevent confusion the following procedures should be followed.

Boarding House - WHAT TO DO IF A FIRE ALARM SOUNDS

The HM/Duty adult should investigate if/where there is a fire by reviewing the fire alarm panel, if safe to do so.

If there is clear evidence of a fire (heat, smoke, flames) the HM/Duty adult should call 999 for the Fire Service.

The HM/Duty adult should ensure all pupils have evacuated the building by sweeping the area (and completing a roll call between the hours of 22:30 – 07:00)

The HM/Duty adult should then contact the Duty Porter (07827 344184) if they are not already on site.

The Duty Porter will assist with the evacuation and liaise with emergency services.

Pupils must evacuate the building and gather at the allocated assembly point

No one is permitted to return to the building until they have been instructed it is safe to do so by the Fire Service, HM/Duty adult or Duty Porter.

Teaching Classrooms – WHAT TO DO IF A FIRE ALARM SOUNDS

The teacher will ensure all pupils in their class evacuate the building.

If there is clear evidence of a fire (heat, smoke, flames) the teacher will call 999 for the Fire Service.

The teacher should then contact the Duty Porter (07827 344184) if they are not already on site.

The Duty Porter will assist with the evacuation and liaise with emergency services.

Pupils and staff must evacuate the building and gather at the nearest assembly point.

No one is permitted to return to the building until they have been instructed it is safe to do so by the Fire Service or Duty Porter.

Administration Offices – WHAT TO DO IF A FIRE ALARM SOUNDS

All staff will evacuate the building.

The appointed Fire Marshal will carry out a sweep of the area ensuring everyone has left the building.

If there is clear evidence of a fire (heat, smoke, flames) any member of staff should call 999 for the Fire Service.

The Head of Department should then contact the Duty Porter (07827 344184) if they are not already on site.

The Duty Porter will assist with the evacuation and liaise with emergency services.

Pupils and staff must evacuate the building and gather at the nearest assembly point.

No one is permitted to return to the building until they have been instructed it is safe to do so by the Fire Service or Duty Porter.

5. Monitoring and Review

The Fire Safety Steering Group consists of the Estates Manager, H&S Manager, Estate Compliance Officer and Senior Electrician, meeting on a monthly basis. The purpose of this group is to focus on fire safety matters and the requirements/outcomes of fire risk assessments, raising concerns and actions to the Estates H&S Committee and school wide H&S Committee. Fire risk assessments are regularly reviewed in-house by this group, ensuring actions for remedial works are passed to the Maintenance team or more widely.

The Estates Compliance Officer undertakes building fire safety checks and reviews of the fire RA as part of these checks. The checks are completed every 6 months for boarding houses and once a year for all other buildings. Records and required remedial actions are kept in the shared network area (j Drive), with Collegiate requests submitted to the Maintenance Department for the necessary remedial work.

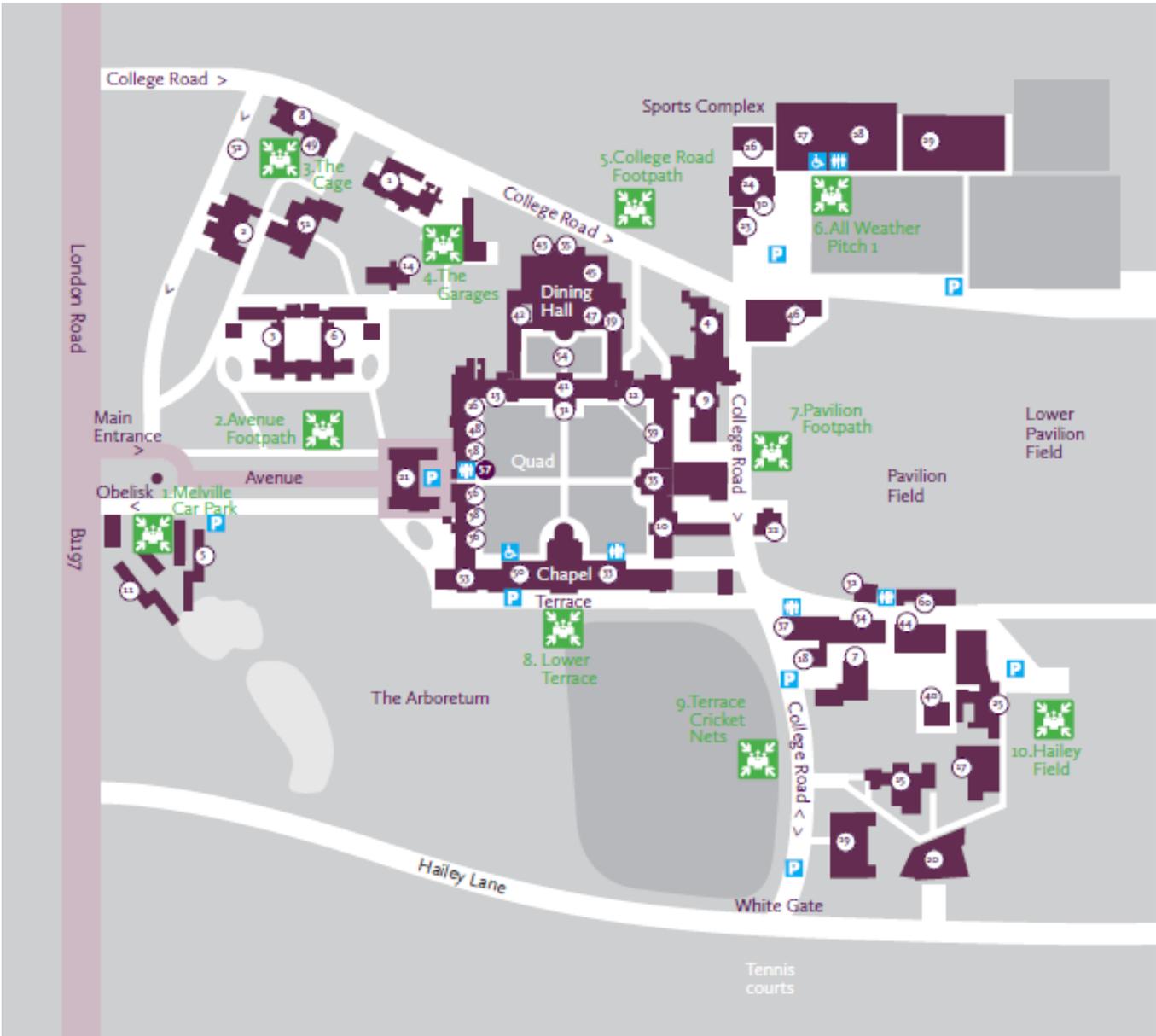
House Matrons complete a monthly H&S check in their boarding house, which includes aspects of fire safety and ensuring fire extinguishers are in operation. Records of these checks are kept in the Health & Safety folder in the shared network area. Works identified by the matron's H&S check are communicated the house handy man or maintenance department via a Collegiate request.

This policy will be reviewed and approved on an annual basis by the H&S Committee, facilitated by the H&S Manager.

Reviewed & approved by H&S Committee – June 2019

Appendix 1 - Fire Assembly Points

Your fire assembly points



Haileybury

Electrical Safety in Boarding Houses: Requirements for Pupils

To assist with ensuring everyone's safety in boarding houses, pupils are asked to ensure their electrical appliances, including cables, are in good condition and that electrical items are correctly used. An electrical accident can lead to a potentially fatal electric shock or fire.

The pictures below identify the correct equipment that should be used and others which should not be used. If required, suitable electrical adaptors and extension leads are available for purchase from the Book Room. Unsafe equipment will be removed as part of the school's health & safety inspections.

