



# Fire Safety Policy and Procedures

Policy date:	March 2022
Date of next review:	March 2023
Owner:	Bursar
SLT committee responsible:	Health and Safety Committee
Intended audience:	All
Location:	School Portal and Website

## **1. Introduction**

- 1.1 The purpose of this policy and the detailed fire safety arrangements is to minimise the likelihood of a fire, and limit the impact should a fire occur. The policy contains procedures for staff, pupils, visitors, hirer groups, and contractors. 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 Standards Regulations and the RRO to undertake fire risk assessments (formally recorded and regularly reviewed). The School has appointed an external specialist (Assurity Consulting) to undertake fire risk assessments for all school buildings. These risk assessments are held on the Assurity Portal. The School also has in place an overarching Fire Safety Risk Assessment (linked in its Risk Register) and a School Summary Risk Assessment covering the whole site (accessible in the Estates Compliance Shared Google Drive). The School must also produce this 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 a 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 its fire risk assessments, the School will maintain a record of all fire safety hazards, and investigate and record findings on all fire incidents. Residential properties linked to or on the main campus also have a fire risk assessment in place, which are also available on the Assurity Portal.
- 1.4 Fire risk assessments for buildings will be updated by an independent expert on a cyclical basis of every three years for high risk areas (i.e. pupil sleeping accommodation) and every five years for other school buildings (i.e. classrooms, administration areas and staff campus residential properties). The School carries out internal reviews of all fire risk assessments in the interim on a regular basis.
- 1.5 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.
- 1.6 The implementation of arrangements detailed in this policy also ensures that the School meets its obligation under Regulation 8 of the Management of Health and Safety at Work Regulations 1999 to have suitable emergency plans and procedures in place.
- 1.7 This policy will be reviewed at least annually by the Health and Safety Manager and submitted to the Health and Safety Committee and the Senior Leadership Team for approval. Reviews and updates will be notified to Governors via the Health and Safety Manager's written reports to the Finance and General Purposes Committee meetings. A copy of this policy is made available to all employees via the School Portal, with copies displayed on dedicated health and safety notice boards.

## **2. Responsibilities**

- 2.1 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:
- 2.2 The Master

The Master has responsibility for all activities in the School. Therefore, the Master is responsible for ensuring these Fire Safety Policy and Procedures are implemented and effective in achieving,

so far as is reasonably practicable, the safety of all Haileybury staff and pupils under their control, in terms of fire.

### 2.3 The Bursar

The Bursar has responsibility for the following:

- Ensuring that there is a commitment to allocate adequate resources to implement this policy and actions to ensure that the school premises meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring fire safety arrangements and hazards are considered and implemented during any building or refurbishment work.
- Ensuring that all staff and pupils receive adequate and appropriate information, instruction, training and supervision in terms of fire safety.

### 2.4 Estates Director

The Estates Director through the Estates, Maintenance and Operations teams, is responsible for the implementation of actions required by the fire risk assessments. They are responsible for ensuring the Estates teams implement the necessary fire safety arrangements e.g. weekly fire alarm testing, quarterly servicing of alarms, and fire drills. The Estates Director will ensure fire safety requirements are included within new building and maintenance projects or general maintenance works and will ensure that there are suitable resources to achieve all fire safety legal requirements and arrangements.

### 2.5 Health and Safety Manager

The Health and Safety Manager has responsibility for overseeing fire safety and school arrangements, ensuring all fire risk assessments are undertaken and reporting findings to the Bursar and Estates Director, and working with the Estates teams to drive forward completion of recommended actions from the fire risk assessments.

The Health and Safety Manager has a responsibility to:

- Chair the Fire Safety Working Group meetings.
- Provide advice on fire safety requirements.
- Assist with the design, implementation, delivery, monitoring and review the School's Fire Emergency Procedures.
- Liaise with regulatory bodies to ensure that Haileybury is compliant with all mandatory fire safety regulations and obligations.

### 2.6 Fire Safety Working Group

The Fire Safety Working Group consists of the Head of Maintenance, Health and Safety Manager, Estates Office Manager and Senior Electrician, meeting every four weeks to discuss fire safety matters. The group will collaborate across departments to create and implement the School's fire safety strategy and fire safety policy, and to undertake internal reviews of fire risk assessments and required actions. The group will working together to ensure school fire safety arrangements are implemented. The group's activities are reported to the Estates Health and Safety Committee and the School Health and Safety Committee via the Health and Safety Manager and Estates Director.

## 2.7 Head of Maintenance

The Head of Maintenance is responsible for ensuring remedial works identified by the fire risk assessments and Fire Safety Working Group are carried out. They will arrange for Maintenance staff or contractors to complete the works required to assist with the protection against, or impact of, fire.

The Head of Maintenance will ensure remedial works required to ensure fire safety are given suitable priority for completion.

## 2.8 Housemaster/mistress (HM)

During the school term, the 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 House. While pupils are in the 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.

HM responsibilities particularly include:

- Briefing pupils on fire safety emergency plans for the House.
- Ensuring the duty adult understands the arrangements for liaising with the fire brigade and Duty Operations Assistant in the event of a fire alarm sounding or in the event of a fire.
- Ensuring furniture and furnishings purchased or provided for the House comply with the current regulations; Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- Ensuring fire exits and escape routes in Houses are kept clear and do not contain combustible items.

## 2.9 House Matrons

- Each 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. 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 Matron will remove this to prevent an incident occurring, again reporting this to the HM. Matrons will undertake appropriate training and assist with an evacuation of the House.
- Matrons will assist in the implementation of fire safety arrangements by keeping a daily list of pupils in the House (which is done via the School's registration system and call).
- Matrons will undertake formal fire safety checks every half term in the House to provide a proactive approach to identifying fire hazards.
- Matrons will fulfil the role of a fire marshal in the House, working with the Duty Operations Assistant to manage a fire alarm activation or in the event of the fire.

## 2.10 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. Staff supervising pupils during lessons are responsible for ensuring they all evacuate in the event of a fire alarm activation.

### 2.11 Duty Operations Assistant (Fire First Responder)

- The Duty Operations Assistant 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 Operations Assistant will respond to fire alarm activations and assist with investigating the cause of the activation.
- The Duty Operations Assistant will liaise with whoever is in control of the affected building (e.g. Matron) and the emergency services. If necessary (i.e. no other staff are present) the Duty Operations Assistant will take on the role as the person in charge of the building. The Duty Operations Assistant will assist with the building evacuation and investigation of fire as appropriate.

### 2.12 External Hires and Lets

- The Sports Complex and External Lets Manager oversees all external bookings for the use of school facilities. They 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 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 Operations Assistant.
- The Operations Manager organises the set-up of 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 Operations Manager will work with the Sports Complex and Lets Manager to ensure adherence with the 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 in the Health and Safety section of the School Portal.

### 2.13 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 a School event is responsible for ensuring there are sufficient numbers of staff present to facilitate a prompt and safe evacuation of the building in the case of a fire. The organiser should liaise with the Operations Manager in terms of room set-up to ensure all fire exits and escape routes are kept clear and easily identifiable.
- The event organiser must ensure details of the fire safety arrangements are provided to guests prior to or at the start of the event.

## 2.14 Fire Marshals

Under the Regulatory 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 a number of fire marshals throughout the campus, for example the Operations Assistants and Matrons 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 Estates Helpdesk.
- Completing monthly fire safety walk rounds and fire extinguisher checks.

## 2.15 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 and reporting fire related hazards.
- All staff should act to 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, and closing doors behind them to stop the spread of fire.

## 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. 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 all 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 Houses are fitted with fire alarm systems to the highest level of L1 grade. The fire alarms in Houses are fitted with an automatic notification to the Estates Helpdesk.

The notifications go to:

#### **Fire Alarm Activation**

- Telephone call and text to the Duty Operations Assistant mobile: 07827 344184.
- Email to [estateshelpdesk@haileybury.com](mailto:estateshelpdesk@haileybury.com).
- Email notification to the House HM, 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; and
- the Head of Maintenance.

## **Fire Alarm False Alarms**

False alarms are when the fire alarm activation is due to causes other than a genuine fire or alarm test. Examples of false alarms include steam from showers or aerosol sprays, accidental breakage of a fire alarm call point or cooking fumes (e.g. burning toast).

Staff will use the incident report form on iProtectU to record such situations. The form will be completed by the attending Duty Operations Assistant on most occasions but there may be times when other relevant staff will submit the report.

Reported false alarms will be analysed by the Fire Safety Working Group. Findings will be shared with the Estates Health and Safety Committee and School Health and Safety Committee as appropriate.

### **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 the 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.

### **3.3 Practice Fire Evacuations (Drills)**

Fire drills in Houses are carried out once a term; this is overseen by the Health and Safety Manager and implemented by the Operations team in liaison with the HM. Fire drills in the House must take place during boarding and sleeping time e.g. early morning before first call or late at night.

Details of the drill will be recorded, storing this on the shared Estates Compliance Google drive and ensuring any faults are reported to the Maintenance Department where appropriate.

The Health and Safety Manager will liaise with teaching staff, and, where appropriate, support staff managers to carry out drills in other school buildings every six months, 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 Estates Compliance Google drive.

### **3.4 Fire Extinguisher Inspections**

An external specialist company (Flameguard) undertakes servicing and inspections of all fire extinguishers annually, generally completed during the School October Half Term holiday. The Estates Department oversees this process and will keep on record a certificate of the inspections; this will be stored on the shared Estates Compliance Google drive.

### **3.5 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 in Houses 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 in Houses. 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

### 3.6 Weekly Fire Alarm Testing (Testing of Call Points)

The Maintenance and Operations Departments undertake weekly testing of break glass call points every Tuesday and Thursday afternoon. The records of these tests will be logged in the Fire Alarm System log books, kept by each fire alarm control panel.

### 3.7 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.

The Fire Risk Assessment considers the suitability of the fire doors.

### 3.8 Disabled Persons – Personal Emergency Evacuation Plans (PEEPS)

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.

The School will carry out a risk assessment and develop a PEEP specific to the individual, where necessary.

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.

### 3.9 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 in the project. For new build projects the Estates Director 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 will be consulted as part of building regulations approval for new buildings and alterations.

For significant House maintenance and refurbishment projects the Maintenance Department will ensure any remedial actions identified by the Fire Risk Assessment are included within the scope of the project. For significant alterations on layout of building use a Fire Risk Assessment will be completed for the area.

For major projects, such as refurbishment of Houses and new builds, the Estates Director will ensure suitable fire safety requirements are included within the scope of works.

### 3.10 Contractors

Contractors working onsite are the responsibility of the department appointing them. Contractors must ensure any hot works (e.g. welding, soldering) or works that breach fire compartmentation 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 Estates Office. Contractors are not permitted to operate fire alarm panels.

### 3.11 Electrical Safety

The Electricity at Work Regulations 1989 requires that as may be 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 five 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 House electrical systems are protected by Residual Current Devices (RCDs) which operate if any leakage to earth occurs.

Matrons will undertake regular health and safety checks in the 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 Houses. The PAT testing is undertaken annually. New electrical items do not require a PAT test but should be subject to visual checks.

### 3.12 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

Item	Reason/Alternative
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.

Any staff working in Houses are expected to report their concerns to the House Master/Mistress or Matron if the above items are found in a pupil room.

### 3.13 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 two years. This is achieved via iProtectU (the School's online training platform).

All new staff are made aware of the fire emergency procedures and fire safety awareness during the health and safety induction. New staff will complete the fire safety awareness training when they start work at Haileybury via iProtectU, as part of the new staff 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:

- HMs – building evacuation and fire alarm panel operation.
- Matrons – Fire Marshal training and fire alarm panel operation.
- Pupils – briefing from HMs on fire arrangements and what to do in the event of a fire.
- Operation Assistants – emergency response, building evacuation, fire alarm panel operation (overseen and provided by the Operations Manager).
- Fire Marshals – fire marshal training course.
- New staff – Health and Safety Induction includes details of fire safety arrangements.

### 3.14 Significant Fire Incident

The Bursar and Health and Safety Manager will set up an investigation team and initially gather information for an investigation, and liaise with the Senior Leadership 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 Investigation Officers.

A written report will be provided to the Bursar, Health and Safety Committee and Senior Leadership Team (SLT).

### 3.15 Smoking

In order to reduce the risk of fire and comply with the Smoke Free (Premises and Enforcement) Regulation 2006, which aims to protect people's health at work, 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).

### 3.16 Fire Safety in Residential Properties

All residential staff are provided with fire safety instructions to follow whilst living in a school owned property. The instructions include the use of barbecues, portable heaters, household electrical items, escape routes and storage in boiler cupboards.

The use of open unprotected candles is prohibited. All properties are provided with smoke and heat detectors in the common areas, residents are required to test these devices on a monthly basis.

Haileybury will ensure properties with open fires have the chimneys swept on an annual basis. Residents are responsible for ensuring wood burning stoves and open fires are used in a safe manner and are fully extinguished after use.

## 4. Emergency Plan/Procedures

**Anyone can and should call 999 if there is clear evidence of a fire in a school building.**

**The following procedures should also be followed:**

### 4.1 WHAT TO DO IF YOU DISCOVER A FIRE

- Set off the fire alarm via the red call points.
- Evacuate the building and proceed to the assembly point.
- Call 999 to request the fire service (give building name and address: Haileybury SG13 7NU).
- Contact the Estates Helpdesk via ext. 6225 / 07827 344184 to report the fire.
- Ensure the Duty Operations Assistant (or other staff) will meet the fire service at the rendezvous point: Cricket Pavilion.

### 4.2 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 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 call between the hours of 22:30 and 07:00).
- The HM/duty adult should then contact the Duty Operations Assistant (07827 344184) if they are not already on site.
- The Duty Operations Assistant will assist with the evacuation and liaise with emergency services.
- Pupils must evacuate the building and gather at the allocated assembly point.
- Do not return to the building until instructed it is safe to do so by the Fire Service, HM/duty adult or Duty Operations Assistant.

### 4.3 Teaching Classrooms – WHAT TO DO IF A FIRE ALARM SOUNDS

- The teacher will ensure all pupils and staff in their class evacuate the building and gather at the nearest assembly point.
- If there is clear evidence of a fire the teacher will call 999 for the Fire Service.

- The teacher should then contact the Duty Operations Assistant (07827 344184) if they are not already on site.
- The Duty Operations Assistant will assist with the evacuation and liaise with emergency services.
- Do not return to the building until instructed it is safe to do so by the Fire Service or Duty Operations Assistant.

#### 4.4 **Administration Offices – WHAT TO DO IF A FIRE ALARM SOUNDS**

- All staff (and pupils if present) will evacuate the building and gather at the nearest assembly point.
- 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 any member of staff should call 999 for the Fire Service.
- The Head of Department should then contact the Duty Operations Assistant (07827 344184).
- The Duty Operations Assistant will assist with the evacuation and liaise with emergency services.
- Do not return to the building until instructed it is safe to do so by the Fire Service, HM/duty adult or Duty Operations Assistant.

### 5. **Monitoring and Review**

- 5.1 Hertfordshire Fire Service completed a fire safety inspection in October 2020 and carry out regular familiarisation visits to the School.
- 5.2 This policy will be reviewed and approved on an annual basis by the Health and Safety Manager, the Health and Safety Committee, and by the SLT.

### 6. **References, Resources and Associated Documents for this Policy**

- Fire Safety instructions for Haileybury Residents (on School Portal).
- Fire Assembly points, Fire Service Rendezvous point and fire hydrants map (on School Portal and displayed throughout the School).
- Pupil Bedroom/Dormitories - Fire Safety Requirements (on School Portal).
- Assurity Plus Portal – containing fire risk assessments and action plans (accessible by relevant staff).
- [Fire Safety in new and existing school buildings \(March 2014\), Education & Skills Funding Agency](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005.](#)

<b>Version history</b>		
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June 2019	Health and Safety Committee	Reviewed and approved
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