



# Fire Safety Policy and Procedures

## 1. Introduction

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 College is responsible for fire safety and is known as the 'responsible person'.

The College is required by the Independent School Standard regulations and the RRO to have a fire risk assessment (formally recorded and regularly reviewed) and the College must produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances. It must develop and implement fire procedures and provide staff training (repeated periodically where appropriate); ensure the safety of staff or anyone else legally on the school premises; carry out fire drills and contact emergency services when necessary; appoint one or more competent persons to assist in taking preventive and protective measures (including firefighting and evacuation); have a suitable system for the provision and maintenance of: clear emergency routes and exits, signs, notices, emergency lighting, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person'; provide staff and any others working on the school site with fire safety information.

Based on the findings of the Fire Risk Assessment, the College 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 College will maintain a record of all Fire Safety related issues, and investigate and record findings on all fire incidents. The College 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 College's shared area. The College will maintain good links with the local Fire and Rescue Service to facilitate ease of access and maximum support in case of a fire.

The implementation of arrangements detailed in this policy also ensure the College meets their obligation under the Management of Health and Safety at Work Regulations 1999, regulation 8, to have suitable emergency plans/procedures in place.

This policy will be reviewed at least annually by the Health and Safety Manager and submitted 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:

### The Master

The Master has responsibilities for all activities in the College. 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.

### 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 College 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.
- To ensure that maintenance and repairs to ensure fire safety as controlled by the maintenance manager are actioned in a timely manner.

- To support and encourage line managers with their health and safety responsibilities.

### **Health and Safety Manager**

The Health and Safety Manager has responsibility to:

- Design, implement, lead, deliver, monitor 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 activities undertaken by the Estate Compliance Officer.

### **Estate Bursar**

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

- 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.

### **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 for the use of fire extinguishers, 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.

### **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.

## **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.

## **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.

## **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.

## **Visitors and School Events**

All visitors to the College should sign in at reception, details of fire procedures are contained on the back of the visitor badge. 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.

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 room capacity details are available on the shared drive and must not be exceeded for any event.

## **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 got 36 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.

### All Staff

It is the duty of all staff to prevent fire by:-

- Maintaining high housekeeping standards.
- Checking exits and external routes before pupils are admitted.
- Not introducing highly flammable, toxic or illegal narcotic substances.
- Ensuring highly flammable substances are correctly stored in a secure location.
- Not introducing or causing any naked flames or sparks without permission.
- Observing safe operations when handling highly flammable substances, e.g. LPG gas cylinders.
- Preventing storage in and blocking of escape routes.
- Promptly reporting defects via their line manager or the Collegiate System operated by the Maintenance Department.
- Switching-off unnecessary electrical equipment.
- Elimination of trailing cables.
- Observing the NO SMOKING rules and dealing with members of the public to prevent a burning cigarette being introduced to the premises.
- Not wedging open fire resisting doors.
- Attending fire safety training sessions and adhering to the Fire Safety policy and procedures.
- Advising visitors on Fire Safety arrangements.

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

#### 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. Automatic fire detection is needed for alerting people who are sleeping and areas of high risk such as kitchens, boiler rooms, access rooms to sleeping accommodation and areas served by a single stairway.

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 house 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](mailto: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).

## **Fire Alarm Systems**

The Fire Alarm is the continuous ringing of the siren.

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.

## **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 College 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.

## **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. The Maintenance Department staff will undertake monthly checks of the emergency lights to ensure all are fully functioning. Results will be recorded and, if failures are detected, these must be reported via the Collegiate system and remedied as soon as possible.

## **Weekly Fire Alarm testing (Testing of Break Glass 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.

## **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 propped or wedged 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.

### **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. In this scenario there will be refuge areas with a communication telephone or “evac chairs” and appropriately trained staff. The Modern Languages Centre and Music School currently have refuge areas with a communication telephone.

### **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.

### **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.

### **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 in Jan/Feb 2018, covering all College 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 advice and guidance is available from the HSE on PAT testing, click [HERE](#), which suggests the following intervals for checking portable electrical equipment:

**Table 1 Suggested initial intervals for checking portable electrical equipment**

| Equipment/environment  | User checks | Formal visual inspection  | Combined inspection and testing                                      |
|--|-------------|---|--|
| Battery-operated: (less than 40 volts)   | No          | No  | No   |
| Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights   | No          | No  | No   |
| Desktop computers, VDU screens   | No          | Yes, 2–4 years  | No if double insulated, otherwise up to 5 years                      |
| Photocopiers, fax machines: Not hand-held. Rarely moved  | No          | Yes, 2–4 years  | No if double insulated, otherwise up to 5 years                      |
| Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps   | No          | Yes, 2–4 years  | No   |
| Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment | Yes         | Yes, 6 months – 1 year  | No   |
| Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons   | Yes         | Yes, 6 months – 1 year  | Yes, 1–2 years   |
| Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment   | Yes         | Yes, 6 months – 4 years depending on the type of equipment it is connected to | Yes, 1–5 years depending on the type of equipment it is connected to |

**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 (see appendices for full details):

| 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 bookroom  |
| Electric blankets  | Heat producing, high risk of fire.  |
| Plug in fairy lights with bulbs rather than 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.  |

### Fire Safety Standards – Furniture and Furnishings

Furniture and furnishings may significantly increase fire spread in rooms and those circulation spaces, corridor and stair enclosures that form the fire escape routes from the building. Therefore their potential to increase the fire loading and spread of fire need to be considered by departments when providing, arranging or positioning furniture and furnishings in respect to fire safety and the impact on the means of escape from the premises by pupils, staff and visitors.

- Office furniture should be obtained from a reputable supplier in order to ensure it meets the various regulations intended for the workplace and which will generally be tested to British Standards such as BS EN 1021 1and2 and BS 7176:2007 etc.
- Upholstered furniture should only contain those filling materials specified in the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- The use of furniture and furnishings in Boarding houses must also comply with the current regulations; Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- Furniture and furnishings used in domestic premises (including any supplied by the owners or landlords or any that are brought in by residents) must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended 1989 and 1993.85

### 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 College.

All new staff are made aware of the emergency procedures for 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

### 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.

#### **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. Appendices**

**Appendix 1 – Map of assembly points**

**Appendix 2 – Electrical Safety Instructions for pupils**

**Appendix 3 – List of electrical items prohibited from pupil rooms.**

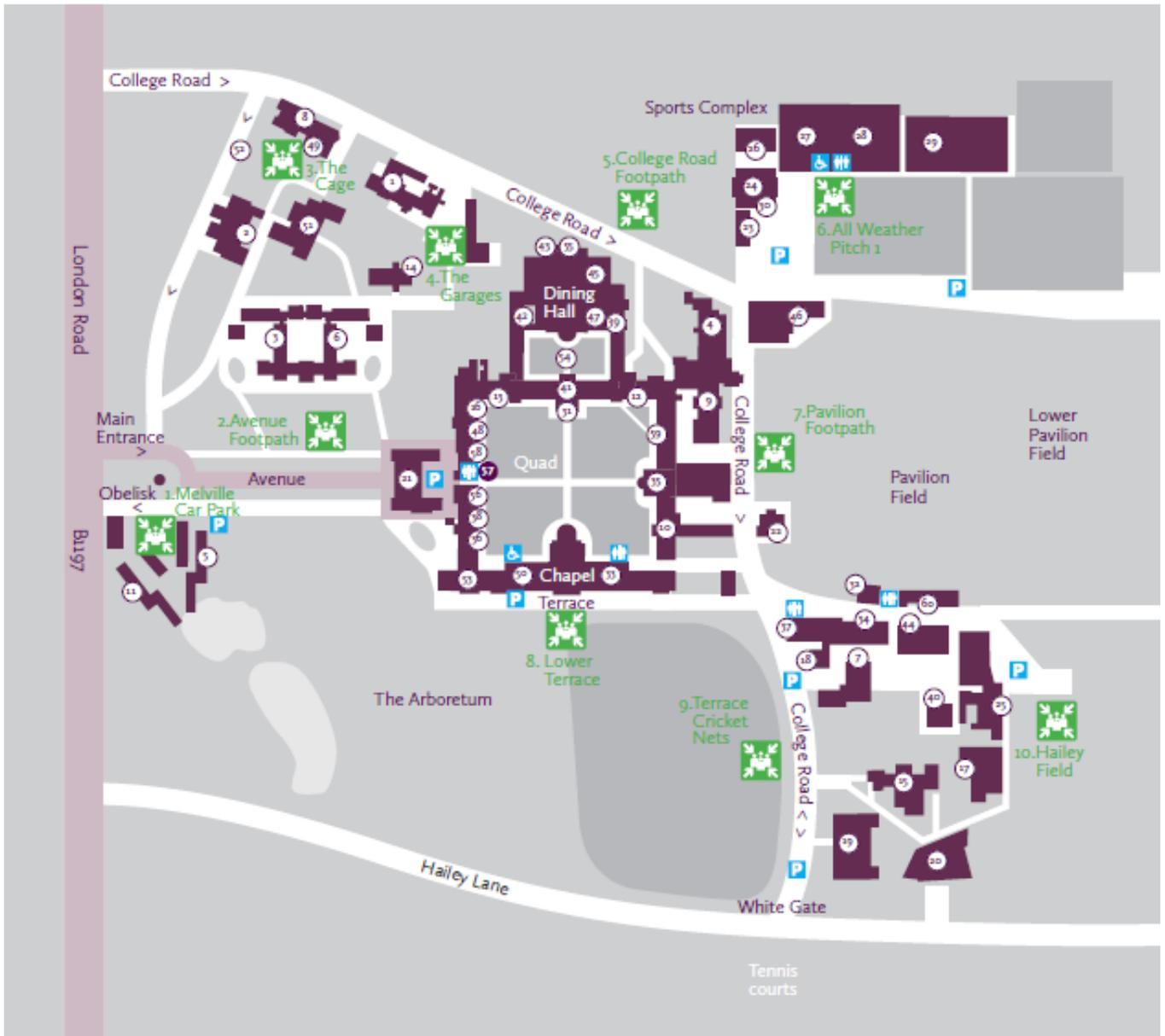
**Appendix 4 – The Role of the Duty Porter (Fire First Responder)**

**Appendix 5 – Schedule of weekly fire alarm testing.**

*Reviewed SLT March 2018*

Appendix 1 - Fire Assembly Points

# Your fire assembly points

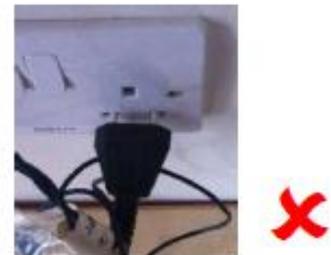


# Haileybury

## 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.



## Appendix 3 – Electrical items prohibited from bedrooms

### Pupil Bedroom/Dormitory Safety Policy

#### Introduction

This policy has been introduced following discussions with the lead inspector during the last ISI inspection and a significant number of fire alarm activations due to heat producing equipment in pupil bedrooms. The Health and Safety Manager inspected boarding houses during the October 2015 half term finding a range of electrical items that are not suitable for bedrooms/dormitories; raising the risk of fire and likely to over load the electrical system. Therefore, it is necessary to control the risk of fire by limiting the type and number of electrical items in pupil bedrooms.

Haileybury's Council, Housemasters/mistresses (HMs) and House Matrons have been consulted and involved in the creation of this policy. This policy does not ban all electrical items, the aim is to achieve a balanced approach that enables pupils to still feel very much at home in the boarding house, whilst ensuring their safety through controlling hazardous items within bedrooms.

#### Responsibilities

The HM is responsible for ensuring that the policy is implemented and that pupils who disregard these rules are disciplined appropriately. The HM should remove any unsafe pupil owned electrical appliances.

The House Matron is responsible for assisting with the implementation of this policy and reporting concerns to the HM. The House Matron should also report any faults to fixtures and fittings to the Handyperson.

The Handyperson is responsible for ensuring repairs are completed as appropriate and reporting concerns of unsafe pupil owned electrical appliances to the House Matron/HM.

The Health and Safety Manager is to constantly monitor the effectiveness of this policy

Parents and pupils are responsible for ensuring all pupil owned items are in good condition and safe to use.

#### General Rules

- Room floors should be kept free from clutter and rubbish.
- Room decorations must not interfere with items provided for safety purposes e.g. fire alarm system, heat/smoke detectors.
- No posters, flags, drapes etc. should be attached to or hung from the ceiling.
  
- Light bulbs must not be more than the recommended rating for a particular light fitting.
- Lamps must be made stable and secure.
- Light bulbs must not touch or be close to combustible materials or furniture surfaces.
- Lights provided by Haileybury in bedrooms must not be covered or misused.

#### Prohibited Items in Boarding House bedrooms and dormitories

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                                      |
| Convactor 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 rather than 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.  |

All electrical equipment - with the exception of PCs - must be switched off when not in use.

Hair straighteners/curlers must be unplugged when not in use, and must not be left on bed coverings or clothing while still hot, heat mats are available from the Bookroom. All equipment must have the correct fuse rating.

The HM and/or House Matron will remain vigilant with visual checks on electrical appliances, removing any that are in an unsafe condition, so as to prevent injury or fire.

Anyone discovering any damage to sockets, appliances or equipment must report this immediately to the HM/House Matron/Handy man and must not attempt to repair it.

#### **Extension Leads**

Only 4-way in-line extension leads are permitted in Boarding Houses and sockets should be accessible at all times on desks, tables, window-sills etc. The leads should not run across room walking space or rest on radiators or hot pipes.

Extension leads must be of sufficient length so as to avoid "daisy chaining", i.e. plugging additional extension leads into the original extension lead.

## **Appendix 4: Role of the Duty Porter during a Fire Alarm Activation**

### **Porters Department Procedure for responding to Fire Alarm activations**

#### **Introduction**

This procedure details the responsibilities of the Porters Department in providing an emergency response to fire alarm activations on the Haileybury site.

The College is obligated under the Management of Health and Safety at Work Regulations 1999 to have in place appropriate emergency response procedures. With a permanent twenty-four hour a day presence through the Duty Porter and Night Security Officer the Porters Department plays a primary role in fulfilling this obligation.

#### **Notification of Fire Alarm Activation**

Fire alarm activations will be notified to the Duty Porter (DP) or Night Security Officer (NSO) through any of the following means:

- Auto alert system to the DP/NSO mobile telephone
- Hearing the alarm sounding
- Telephone to the DP/NSO
- Face-to-face communication from staff, pupil, public.

#### **Person in Control**

The person in control of dealing with a fire alarm activation will normally be:

##### Boarding Houses

- HM
- AHM
- Duty Tutor
- House Matron

##### Teaching Classrooms

- Head of Department or Second in Department
- teacher

##### Administration Offices

- Head/Deputy Head of Department
- senior person present

##### School Events

- the organiser (the individual booking the function room)

##### External Hires and Lets

- senior representative of the external organisation

**IF NONE OF THE ABOVE IS PRESENT THEN THE DP/NSO WILL ASSUME THE ROLE OF THE PERSON IN CONTROL**

#### **Management**

The Head/Deputy Head Porter will ensure all staff in the Porters Department:

- Receive suitable and sufficient information, instruction and training in this procedure;
- Respond to fire alarm activations in accordance with this procedure.

### **Porters Staff**

Upon notification of a fire alarm activation the DP/NSO will:

- Attend the relevant building as a matter of urgency - taking the appropriate fire information sheet/folder from the Porters Lodge if practicable.
- Locate and liaise with the person in control – or assume the role of person in control, as above.
- Use the information shown on the fire alarm control panel to assist in investigating the cause of the alarm activation.
- **Not** silence the alarm until the investigation is complete and the person in control (or Fire Service, if in attendance) has given the all clear.
- Call the Fire Service on 999 if there is clear evidence of a fire (heat, smoke, flames) if taking the role of person in control.

If there is no immediate evidence of fire and it is safe to do so:

- Assist with the building evacuation.
- Liaise with the emergency services, if present, and act upon their instructions.
- **Silence** and **Reset** the alarm when the person in control has given the all clear.
- Attend the assembly point to notify those present of the all clear – in conjunction with the person in control, where appropriate.
- Report any faults with the alarm appropriately.
- Record the incident in the fire alarm log.
- Notify the Estate Compliance Officer of the incident by email.