

FIRE SAFETY POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund's College is committed to ensuring the welfare and protection of the health and safety of children, staff & visitors in their care.

Statutory Regulations

*The Regulatory Reform (Fire Safety) Order (2005)
The Health & Safety at Work etc Act (1974)*

Policy Statement

St Edmund's College & Prep School, as part of its Health & Safety Policy, ensures that adequate arrangements for the prevention of fire are in place. This is achieved by undertaking fire risk assessments in line with *The Regulatory Reform Fire Safety Order (2005)*, by reviewing the findings from such assessments, having in place suitable fire precaution systems and robust procedures for the evacuation of the buildings and site in case of fire. It is the responsibility of the Health and Safety Officer to carry through this policy with support from the Bursar, Headmaster and Governors.

St Edmund's College & Prep School will ensure, so far as is reasonably practicable, that all staff, students, contractors and visitors are protected from the risks of fire whilst on college premises.

The College's Fire Safety Policy is a whole school policy including EYFS and Boarding, forming part of the College's wider Health & Safety Policy.

Aims of the Policy

It is St Edmund's College & Prep School policy that:

- no life be put in jeopardy in any way whatsoever.
- evacuation procedures are regularly tested.
- possessions and equipment are replaceable and their rescue is not worth risk to a person's life or an injury;
- the Health and Safety Officer will undertake a fire safety risk assessment on a regular basis.
- The PAS 79 documents show the details of regular fire assessment checks.
- the College have in place, maintains, and uses appropriate fire safety precautions.
- fighting any fire is only undertaken when the alarm has been raised, when there is no risk to a person or persons attempting to fight the fire and that they have received appropriate training.
- all staff receive information on fire safety, fire safety instruction and training.

Other Relevant Documents & Policies

This policy should be considered in conjunction with:

- Health and Safety Policy
- Staff Handbook
- Risk Assessment Policy
- Fire Action Plan

Person responsible for review

To ensure the effectiveness of the policy, it will be closely monitored, formally reviewed and revised in light of any legislative or organisational changes by the College's Health and Safety Officer in consultation with the Bursar, Headmaster and the Board of Governors.

Introduction

It is the priority of St Edmunds College & Prep School to minimise the risk to life and reduce injury to staff, students, contractors and visitors of fire whilst on college premises. This is achieved by maintaining the physical fire safety of the College, ensuring staff, students and visitors do not add to the fire risk and through safe evacuation of college buildings in the event of a fire breaking out. The Fire Safety policy, Fire Action Plan and Fire Risk Assessments at the College are designed to help the College community respond calmly and effectively in the event of a fire within the College buildings.

Responsibilities

The Governing Body has the ultimate responsibility for fire safety in the College. The Governing Body acts through the headmaster to review this policy and to monitor the effective working procedures of the College including reviewing the reports of incidents, near misses or concerns raised by any member of the College community. The College's Health and Safety Officer has possession of the File Folder, which contains fire inspection reports, details of all fire drills and callouts including actual incidents. It also lists the current timetable for extinguisher maintenance reviews.

The headmaster is the Responsible Person reporting to the Governing Body for fire safety within the College, although the immediate operational role is delegated to the Health & Safety Officer.

The Health & Safety Officer will be assisted by the Buildings Projects Manager and members of the Health & Safety Committee as appropriate.

Role of the Fire Safety Officer

The Health and Safety Officer is responsible for ensuring that:

- the Fire Safety Policy is kept under regular review by the Governors, Headmaster and Bursar.
- the Fire Safety Policy is communicated to the entire College community including the Summer School.
- everyone in the College community (including visitors and contractors) are given clear instructions on where they should go in the event of a fire. Additional information will be provided when large numbers of visitors are on site, e.g. Parents Evenings or events within St Edmunds College grounds.
- contractors working for St Edmunds College will be given written documentation detailing the procedures that they should follow whilst working on college grounds that include action on fire.

- appropriate basic fire training for College staff is provided on induction and specifically provided to all new employees on starting work at the College, Prep School, Boarding or Summer School. This includes Fire Marshall training (to include use of appropriate firefighting equipment) where appropriate.
- records of fire training are passed to the HR department. These are held in the individuals' files by HR and a list is contained in the Fire Folder.
- a fire drill takes place each term during the school day and a separate out of hours fire drill each term for the boarding areas. These will be recorded, reviewed and logged.
- the Director of Summer School carries out fire drills with all new groups and these will be recorded, reviewed and logged.
- Fire Risk Assessments (PAS79) are regularly reviewed and updated.
- In conjunction with the Buildings Projects Manager certificates for installation and maintenance of firefighting equipment, hydrants and emergency lighting and stairways are retained and reviewed.
- the appropriate liaison takes place with third parties, notably Hertfordshire Fire and Rescue and records retained to including follow up actions carried out.
- In conjunction with the Buildings Projects Manager the integrity of all fire prevention systems, emergency lighting and alarms are in place and these are maintained in good working order (via the Maintenance Department).
- this policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed.
- Personal Emergency Evacuation Plans (PEEP) are compiled as required.

The Health and Safety Officer / Fire Officer is supported by:

- The Bursar
- SLT
- Buildings Project Manager (Maintenance Manager)
- HR Department.

Role of Fire Marshalls

Fire Marshalls are responsible for facilitating the orderly evacuation of the College buildings by standing along exit routes to ensure that students and staff can leave the premises safely. It is not the responsibility of Fire Marshalls to fight fires.

Role of Teaching Staff and Heads of Departments (HoD)

The Assistant Head (Pastoral) is responsible for Fire Evacuation Drills. Teaching staff are responsible for escorting their students safely out of the building (with the support of PEEP for those children with mobility disabilities) and in an orderly fashion. They are responsible for conducting a headcount on arrival at the fire assembly point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer. HoDs are to ensure that both staff and students are instructed in Fire Safety Procedures.

Role of Boarding Staff

Outside of day school hours it is the responsibility of all boarding staff to direct boarders out of the building and to ensure that all accommodation, toilets, shower rooms and boarding common rooms are unoccupied and all students and residential staff are accounted for on arrival at the Fire Assembly Point (Butler Hall), (as is reasonably practicable). They are also accountable for making sure that (where possible) staff members sign in and out books are taken to the assembly point.

Visitors and Contractors

It is the responsibility of the host to escort their visitors safely out of the building. The Building Services Manager will ensure that building contractors are safely out of the building.

Storage of Flammable substances

Art, Design & Technology and Science Departments are to comply with CLEAPPS guidance notes and recommendations where applicable for use and storage of chemicals and equipment that could present a fire risk.

| Location | Material |
|---------------------------------|---|
| Boiler House | Fuel Oil |
| Douay Hall | Paints (occasionally) |
| Grounds | Petrol, Oils & Lubricants, Paint and Solvents Fertilizers |
| Kitchen and Refectory | Compressed Flammable Gas/ LPG Hot cooking oil & Cleaning Chemicals |
| McEwen Wing | Compressed Liquid Gas Solvents & Paints |
| Maintenance Department Workshop | Paints & Solvents Fuel Oil |
| Science Department | Flammable Gases (Hydrogen, Oxygen & Carbon Monoxide) Liquids Chemicals Ammunition |
| Prep School | Fuel Oil Flammable Liquids Flammable Chemicals |
| Divines Wing | Cooking Oil |
| College Houses | Fuel Oil Flammable liquid-based materials, paints, nail polish/remover and open fires. |

Note: This is not an exhaustive list and only gives examples of potentially flammable substances that may be held on St Edmund's College grounds

External Visits

The Educational Visits Coordinator (EVC) is to ensure that Fire Safety procedures are in place in accommodation being used by students and staff during external visits.

Events on College Grounds

Managers in charge of an event are responsible for ensuring that the event complies with the St Edmund's Fire Safety Policy.

Individual responsibilities and legal duties in respect of Fire Safety for all St Edmund's Staff are contained in the St Edmund's Fire Action Plan. The plan also specifies the responsibilities of staff, managers and students in respect of Fire Safety.

Fire Prevention Measures

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- electrical appliances are tested by a qualified PAT tester.
- catering equipment is switched off at the end of every day.
- lightning and earthing protection installed at the College conforms to BS 6651-1999. and is tested annually. LED lighting is fitted where possible.
- all gas appliances are tested and serviced by Gas Safe Registered Engineers.
- rubbish should not be left on floors.
- care should be taken to avoid large flammable displays (wall coverings) along escape routes.
- escape routes should always be kept clear and fire exit doors never blocked or wedged open.
- external rubbish storage (bins) should always be located away from buildings.
- flammable chemicals in Science, Grounds etc. must be secured in safe storage in metal lockers where possible.
- exit routes are regularly walked by the College Health and Safety Officer to ensure that they are, and remain, clear of obstruction.

Non-Compliance with the St Edmund's College and Prep School Fire Safety Policy

Non-compliance with the St Edmund's Fire Safety Policy is viewed as a serious matter and will be considered as grounds for action under the College's disciplinary procedures.

Fire Safety Policy Update Arrangements

This policy will be reviewed, revised, or updated annually and as necessary.

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| Owner of policy: | Bursar |
| Reviewed by: | Bursar, Fire Safety Officer |
| Frequency of review: | Annual |
| Policy last reviewed: | Lent 2024 |
| Next review date: | Lent 2025 |
| Sub-Committee reviewed at: | Finance Sub-Committee |