

# BRYANSTON

**SCHOOL AND CONFERENCE CENTRE**

## **FIRE SAFETY POLICY & PROCEDURES**

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# CONTENTS

<b>PART 1:</b>	FIRE SAFETY	3
<b>PART 2:</b>	FIRE ORGANISATION	5
<b>PART 3:</b>	FIRE PROCEDURES	8
<b>PART 4:</b>	FIRE RISK (PREVENTION) POLICY AND PREVENTION/CONTROL MEASURES	16
<b>PART 5:</b>	FIRE RISK ASSESSMENT	19

# **PART I: FIRE SAFETY**

## **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Bryanston School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This policy sets out the fire arrangements at Bryanston and our commitment to the Regulatory Reform (Fire Safety) Order 2005.

## **ROLE OF THE SCHOOL FIRE OFFICER**

The Head of Health & Safety is the designated School Fire Officer, and is responsible together with the COO and Health & Safety Committee for ensuring that:

- The fire safety policy is kept under regular review by Governors and SLT.
- The fire safety policy is promulgated to the school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on their responsibilities in fire.
- Records are kept by HR of fire training given to new and existing staff.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept by the Estates Department.

## **FIRE DRILLS**

Fire drills are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Fire drills should be as realistic as possible. Accordingly, the minimum number of staff should be advised of the date and time.

The Gatehouse must be advised prior to the drill.

The frequency of drills, shown below, is the minimum. Should the drill show deficiencies these are noted on the drill report together with actions taken to rectify such deficiency. If the deficiency is in the drill itself then further drills will need to be organised.

An escape route or staircase should be closed for each drill (rotate which escape route/staircase is closed).

The Fire and Building Marshal or nominated deputy must complete the register, fire evacuation log and fire evacuation report. A copy of the fire evacuation report form must be given to the Head of Health and Safety immediately. This report shows any deficiencies, action necessary and the time taken to evacuate the building.

## MAIN BUILDING

- Every term a fire drill must be carried out, once in the daytime and once at night.
- In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days.
- This is organised by the Main Building Fire Marshal.
- The Head of H&S should be advised of the date and time.

## BOARDING OUTLYING HOUSES

- Every term a fire drill must be carried out once in the daytime and once at night.
- The drill is organised by the HSM.
- In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days.
- For Portman and Dorset, the drill should be co-ordinated by the HSMs.

## ACADEMIC AND OTHER BUILDINGS

- A fire drill must be carried out once every term
- The drill is organised by the Building Fire Marshal.

IT IS GOOD PRACTICE TO ORGANISE A DRILL EARLIER IN THE TERM SO THAT LESSONS CAN BE LEARNT AND ACTION TAKEN

## FIRE FIGHTING EQUIPMENT

Fire-fighting equipment (extinguishers and blankets) is provided throughout the School. Its primary purpose is for use in order to enable the safe evacuation of a building, e.g. to fight a fire that is blocking an emergency escape route or an emergency exit door.

Only staff who have been trained and feel confident to do so may fight a small fire and they should not attempt to do so when alone unless absolutely necessary.

Identified members of staff have received training in the use of this equipment. Other staff who wish to receive training should contact their line manager, who will liaise with the Head of H&S.

## **PART 2: FIRE ORGANISATION**

### **STRATEGIC**

Bryanston School recognises the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion.

The Senior Leadership Team (SLT) is responsible for the fire organisation and procedure for the school. The Health and Safety Committee monitor and review these procedures and make recommendations to the SLT. The Head of H&S co-ordinates this on behalf of the Health and Safety Committee.

The Fire Organisation Chart on the following page shows pictorially the organisational structure and the Fire and Building Marshals responsible for each building.

Fire and Building Marshals are trained fire wardens. They are responsible for:

- Communicating with all relevant staff the detail of the Fire and Building Manual.
- Ensuring staff and pupils are aware of and follow fire procedures and do not compromise fire safety.
- Carrying out termly fire drills and co-ordinating evacuations.
- Carrying out Section 5 weekly fire checks or delegating these to a competent member of staff.
- Championing fire safety within their building.

In each building there is a Fire and Building Manual which contains information, plans and records that are building specific.

### **ACCOUNTING RESPONSIBILITIES**

The following, or their nominated deputy, are responsible for taking registers of pupils and staff shown below after an alarm has sounded:

- Students and house teams are accounted for by their Hsm.
- Part time/visiting musicians report to PA to Director of Music.
- Medical Centre staff report to Medical Centre Manager.
- Catering staff report to the Catering Manager.
- Sports Centre staff report to the Sports Centre Manager.
- Security/Gatehouse staff report to the Head of Security.
- Coade Hall staff report to the Theatre Hall Technical Manager.
- Estates staff (together with their contractors) report to the Estates Operations Manager.
- Grounds, woods and gardens report to Head of Grounds.
- Stables staff report to Equestrian Centre Manager.
- Domestic/Housekeeping staff report to Head of Housekeeping.
- Bursary, Head's office, support and other staff report to PA to COO.

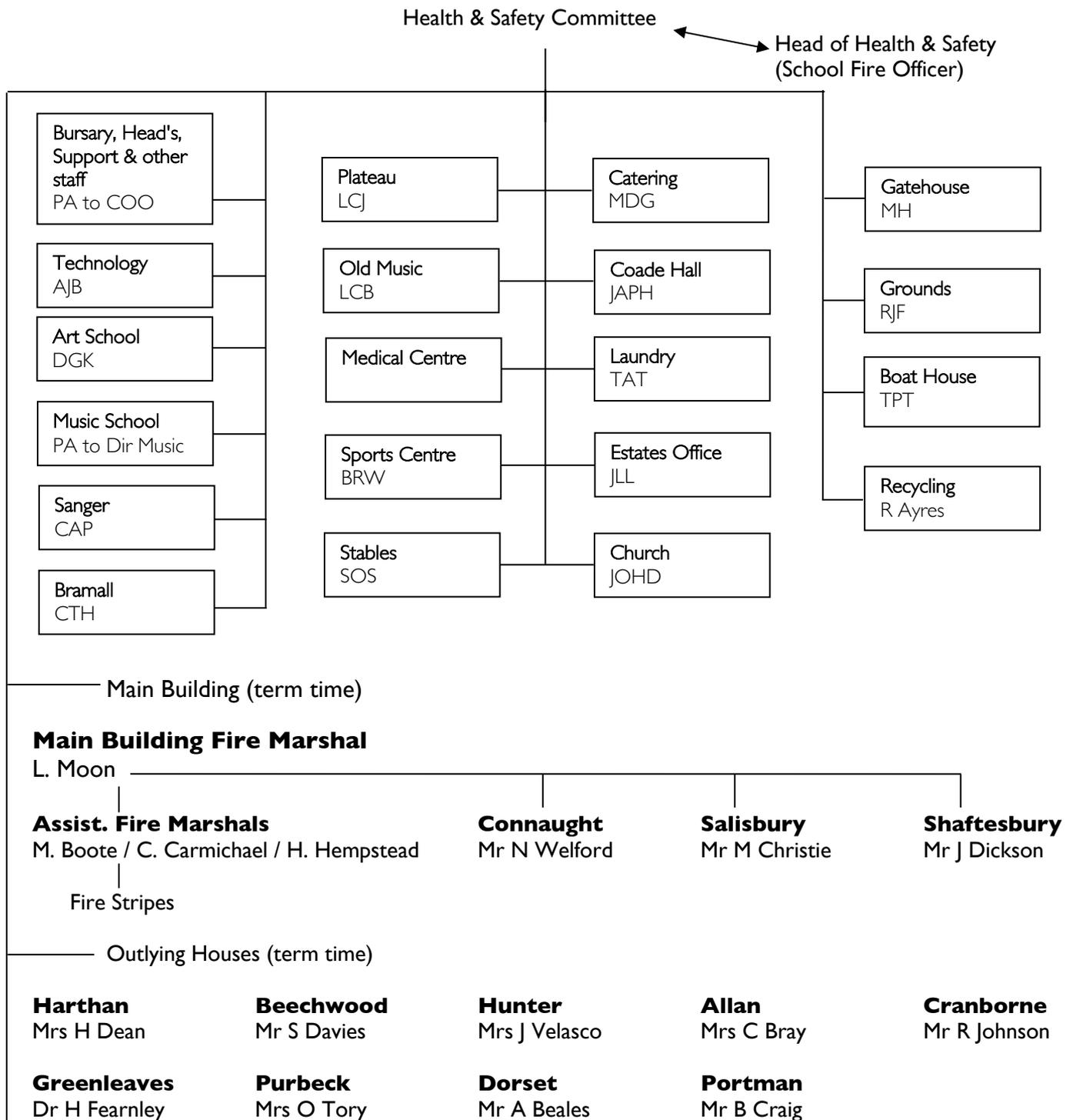
Staff members with a visitor are to take them to their assembly point.

Course leaders are responsible for accompanying all of their visitors. Reporting arrangements for Conference Centre activities are agreed with individual events and users of buildings.

#### **Teaching Buildings with Fire Alarms**

- Art School report to Head of Art.
- Boathouse report to Boatman.
- Bramall report to Mr C Holland.
- Music report to PA to Director of Music.
- Old Music (including Edwin Evans) report to Mr C Blanco.
- Plateau classrooms report to Head of Modern Languages.
- Sanger report to Head of each Sciences.
- Technology report to Director of Technology.

# FIRE ORGANISATION CHART



## **Main Building (Out of term time)**

Security are responsible for responding to the fire alarm, working with Support Staff Heads of Department during the daytime and fire guards during the night-time to ensure the safe evacuation of the main building and accounting for Bryanston Staff. Course Leaders are responsible for accounting for course participants and their visitors.

## **Outlying Houses and Buildings (Out of term time)**

Security are responsible for responding to the fire alarm, working with Support Staff Heads of Department during the daytime, to ensure the safe evacuation of the building and accounting for Bryanston Staff. Course Leaders are responsible for accounting for course participants and their visitors.

## REPORTING RESPONSIBILITIES

Following an alarm (including a false activation), evacuation or fire drill the following records must be completed:

- Fire Evacuation Log (see section 2.1 of Fire and Building Manual)
- Fire Evacuation Report (see section 2.2 of Fire and Building Manual)

A copy of the Fire Evacuation Report must be submitted to the Head of H&S. All reports are reviewed and the appropriate action taken.

### FOR THE MAIN BUILDING:

A register must be taken.

The Fire and Building Manual for the Main Building is kept in the Gatehouse.

**The Main Building Fire Marshal/nominated deputy is responsible for completing and submitting the forms.**

### FOR THE OUTLYING BOARDING HOUSES:

A register must be taken.

The Fire and Building Manual is kept within the house.

**The Hsm/nominated deputy is responsible for completing and submitting the forms.**

*NB/ The fire alarm log is only filled in following the outlying boarding houses alarm sounding, not the main building alarm.*

### FOR ALL OTHER BUILDINGS:

A head count/ register must be taken.

The Fire and Building Manual is kept within the building.

**The Fire & Building Marshal/nominated deputy is responsible for completing and submitting the forms.**

*NB/ The fire alarm log is only filled in following the buildings alarm sounding, not the main building alarm.*

## **PART 3: FIRE PROCEDURES**

### SCHOOL FIRE ROUTINE

Throughout the Bryanston site, persons are to evacuate immediately upon hearing the fire alarm.

### EVACUATION PROCEDURE

#### If you discover a fire

1. Operate the nearest alarm call point
2. At night check others are awake
3. Close doors behind you and...

#### On hearing the alarm

1. Evacuate the building quietly
2. Use quickest route
3. Go to your assembly point

#### **DO NOT:**

- **Attempt to fight the fire**
- **Stop to collect belongings**
- **Re-enter the building until you have been authorized to do so**

### FIRE PROCEDURES FOR THE MAIN BUILDING

The Main Building Fire Marshal (or the Assistant) is responsible for co-ordinating the safe evacuation of the building and liaising as necessary with the Fire and Rescue Service.

The Main Building Fire Marshal and Assistants have a pivotal role in the fire procedure. Security personnel also report to the Fire Panel upon the sounding of the alarms, to offer assistance under the direction of the Main Building Fire Marshal (or, in their absence, to co-ordinate the evacuation). Between the hours of 7.00am and 11.00pm the Main Building Fire Marshal is responsible for co-ordinating the whole school, between the hours of 11.00pm and 7.00am they are responsible for the main building only.

Their duties involve:

- Assessment
- Evacuation
- Liaison with the Fire and Rescue Service
- Re-occupation

### ASSESSMENT

Following the sounding of the alarm the Primary Responders, initially check the fire panel (centrally located outside the dining room); and then proceed in pairs to make controlled checks to investigate the cause. If it is deemed that a fire is not evident, the alarms will then be silenced and only silenced when all those present are comfortable the activation was not caused by fire.

### LIAISON WITH THE FIRE AND RESCUE SERVICE

The Security Guard at the Gatehouse will direct the Fire and Rescue Service on their arrival. When registers have been taken, the Main Building Fire Marshal is contacted to confirm that all are present or who is still missing. Upon arrival the Main Building Fire Marshal must give the Fire and Rescue Service of the following:

- The exact location of the fire (if known).
- If all the occupants are accounted for.
- The plans for the building.

## RE-OCCUPATION

Once the Primary Responder is satisfied that the main building is safe to re-occupy he will contact/ telephone all the people responsible for accounting for occupants (shown in the Fire Organisation Chart) advising them that the main building may be re-occupied.

**NO-ONE SHOULD LEAVE THEIR ASSEMBLY POINT UNTIL THE PRIMARY RESPONDER HAS CONFIRMED IT IS SAFE TO DO SO.**

## FIRE PROCEDURES FOR OUTLYING BUILDINGS/ BOARDING HOUSES

This section relates to the following buildings with automatic fire alarm systems:

- Allan, Beechwood, Cranborne, Dorset, Greenleaves, Harthan, Hunter, Portman and Purbeck
- Art
- Bramall
- Coade Hall
- Medical Centre
- Music
- Old Music
- Sanger
- Sports Centre
- Technology

## **IF A FIRE IS DISCOVERED**

- **Sound the alarm** if not already sounding, by activating a red call point.
- **Evacuate** the building to your assembly point.
- Staff to **sweep through the building** shouting “Fire” and knocking on any closed doors as they leave, and closing any doors behind them.
- **Dial 999** and ask for the Fire and Rescue Service (remember to say which Building is on fire)
- **Call the Gatehouse** (6.00am to 11.00pm) or **Security Mobile** (11.00pm to 6.00am). The Gatehouse will inform the relevant members of the Senior Management Team. A member of the Security team will attend and offer assistance (or in their absence to coordinate the evacuation).
- If possible, take your Fire Clipboard, Register, Out of School and Blandford Lists with you.
- Remain at the assembly point until all pupils are accounted for. Only then take temporary refuge in an adjacent House/ Building as directed by the Senior Leadership Team.
- The Gatehouse will remain on duty and keep you informed of the progress.
- **Fire and Building Marshal/Responder** should remain close to the building to liaise with the Fire and Rescue Service.

## **WHEN THE FIRE AND RESCUE SERVICE ARRIVE**

The Fire and Building Marshal should introduce themselves to the Lead Fire Fighter and give them the following information:

- The exact location of the fire.
- The Fire Clipboard, located by the Fire Panel, which contains plans of the building.
- Whether anybody is missing, and if so their likely location.

Do not re-enter the building until permission has been given to do so by the Lead Fire Fighter AND a member of the Senior Leadership Team.

Complete a Fire Evacuation report, see section 2.2 of the fire and building manual.

## **IF THE ALARM SOUNDS AND THERE IS NO OBVIOUS SIGN OF FIRE**

- A member of staff should check the Fire Alarm Panel to see the area of activation.
- Two members of staff should walk around the outside of the building to see if there are any obvious signs of fire in this area, having informed a third member of staff they are doing so. If there are signs of a fire, continue as above.
- If no obvious signs of fire, they should enter the building and check the area of activation. If a fire is discovered, continue as above.
- If there is no fire, silence the panel.
- Re-set the panel (see Section 1 of Fire and Building Manual or contact Estates).
- Complete a Fire Evacuation Report in Section 2 of the Fire and Building Manual.

## FIRE PROCEDURES FOR BUILDINGS WITHOUT FIRE ALARM SYSTEMS

### IF YOU DISCOVER A FIRE IN ANY OTHER BUILDING

Activate the manual call point, if there is one, in the building (Estates and Stables), shout 'fire' repeatedly, knock on any closed doors to alert occupants and leave the building via the nearest exit route and raise the alarm by activating a red call point. Follow the procedure for outlying buildings/ boarding houses.

## MEDICAL CENTRE EVACUATION PROCEDURES – whole school alarm (day time only)

- Nurse/Doctors/Physios et al and cleaning staff to stay and be registered in Med Centre.
- Pupils who have been admitted to the Med Centre to stay and be registered in Med Centre.
- Pupil in the Waiting Room, with the Physio or any other practitioner to go to register with their boarding house, as usual.
- Nurse in charge to report any pupil or adult NOT accounted for to the fire stripe when the phone call comes from the central control hub.

## FIRE PROCEDURES FOR PUBLIC EXAMINATIONS

If there is an obvious sign of fire then the invigilator should lead the immediate evacuation of the building and raise the alarm by activating a red call point.

If there is no obvious sign, then the following procedures apply.

- The invigilator will ask all candidates to stop writing and close their question/answer booklets, and contact the Exams Office.
- The invigilator will then await the instruction of the Building Fire Marshal for that building OR Security.
- The Building Fire Marshal will check the fire panel and corresponding area, and advise the invigilator as to whether or not they need to evacuate.
- If there is a need to evacuate the examination room the invigilator will lead the immediate evacuation of the building.

**If no instruction is received within 3 minutes and the alarm continues to sound then the building must be evacuated.**

The evacuation of all other areas of the building will continue as normal.

*Note:*

*The Exams Office will notify all Fire and Building Marshal AND Security of the dates and times of public exams in advance, so they are aware of exams taking place. Invigilators are advised of the administrative procedures relating to the evacuation of the examination room, and the designated assembly points for exam candidates.*

BUILDINGASSEMBLY POINT

MSB	)	
Connaught House	)	Coade Hall
Shaftesbury House	)	(if a performance is underway remain in the Quad)
Salisbury House	)	
Allan House		Green in the middle of the Hunter loop
Beechwood House		Lawn at the back of Beechwood House
Cranborne House		Lawn outside the front door to Cranborne House
Dorset House		Lawn outside the front of Dorset House
Greenleaves House		Lawn outside front entrance to Greenleaves House
Harthan House		Gravelled area by Main Building
Hunter House		Green in the middle of the Hunter loop
Portman House		Lawn by the back door to Portman House
Purbeck House		Lawn outside Allan House
Art		Rear of Art building beyond the patio area
Estates (incl. contractors)		Estate's Department Car Park
Boat House		Boat house car park
Bramall		Area between Technology and Music
Bursary/Head's/Support staff		First floor of Coade Hall
Catering		Between Main Building and Old Music
Church		Grass circle outside Church
Coade Hall		Lawn between Coade Hall car park and Sanger
Domestic Bursary		Laundry car park (Catering outside of normal hours)
Gardens, grounds, woods		Car park to this area
Laundry		Laundry car park
Medical Centre		Medical Centre car park
Modern Languages		Courtyard outside Old Music
Music		Area between Technology and Music
Old Music		Gravel area at top of ramp
Pavilions		Grass area outside the pavilion
Sanger		Chemistry & Physics– Dining Room end of quad Biology & Maths– Area between Technology and Music
Sports Centre		Sports Centre car park
Stables		Car park area in front of stables cottages
Technology		Area between Area between Technology and Music

## OCCUPANTS WITH DISABILITIES

Where there are occupants with disabilities (including temporary disabilities), which could affect their movement, hearing or sight, a Personal Emergency Evacuation Plan (PEEP) must be undertaken.

Section 6 of the Fire and Building Manual contains a Generic Disability Fire Risk Assessment detailing the control measures that are in place for those who are hard of hearing, have reduced vision, or have a physical disability or reduced mobility. HSMs, HODs and other Managers are responsible for ensuring these controls are followed by others under their supervision as follows:

- Pupils, HSM is to assess safe method of evacuation.
- Staff, Head of Department to assess safe method of evacuation.
- Visitors, host member of staff to assess safe method of evacuation.

If there are occupants whose disabilities are not adequately controlled within this risk assessment, i.e. further controls are required, then a separate Disability Fire Risk Assessment must be undertaken for this by the responsible person (see below) using the form in section 6 of the Fire and Building Manual. The responsible person must ensure that the controls in this risk assessment are communicated to all relevant persons e.g. Fire & Building Marshal, colleagues, teachers, pupils and others. A copy of this must be given to the Head of H&S.

Note: Lifts are not to be used.

## GATEHOUSE – PROCEDURE IN THE EVENT OF A FIRE

### **When you are advised of a fire:**

- Take details of where the fire is.
- Take the name and mobile number of the member of staff in charge of the evacuation.
- Telephone the following:
  - Fire and Rescue Service 999 (if they haven't already been called)
  - COO
  - Second Master
  - Headteacher
  - Head of H&S

## **PART 4: FIRE RISK (PREVENTION) POLICY AND PREVENTION/ CONTROL MEASURES**

### **FIRE RISK (PREVENTION) POLICY**

This Fire Risk (Prevention) Policy aims to ensure that the appropriate fire prevention/control measures are in place. By doing so Bryanston aims to ensure that fires are unlikely to occur; if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the School is able to escape to a place of total safety easily and quickly.

### **FIRE PREVENTION/ CONTROL MEASURES**

General fire precautions include:

- Pro-active measures to reduce fire risk and also the spread of fire
- Effective means of escape
- Fire-fighting Equipment
- Fire detection and warning
- Instruction and training
- Measures to mitigate the effects of fire
- Elimination or reduction of risks from dangerous substances

**Wedges/propping open of fire doors is not permitted at any time.**

### **SPECIFIC FIRE CONTROL / PREVENTION MEASURES**

#### **Escape Routes and Emergency Exits**

- Keep fire routes and exits clear at all times
- There are at least two escape routes in the majority of buildings. Where there is a single escape route, no equipment is allowed in the escape corridor.
- All electrical items in fire escape routes must be unplugged at night.
- Fire notices and evacuation signs are displayed in bedrooms.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are located in buildings in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- Where fitted, automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm systems is located near the main entrance door of buildings, the majority of these are fully addressable and show the activation point.
- Testing all fire alarms weekly to boarding houses and at least termly to teaching buildings. This is the responsibility of the Estates Department, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of fire doors, automatic door closures and emergency lights
  - 6 monthly check on fire alarm system
  - An annual service of fire extinguishers.

Records of all tests are kept in the Estates Department.

- Carpets, curtains and soft furnishings are made of fire retardant fabrics.
- The Fire and Rescue Service regularly carry out exercises and practices at Bryanston School. A retained firefighter is also employed by Bryanston School.
- The main kitchen, and all other kitchens on site, are fitted with heat detectors and 30 minute fire doors. Main kitchen also fitted with fire suppression system.

### Furniture and Furnishings

All furniture and furnishings must comply with the Furniture and Furnishings (Fire Safety) Regulations and should display signage to show they are match and cigarette resistant (see Bryanston School Furniture and Furnishings Guidance).

### Lightning Protection

All lightning protection and earthing conform to BS6651-1:1999 and is tested annually by a specialist contractor. Records of all tests are kept in the Estates Department.

### Electrical Safety

- The school electrician checks and tests circuitry within buildings.
- There is a programme of Electrical Installation Condition Reports on a five-yearly cycle.
- Circuits are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing is conducted by external contractor.
- PAT also conducted internally for any new items.
- At the start of the Autumn Term, Estates staff conduct a visual check of all electrical items brought into School by boarders.
- Matrons conduct regular visual checks of electrical items brought into School by boarders.
- Records of testing are kept in the Estates Department.
- Departmental staff check that all scientific & DT equipment is switched off at the end of the day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

### Gas Safety

- All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Department.
- Landlord's Gas Safety Certificates are held in the Estates Department for all school resident accommodation.
- All kitchen equipment is switched off at the end of service.
- Gas is turned off to all laboratories when not in use.
- Emergency gas switch off points are known by key staff in each area.

### Open Fire Safety

- Chimneys to open fires are swept annually, and records kept.
- Open fires in Main Building to be expunged by 2000hrs and checked by resident staff.

### Dangerous Substances (including Radioactive Materials and Substances Hazardous to Health)

- Dangerous Substances are stored in accordance with the Dangerous Substances and explosive Atmospheres Regulations 2002.
- COSHH assessments are undertaken for Substances Hazardous to Health. These consider correct storage and emergency actions required.
- Radioactive materials are stored in accordance with current legislation and guidance. Bryanston has an appointed Radiation Protection Officer and Radiation Protection Supervisor.
- Information on the storage of dangerous substances is readily available at the Gatehouse for the Fire and Rescue Service.

### Storage

- No items are to be stored in boiler rooms OR electrical cupboards.
- If there is an electrical item in a storage cupboard then there must be a gap of at least 1m between this and the items being stored.
- If a loft space/eaves is used for storage, there must be a gap of at least 1m between any sources of ignition (sockets, fuse boards, etc.) and items being stored.
- Gas cylinders must not be stored in buildings or in direct sunlight.
- BBQ's must not be used in buildings and may only be stored in buildings when they are completely cold and there is no risk of reignition.

### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.
- Rubbish is removed daily from buildings.

### ITEMS OF STUDENT EQUIPMENT **NOT** ALLOWED IN BEDROOMS/ WORKROOMS

- Electric Kettles and coffee machines
- Toasters and sandwich makers
- Microwave ovens
- All cooking equipment, including cooker, baby belling type cookers, electric rings, hot plates, gas hobs
- Fridges
- Electric heaters & fans
- Electric blankets
- Fairy lights
- Open lamp without shade
- Lava lamps and Standard lamps
- Anything fixed to the ceiling
- Material hanging across the room
- Posters, drapes, etc. above lamps or overhanging wall sockets
- Multi adapters & Non-British Standard transformers
- Irons
- 3D Printers
- Plug in air fresheners
- Fish tanks
- **NO CANDLES OR INCENSE STICKS**

### ELECTRICAL EQUIPMENT THROUGHOUT THE SCHOOL (including in bedrooms)

- Electrical equipment must only be positioned on hard surfaces.
- No electrical equipment is to be left on a bed or other soft furnishings.
- Equipment is to be turned off when not in use.
- All adapters must be 1AMP fused and BS/CE marked.
- All School portable appliances are tested as part of the Portable Appliance Testing Programme.

A visual check of pupil's equipment is carried out by the Estates Department. Any equipment that does not have a BS/CE mark (on either the charger or piece of equipment) is portable appliance tested and can only be used if it passes this test.

**PURCHASES OF ELECTRICAL EQUIPMENT AND FURNISHINGS SHOULD BE MADE THROUGH THE FACILITIES MANAGEMENT TEAM IN ORDER TO ENSURE COMPLIANCE.**

**STAFF SHOULD NOT BRING ITEMS OF FURNITURE, SOFT FURNISHINGS OR ELECTRICAL EQUIPMENT INTO SCHOOL UNLESS THEY HAVE THE APPROVAL OF THE FACILITIES MANAGEMENT TEAM.**

### **NOT** ALLOWED WITHIN ESCAPE ROUTES

- Obstructions to fire exit doors
- Storage of combustible materials
- Obstructions to escape corridors
- Any electrical items on at night
- Where there is a single escape route, no equipment is allowed in the escape corridor.

### KITCHENS AND LAUNDRY ROOMS

- Doors to kitchens must be locked at night
- Doors to laundry rooms must be locked at night OR machines must be locked off
- Laundry machines must be turned off and emptied at night time
- Tumble dryer filters are cleaned a minimum of weekly (Daily - Monday–Saturday in boarding houses).

## **PART 5: FIRE RISK ASSESSMENTS**

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (The FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The measures to eliminate or reduce risks from dangerous substances
- The arrangements for reviewing the assessment

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments are kept within the Estates Department.

Fire Risk Assessments are conducted by an External Contractor registered with the IFEE. These documents are then considered and reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. Input is sought from Fire & Building Marshal.

A new fire risk assessment should be conducted, if not part of a specific risk assessment, when:

- Temporary structures are built (marquee or cabin etc.)
- Significant outdoor or indoor events are conducted
- Building/refurbishment works are undertaken

For further advice, please contact the Head of H&S.