



**BRYANSTON**

All policies carrying the Bryanston logo apply equally to any other brands or operations of Bryanston including Bryanston Prep

## **FIRE SAFETY POLICY & PROCEDURES**

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# **PART 1: FIRE SAFETY POLICY**

## **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining & developing fire safety of the school, by ensuring that employees, pupils, and visitors do not add to the fire risk and through safe evacuation of our buildings. The Fire Safety Policy, procedures and risk assessments at Bryanston are designed to help our community to respond calmly and effectively if 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.

This policy will make reference to 'Fire & Building Manuals'. These manuals are held in all buildings and will outline the general monitoring & checks relating to fire safety, alongside other documentation relevant to general H&S of that building.

## **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 employees should be advised of the date and time, of which should be random each term.

The frequency of drills, shown below, is the required minimum.

An escape route or staircase should be closed for each drill (rotate which escape route/staircase is closed) to test the occupants' response to a blocked exit.

The Fire & Building Marshal, or nominated deputy, must complete their register, fire evacuation log and fire evacuation report. The report will request details of any deficiencies, actions required and the time taken to evacuate the building. Where issues have arisen following a drill, clear actions should be described in the report and a further drill be carried out if deemed necessary.

### **MAIN BUILDING (SENIOR SCHOOL)**

- Every term a fire drill **must** be carried out – once in the daytime and once at night (sleeping hours).
- The Senior Deputy Head is responsible for organising.
- In the Autumn term the night practice **must** be carried out within the first two nights, and the daytime practice within the first 7 days.
- The Gatehouse AND the Head of H&S should be advised of the date and time.

### **OUTLYING BOARDING HOUSES and PREP**

- A fire drill **must** be carried out every term – once in the daytime and once at night (sleeping hours).
- The drill is to be organised by the House Parent.
- 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, of pupils' arrival at Bryanston.
- The Gatehouse should be advised of the date and time.

### **NOTE:**

1. Portman & Dorset drills must be co-ordinated by both House Parents (as the buildings are linked).
2. House Parents must ensure any 'flexi-boarders' are included in day drills, where they may not always board at night.

### **ALL OTHER BUILDINGS**

- A fire drill must be carried out once every term (day only)
- The drill is organised by the Building Fire Marshal in consultation with the HOD

Drills should always be undertaken early, in the start of the term, so that any deficiencies can be identified and actioned.

## **PROCEDURE FOR CARRYING OUT A FIRE DRILL**

Prior to conducting your drill, please ensure the Gatehouse has been informed.

### **1. ACTIVATE ONE OF THE RED MANUAL CALL POINTS (MCP) USING THE KEY**

1. Insert the key to trigger a call point (see below regarding types of key)\*
2. The alarm will sound.
3. Once the alarm is sounding, reset the call point using the key (The alarm will continue to sound).
4. Evacuate the building and follow normal procedures / registering.

\*Note: There are 3 different key types:

- A single long key which is inserted upwards into the lower face of the MCP.
- A 2-prong key which is inserted upwards into the lower face of the MCP.
- A triangular key which is inserted into the flap (push up) on the face of the MCP and then turned.

### **2. RESET THE ALARM**

- Once the process is complete, reset the alarm by first pressing “SILENCE ALARMS”, followed by “RESET” on the fire alarm panel.
- Report via 2.1 AND 2.2.

**NOTE:** DO NOT press ‘Sound Alarms’ on the fire panel to trigger your drill. A call point must be used to fully test the system. A different call point should be activated for each drill, please record on the ‘Fire Evacuation Report’ (2.2) under “point of alarm” which MCP was activated.

## **ADDITIONAL FIRE ALARM PANEL INSTRUCTIONS**

Open door to see all function buttons under the display.

To silence alarm sounders      Press: “SILENCE ALARMS”

To silence the panel buzzer      Press: “CANCEL BUZZER”

To re-set Alarm      Press: “RESET”

If a detector has been triggered by smoke or other particles in the air, it is important to ensure the area has been well ventilated before resetting the alarm, as re-activation is likely to occur. If in any doubt, contact Estates for assistance.

If the panel is beeping and a fault is indicated on the screen, please contact the Estates Department ASAP, and log this in 2.1.

If the alarm has sounded, the location of the activation(s) will be shown on the screen.

If you are unsure about the operation of your fire panel, please contact Estates for support.

## **FIRE FIGHTING EQUIPMENT (FFE)**

FFE (extinguishers and blankets) is provided throughout the School. Its primary purpose is for use 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 employees who have been trained, and feel safe and confident to do so, may fight a small fire (size of typical office bin) and they should not attempt to do so when alone unless necessary. In any case, the alarm MUST have been raised first. Identified employees have received training in the use of this equipment. Other employees who wish to receive training should contact their HOD/line manager, who will liaise with the Head of H&S.

FFE will be serviced annually by an external contractor, and should be visually inspected by the F&B Marshal monthly.

Fire suppressions systems, fitted to main kitchens, are tested and inspected by contractors at defined periods, with records held by Estates.

Safety Equipment **must not** be tampered with. To do so, is a criminal offence under the Health & Safety at Work Act 1974.

## **FIRE TRAINING**

All employees receive a H&S induction upon employment which underlines the key procedures on actions in the event of a fire.

All employees must undertake 'Fire Awareness' training every 3 years. This can be done online or via face-to-face sessions scheduled throughout the year.

All Fire & Building Marshals, and relevant persons undertaking fire safety duties/controls, are required to undertake 'Fire Marshal' training every 3 years. This is a requirement of all Boarding House core staff (HPs, Deps, Residents, Matrons), other residents and HODs, as well as any appointed/delegated Fire Marshal.

Live Fire Extinguisher training is undertaken, at various times, by those in more higher risk environments.

Pupils MUST be informed of the fire safety measures and procedures for their boarding house upon arriving for the first time. This should coincide with a drill to test procedures (See Fire Drills). House Parents should utilise the inductions record sheet, upon completion of this training, and store this within the F&B Manual.

## **PART 2: FIRE ORGANISATION**

### **RESPONSIBILITIES**

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

The Executive Committee (Exco) is responsible for fire organisation, prevention and procedures for the school. The Health & Safety Committee monitor and review these procedures and make recommendations to Exco. The Head of H&S co-ordinates this on behalf of the Health & Safety Committee.

### **ALL EMPLOYEES**

Every member of the Bryanston community has a unique role to play in the management of fire safety and prevention. Employees have a duty under the Regulatory Reform Fire Safety Order, in that employees must:

- Co-operate with those in control of the premises to ensure fire safety arrangements are maintained and complied with
- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions at work
- Complete Fire Awareness (Fire Marshal as required) training every 3 years
- Follow the instructions, training and guidance issued in respect of Fire and H&S in general
- Report failings, deficiencies, incidents, and suggestions in matters of Fire and H&S in general.

### **SCHOOL FIRE OFFICER**

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

- The fire safety policy is kept under regular review by Exco
- 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
- Fire safety training is provided where required
- Records are kept by HR of fire training given to new and existing employees
- Procedures and arrangements for emergency evacuation are regularly tested and reviewed
- Fire risk assessments are carried out, regularly reviewed and updated
- Fire prevention measures are implemented and 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 & BUILDING MARSHALS**

The Fire Organisation Chart shows, pictorially, the organisational structure and the Fire & Building Marshals responsible for each building.

Fire & Building Marshals are trained Fire Marshals. They are responsible for:

- Communicating with all relevant employees the detail of the Fire & Building Manual
- Ensuring all persons are aware of and follow local procedures and do not compromise fire safety
- Carrying out termly fire drills and co-ordinating evacuations
- Completing Section 2 records
- Completing Section 5 weekly fire checks or delegating these to competent employees
- Championing fire safety within their building
- Responding to and investigating alarms within their respective buildings.

Each building holds a Fire & Building Manual which contains information, plans, and records for that building.

## **ACCOUNTING RESPONSIBILITIES DURING EVACUATIONS**

### WHOLE SCHOOL DRILL

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

- Pupils and house teams are accounted for by their House Parent
- Part time/visiting musicians report to Music Office Manager
- Medical Centre report to Medical Centre Manager
- Catering report to the Catering Manager
- Sports Centre report to the Sports Centre Manager
- Security/Gatehouse report to the Gatehouse Duty Lead
- Coade Hall report to the Coade Hall Technical Manager
- Estates (together with their contractors) report to the Head of Estates & Operations.
- Grounds, woods, and gardens report to Head of Grounds
- Stables report to Equestrian Centre Manager
- Domestic/Housekeeping report to Head of Housekeeping
- Bursary, Head's office, support, and other employees report to their respective team leads.

### INDIVIDUAL BUILDINGS

- The HOD / House Parent / Fire Marshal is responsible for accounting for occupants of their respective building during an evacuation.

### VISITORS

Employees with a visitor are to escort them to the assembly point of the building in question.

### COURSES

Course leaders are responsible for accompanying, and accounting for, all their attendees. Reporting arrangements for Bryanston Enterprise related activities are agreed with individual events and users of buildings.

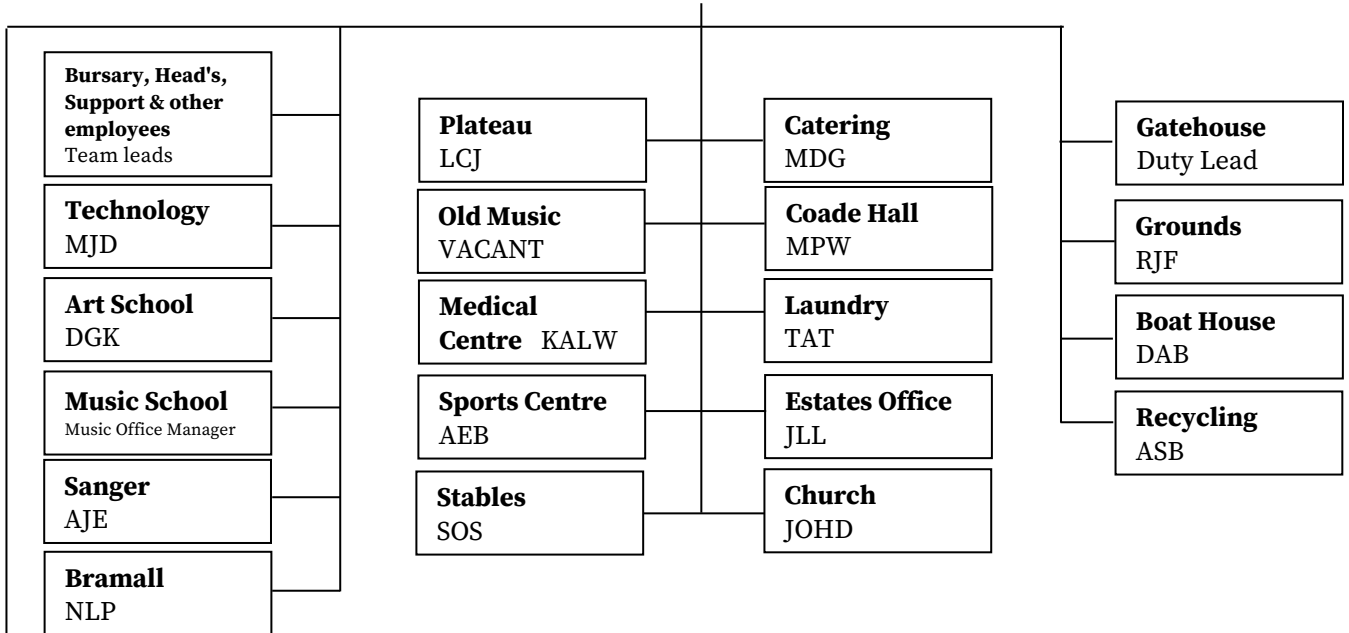
'Fire Action' notices displayed in all buildings should be complied with by course leaders/attendees as normal.

Fire drills must be carried out for courses, where boarding is in use, for occupants under 18 years old.

# FIRE ORGANISATION CHART

EXCO  
 Health & Safety Committee  
 Head of Health & Safety (School Fire Officer)  
 Head of Estates & Operations (Deputy Fire Officer)

F&B Marshals:



**Duty Responder (Fire Marshal – Baton Holder)**

**MAIN BUILDING (Senior) (Term time)**

**MB Fire Marshals (Incl Baton Holder)**  
 H. Rodriguez (MSB Lead FM)  
 J. Berton / S. Steele / B. Pullen / E. Cade  
 O. Sharpe / H. Culverhouse

**Connaught**  
 N. Welford  
 J. Waters

**Salisbury**  
 M. Christie  
 H. Rodriguez

**Shaftesbury**  
 T. Strongman  
 N. Williams

**OUTLYING BOARDING (Term time)**

**Harthan**  
 E. Morris  
 C. Mason

**Beechwood**  
 T. Booth  
 M. Foster

**Hunter**  
 J. Velasco  
 K. Richards

**Allan**  
 C. Bray  
 L. Downton

**Cranborne**  
 L. Haynes  
 L. McCarthy

**Greenleaves**  
 N. Wilson  
 R. Mortimer

**Purbeck**  
 A. Matthews  
 D. Prosser

**Dorset**  
 G. Drake  
 J. Owen

**Portman**  
 W. McKenzie  
 O. Morris

**BRYANSTON PREP (Term time)**

**Lead Fire Marshal**  
 David Jones

**Deputy Fire Marshals**

S. Ridley / S. Roberts / S. Spencer / S. Cornick / H. Davey / F. Davies / M. Fowler / E. Short

CONTINUED...

## **HOLIDAYS - All Buildings**

- NIGHT - Security are responsible for responding to fire alarms overnight.
- DAY - The Duty Fire Marshal (Baton Holder) working with Support HODs and Operations, will respond to activations during the day, to ensure the safe evacuation of the buildings and accounting for Bryanston Employees.
- Course Leaders are responsible for accounting for course participants and their visitors.

## **HOLIDAYS - Boarding Houses (Residential Courses)**

Additionally, to the above, Course Leaders are responsible for accounting for course participants and their visitors. Course leaders are also responsible for ensuring attendees are aware of the fire procedures for their accommodation, and for ensuring a drill has been carried out at the start of their residency.

## **GENERAL REPORTING REQUIREMENTS**

Following an alarm fault or activation, evacuation or fire drill, the following records must be completed:

- Event Log (see section 2.1)
- Fire Evacuation Report - Online (see section 2.2)

All reports are reviewed and appropriate action taken where required.

### **THE MAIN BUILDING (Senior School)**

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

The Responding Fire Marshal is responsible for ensuring a report is completed.

### **OUTLYING BOARDING HOUSES**

The Fire & Building Manual is kept within the house.

The House Parent/nominated deputy is responsible for completing.

### **OTHER BUILDINGS**

The Fire & Building Manual is kept within the building.

The Fire & Building Marshal/nominated deputy is responsible for completing.

NB: The Fire Alarm Log and Evacuation report is only filled in following the outlying boarding house alarm sounding, not the Main School Building or 'Site Wide' alarm.

## **PART 3: FIRE PROCEDURES**

*General Procedure – Applicable to all buildings*



# **FIRE ACTION**

Always be familiar with the layout of your building  
and your assembly point

## **IF YOU DISCOVER SMOKE OR A FIRE**

1. Activate the nearest alarm call point
2. At night, check others are awake
3. Leave by nearest escape route
4. Close all doors behind you



## **IF YOU HEAR THE FIRE ALARM**

5. Evacuate the building calmly
6. Use the quickest/nearest exit



7. Report to the assembly point: \_\_\_\_\_

## **DO NOT:**

- Go back inside the building until authorised
- Attempt to fight the fire unless trained
- Stop to collect belongings
- Use lifts

*This page can be printed for display where required.*

## DETAILED FIRE PROCEDURES FOR ‘THE MAIN BUILDING’ (Senior School)

The Duty Responder (Baton Holder) is responsible for investigating activations, and co-ordinating the safe evacuation of the main building and liaising as necessary with the Fire & Rescue Service.

The Duty Fire Marshal, and assistants, have a pivotal role in the fire procedure. Those responsible for response and investigation are detailed below.

Their duties, in relation to an alarm response, involve:

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

There are two categories of responder who are expected to react to a fire alarm in the main school building. The number of responders varies depending on the occupancy of the main school building.

- **DUTY RESPONDER (Fire Marshal) (Baton Holder):** The Duty Marshal’s role involves co-ordinating the evacuation and investigating the cause of the alarm.
- **SUPPORTING MARSHALS:** MSB Resident Marshals and other trained Fire Marshals. In term time, they report to and operate under the instruction of the Duty Marshal.

TERM TIME	Duty Responders	HOLIDAYS	Responders
<b>0700-1500</b>	<b>DUTY RESPONDER (Baton Holder)</b>	<b>0700-1500</b>	<b>DUTY RESPONDER (Baton Holder)</b>
	<i>Supported by:</i>		<i>Supported by:</i>
	<i>Director of Operations</i>		<i>Director of Operations</i>
	<i>Head of H&amp;S</i>		<i>Operations</i>
	<i>Senior Deputy Head</i>		<i>Head of H&amp;S</i>
	<i>Duty Operations Team</i>		<i>Support HODs</i>
	<i>Resident Fire Marshals (if available)</i>		
<b>1500-0700</b>	<b>MSB Lead Fire Marshal</b>	<b>1500-0700</b>	<b>Security (Duty Responder)</b>
	Deputy Fire Marshals		On Call Facilities Operative
	Security		

The ‘Duty Responding Fire Marshal’ will be provided with the ‘baton’ which consists of a mobile phone/radio and required keys, which will be handed between responsible persons depending on their rota. Where their day duty ends, this ‘baton’ is handed over to the resident Marshals or Security.

Effectively, whoever holds the ‘baton’ is the Duty Responder (Fire Marshal) for the main building and is responsible for initial response and investigation.

## **MAIN BUILDING (Senior School) - ACTIONS ON ALARM SOUNDING**

As described earlier: GENERAL FIRE PROCEDURE. In addition...

### **DUTY RESPONDER:**

1. Alongside other available Responders, should proceed to the fire panel and identify the location of activation. **DO NOT silence the alarm** (Note: if it is confirmed that a fire is present, by any of those assembled, then the duty fire marshal may decide, if they have sufficient information, to move directly to the **FIRE PROCEDURE** below.) One responder should remain at the panel, communicating with those investigating.
2. Whilst the evacuation of the MSB is ongoing the duty fire marshal will direct responders (in pairs) to investigate the area where the alarm has been triggered. They are to wear high-vis vests and at night carry a torch. **EXCEPTION: If the panel shows that a sensor has been activated in a void (including below Olympus Wing), or if there are multiple activations - DO NOT deploy any persons to investigate. Immediately evacuate and follow the procedure for FIRE below.**
3. Responders move to the indicated sensor or call point (MCP) in pairs to check for smoke and/or fire. **Proceed with caution looking for any signs of fire or smoke (sight, smell, heat). Responders MUST NOT open the door leading to the room/area where the activation has occurred without checking the door & handle for heat with the back of their hand, or smoke from around the edges of the door.**

*Note: If you are unfamiliar with the area you are asked to check then please tell the Duty Fire Marshal who will send another person who is familiar with the area. Never put yourself at risk. Never attempt to fight a fire larger than an office bin.*

4. **If you discover signs that there may be fire:**
  - The door or handle feels hot – feel from the lower part of the door upwards,
  - Or any sign of smoke...
  - DO NOT open the door or make further attempts to investigate
  - Report back to the duty fire marshal with the findings.
5. **If there are no signs of fire:**
  - Open the door slightly, whilst in a crouched position.
  - If there are still no signs of a fire look in the room, check the sensor head on the ceiling or the call point to confirm that this is the one that has been activated. The sensor/call point that has been activated will have a red flashing light.
  - If you cannot see the sensor or call point that has been activated report back to the duty fire marshal.
6. When the responders return, they will either indicate FIRE or NO FIRE observed.

If a fire is evident responders should only attempt to tackle it if they are trained and comfortable. In any case, the alarm must not be silenced. If necessary, the 'Site Wide' alarm should be activated to indicate the need for full assembly and registering of persons.

Once in the Quad those assembled will await further instructions from the primary responder. However, subject to weather conditions and/or on the orders of the Responder/Duty Fire Marshal, the holding area may be moved to Coade Hall or other suitable holding area. Overnight (2300-0800), occupants should go direct to the Coade hall.

### **NO FIRE:**

- Silence the panel (DO NOT reset) Contact Estates for alarm re-setting.
- Inform the personnel at the holding area, that it is safe to return to the building
- Report via the Event Log (2.1) and Evacuation Report (2.2) of the F&B Manual.

### **FIRE - Term Time:**

- Responding/Duty Fire Marshal to wear high vis
- Responder/Gatehouse to call 999. Security/Facilities/Estates to meet and escort the Fire & Rescue Service when they arrive on site
- Responders leave MSB and head for the assembly area in the Quad
- Responder decides if site wide alarm is to be initiated for whole school roll call
- Responder briefs those assembled in the Quad (Proceeding to Coade Hall for roll call if site wide alarm is to be triggered)
- Lead responder should consider if neighbouring buildings are to be evacuated (if not sounding site wide alarm)
- Call the Gatehouse, then MSB House Parents (HPs):  
(Mark Christie 07944 439 849, Nick Welford 07936 934 807, Tom Strongman 07944 440 318)
- If required unlock the doors to Coade Hall (contact Gatehouse for access)
- HPs/DepHPs conduct a roll call and identify any missing persons
- Duty Responder moves to the Front of School to liaise with the Fire & Rescue Service when they arrive at the scene, find the Lead Fire Fighter (white helmet) and check they have been provided with fire file (located in Gatehouse) and details of any missing persons including their likely location if known.

### **FIRE - Holidays:**

- Responder, to inform the Gatehouse of confirmed fire
- Responder to call 999.
- Facilities/Estates to meet and escort the Fire Service when on site
- Responder head for the assembly area in the Quad and brief those assembled in the Quad (Proceeding to Coade Hall for roll call if site wide alarm is to be triggered)
- Call Director of Operations and Head of H&S
- If required unlock the doors to Coade Hall (contact Gatehouse for access)
- Holiday course leaders to conduct a roll call and identify any missing persons
- Responder moves to the Front of School to liaise with Fire & Rescue Service when they arrive at the scene, find the Lead Fire Fighter (white helmet) and check they have been provided with fire file (located in Gatehouse) and details of any missing persons including their likely location if known.

### **LIAISON WITH THE FIRE AND RESCUE SERVICE**

When registers have been taken, the Fire Marshal is contacted to confirm that all are present or who is still missing. The Fire Marshal will give the Fire & Rescue Service the following information:

- The exact location of the fire (if known)
- Location of Fire Panel
- If all the occupants are accounted for
- The plans for the building and any known hazards.

### **RE-OCCUPATION**

Once the Primary Responder is satisfied that the main building is safe to re-occupy, they will inform the leading Exco/Fire Officer to enable the 'All Clear' to be broadcast.

**NO-ONE SHOULD LEAVE THE ASSEMBLY POINT UNTIL AUTHORISED TO DO SO**

## **FIRE PROCEDURES FOR OUTLYING BUILDINGS / BOARDING HOUSES / PREP SCHOOL**

### **These procedures relate 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 and Prep School.*

### **ALL PERSONS – WHEN YOU HEAR A FIRE ALARM**

- Stops activities and leave the building by the nearest exit
- Close all doors behind you
- Report to the Assembly Point for that building and await instructions

### **IF YOU DISCOVER A FIRE**

- **Sound the alarm** by activating a red call point.
- **Evacuate** the building and report to your assembly point.
- Employees 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 & Rescue Service (remember to say which Building is on fire)
- **Call the Gatehouse** (7.00am to 3.00pm) or **Security Mobile** (3.00pm to 7.00am). The Gatehouse will inform the relevant members of Exco. (See ‘Gatehouse Responsibilities on page 17).
- 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 Exco/Fire Officer.
- **Fire Marshal** to remain close to the building to liaise with the Fire Service.

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

The Fire 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 by the Lead Fire Fighter AND a member of Exco, School Fire Officer or Fire Marshal.

Complete the event log (2.1) AND Evacuation report (2.2).

### **BUILDING FIRE MARSHAL(S) PROCEDURE**

- A fire marshal should check the Fire Alarm Panel to see the area of activation.
- A fire marshal or supported employee should walk around the outside of the building to see if there are any obvious signs of fire in this area, having informed another employee that 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 if appropriate to do so (Contact Estates if in doubt).
- Complete Event Log (2.1) AND online Evacuation Report (2.2).

## **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 Fire Marshal for that building OR other authorised person.
- The Fire Marshal will check the fire panel and corresponding area and advise the invigilator as to whether they need to evacuate.
- If there is a need to evacuate the examination room the invigilator will instruct candidates to leave and assemble away from others.
- If invigilators spot obvious signs of fire, they do NOT need to wait for any authority to leave.
- Invigilators Exam board procedures are always considered during these events.

**If no instruction is received within 2 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 relevant Fire & Building Marshals AND the Gatehouse 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.*

## **FIRE PROCEDURES FOR BUILDINGS WITHOUT FIRE ALARM SYSTEMS**

*Applicable to the Stables, Laundry and Grounds.*

**IF YOU DISCOVER A FIRE IN ANY OTHER BUILDING:**

- Activate a manual call point, if there is one, in the building,
- Shout 'fire' repeatedly
- Knock on any closed doors to alert occupants
- Leave the building via the nearest exit route and raise the alarm by activating any available independent red call point, horn or bell
- Report to the assembly point
- Contact the Gatehouse.

Follow the standard procedure for evacuating.

## **ASSEMBLY POINTS**

### **BUILDING**

### **ASSEMBLY POINT**

#### *MSB*

Connaught House  
Shaftesbury House  
Salisbury House

The Quad (*Wet weather or to register> Coade Hall*)

Allan House  
Beechwood House  
Cranborne House  
Dorset House  
Greenleaves House  
Harthan House  
Hunter House  
Portman House  
Purbeck House

Green in the middle of the Hunter loop  
Lawn at the back of Beechwood House  
Lawn outside the front door to Cranborne House  
Lawn outside the front of Dorset House  
Lawn outside front entrance to Greenleaves House  
Gravelled area by Main Building  
Green in the middle of the Hunter loop  
Lawn by the back door to Portman House  
Lawn outside Allan House

Art  
Boat House  
Bramall  
Catering  
Church  
Coade Hall  
Estates (incl. contractors)  
Grounds  
Laundry  
Medical Centre  
Modern Languages  
Music  
Old Music  
Pavilions  
Sanger  
  
Sports Centre  
Stables  
Technology

Rear of Art building beyond the patio area  
Boat house car park  
Area between Technology and Music  
Between Main Building and Old Music  
Grass circle outside Church  
Lawn between Coade Hall car park and Sanger  
Estate's Department Car Park  
Car park to this area  
Laundry car park  
Medical Centre car park  
Courtyard outside Old Music  
Technology side of The Quad  
Gravel area at top of ramp  
Grass area outside the pavilion  
Chemistry & Physics – Dining Room end of the Quad  
Biology & Maths – Area between Technology and Music  
Sports Centre car park  
Car park area in front of stables cottages  
Music side of Quad

Bryanston Prep

Terrace Lawn

## **GATEHOUSE – PROCEDURES IN THE EVENT OF A FIRE**

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

1. Take details of where the fire is
2. Take the name and mobile number of the employee in charge of the evacuation
3. Ascertain if they have contacted Fire & Rescue Service

Then, telephone the following:

- Fire & Rescue Service – 999 (if required and they haven't already been called)
- Head of H&S (Fire Officer)
- Head of Estates & Operations (Deputy FO)
- Director of Operations
- Senior Deputy Head.

Contacts above are operational in relation to managing incidents and must be contacted.

However, the Head and CFOO should also be advised in the event of a confirmed fire.

They will also consider whether to implement the Incident Management Plan.

### **When the Fire Service arrives, hand them the 'Fire Folder' containing site plans.**

**Controlled Burns\*** - Permitted in 'Wychwood' and are undertaken by the Grounds Team.

If there is a suspect/confirmed fire in Wychwood:

Contact: **Rob Froud – 07843 355 178** and ascertain if this is a controlled burn.

If burn is **NOT** a controlled event, proceed to above protocol.

*\*Fires that are controlled, such as burns in Wychwood, or fires which can be contained/managed safely may not require the assistance of the Fire & Rescue Service. If in doubt, call 999.*

### **Security Personnel Responding to Alarms at Night**

Security will assume the role of the Duty Responder (Baton Holder) at night.

Security will always respond to alarm activations in all our buildings at night, as alerted by the Drax system. Security will work under the direction of the Fire Marshal of the building effected. Security will assist in evacuations, investigations and management of the environment.

Security will work alongside Support HODs, Operations and H&S during the holidays to manage fire alarm response and required actions, when these employees are on duty. Occasionally, over the holidays (where house parents/residents are away for example), Security may be the only response. In non-sleeping/occupied buildings at night (Bramall for e.g.), Security will be the only response to investigate and manage the activation.

## **OCCUPANTS REQUIRING ASSISTANCE**

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.

The H&S section of the StaffHub contains guidance documents on completing a PEEP, and also provides the responsible person with a template form to use, when considering the needs of those who could be put more at risk, during a fire situation. Assistance from the Head of H&S should be sought if there are concerns around additional controls and measures needed to support the individual.

- Pupils – House Parent is to assess safe method of evacuation and complete PEEP.
- Employees – HOD/Line Manager to assess safe method of evacuation, and complete PEEP.
- Visitors – Host employee to assess safe method of evacuation and complete PEEP.

The responsible person must ensure that the controls in their risk assessment are communicated to all relevant persons e.g., Fire & Building Marshal, colleagues and others where identified.

Where a PEEP has been produced for an employee, any associated register (for whole school drills) should have an appropriate note alongside their name, to alert colleagues.

A copy of this must be given to the Head of H&S.

**Note: Lifts are not to be used in the event of a fire alarm sounding.**

An Evacuation Chair is fitted in the Sports Centre and in Music, for occupants of this area. Several employees are trained in the use of this device.

## **SITE WIDE ALARM – WHOLE SCHOOL DRILL (Not app to Prep)**

The school utilises a site wide alarm signal for when an incident has occurred and we need to account for the whole Bryanston community. The site wide alarm can be identified by both an air raid siren AND electronic 'screechers' / master blasters positioned around the school site.

The Site Wide alarm can be triggered by Gatehouse employees and by other authorised persons. The alarm system can be split for the Prep and Senior School site, or both combined depending on the need. Activation is by a manual process and is not triggered automatically.

Whole School Drills are undertaken once per term, usually in conjunction with the main school building day drill.

### **PROCEDURE - When the site wide alarm sounds:**

**PUPILS** – Return to Boarding House assembly points

**EMPLOYEES** – Return to respective assembly point (Coade Hall, Support area etc.)

### **RESPONSIBILITIES:**

#### **HOUSE PARENT/Deputy/Duty**

Undertake House Register and prepare for notification from Exco, via WhatsApp group, to confirm the 'Registration Complete?' message > Respond accordingly.

Keep all persons with you until authorised to leave via WhatsApp message.

#### **SUPPORT HODs (Not at Coade)**

Register employees and prepare for WhatsApp group message (if not already called) and respond accordingly. Keep your colleagues with you, until authorised to leave.

#### **HODs/REPs AT COADE HALL**

Collect register from coordinators, register employees and return completed list to coordinators. Keep your colleagues with you, in the hall, until authorised to leave.

#### **EMPLOYEES ASSEMBLING AT COADE HALL**

Ensure you have been accounted for on your department register. WAIT until you are authorised to leave.

#### **FIRE COORDINATORS (Coordinating registers and comms)**

Sending WhatsApp messaging - Including 'all clear' when appropriate.

Distribute and collate registers and complete checklists.

### **MEDICAL CENTRE PROCEDURES – For Site Wide alarm (daytime only)**

- Nurse/Doctors/Physios et al and housekeeping employees to stay and be registered in Medical Centre
- Pupils who have been admitted to the centre, are to stay and be registered in Medical Centre
- Pupils in the Waiting Room, with the Physio or any other practitioner to go to register with their boarding house, as usual, where fit to do so
- Nurse in charge to report any pupil or adult NOT accounted for to the Gatehouse.

### **REMEMBER:**

- **No one should return to work, until the 'all clear' is given.**
- **The silencing of any alarm is NOT an indication of 'all clear' – Always remain at your assembly point until you have been provided with a verbal or electronic (WhatsApp/Digital Alert) confirmation.**

## **PART 4: FIRE RISK PREVENTION AND CONTROL MEASURES**

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

This section of the policy aims to ensure that the appropriate fire prevention/protection 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 can escape to a place of total safety easily and quickly. The measures detailed also assist in reducing the effects and potential for Arson attacks.

### **FIRE PREVENTION / PROTECTION MEASURES**

General fire precautions include:

- Pro-active measures to reduce fire risk, mitigate the effects of fire and the spread of fire
- Safe and effective means of escape
- Fire-fighting Equipment, Fire detection and warning systems
- Instruction and training of employees and pupils in fire safety awareness
- Elimination or reduction of risks from dangerous substances
- Building Security, Patrols and CCTV

**Wedging/Propping open fire doors is not permitted at any time.**

### **SPECIFIC FIRE PROTECTION / PREVENTION MEASURES**

General:

- Fire panels for alarm systems are located near the main entrance door to most buildings, the majority of these are fully addressable and show the activation point
- Fire alarms are tested weekly in all buildings. This is the responsibility of the Estates Department, who also arranges for an approved contractor to carry out:
  - Quarterly check of fire alarm system
  - An annual service of fire extinguishers, records are kept with the Estates Department.
- Monthly fire door checks, automatic door closures and emergency lights are also carried out by Estates
- Carpets, curtains, and soft furnishings are made of fire-retardant fabrics
- The Fire & Rescue Service have the ability to carry out exercises and practices at Bryanston School and the school maintains an effective relationship with the local station
- The main kitchen, and all other kitchens on site, are fitted with heat detectors and 30-minute fire doors. The main kitchen, within the Senior MSB, is fitted with a fire suppression system
- Fire notices and evacuation signs are displayed in bedrooms.

ESCAPE ROUTES - It is essential that:

- Keep fire routes and exits clear at all times
- Items/equipment **MUST NOT** obstruct any fire exit door or escape route
- There are at least two escape routes in most 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 extinguishers (of the appropriate type), smoke/heat detectors, are 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 are fitted on doors in or leading onto escape routes
- Any secured final exit doors (magnets/locks) release automatically, upon alarm activation.

### Electrical Safety

- The school electricians check and test circuitry within buildings with a programme of Electrical Installation Condition Reports on a five-yearly cycle.
- Thermal imaging is undertaken where required.
- Circuits are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular PAT is conducted by external contractor, and with estates PAT testing any new or missed items. PAT testing is required for all portable equipment in all buildings, including in residents' flats.
- At the start of the Autumn Term, Estates colleagues conduct visual checks of electrical items brought into School by boarders, a subsequent PAT is undertaken in line with schedules.
- Matrons conduct regular visual checks of electrical items brought into School by boarders.
- Guidance documents are in place for pupils/parents on acceptable equipment for boarding environments.
- Records of testing are kept in the Estates Department.
- Department colleagues check Science & DT equipment is switched off at the end of the day.
- Catering Manager checks that all kitchen equipment is switched off at the end of the day.
- All employees should conduct pre-use visual checks on equipment. Guidance available.
- Guidance documents are in place for the use of batteries, incl. storage, charging & disposal.

### Electrical Equipment Throughout the School (including in bedrooms)

- Electrical equipment must be visually inspected by the user prior to use
- All school portable appliances must have undergone a formal PAT
- No electrical equipment is to be left on a bed or other soft furnishings
- Equipment is to be turned off and unplugged when not in use
- All adapters must be fused and BS/CE/UKCA marked
- Additionally, the installation of new 'wiring', of any kind, will comply with BS7671.

### 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).

### 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 with Estates for all 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 to be known by key personnel in each area.

### Hot Works

- Any work that involves 'hot work' must be planned appropriately. Such works include welding, flat roof repairs using blow torches/lamps etc, cutting, grinding and soldering etc. (Note: Educational activities, where the above occurs in CDT, will not apply).
- A 'Hot Work Permit' must be completed and signed off by either Estates Operations Manager, Project Manager or Head of Estates & Operations.
- Allianz insurance notification of hot works form must be completed and handed to Estates who will inform our insurers.
- A 'Hot Work Permit' must be completed **fully**, and signed off at the end of the job.
- Completed permits must be handed back to the office and filed.

### Open Fires

- Chimneys to open fires are swept annually, and records kept by Facilities.
- Open fires in Main Building to be expunged by 2000hrs and checked by residents.
- Open fires in residents' flats are NOT permitted.

### Waste & Dangerous Substances (incl Radioactive Materials and Substances Hazardous to Health)

- Rubbish is removed daily from buildings and is to be stored away from buildings in secured refuse bins where possible. Reducing the risks against Arson.
- Combustible/Hazardous materials must be stored in flame proof cabinets where required and as described in any COSHH/manufacturers guidance document.
- 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 use, storage and emergency actions required.
- Gas cylinders must not be stored in buildings, in direct sunlight or sources of ignition.
- Radioactive materials are stored in accordance with current legislation and guidance. Bryanston has an appointed Radiation Protection Officer & Radiation Protection Supervisor.
- Information on dangerous substances is available at the Gatehouse for the Fire Service.

### Storage

- No combustible items are to be stored in boiler/plant rooms OR electrical cupboards.
- If there is a fixed electrical item in a storage cupboard (distribution board etc), then there must be a gap of at least 1m between this and any items being stored.
- If a loft space/eaves is used for storage, there must be a gap of at least 2m between any sources of ignition (sockets, fuse boards, etc.) and items being stored. Any items stored in these spaces must be strictly limited and regularly reviewed by the HOD.
- 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 re-ignition.

### 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 must be inspected daily (Boarding should utilise the log sheet).

### Lightning Protection

All installed lightning protection and earthing conforms to BS6651-1999 and is tested annually by specialist contractors. Records of all tests are kept with the Estates Department.

### ITEMS OF PUPIL EQUIPMENT NOT ALLOWED IN BOARDING BEDROOMS/WORKROOMS

- Kettle/coffee machine, Toaster, Sandwich Maker, Microwave or other cooking equipment
- Fridges/Freezers
- Electric blankets, heaters & fans
- Mains powered 'Fairy lights'
- Open lamps without shade, Lava lamps and Salt lamps
- Anything fixed to the ceiling or materials hanging across the room
- Posters, drapes, etc. above lamps, or overhanging wall sockets
- Multi/block adapters & Non-British Standard transformers
- Irons
- 3D Printers
- Fish tanks
- NO CANDLES OR INCENSE STICKS or Plug in air fresheners.

A visual check of pupil's equipment is carried out by Estates. Any equipment that does not have a BS/CE/UKCA mark (charger or equipment) is PAT 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.**

**EMPLOYEES SHOULD NOT BRING ITEMS OF FURNITURE, SOFT FURNISHINGS OR ELECTRICAL EQUIPMENT INTO SCHOOL UNLESS APPROVED BY THE FACILITIES MANAGEMENT TEAM.**

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

The School's Fire Risk Assessments meet the requirements of The Regulatory Reform (Fire Safety) Order 2005. 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 & train people in risk reduction
- 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 and file copies to be held in relevant sections of the F&B Manuals for each building.

Full Fire Risk Assessments are conducted by a competent external contractor for all boarding environments and high-risk buildings. Fire risk assessments for low-risk buildings are undertaken internally by a competent person, or by external contractors where assistance is required.

Input is sought from Fire & Building Marshal and other relevant stakeholders.

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.

Fire Risk Assessments are reviewed annually by the Head of H&S and the Head of Estates & Operations for all Boarding environments. Other non-sleeping buildings are assessed/reviewed between 12 and 24 months, depending on the level of risk. Additional reviews are undertaken if significant changes are made to the buildings, or new buildings are bought or added, incidents occur, or significant changes to occupants.

END OF POLICY