



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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For information, other relevant documents available include:

- SG 3 – Guidance for Parents & Pupils on Soft Furnishings
- SG 4 – Guidance for Parents & Pupils on Electrical Safety
- SG 5 – Safe use of Portable Electrical Equipment
- SG 6 – Furniture and Furnishings
- SG 9 – Guidance on PEEPs
- SG 11 – Bonfires
- SG 12 – Portable Heaters
- SG 17 - Fire Door Guidance
- SG 19 – EV Charging
- SG 22 – eBikes & Li-ion Batteries
- SG 24 – Tumble Dryer Guidance
- SG 25 – Work Equipment Management Guide
- SG 27 – Pupil Fire Induction Guide
- Fire Marshals Responsibilities
- Investigating Fire Alarms Procedure
- Staff Roll Call Procedures
- Whole School Drill - WhatsApp Procedure
- Fire Action Notices

PART 1: FIRE SAFETY POLICY

INTRODUCTION

This policy sets out the fire arrangements at Bryanston and our commitment to the Regulatory Reform (Fire Safety) Order 2005. Our priority is to minimise the risk to life and to reduce injury by maintaining & developing fire safety at the school, by ensuring that employees, pupils, and visitors do not add to the fire risk, through adequate prevention and protective measures, and safe evacuation of our buildings. The Fire Safety Policy, written procedures and reviewed fire risk assessments are designed to help our community prevent fires from occurring, and to respond calmly and effectively if fire breaks out in one of our buildings.

This policy will refer 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. 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. The frequency of drills, shown below, is the required minimum.

MAIN BUILDING (*SENIOR SCHOOL*)

- Fire drills must be carried out every term – one daytime and one night (darkness & sleeping hours).
- The Senior Deputy Head, along with the MSB Lead Fire Marshal, 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 Gatelodge AND the Head of H&S should be advised of the date and time.

OUTLYING BOARDING HOUSES and PREP

- Fire drills must be carried out every term – one daytime and one night (darkness & sleeping hours).
- The House Parent is responsible for organising the house drill.
- 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 Gatelodge 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

Whilst the 2 / 7-day rule (night / day) for drills don't apply in Spring/Summer, they should always be undertaken early, in the start of the term, so that any deficiencies can be identified and actioned. House Parents MUST consider 'day only' and 'Short Stay' course pupils, ensuring they are involved in a planned Fire Drill, at least once a year. Such pupils should also receive the Pupil fire Induction upon their arrival.

Fire drills will also be carried out for residential holiday courses, where occupants are under 18. This will be arranged through the Events Team, in consultation with course leaders.

PROCEDURE FOR CARRYING OUT A FIRE DRILL

Prior to conducting your drill, please ensure the Gatelodge 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. Monitor the evacuation of the building, including any local procedures and roll call requirements.

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 under a flap (push up), on the face of the MCP, and then turned.

2. RESET THE ALARM

1. Once the drill is complete, reset the alarm by first pressing “SILENCE ALARMS”, followed by “RESET” on the fire alarm panel.
2. 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 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 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 core Boarding House colleagues (HPs, Deps, Residents and Matrons), other residents and HODs, as well as any appointed/delegated Fire Marshals and deputies.

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 induction 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 policies, instructions, training and guidance issued in respect of Fire and H&S in general
- Not tamper with equipment provided in the interest of health, safety and fire
- Report failings, deficiencies, incidents, and suggestions in matters of Fire and H&S in general, to those in control of the area.

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 to fire safety
- Fire safety training is provided and recorded
- 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.

The Head of Estates & Operations is the Deputy Fire Officer for Bryanston and will ensure Estates responsibilities for managing fire safety arrangements and maintenance is undertaken, as described below.

ESTATES

- Ensure that regular maintenance and servicing of fire safety systems and associated equipment are undertaken, and that accurate records are held. This includes, but is not limited to:
 - Fire Alarm Systems and associated equipment
 - Fire Extinguishers and Blankets
 - Suppression Systems
 - Fire Hydrants
 - Compartmentation
 - Emergency Lighting
 - Electrical inspection and testing (EICR / PAT)
 - Fire Risk Assessment, in conjunction with the Fire Officer

FIRE MARSHALS

The Fire Organisation Chart shows, pictorially, the organisational structure and the Fire Marshals responsible for each building. The '*Fire Marshal Responsibilities*' document fully outlines their duties. However, several key responsibilities for Fire Marshals include:

- 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, and ensuring their own training is maintained
- Responding to and investigating alarms within their respective buildings (See document '*Investigating Fire Alarm Activations - Procedure*' for full details).

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

ACCOUNTING RESPONSIBILITIES DURING EVACUATIONS

WHOLE SCHOOL DRILL

All persons on the senior school estate will be accounted for during a 'Site Wide' alarm. The following, or their nominated deputy, are responsible for taking registers of pupils and employees shown below, after the Site Wide alarm has sounded:

- Senior School Pupils and house teams are accounted for by their House Parent
- Part time/visiting musicians report to Music Office Manager
- Medical Centre report to Senior Nurse Manager
- Catering report to the Catering Manager
- Sports Centre report to the Sports Centre Manager
- Security/Gatelodge report to the Gatelodge Duty Lead
- Coade Theatre report to the Coade Theatre 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
- Prep school pupils and employees (when at the senior school site) are accounted for by the lead Prep staff member.

INDIVIDUAL BUILDINGS FIRE ALARMS

- The HOD / House Parent / Fire Marshal is responsible for accounting for occupants of their respective building during an evacuation, where required
- Prep School - Pupils and employees are accounted for by the School Secretary and SLT.

VISITORS

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

COURSES (External and Holidays)

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

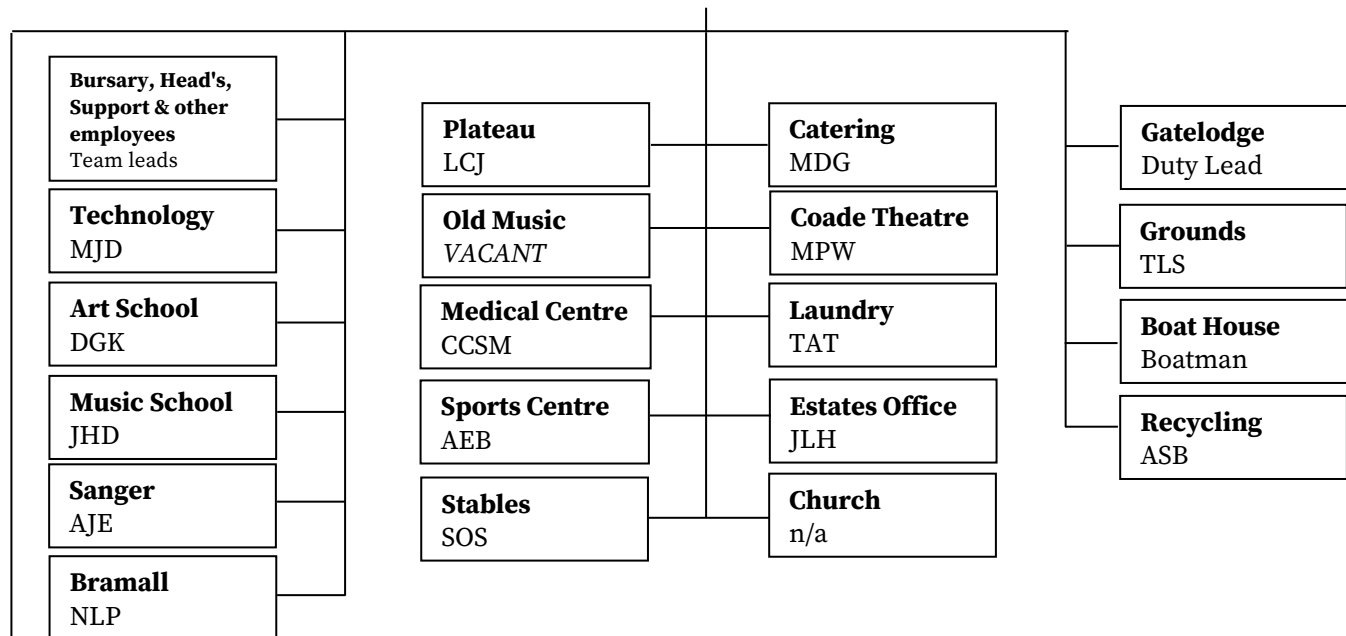
EXCO

Health & Safety Committee

Head of Health & Safety (School Fire Officer)

Head of Estates & Operations (Deputy Fire Officer)

Fire Marshals:



Duty Responder (Fire Marshal – Baton Holder)

MAIN BUILDING (Senior) (Term time)

MB Fire Marshals (Incl Baton Holder)
H. Rodriguez (MSB Lead FM) / K. Brown
B. Pullen / T. Jack / C. Davenport

Connaught
N. Welford
J. Sellers

Salisbury
T. Booth
H. Rodriguez

Shaftesbury
T. Strongman
O. Sharpe

OUTLYING BOARDING (Term time)

Allan
L. Tapp
S. Hodgetts
G. Edney

Beechwood
L. Haynes
M. Foster

Cranborne
D. Jones
A. Marlowe
P. Little

Harthan
A. Francis
C. Mason
R. Francis

Hunter
E. Long
K. Richards
M. Fowler

Greenleaves
N. Wilson
L. McCarthy
K. Williams

Purbeck
A. Matthews
L. Tremlett
M. Cachion

Dorset
G. Drake
J. Owen
J. Jack

Portman
W. McKenzie
O. Morris
C. Bryce

BRYANSTON PREP (Term time)

Lead Fire Marshal
S. Ridley

Deputy Fire Marshals
S. Roberts / S. Cornick

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.

REPORTING REQUIREMENTS

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

- Event Log (see section 2.1 of F&B Manual)
- Fire Evacuation Report - Online (see section 2.2 of F&B Manual)

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 Gatelodge.

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.

FIRE INCIDENT

In the event of a genuine fire related incident, no matter how small, immediate notification (when safe to do so) must also be made to one of the following:

- Head of H&S - 4616
- Head of Estates & Operations - 4638
- Director of Operations – 4564 or 0784 3355 168

PART 3: FIRE PROCEDURES

General Procedure – Applicable to all buildings



BRYANSTON
Health & Safety

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. Leave via nearest escape route
3. Close all doors behind you
4. Report to the Assembly Point
5. Call 999



IF YOU HEAR THE FIRE ALARM

1. Evacuate the building calmly
2. Use the quickest/nearest exit
3. Close all doors behind you
4. Report to the Assembly Point



Assembly Point:

DO NOT:

- Go back inside the building until authorised
- Attempt to fight the fire unless trained
- Stop to collect belongings or take risks
- Use Lifts

This page can be printed for display where required.

DETAILED FIRE PROCEDURES - '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. After 1500, numbers can vary, and there may be additional fire marshals available compared to other times, however the table below details the minimums.

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

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

See separate document 'Investigating Fire Alarm Activations - Procedure' for details.

DUTY RESPONDER:

1. Wearing your high visibility jacket, proceed to the fire panel (alongside other available Responders) and identify the location of activation. **DO NOT silence the alarm** (Note: if it is confirmed that signs of fire are 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), a roof space, 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 Theatre or other suitable holding area. Overnight (2300-0800), occupants should go direct to the Coade Theatre.

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 to call 999 and inform Gatelodge of Fire
- Security/Facilities 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 Theatre 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 Gatelodge, then MSB House Parents (HPs):
(Tommy Booth 07944 439 849, Nick Welford 07936 934 807, Tom Strongman 07944 440 318)
- If required unlock the doors to Coade Theatre (contact Gatelodge 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 Gatelodge) and details of any missing persons including their likely location if known.

FIRE - Holidays:

- Responder to call 999 and inform the Gatelodge of confirmed fire
- 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 Theatre 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 Theatre (contact Gatelodge 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 Gatelodge) 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 Theatre, Med Centre, Music, Old Music, Sanger, Sports Centre, Technology and Prep.

ALL PERSONS – IF YOU HEAR THE 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 SIGNS OF 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 Gatelodge** (7.00am to 3.00pm) or **Security Mobile** (3.00pm to 7.00am). The Gatelodge will inform the relevant members of Exco. (*Gatelodge Responsibilities - pg 17*)
- If possible, and where relevant, take your Fire Clipboard, Register, Out of School, and Blandford Lists with you
- Remain at the assembly point and ensure all pupils are accounted for. Only then take temporary refuge in an adjacent building as directed by SLT/Fire Officer
- **Fire Marshal** to remain safely 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 provide the following information:

- The exact location of the fire and fire alarm panel
- 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 SLT, School Fire Officer or Fire Marshal.

Complete the event log (2.1) AND Evacuation report (2.2) in F&B Manual.

BUILDING FIRE MARSHAL(S) PROCEDURE

- Wearing your high-vis jacket - check the Fire Alarm Panel to see the area of activation
- If the fire panel shows a device activated in a void or roof space, no investigation should be carried out. The building must continue to be evacuated, and a 999 call must be made
- 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 no obvious signs of fire, they should enter the building and check the area of activation
- If a fire is discovered, continue as above (**in red**)
- If the detector/call point in question has been found (with flashing red LED), and there are no signs of fire, jointly agree to silence the alarm
- 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).

See document ‘Investigating Fire Alarm Activations - Procedure’ for full details.

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 Gatelodge 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 SIGNS OF 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 Gatelodge.

Follow the standard procedure for evacuating.

ASSEMBLY POINTS

BUILDING

ASSEMBLY POINT

MSB

Connaught House
Shaftesbury House
Salisbury House

The Quad (If poor weather > Coade Theatre)

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

Boathouse

Boathouse car park

Bramall

The Quad

Catering

Between Main Building and Old Music

Church

Grass circle outside Church

Coade Theatre

Lawn between Coade Theatre car park and Sanger

Estates (incl. contractors)

Estate's Department Car Park

Gatelodge

Car park

Grounds

Car park

Laundry

Car park

Medical Centre

Car park

Modern Languages

Courtyard outside Old Music

Music

Technology side of The Quad

Old Music

Gravel area at top of ramp

Pavilions

Grass area outside the pavilion

Sanger

Chemistry & Physics – Dining Room end of the Quad

Biology & Maths – Area between Technology and Music

Sports Centre

Sports Centre car park

Stables

Car park area in front of stables cottages

Technology

Music side of Quad

Bryanston Prep School

Front Terrace Lawn

(Where Prep pupils/employees are at the Senior Site, assembly will be as listed above. For 'Site Wide' > Coade Theatre)

GATELODGE – PROCEDURES IN THE EVENT OF A FIRE

When advised of a fire (regardless of size or nature):

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 not already called) then...
- 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 an active 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: **Grounds (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 any fire 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/unoccupied 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 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 (Procedure not applicable to Prep Site)

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

Activation is by a manual process and is not triggered automatically. The alarm can be triggered by Gatelodge 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.

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

When the site wide alarm sounds:

PUPILS – Return to Boarding House assembly points

EMPLOYEES – Return to respective assembly point (House, Coade Theatre, Dept. etc.)

PREP (Pupils & Employees when at Snr site) – Report to Coade Theatre

RESPONSIBILITIES:

HOUSE PARENT/Deputy/Duty - Undertake House Register and prepare for notification from the 'Bryanston Fire Registers' WhatsApp group, to confirm the 'Registration Complete?' message > Respond accordingly. Keep all persons with you until authorised to leave via WhatsApp message, or other direct communication.

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

EMPLOYEES ASSEMBLING AT COADE THEATRE - 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)

- Medical Employees and housekeeping employees to stay and be registered in the centre
- Pupils who have been admitted to the centre, are to stay and be registered in Medical Centre. House Parents/Teams will be aware of pupils being cared for within this facility, and so can report 'all accounted' via WhatsApp group.
- 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 Gatelodge.

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 PREVENTION AND CONTROL MEASURES

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 the likelihood of fires are low; 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.

Rather than relying on a single preventative or protective measure, Bryanston has a wide range of arrangements in place to prevent and protect occupants from fire.

General Preventative Systems include:

- Pro-active monitoring and auditing measures to reduce fire risk, mitigate the effects of fire and the spread of fire
- Safe and effective means of escape, incl compartmentation
- Instruction and training of employees and pupils in fire safety awareness and prevention
- Elimination or reduction of risks from dangerous substances
- Carpets, curtains, and soft furnishings are made of fire-retardant fabrics
- Building Security, Patrols and CCTV.

General Protection Systems:

- Fire-fighting Equipment, Fire detection and warning systems. 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.
- Emergency Lighting is provided and tested regularly
- Monthly fire door checks, automatic door closures and emergency lights are also carried out by Estates
- The Fire & Rescue Service have the ability to carry out exercises and practices at the School
- 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.

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

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 in addition to testing where required
- Circuits, provided with RCD protection, meet the requirements of BS7671 IEE wiring regulations
- Regular PAT is conducted by external contractor, and ad-hoc by Estates as required. PAT testing is required for all portable equipment in all buildings, including in residents' flats
- All electrical equipment must be purchased from reputable suppliers
- 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 Managers check 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 general use of electrical equipment, plus use of batteries, incl. storage, charging & disposal.
- Electrical equipment must be visually inspected by the user prior to use
- 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.

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.

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 remain 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 needed to escape. In any case, the alarm **MUST** have been raised first. Fire Marshals, and others in high-risk areas, have received formal 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 under contract, 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, including any related to fire safety, must not be tampered with. To do so would breach the Schools Fire and H&S Policies, and is a criminal offence under the Health & Safety at Work Act 1974. Such a breach would lead to disciplinary action. Where pupils are concerned, any act would be considered a serious breach of school rules.

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).

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.

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, 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.

Kitchens and Laundry Rooms

- Doors to kitchens & laundry areas must be locked at night OR machines locked off
- Kitchen equipment used must be suitable, maintained, with employees and pupils made aware of the risks associated with such equipment
- 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 conform to BS6651-1999 and is tested annually by specialist contractors. Records of all tests are kept with the Estates Department.

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.

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 or eaves are used for storage, there must be a gap of at least 2m between any sources of ignition (sockets, fuse boards, cabling 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.

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 Gatelodge for the Fire Service.

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