

FIRE SAFETY POLICY

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

Avita Pro Fide

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

This commitment is a fundamental part of the role of every employee.

Statutory Regulations

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

Policy Statement

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

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

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

Aims of the Policy

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

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

It is the responsibility of the Fire Safety Officer to carry through this policy.

Other Relevant Documents & Policies

In reading this policy, you should also consider and consult the following documents & policies:

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

Person responsible for review:

To ensure the effectiveness of the policy, it will be closely monitored, formally reviewed and revised in light of any legislative or organisational changes by the **Fire** Safety Officer in consultation with the Bursar, Headmaster and finally the Board of Governors (to include the Chair of Governors).

Introduction

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

Responsibilities

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

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

The Health & Safety Officer is the appointed Fire Safety Officer. The Buildings Projects Manager, Fire Safety Officer's Assistant and members of the Health & Safety Committee will assist him in carrying out of their responsibilities. The Fire Safety Officer also consults with the Health and Safety Committee, which meets at least once per term.

Role of the Fire Safety Officer

The Health and Safety Officer is the designated Fire Safety Officer and is responsible for ensuring that:

- the Fire Safety Policy is kept under regular review by the Governors, Headmaster and Bursar;
- the Fire Safety Policy is communicated to the entire College community including Summer School;
- everyone in the College community (including visitors and contractors) are given clear

written instructions on where they should go in the event of a fire. Additional information will be provided when large numbers of visitors are on site, e.g. Parents Evenings or events within St Edmunds College Grounds;

- contractors working for St Edmunds College & Prep will be given written documentation detailing the procedures that they should follow whilst working on College grounds that include action on fire;
- the appropriate basic fire training for all College staff is provided on induction and specifically to ensure that training is provided to all new employees on starting work at the College, Prep School, Boarding or Summer School including Fire Marshall training through Hertfordshire Fire & Rescue (to include use of appropriate firefighting equipment);
- records of fire training as part of the Health & Safety induction are passed to the HR department. **These are held in the individuals file by HR and also a list is in the Fire Folder**
- a fire drill takes place each term during the school day and a separate out of hours fire drill each term for the boarding areas. These will be recorded, reviewed and logged;
- the Director of Summer School carries out fire drills with all new groups and these are also recorded, reviewed and logged;
- Fire Risk Assessments are regularly reviewed and updated;
- In conjunction with the Buildings Projects Manager certificates for installation and maintenance of firefighting equipment, hydrants and emergency stairways are retained and reviewed;
- the appropriate liaison takes place with third parties; East Herts Fire and Rescue and retain records of the visits including follow up actions carried out;
- In conjunction with the Buildings Projects Manager the integrity of all fire prevention systems, emergency lighting and alarms are in place is maintained in good working order (Maintenance Department);
- this policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed;
- Personal Emergency Evacuation Plans (PEEP) are compiled as required.

The Fire Safety Officer is supported by:

- SLT
- Buildings Project Manager: Ivan Tranter
- HR Department

Role of Fire Marshalls

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

Role of Teaching Staff and Heads of Departments (HoD)

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

Role of Boarding Staff

It is the responsibility of all boarding staff to direct boarders out of the building and to ensure that all accommodation, toilets, shower rooms and boarding common rooms are unoccupied and all

students and residential staff are accounted for on arrival at the Fire Assembly Point (Butler Hall), (as is reasonably practicable). They are also accountable for making sure that (where possible) staff members sign in and out books are taken to the assembly point.

Storage of Flammable substances

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

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

This is not an exhaustive list and only gives a broad example of potentially flammable substance held on St Edmunds College & Prep School grounds

External Visits

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

Events on College Grounds

Event Managers e.g. Summer Festival, are responsible for ensuring that the event complies with the St Edmund's Fire Safety Policy.

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

Fire Prevention Measures

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

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

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

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

Fire Safety Policy Update Arrangements

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

Owner of policy:	Bursar
Reviewed by:	Bursar, Fire Safety Officer, Health & Safety Committee, HR Directors
Frequency of review:	Annual
Policy last reviewed:	Lent 2021
Next review date:	Lent 2022
Sub-Committee reviewed at:	Finance Sub-Committee