



# Policy

## Fire Prevention Policy

### Policy Statement

- This policy outlines the methods in which Oakham School and Oakham School Enterprises (OSEL) intend to prevent fire in the workplace and, for resident staff and pupils, their homes. Unless specifically stated, both elements are referred to as 'The School' throughout all documentation.
- The School acknowledges and satisfies the requirements of Regulatory Reform (Fire Safety) Order 2005 which came into effect on 1<sup>st</sup> October 2006.
- The Schools' priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of all buildings affected if a fire breaks out. Regular fire practices in all Houses and Departments are designed to help the School community to respond calmly and effectively in the event that fire breaks out in one of the buildings.
- The School will ensure that there is adequate fire fighting equipment (fire extinguishers and fire blankets) located at designated points throughout Houses, Departments and the general campus which are monitored and maintained regularly. The School will also ensure that fire alarm systems are monitored and maintained by accredited, competent contractors through a maintenance programme controlled by the Estates Manager.
- The School offers training to all staff in fire awareness which includes basic use of fire extinguishers.
- The Fire Prevention policy and procedure are subject to reviews at periodic intervals by the Trustees of Oakham School which includes the Directors of OSEL. The Trustees will constantly monitor the effectiveness of the implementation of the policy.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman of Trustees)

## Fire Prevention Procedure

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## **Section 1 – Organisational Responsibilities for Fire Prevention**

### **1. Trustees of Oakham School (including the Directors of OSEL)**

The Trustees accept full responsibility for Health & Safety within the School, this includes Fire Prevention. They will constantly monitor the effectiveness of the implementation of the policy and will revise the policy when necessary.

The Trustees will ensure that all changes in policy are drawn to the attention of the School and all concerned.

### **2. Director of Operations and Strategic Planning**

The Director of Operations and Strategic Planning is responsible to the Trustees for the implementation of this policy. The Director of Operations and Strategic Planning through the Health and Safety Officer is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Trustees any relevant changes in legislation.

The Director of Operations and Strategic Planning has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's Fire Prevention Policy and bringing it to the attention of all employees under their control.
- Ensuring every building on the School premises has in place an up-to-date Fire Risk Assessment, as required by the Regulatory Reform (Fire Safety) Order 2005, and that all employees are aware of its contents.
- Ensuring that necessary fire prevention and precautions identified within the fire risk assessment are in place. These include instruction and training, structural fire precautions, fire alarms, emergency lighting, fire fighting equipment, fire prevention equipment, fire logs and records and special arrangements as appropriate e.g. for open days, fund-raising events.
- Ensuring suitable and appropriate Emergency Evacuation Procedures are in place for every building within the School premises.
- Ensuring that sufficient responsible persons are in place to manage fire situations and emergency evacuations.
- Ensuring employees under his/her management are aware of the location of fire alarms, evacuation procedures, the emergency escape routes and the final assembly points for each of the buildings in which they work.
- Ensuring employees understand that if a fire is discovered, the alarm should be raised immediately by the appropriate method for that building i.e. by operating a red break glass call point or raising the alarm verbally by shouting "Fire!" The alarm should be raised immediately upon the discovery of a fire regardless of its size.
- Ensuring employees under their management do not re-enter the building where there has been a fire or a suspected fire until told to do so by a responsible person. If the fire brigade have been called, this will be the Chief Fire Officer.
- Ensuring that all staff and pupils participate in fire drills to practise the emergency procedures.
- Ensuring that fire drills take place at least once a term in every accommodation building, the art/design building and science departments and in other teaching buildings once in the Winter Term and once in the Summer Term.

- Ensuring that fire drills are carried out to 'capture' participants in various locations of each building, for example, the Chapel and Theatre, therefore highlighting problems associated with exact locations enabling solutions to be put in place.
- Ensuring new staff, pupils and visitors to the School are aware of emergency escape routes and have a full description of the fire precautions and emergency evacuation procedures.
- Ensuring that there are regular inspections with particular emphasis on the identification of potential fire hazards. All sources of ignition, such as heaters, defective electrical equipment etc., are either removed or control measures put in place to eliminate the likelihood of a fire starting.
- Ensuring that staff in private homes owned by the school are aware of fire safety and how to react to a fire in their premises.
- Ensuring people who enter the School premises are informed that the site is non-smoking.

### **3. The Headmaster and the Commercial Director (OSEL)**

The Headmaster and the Commercial Manager (OSEL) have responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's Fire Prevention Policy and bringing it to the attention of all employees under their control.
- Ensuring employees under their management are aware of the location of fire alarms, evacuation procedures, the emergency escape routes and the final assembly points for each of the buildings in which they work.
- Ensuring employees understand that if a fire is discovered, the alarm should be raised immediately by the appropriate method for that building i.e. by operating a red break glass call point or raising the alarm verbally by shouting "Fire!" The alarm should be raised immediately upon the discovery of a fire regardless of its size.
- Ensuring employees under their management do not re-enter the building where there has been a fire or a suspected fire until told to do so by a responsible person. If the fire brigade has been called this will be the Chief Fire Officer.
- Ensuring that all staff under their management and pupils of the School participate in fire drills to practice the emergency procedures.
- Ensuring new staff, under their management, pupils and visitors to the School are aware of emergency escape routes and have a full description of the fire precautions and emergency evacuation procedures.
- Ensuring people who enter the School premises are informed that the site is non-smoking.
- The Commercial Manager (OSEL) must ensure that weekly fire drills are carried out for all residential visitors to the school.

### **4. The Health and Safety Officer**

The Health and Safety Officer will monitor all fire prevention matters in the School, conduct Fire Risk Assessments and Fire Safety Audits to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005 and any subsequent legislation. All of these will be reported directly to the Director of Operations and Strategic Planning. The Health and Safety Officer should be consulted on all matters likely to affect the safety of pupils or employees of the School. The Health and Safety Officer's responsibilities will also include;

- Assisting the Director of Operations and Strategic Planning in all Fire Safety duties, most notably Fire Risk Assessments and Fire Safety Audits.
- Ensuring that the Director of Operations and Strategic Planning and Trustees are kept informed of all up to date and relevant Fire Safety Legislation.
- Monitoring and enforcing the regulations for the prevention and control of fire hazards, including the testing of fire extinguishers and fire alarms.
- Providing advice and assistance to those responsible for emergency evacuation procedures and fire drills.
- Ensuring that fire drills take place at least once a term in every accommodation building, the art/design building and science departments and in other teaching buildings once in the Winter Term and once in the Summer Term.
- Ensuring that fire drills are carried out to 'capture' participants in various locations of each building, for example, the Chapel and Theatre, therefore highlighting problems associated with exact locations enabling solutions to be put in place.
- Monitoring and analysing fire drill reports, outlining any shortcomings to the Bursar and relevant Head of Department/Housemaster.
- Providing training in Fire Safety at the appropriate level for all employees, as determined by the Fire Risk Assessment.

## **5. The Domestic Operations Manager**

The Domestic Operations Manager is responsible, along with the Health and Safety Officer, for the purchase of everyday consumable goods such as cleaning materials, washing detergents, electrical appliances and soft furnishings etc. The Domestic Operations Manager is to ensure that:

- All flammable goods purchased for the School have up-to-date safety data and accurate assessments are carried out in accordance with the COSHH Regulations 1999.
- All cleaning staff are appropriately trained in the use of such materials.
- All flammable materials under employees control are locked away after use and are not stored with inappropriate articles, for example, oxidising chemicals.
- All goods purchased for use in the School are, so far as is reasonably practical, safe and suitable for the intended task.
- Electrical goods comply with the latest BS Standards, are protected by a suitably fused plug and if not new are subjected to a safety check before being used.
- All textiles, furniture and bedding purchased meet the minimum fire specifications as outlined in the Furniture and Furnishings (Fire Safety) Regulations and appropriate British Standards.

## **6. Estates Manager**

The School employs its own Estates Team under the control of the Estates Manager. The School also sometimes employs contractors. The Estates Manager is to ensure that:

- All flammable goods purchased and used by estates staff and contractors have up-to-date safety data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.

- All flammable materials under Estates control are locked away after use and are not stored with inappropriate articles, for example, oxidising chemicals.
- A register of all school electrical equipment is compiled and maintained. This is to include all private equipment belonging to pupils and details of any item that has been deemed beyond economical repair.
- Any work carried out is risk assessed to determine any fire risk.
- Staff undertaking electrical work are competent and have relevant and up to date qualifications.

## 7. Head of Grounds and Gardens

The School employs its own Grounds and Gardens Team under the control of the Head of Grounds and Gardens. The School also sometimes employs contractors. The Head of Grounds and Gardens is to ensure that:

- All flammable goods purchased and used by Grounds and Gardens staff and contractors have up-to-date safety data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.
- All flammable materials under Grounds and Gardens control are locked away after use and are not stored with inappropriate articles, for example, oxidising chemicals.
- Any refuelling or workshop activities carried out are risk assessed to determine any fire risk.

## 8. Heads of Department and Houseparents

The Heads of each Department within the School are responsible for ensuring that the departments or areas of control are run in accordance with this policy, that the legal requirements are met and that appropriate approved safe systems of work are established. They are also to ensure:

- That all Staff under their control, whether academic or support, understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility.
- That their departments are aware of the degree of priority that these matters carry and, where appropriate, employees are provided with both the time and encouragement to pursue such matters.
- That fire drills and emergency evacuation procedures are kept under review and exercised at suitable intervals. The results of these drills are to be forwarded to the Health and Safety Officer for collation, analysis and entering in School records.

It is recognised that Housemasters and resident House Tutors have a very special responsibility with regard to the security of **'Means of Escape'** in the event of a fire during the night and that these responsibilities must take precedence over all others.

## 9. Sports Facilities Manager

The Sports Facilities Manager must ensure that all flammable goods purchased for sport have up-to-date safety data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999.

## 10. All Employees

All employees are expected to:

- Be aware of this policy and the local procedures that must be followed.
- Raise any concerns about fire safety with their manager as soon as possible.
- Sound the alarm immediately upon discovering a fire or smoke by using the nearest red break glass call point or by raising the alarm verbally by shouting "Fire!" depending upon the particular procedure for that building. This should be the first action taken on discovery of a fire, however small.
- Comply with the contents of the Fire Risk Assessment and bring to the attention of their manager, anything that may affect the assessment's accuracy or validity.
- Co-operate with their managers and adhere to the policy by participating in fire drills and following any specific instructions given in addition to the normal procedures.
- Report to their respective assembly point as soon as they evacuate the building.
- Report any difficulties encountered during an evacuation immediately to the School Health and Safety Officer, in terms of obstructions or obstacles that prevent the clear operation of any emergency exit.
- Not to interfere with any fire precaution or measure which is designed to assist in fire detection and warning, fire extinguishing or emergency escape route capability.
- Not to allow the accumulation of rubbish or other combustible materials in corridors or other emergency escape routes.
- Not to bring unauthorised electrical equipment on to site.
- Comply with the Oakham School "No Smoking Policy".

## Section 2 – Arrangements and Guidance

### 1. Fire Risk Assessment

Fire Risk assessments for each building on the School premises will be completed by the School Health and Safety Officer. Each assessment will reflect the fire precautions and procedures applicable to the individual location and all types of fire hazard likely to be encountered will be properly assessed.

The risk assessment process follows these steps:

- Identify the hazard.
- Identify the people who may be at risk and in what circumstances.
- Remove or reduce the hazards.
- Decide if existing arrangements are satisfactory or need improving.
- Record the findings and review as required.

Once completed the Fire Risk Assessment is circulated to staff that work in each particular building for comment. Amendments are then made to the risk assessments to include any new findings.

The final draft of the Fire Risk Assessment is made available to all staff. As well as being accessible through the School intranet, a hard copy will be available from the Health and Safety Officer upon request.

The document will be reviewed upon any significant changes to the building or on a biennial basis.

The intended outcome of a Fire Risk Assessment is the assurance that Oakham School has done everything reasonably possible to minimize the risk of fire in its premises.

## 2. Fire Precautions and Prevention

Effective fire prevention and precautions are essential requirements in preventing fire and complying with relevant legislation.

**Fire Action Notices** should be displayed throughout the School and should include instructions on what to do in the event of a fire, how to raise the alarm and the location of the fire assembly point for that particular building.

**Escape and Fire Exit Signs** should be displayed to assist in directing persons towards fire exits and should be clear enough to allow safe evacuation of a building by someone unfamiliar with their surroundings. All signs must contain pictograms, but may also incorporate words and arrows, and must meet the Health and Safety (Safety Signs and Signals) Regulations 1996.

**Detection and Warning Systems** – Automatic fire detection systems are in place in all residential School premises.

**Emergency Lighting** is located in all boarding houses and School buildings.

**Regular Visual Checks and Maintenance** – It is the responsibility of the DOSP through the School Health and Safety Officer and Estates Manager to ensure all fire safety measures and equipment are maintained in effective working order. This includes fire detection and warning systems, fire-fighting equipment, emergency lighting, fire doors, corridors and directional signs. The timescales and details of inspection are shown in the table below:

Equipment	Frequency	Action
Fire Detection and Fire Warning Systems	Weekly	<u>Houses</u> . Visual check for damage and arrange repair or replacement. Test operation of systems, self-contained alarms and manually operated devices.
Smoke Detection	Regularly Every three months	The few battery-powered smoke alarms have batteries replaced immediately when beeping. Inspection and test by competent service engineer.
Emergency Lighting	Six-monthly	Inspection and test by competent service engineer.
Equipment	Frequency	Action
Fire-fighting Equipment	Weekly	Visual check by Estates Technician for damage and arrange repair or replacement.
	Annually	Full check, test and replacement (when necessary) by competent service engineer.

**Recording** – All maintenance checks, remedial action and servicing should be recorded in the appropriate Fire Log Book. Each Department and House keeps a fire log and alarm test records are stored near the console.

**Reporting of incidents** involving injury to staff, pupils or visitors resulting from ignition of substances or equipment must be reported to the School Health and Safety Officer.

**Means of escape** are to be maintained at all times so that they can be used safely and effectively in an emergency. Although ultimate responsibility for this lies with the DOSP, all members of Oakham School staff are responsible for ensuring means of escape remain free from obstruction.

**Assembly Points** are located at a safe distance from the potential fire area.

**Training** – In accommodation buildings all resident staff must be trained in basic fire-fighting. In non-accommodation buildings the Head of Department must be trained together with as many other personnel as possible. Training will need to be renewed every five years.

**All** textiles, furniture and bedding purchased meet the minimum fire specifications i.e. the Furniture and Furnishings (Fire Safety) Regulations 1988, BS5852, BS5867, BS7175 and BS7177.

**All** electrical portable appliances are to be tested for electrical safety at regular intervals by a competent person.

**All** gas appliances are to be tested annually by a qualified gas contractor.

Flammable products should be avoided wherever possible. However, if of absolute necessity suitable storage should be made available and should be marked with relevant signage. Storage of flammable products should be away from designated escape routes and combustible items such as paper, waste and oxidising chemicals. Where possible they should be stored outside in a separate building.

Plant and equipment needs to be regularly maintained as part of a planned programme of maintenance. Buildings where machinery is being used need to be well ventilated, either by natural or mechanical ventilation. Any local exhaust ventilation needs to be inspected every 14 months by an external contractor.

Any extra-ordinary events, which create additional fire risks such as bonfires or firework displays, require an events risk assessment; this is to be completed by the event organiser and accepted by the Deputy Head and Health and Safety Officer.

It is important for staff to realise that good housekeeping will help reduce the spread of fire should an incident occur. Every member of staff is responsible for ensuring rubbish does not accumulate and that any combustible materials are stored away when not in use.

### **Section 3 - Emergency Evacuation Procedures and Fire Practices**

The procedure in the event of a fire is as follows:

- On discovering a fire, however small, activate the nearest and/or safest fire alarm by breaking the glass in a red call point.
- If you discover a fire in a building without call points raise the alarm, if not already done so by self-contained smoke detectors, verbally by shouting "Fire!"
- Evacuate the building.
- Each member of staff needs to ensure all pupils have left the room before leaving themselves and shutting the door firmly behind them.
- When exiting the building ensure any other classrooms on your exit route are also clear. However, at no point put yourself at risk.
- Only use fire-fighting equipment if you are confident it is safe to do so or the fire is blocking your route of escape.
- Report to the pre-determined assembly point(s).
- The designated person should summon the Fire Service by calling (9) 999 from the nearest telephone. For Boarding Houses this is the housemaster and for all other Departments it is the most senior member of staff present at the time. If only one member of staff is present at the time their priority is to ensure the safety of the pupils. Only once they are satisfied that this has been achieved should they go to ring the Fire Service.
- Do not re-enter the building until the Fire Officer in charge declares it safe to do so.
- The policy of Oakham School in the event of a fire or other emergencies is to evacuate all persons from its buildings as safely as possible.

Fire Drills to practice this procedure should occur at least once a term in every Boarding House and the Art/Design and Science buildings and in the Winter and Summer Terms in other teaching and Support buildings.

#### **Section 4 - Review of Policy and Procedure**

The Trustees will review this policy statement and procedure annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils and visitors.

Signed: \_\_\_\_\_  
(Chairman of Trustees)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Director of Operations and Strategic Planning)

Date: \_\_\_\_\_

*Reviewed August 2017*  
Update August 2019