



Shrewsbury School

## **FIRE SAFETY POLICY**

This policy document replaces any previously published documents and will come into effect April 2010.

### **1.0 Fire Safety:**

The priority of Shrewsbury School is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of all school premises.

- 1.1 The fire safety policy, fire evacuation procedures and risk assessments at Shrewsbury School have been designed in such a manner as to help all members of the school community, and our visitors, to respond calmly and effectively in the event that a fire occurs.

### **2.0 Role of the School Fire Officer:**

The Works Bursar is the designated School Fire Officer who has overall responsibility for ensuring that:

- 2.1 This Fire Safety Policy is kept under regular review by the Governors and the Senior Management Team.
- 2.2 The information contained within the Fire Safety policy is made available to all members of the School community.
- 2.3 Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school, with additional information being given when large numbers of visitors are on site. ie for concerts, play performances etc
- 2.4 Clear, written instructions are freely available for all visitors to the school and these instructions contain full information on the course of action to be taken in the event of an emergency.
- 2.5 Contractors working for the school will be given written documentation detailing the procedures that they should follow whilst working on the school campus, and also informing them of the school's procedures in an emergency situation.
- 2.6 Basic fire training is given to all employees at least annually and for working with the School's H.R. Department to ensure that Fire Training is given to all new employees upon commencing work at the school.
- 2.7 Emergency evacuations and fire practices are carried out

2.8 The Shrewsbury School Fire Risk Assessment and assessments undertaken for individual buildings are regularly reviewed incorporating any alterations to the layout, systems installed or operational use of the premises.

2.9 The integrity of all fire prevention systems and equipment in place is maintained in good working order.

### **3.0 Emergency 'In case of Fire' notice:**

'In case of fire' notices, adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of all buildings

3.1 The 'In case of fire' notice will be displayed in prominent positions through out the building and will follow the following format:

- The actions to be taken upon discovery of a fire.
- The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled person(s).
- The actions to be taken upon reaching the assembly point.

### **4.0 Briefing of new members of staff and pupils, contractors and visitors to the school:**

Shrewsbury School recognises the importance of making sure all those on the school premises are aware of how they should respond in an emergency situation.

4.1 All new members of staff (teaching and support alike) and all new pupils will be given a briefing on the school's emergency procedures on their first day at Shrewsbury School.

This briefing will include :

- The importance of ensuring that individuals are familiar with the routes of escape and emergency exits in the buildings in which they will work / live.
- Familiarisation with the systems in place ie how to operate a 'Break Glass' point, location of the defined assembly point
- The importance of adhering to the evacuation procedures and how the safe evacuation of everyone is the first priority and that protecting property comes second.
- The importance of 'good housekeeping' in all buildings and the systems in place to draw to the attention of the Fire Officer any issue that may be of concern.

4.2 All visitors to the school should be made aware of, and given a copy of, the school's 'Visitor Safety Leaflet' by their host. This leaflet will be prominently displayed in public buildings and will be readily available from Reception, the Bursary etc as well as being accessible on the school website.

4.3 For Open Days, concerts, plays etc when there will be a large number of visitors to the school the organiser of the function will undertake to ensure that a brief safety announcement is made

prior to the start of any performance, detailing the location of emergency exits and the action to be taken in the event of an alarm sounding. Where deemed necessary it may be necessary for stewards to be on duty for the duration of the performance.

- 4.4 Contractors to the school will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place.
- 4.5 Groups or other organisations making use of the school's facilities (ie summer holiday lettings, sports courses, training evenings etc) will be provided with detailed information with regards to the school's fire safety systems. A caretaker or other competent member of staff is on duty for events such as weddings, Leavers Ball etc that operate late at night, or out of normal working hours in holiday periods. On such occasions the individual on duty must not be involved with any other aspect of the event.
- 4.6 Residential groups will be required to provide Shrewsbury School with their proposed fire procedures that will be in place during their stay, ensuring that these do not compromise the systems already in place. Groups bringing foreign students to stay at the school will need to ensure that all fire procedures are explained to these individuals in a language they fully comprehend.
- 4.7 Disabled staff, pupils and visitors (even if only temporarily disabled) should be given one to one instruction on the school's fire safety procedures by their host.

## **5.0 Training:**

- 5.1 All employees of the school receive will receive basic fire training annually. Due to the proximity of the school to the Fire & Rescue Services Headquarters this will emphasise the importance of fire prevention and the safe evacuation of a building rather than on how to actually 'fight' a fire.
- 5.2 Specific employees ie Works Department, Grounds, Science Technicians will be given additional training in basic fire fighting techniques. Additional training of individuals will be given as necessary and as determined by risk assessment.
- 5.3 Fire practices will be held in all school buildings each year. In residential accommodation there will be a minimum of at least two practices each term including at least one held at night. Lessons learnt will be acted upon.
- 5.4 Housemasters and Faculty Heads are the designated 'Building Managers' of their respective premises and should liaise closely with the School Fire Officer to ensure the actions / operations of their House / Faculty does not, at any time or in any way compromise the integrity of the fire safety of the building they occupy.

## **6.0 Fire Prevention Measures:**

The following fire prevention measures are already in place at Shrewsbury School:

- 6.1 There are clear and unobstructed escape routes in all school buildings.
- 6.2 Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.

- 6.3 Fire extinguishers are located in all school buildings and are maintained in a good working condition by a professional company contracted by the school. The location of such equipment is as defined by visiting Fire Officers from Shropshire Fire & Rescue, from our professional advisors or by Building Regulations.
- 6.4 Automatic fire detection systems are in place in all residential accommodation to an LI standard and the majority of other buildings have systems installed. In recent new build and refurbished buildings the systems can include beacons as well as sounders. A few, low risk buildings are without any permanent automatic fire detection system and the installation of a system where necessary be determined by risk assessment. An approved contractor services all installed systems every six months. Service records are maintained in the Works Bursar Office.
- 6.5 All installed fire detection systems trigger sounders located throughout the building and in some areas (music faculty practice rooms, swimming pool, MSH laundry, Ridgemount) visual beacons are also activated.
- 6.6 All magnetic holdback devices to corridor and fire escape route doors that are held open during normal day time activities are linked to the fire control panel in the building and close when the system is activated.
- 6.7 Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.
- 6.8 All installed fire systems are tested weekly by the Works Department and logged in individual log books held in each building.
- 6.9 The Works Bursar undertakes regular room by room 'walk abouts' in all school buildings to monitor any defects in any systems and all employees can submit a work request to the Works Department if they notice anything of concern. The maintenance of the fire safety integrity of a building is given priority over other works that may be in progress.
- 6.10 Comprehensive information is kept by the Works Department with regards to the location of emergency gas & electric shut off points, hydrants etc. The individual fire risk assessments undertaken for the main school buildings contains detailed information of services and utilities
- 6.11 The School is an accredited conforming body under NICEIC (Registration # 028979000) since August 2001 and employs five full time electricians. All remedial or installation work undertaken by them is to the 17<sup>th</sup> IEE Regulations. The electrical department is inspected annually by NICEIC to ensure that the work undertaken is to standard.
- 6.12 Minor works certificates and / or electrical installation certificates are required for all electrical work undertaken by outside contractors.
- 6.13 The school undertakes fixed electrical installation tests to all buildings on a rolling programme.
- 6.14 The school undertakes all portable appliance testing 'in house' with two qualified technicians undertaking the work. Appliances brought on site by pupils are visually inspected at least once a term by the school electricians and also at random whilst emergency light testing is being undertaken in one of the residential houses – this is as recommended by the H & SE. The Works Bursar has issued guidance notes on the safe use of portable appliances to all Housemasters.

- 6.15 The installation of lightning protection systems is ongoing and all testing and a specialist contractor undertakes the servicing of the systems.
- 6.16 The School is an accredited conforming body under Gas Safe (Registration # 58198) and employs four full time plumbers. All remedial or installation work undertaken by them is to current regulations. The plumbing department is liable to inspection by Gas Safe at any time to ensure that the work undertaken is to standard.
- 6.17 All gas installations are serviced 'in house' and all necessary records are kept. Specialist contractors can be contracted in as and when necessary .
- 6.18 All plant rooms, laboratories, main kitchens & laundry have 'Emergency gas shut off valves' located in prominent positions in case of emergency.
- 6.19 Pressurised gas cylinders kept on site are stored in specific locations. Solvent cupboards have been provided for areas that hold small amounts of solvents (ie painters stores) whilst a purpose built flammable store has been fitted out for the Science Faculty.
- 6.20 The storage of bulk quantities of oil around site has been eliminated with all CH & HW systems now being gas operated
- 6.21 The CCF has storage facilities to current MoD standards for weapons, stores and ammunitions.
- 6.22 Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings. The location of individual wheelie bins is to be reviewed in 2010.
- 6.23 The Works Department operates a 24/7 emergency call out for emergency situations.
- 6.24 The Works Bursar is currently working directly with Shropshire Fire & Rescue to ensure that all information available to the emergency services on their 7(2)d Risk Information Data (held on their appliances) is up to date and accurate.

## **7.0 Fire Risk Assessments:**

A generic Fire Risk Assessment has been undertaken for the whole school site as well as more detailed assessments for individual buildings.

Assessments will be reviewed by the Works Bursar as and when any alteration (structural or operational) is made. All employees have a duty to inform the Works Bursar, as the designated Fire Officer, of any such intended changes in their House, Faculty or Department **before** implementing them.

In the normal course of events, Fire Risk Assessments for individual buildings will be reviewed at least annually on a rolling programme.

All Fire Risk Assessments are held by the Works Bursar Office with copies being held on the staff intranet site.

All Housemasters and Faculty/Departmental Heads should read those that apply to them and any comments on how to improve them are always welcome.

## **8.0 Record keeping:**

Whilst the priority is that any fire safety systems in place should be properly installed and maintained Shrewsbury School also recognises that it is important to keep proper records to demonstrate that this is so.

All records relating the Fire Safety are retained in the Works Bursar Office and are available to view during normal office hours.

Records retained include those in relation to:

- Gas safety, Landlord certificates etc
- Portable appliance testing
- Fire system testing
- Fire fighting appliances service records
- Electrical installation testing, inc Minor Works Certificates
- Lift installations service records
- Fire practices
- Lightning conductor testing
- Training records

January 2011 (MJW) To be revised January 2012