

## Fire Safety Policy

### Whole School Policy Including EYFS

#### 1. Policy Aims

It is the Policy of Dolphin School to Implement the Regulatory Reform (Fire Safety) Order 2005 to ensure so far as is reasonably practicable the safety of employees and also relevant persons (any person who is lawfully on the premises including pupils, visitors, contractors etc, or any person in the immediate vicinity of the school premises who would be at risk from a fire). The priority is to eliminate or minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school and safe evacuation of the buildings if a fire breaks out.

The School was inspected by the Fire and Rescue Authority (Royal Berkshire Fire and Rescue Service), the enforcing authorities of the Fire Safety Order in February 2018. At the inspection they inspected the School's Fire Risk Assessment, Emergency Plan and evidence of the school's management arrangements for ensuring compliance.

An annual H&S audit is carried by Universal Safety Management which includes an audit of the fire safety procedures of the school.

#### 2. Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy and its supporting documents explain how the school complies with the FSO to ensure that, where reasonably practicable, fire is prevented and that any fire risks are adequately controlled.

The policy and the process of managing fire safety has been developed based on guidance issued by HM Government and Article 8 of the FSO form.

#### 3. Responsibilities

The FSO places duties on the 'Responsible Person'. As the employer, it is Dolphin School that constitutes the 'Responsible Person'. Certain day to day responsibilities can be delegated down to the 'School Fire Officer'.

The School Fire Safety Policy forms part of the School's Fire, Health and Safety Management and extends through the whole school, with specific responsibilities as below:

- A.** The Non-Executive Director of the Dolphin School LLP will ensure that an appropriate policy is in place and that suitable and sufficient fire safety arrangements are made for its effective implementation. The Bursar has been appointed as the competent person who will assess the extent to which arrangements are in place to prevent fire and to monitor the implementation of these arrangements. The appointed competent person will also liaise with the Fire Authority on all matters related to the School's Fire Safety Management System. The responsible person will review the Fire Safety arrangements of the School at least annually.
- B.** The Headteacher with the support of the **Non-Executive Director of the Dolphin School LLP** has the ultimate responsibility for the day to day implementation and management of this policy;
- C.** The Bursar with the support of the Headteacher and Deputy Headteacher is responsible for the effective implementation of this policy and its role within the School's Fire, Health and Safety managements systems and processes;

- a. The Bursar is the designated School Fire Officer, who is responsible for ensuring those items listed in the Policy Objectives in Point 4 are implemented;
- b. All employees have the responsibility to cooperate with issued instruction, their training and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

#### **D. Policy Objectives**

To safeguard all persons from death or injury in the event of fire by the effective management of fire safety:

- a. to eliminate or minimise the risk of fire and to limit the spread of fire, heat and smoke;
- b. to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

#### **E. Managing Fire Safety**

The school has delegated day to day responsibility for managing fire safety to the 'School Fire Officer', the Bursar. The Bursar will:

- a. Carry out or arrange to have carried out a fire safety risk assessment on the site and each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- b. Ensure that the principles of prevention are applied as follows:
  - i. avoiding risks;
  - ii. evaluating the risks which cannot be avoided;
  - iii. combating the risks at source;
  - iv. adapting to technical progress;
  - v. replacing the dangerous by the non-dangerous or less dangerous;
  - vi. developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
  - vii. giving collective protective measures priority over individual protective measures; and
  - viii. giving appropriate instructions to employees.
- c. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times when the school is occupied; and that the means of escape have adequate emergency lighting;
- d. Any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;
- e. Provide and maintain in working order all life safety systems and firefighting equipment including:
  - i. fire detection and alarm systems;
  - ii. emergency lighting systems;
  - iii. firefighting equipment;
  - iv. notices and signage relating to fire procedures;
  - v. means of escape, taking into account the needs of any disabled users.
- f. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- e. Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- g. Identify any special risks, e.g. the storage, process and disposal of hazardous materials, and put in place appropriate procedures to minimise the risks;

- h. Implement additional emergency measures in respect of dangerous substances.
- i. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place;
- j. Monitor and review this policy and its associated documentation on a regular basis so as to ensure that any new risk or alteration to regulations and guidance is addressed.

#### **F. Monitoring and Testing**

The school utilises the services of various personnel and external contractors to carry out effective monitoring and testing of its duties as follows:

- a. Means of escape routes, door mechanisms, signage, firefighting equipment are checked visually weekly by the Caretakers;
- b. A full survey of the means of escape and firefighting equipment is made termly by the Bursar;
- c. The school fire detection and alarm system is maintained and checked by Tri Security on a quarterly basis;
- d. The fire alarm system is tested on a weekly basis for audibility by the Caretaker & Bursar using different Fire Call Points each week;
- e. Emergency lighting units are checked and monthly flash tests are carried out by the caretakers and a further check and three-hour discharge test yearly by Tri Security.
- f. The Automatic Opening Vent (AOV) System are tested every 6 monthly by Tri Security.
- g. Notices and Signage are updated as and when required and checked termly by the Bursar;
- c. Firefighting equipment is visually checked termly by the Bursar and extinguishers are checked, replenished or replaced annually by Tri Security;
- h. A system of logging records of fire safety issues is in places. These issues include:
  - i. fire evacuation practices;
  - ii. hot work permits, etc.;
  - iii. the storing of hazardous materials;
  - iv. the inspection and testing of:
    - a) fire detection and alarm systems;
    - b) emergency lighting systems;
    - c) firefighting equipment;
    - d) AOV system
  - v. staff training records.

Records documenting those actions listed above and the supporting evidence such as contractor's reports, certificates and/or invoices are kept. These are maintained by the Bursar and located in the Bursary.

#### **G. Fire Safety Audit**

Articles 8 to 22 of the Regulatory (Fire Safety) order 2005 imposed duties on the 'Responsible person. The school have in a place a fire safety audit which details the measures that need to be in place to meet each duty identified in the Regulatory (Fire Safety) order 2005.

#### **H. Fire Risk Assessment**

The school engaged Chubb Fire to carry out a comprehensive Fire Risk Assessment (FRA) for the whole premises in February 2015. The actions identified in the FRA are completed by the Bursar.

The Bursar completes a FRA and reviews this annually. The Bursar also performs a fire audit as part of the annual review. A FRA company will be engaged to carry out another comprehensive FRA when there are significant changes made to the interior of the building or new buildings are added.

The FRA identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The FRA will identify the required control measures to remove or reduce the level of risk to a tolerable level.

The FRA will be reviewed and amended annually or if any changes are planned or executed, such as:

- a. Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of the products of fire;
- b. Any change to the use of the premises which may affect the risk rating;
- c. Any change to work processes or work equipment which may introduce new fire hazards;
- d. Any change to the numbers or the specific needs of people using the premises to ensure that escape routes can accommodate all occupants safely.

It is important that in the planning of any significant event or activity the issue of fire safety and the emergency evacuation of relevant persons should be properly considered and where necessary an Event Fire Risk Assessment carried out to address any additional hazards and increased risk. Such events may include:

- Pupils sleeping onsite
- Theatrical productions
- Musical productions
- Events using fireworks or naked flames
- Cooking

## **8. Fire Safety Training**

All staff receive basic fire safety induction training during the staff induction training at the start of each academic year or on a one-to-one basis for members of staff who join the school at other times. Staff completes an online refresher 'Fire Awareness' training annually.

The school organise a half day 'Basic Fire Awareness' training every 3 years which includes the practical use of fire extinguishers and fire blankets.

Key staff in the individual school buildings and departments are required to familiarise themselves with the FRA of their area and confirmed that they understand the measures in place to reduce the risk of fire.

Pupils are given instruction by their form tutors during the first week of the Autumn term or at other times if joining the school mid-year, on the actions to be taken in the event of a fire.

Fire evacuation practices are planned and delivered each term to evaluate and develop the effectiveness of the school's evacuation procedures.

The findings of the evacuation practices and other fire safety events are reported to staff through the completion of a short report by the Bursar in consultation with others, which is circulated to the Staff. A summary of incidents and events will be reported at the Health and Safety Committee along with any conclusions and remedial actions recorded and implemented.

## **10. Evacuation Procedures**

The full evacuation procedures which are to be followed in the event of a fire alarm are detailed in the Fire Evacuation Procedures. This document details the responsibilities of staff and individuals during an evacuation and

subsequent roll call. The fire evacuation information is provided to visitors when they sign into our Visitor Management System.

Policy Last Review: September 2020  
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