



Fire Safety Policy

School Division: Senior School

Policy Division: Health & Safety

Policy Owner: Estates Bursar

Date: February 2020

1. Introduction

- 1.1. Claremont School is a responsible employer that takes fire safety seriously. For this reason, we have formulated this guidance to help us comply with our duty of care to staff, Boarders and visitors and our legal obligation to comply with the Regulatory Reform (Fire Safety) Order 2005 ('the Order').

2. Aim

- 2.1. The aim of this Policy is to address our obligations under the Order that require Claremont School to:
- Develop a plan to minimise the risks associated with fire;
 - Reduce the risk of an outbreak of fire;
 - Reduce the risk of the spread of fire;
 - Provide a means of escape from buildings;
 - Demonstrate preventative action and
 - Maintain documentation and records in respect of fire safety management.
- 2.2. This Fire Safety Policy forms part of, and should be read in conjunction with, our general Safety, Health Environment and Fire (SHEF) Policy.

3. Organisation

- 3.1. Claremont School has appointed a 'responsible person' who is in overall charge of the managing the safety of employees, Boarders and other persons who may legally come onto the premises (e.g. contractors, parents and visitors), and anyone not on the premises who may be affected by our actions or omissions.
- 3.2. The responsible persons are the Estates Bursar, Head of Senior School and the Director of Boarding.
- 3.3. The responsible person is assisted in his duties by all members of staff. Fire Safety is the responsibility of everyone one on the staff.
- 3.4. Under Section 7 of the Health and Safety at Work Act 1974 all employees have a duty to take responsible care for the health and safety of themselves and others affected by their acts or omissions. They have a duty under the Act to cooperate with Claremont School to enable us to fulfil our legal obligations; this means complying

with any permanent or temporary procedures Claremont School may introduce as a measure to protect the safety and wellbeing of staff, Boarders and visitors to the premises.

4. Fire Risk Assessment

- 4.1. A Fire Risk assessment will be carried out by the responsible person (or other nominated competent person) on the primary buildings of Claremont School at regular intervals and/or when the purpose of that building changes. The significant findings of each risk assessment will be documented, shared and held by Estates Bursar.

5. Documentation and Records

- 5.1. Claremont School records appropriate information to demonstrate that it acts responsibly (lack of records may leave a matter open to doubt) and also to facilitate subsequent investigation, analysis and the development of procedures to prevent a reoccurrence of a dangerous, or potentially dangerous, incident. Inspectors will require inspection of the records during enforcement visits and therefore the following records are kept on the Claremont School premises:

- Fire Safety Policy;
- Fire evacuation procedures;
- Findings of Fire Risk Assessments for each building;
- Records of staff fire training;
- A record of fire drills carried out; the record includes dates and times of drills and evacuation and any other significant comments (on EHS 360);
- Records of visits, audits and inspections by appropriate external authorities, such as representatives of the local Fire and Rescue Service or the Health and Safety Executive (HSE);
- Records of weekly inspection of fire alarms and fire exits;
- Records of annual inspections and tests of all fire fighting equipment;
- Records of regular testing of emergency lighting;
- Records of all scheduled and other maintenance of fire detection and alarm systems;
- Records of inspection, risk assessment and maintenance of work place and electrical equipment, storage of hazardous substances and any other hazards connected with fire safety.

6. Communication

- 6.1. Claremont School will ensure that any person employed by us (directly or indirectly) is provided with all relevant information related to fire safety. We will consult with employees on all matters of fire safety management, policy, organisation and arrangements. We will keep staff informed of changes and updates to fire safety procedures and fire risk assessments. Fire safety matters will be addressed at meetings of the 360 Health and Safety Committee, which meets on a fortnightly basis.
- 6.2. Claremont School will ensure that any organisations managing residential “Lets” (summer or otherwise) will receive evacuation procedure briefings for relevant buildings.

7. Arrangements

- 7.1. Claremont School has established the following arrangements in the interest of maintaining high standards of fire safety:
- All employees will be given training, including on the actions to be taken by them in the event of a fire, as part of their induction and as refresher training as appropriate. Additional training may be required if any changes occur which may affect fire safety;
 - Fire evacuation and action procedures will be practised at least four times annually throughout all premises. Boarding Houses that accommodate sleeping Boarders/staff will be subject to a monthly fire practice; in the Autumn Term, the fire practice is to take place within 2 weeks of the start of term;
 - All escape routes are to be established and kept in good working order and free from obstruction at all times. Operation of fire doors will be tested and recorded;
 - Fire fighting equipment will be provided. This will comprise a minimum of portable fire extinguishers but fire blankets may additionally be provided where deemed appropriate by the findings of risk assessments;
 - All fixed and portable fire-fighting and related equipment will be regularly serviced and maintained by a competent person and servicing records. However, it is the duty of all employees to report to the Head of Boarding any defective or missing fire equipment or signage;
 - Installation of an appropriate fixed fire detection and alarm system will be considered for all of our premises. The type and extent of the alarm system will be based on the findings of risk assessments. Alarm systems will be tested regularly on a weekly basis, and the results recorded;
 - Emergency lighting will be provided for designated escape routes where applicable. The need for and the extent of the lighting will be determined by the findings of risk assessments;
 - Appropriate signage and notices will be displayed giving instructions to employees and others as to what action is required in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate emergency exit routes;

- The risk of fire spreading will be controlled by provision of fire resisting construction, and/or fire/smoke resistant doors. These provisions will be kept in good order in line with a regular maintenance schedule. All employees are required to ensure that fire doors remain closed at all times when they are not actually in use;
- Other safety systems provided will be checked regularly to ensure their correct operation where necessary (e.g. emergency lighting, fire doors etc).
- Smoking Ban: On 1st July 2007 England introduced a new law to make virtually all enclosed public places and workplaces smoke free. Claremont School supports and complies with this law; smoking by staff is only permitted in designated areas of the grounds.

8. Supporting Documents

8.1. This Fire Safety Policy is supported by the following documents:

- Fire evacuation procedures;
- Fire Drill Procedure;
- Fire Assembly Points map (site wide);

Policy Owner

8.2. The policy owner is the Estates Bursar.

9. Issue Date

9.1. Issue date: February 2020.

10. Review Date

10.1. This policy will be reviewed annually. The next review is due in February 2021.

Principal's signature:

**Mr G Perrin
Principal of School**

February 2020