



FIRE POLICY

Policy Reviewed	Headmaster, School Fire Marshall, Deputy Headmaster
Approved by, with Date	Director, Governors, Headmaster and Fire Marshall; May 2023
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2. Existing buildings

Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

Under the Regulatory Reform (Fire Safety) Order 2005 (RRO) fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools - fire safety risk assessment: educational premises. The guide deals with the provision and management of fire safety.

You will need to:

- ensure procedures are in place to reduce the likelihood of fire
- maintain fire detection and alarm systems
- ensure staff and pupils are familiar with emergency evacuation procedures

It is important that:

- fire risk assessments are kept up to date;
- fire precautions remain current and adequate
(they should be reviewed in detail when significant alterations are made to a school's premises).

Adapted from: FIRE SAFETY RISK ASSESSMENT Educational Premises 2006

The Fire Risk Assessment:

- It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'.
- It requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.
- Responsibility for complying rests with the 'responsible person'. This is the employer and any other person who may have control of any part of the premises.
- The responsible person must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who have special needs, and children, and must include consideration of any dangerous substance liable to be on the premises.
- The fire risk assessment will help identify risks that can be removed or reduced, and decide the nature and extent of the general fire precautions needed.

The responsible person:

- must appoint one or more competent persons, depending on the size and use of School premises, to assist in undertaking any of the preventive and protective measures. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- must provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out.
- must consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- must, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

- must inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.

- must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks found, and how The School will seek to reduce/control those risks which might affect the safety of employees.

- must provide the employer of any person from an outside organisation who is working in your premises (for example: agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. All employees must be provided with appropriate instructions and relevant information about the risks to them.

- those with control of premises which contain more than one workplace are also responsible for ensuring that the requirements of this assessment's actions are complied with in those parts over which they have control.

- must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.

- must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.

- must provide appropriate information, instruction and training to all employees, during their normal working hours, about the fire precautions in the workplace, from when they start working, and from time to time throughout the period they work at the school.

- must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

- employees must co-operate to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

MYDDELTON COLLEGE FIRE SAFETY POLICY

1. Policy Aims:

- * to promote and safeguard the safety and welfare of all our pupils and staff,
- * to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school,
- * to ensure staff, pupils and visitors do not add to the fire risk,
- * to promote safe evacuation of our buildings if a fire breaks out,
- * to help staff members, pupils and visitors respond calmly and effectively in the event of a fire.

2. School Administrative Responsibilities:

The Director has overall responsibility for Health and Safety, and Fire Safety for the School as a whole.

The Headmaster carries responsibility for policy implementation and the day-to-day responsibility and operational arrangements for monitoring compliance within the terms of this Fire Safety Policy.

The School's fire safety procedures are delegated to the Estates' Manager, Ms Julie White, as the 'Responsible Person'. Should she be away from work, her role is fulfilled by Ms Hannah James.

Every person on site shares the corporate and a personal responsibility:

- to respect and follow the Policy's pillars,
- to promote through responsible behaviour and respect every aspect of the Policy,
- to report any behaviour which might undermine the Fire Policy, and its procedures,
- to follow exactly the instructions relating to Fire procedures, particularly the safe and fast evacuation of School buildings,
- to 'look-out' for others, particularly younger pupils or those who are frightened, disoriented or disabled, during and after an evacuation,
- to follow the School's requirements for roll-calls in silence to allow the effective checks of persons' present,
- to behave responsibly whilst awaiting the arrival of Fire engines, or an 'ALL CLEAR',
- to ensure no malicious or irresponsible reports are made to persons outside School should there be a Fire,
- to ensure all pupils have Signed In and/or Signed Out in the Attendance and Registration Files so staff have an accurate list of those on site at any time.

3. Fire Safety legislation:

Fire Safety legislation in England, Wales and Scotland is governed by the Regulatory Reform (Fire Safety) Order 2005. The order requires the 'responsible person' to make suitable and sufficient assessment of the risks which relevant persons are exposed to for the purposes of identifying the general fire precautions needed to comply with the requirements and prohibitions imposed under the order.

Myddelton College will consider a 'team approach' to risk assessment ensuring that people pool their different knowledge and skills. The aim should be for the School to have the comprehensive coverage of fire safety assessment.

4. Specific Responsibilities:

a. School Fire Marshalls:

School Fire Marshall	Ms Julie White (Operations Manager)
Deputy Fire Marshall	Mr Ian Lloyd (Deputy Headmaster)
Deputy Fire Marshall	Mr Ian Chan (Head of Boarding) and Mr Allman (Headmaster)

The Denbigh Fire Station: Smithfield Road, Denbigh, LL16 3RG 01745 535 250

Snowdonia Fire Protection: 01286 650235

b. The School Fire Marshall can be contacted in School during the working day.

In the absence of the School Fire Marshall, the Deputy Fire Marshall can be reached via radio from Reception .
Out of school hours, the Head of Boarding or the Headmaster can be contacted on site .

5. The School Fire Marshalls are responsible for ensuring that:

- The Fire Safety Policy is kept under regular review.
- The Policy and risks identified by the fire risk assessments are circulated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where to assemble in the event of fire.
- Procedures for emergency evacuation are regularly tested .
- Fire prevention measures are followed and staff are provided with appropriate fire safety training and instruction .

6. Fire Risk Assessment:

The Fire Safety Risk Assessment was written following the most recent inspection of the premises . Actions and recommendations, and the risk assessment are implemented by the School .

- The Fire Safety Risk Assessment is updated and reviewed annually.
- The Estates Manager (Fire Marshall) carries out regular checks of all the buildings and monitors fire safety systems.

7. Fire Prevention:

Fires start and grow when there is a source of fuel or combustible material present alongside a heat source and plentiful supply of oxygen. The School focuses on removing or limiting the presence of ignition and fuel sources where possible.

8. Key fire hazards:

a. Electrical hazards

An effective inspection and testing regime are in place for electrical equipment and the fixed electrical installation within School buildings.

- The electrical circuits and switchgear in school buildings are periodically inspected and tested by an electrician, with remedial works being completed as required and records being retained of all works .

MEGA: Mega Electrical NW (mega-electrical.co.uk)

Unit 6, Antelope Industrial Estate, Rhydymwyn, Mold CH7 5JH

- Portable electrical equipment is inspected and tested periodically by the school electrician , with records being held in the Estates Department.
- All electrical equipment must have a visual inspection before the use of the electrical equipment to ensure its safe use. This is particularly relevant to the Houses where the SFM, Deputy FM's, Staff, Matron and cleaners view this and refer to the Estates Manager if a problem is observed .
- Electrical circuits must never be overloaded and equipment should always have the correctly rated fuse in the plug.
- Faulty electrical equipment is taken out of use immediately and either repaired or disposed of safely to prevent use by others. Particular attention is paid to international pupils' electrical equipment and guidance is given to international pupils regarding their electrical equipment.

b. Gas fired equipment

All gas appliances and the gas supply system are subject to a safety check on an annual basis by a GasSafe Registered Engineer.

HVF Heating and Plumbing:

Hill View Farm, Warrington Road, Chester, Cheshire, CH2 4EA

Phone: 01244301785

Mobile: 07761498238

info@hvfheating.co.uk

In addition:

- Certificates of gas safety are produced and records retained. Testing includes the effective combustion of gas to ensure that fire and explosion risk is eliminated.
- In the School kitchens, an ANSUL fire suppression system is installed over the main ovens and cooking areas to instantly suppress any outbreak of fire. Heat detectors are installed as part of the fire alarm system.
- The use of naked flames within the Science Department are controlled in accordance with Departmental risk assessments. Bunsen burners are checked before use by staff.

c. Portable Heaters

The occasional use of portable heaters in School or the Houses is appropriate in exceptional circumstances, if approved by the Estates Team. If used, they must be in-line with the following precautions:

- Heaters must always be positioned at a safe distance away from combustible materials.
- Heaters must not be covered.
- Heaters with exposed elements are not permitted.
- Heaters should not be left unattended when in operation and should be turned off after use.

d. Smoking and vaping

Myddelton College is a non-smoking and non-vaping site; this includes the use of any form of e-cigarettes. Smoking is not permitted in any school buildings or on any part of the site, indoors or outdoors.

e. Machine related risks

Machinery, including hot works such as welding, cutting and grinding are carried out by contractors, our Estates' Team and in science academic departments.

Controls include:

- Regular checks and servicing of equipment.
- Risk assessment of the activity which includes the use of machinery prior to operation.
- Appropriate training is given to members of staff or pupils who are operating any machinery.

f. Combustible or Waste materials

Non-combustible materials are used wherever possible, in construction or refurbishment works. Fabrics and upholstery should also have an appropriate level of flame resistance.

Controls include:

- Annual checks on furniture and furnishings in Houses and School to ensure the Furniture and Furnishings (Fire Safety) Regulations 2010 are met. <https://www.firesafe.org.uk/furniture-andfurnishings-fire-safety-regulations-19881989-and-1993/>

g. Flammable substances

The use of flammable substances should be limited wherever possible and the following measures are adopted:

- All flammable liquids are managed, stored and used in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and the School COSHH Policy.
- All flammable substances are correctly stored in a secure area away from sources of ignition. Appropriate ventilation is provided to prevent the build-up of flammable vapours.
- The segregation of incompatible chemicals and substances is carefully managed to eliminate the possibility of combustion.

- Pupils are always supervised during science lessons, and laboratories are secured when not being used for lessons. Pupils should never be in laboratories without staff being present.

9. Protective fire safety measures:

Further protective measures are also adopted to reduce or limit the spread of smoke and flame and to ensure the School Community is as safe as possible.

a. Fire Alarm

- Automatic fire alarm systems are installed in all buildings with detection via ceiling mounted smoke and heat detection. There are manually operated break-glass call points near most exits.
- The fire alarm systems are serviced annually by Snowdonia Fire Protection and, in addition, an agreement is in place to provide for repairs and routine maintenance, where required.
- Once per week, all fire alarm systems are tested. Records are kept in the fire log book. The weekly test is no longer than 10 seconds. Staff and pupils are briefed that if the alarm sounds for longer than this, it is considered a genuine emergency and the building should be evacuated.

b. Fire Drills

- A whole School fire drill takes place termly during School hours. All pupils and staff assemble on the Headmaster's lawn at the front of School. Heads of Houses are responsible with House staff for registering pupils and reporting missing pupils to the Fire Safety Marshall (Estates Manager).
- Fire drills are carried out by boarding Houses during an evening (occasionally, a night time drill is carried out in the Boarding Houses as part of the risk assessment).

Assembly points are outside the main school entrance.

- Records of all fire drills are kept in the Estates Office Fire Safety file.
- Visitors to the site will be informed if there are any planned fire drills.
- Once everyone is accounted for, staff in charge of Houses or the staff / visitor group should inform the Fire Marshall or Deputy, or alert him / her to unaccounted persons.

c. Compartmentation and fire resistance

Good compartmentation and fire resistance within a building can help to contain a fire and limit the spread of the fire, smoke and flame through the building. This also helps to protect escape routes.

- Fire doors are installed on most rooms and along escape routes to provide fire resistance and to ensure fires are contained in a small area. Fire doors must not be propped open as this negates the fire resistance in the building.
- Automatic fire doors have been installed in key areas to protect escape routes or segregate high-risk areas such as the kitchens.

d. Escape routes and exits

These have been planned to ensure there are an adequate number and that they are protected and available for use.

- Escape routes must always be clear of obstructions.
- The Estates Team will regularly check that escape routes are clear; however, it is the responsibility of all staff to monitor this on a daily basis.
- Visitors and contractors are also responsible for ensuring that they do not obstruct any emergency escape routes.

e. Emergency lighting and signage

- Escape routes and exits through the School are provided with emergency lighting which illuminate in the event of a power failure, to enable the safe evacuation of buildings.
- Emergency lighting is checked for operation on a monthly basis by the Estates Team and results are recorded.

- Annually the emergency lighting system is serviced and the batteries checked for performance, with action being taken if required.

f. Fire extinguishing appliances (FEA)

These are located throughout the School at regular points and are selected to match the type of fire that is likely in that area:

- FEA are serviced and maintained annually, under a maintenance agreement with an external contractor, Snowdonia Fire Protection.
- Whilst the provision of FEA is a requirement, the priority is to evacuate the building. Where FEAs are used by staff, the following rules should be applied:

The fire should be no bigger than a waste paper bin.

The staff members should keep themselves between the fire and the exit in case the fire becomes uncontrollable and they can turn away and escape.

No more than one fire extinguisher should be used to tackle a fire. If the fire is not extinguished, the member of staff should evacuate the building.

10. Fire Safety Training

All staff are provided with an overview of the Fire Safety Policy, the evacuation procedures, escape routes and exits and assembly points as part of their Health and Safety Induction to the School and also annually at the Inset Day in September.

- Fire drills are completed on a termly basis for each of the Houses on site. Fire evacuation drills are intended to provide training and rehearsal in the event of a fire and they should ensure :
 - People act in a calm and orderly manner and understand their responsibilities and action they must take.
 - Those who have designated responsibilities carry out their tasks effectively to ensure the safety of all concerned.
 - People can respond appropriately and quickly should the Estates Team block escape routes to simulate an actual fire.
- No fire drill will take place without the permission of the Headmaster. A debrief between the Estates Manager and Headmaster should take place after each drill and actions recorded and implemented if required.

11. Evacuation Plans

Evacuation plans have been developed for all the buildings. Evacuation routes and assembly points are signed and, in addition, Fire Action Notices are displayed throughout the buildings. These advise people what to do in case of a fire. A Personal Emergency Evacuation Plan (PEEP) should be developed and implemented for anyone who may need additional support responding to a fire alert. For example, persons with mobility issues or sensory impairments will require additional help. These are reviewed periodically to check they remain updated.

12. Fire Evacuation Protocol

a. Day Assembly points –until 5.00 pm.

There are two day-time assembly points which serve all the buildings –the tennis courts and, if problematic, the Sports Hall tarmac area.

b. Evening and night Assembly Points –from 5.00 pm.

There are two assembly points –in the Quad, outside the main school entrance, until the main School building is declared safe and the Dining Hall becomes available. If problematic, the assembly point becomes the tarmac outside the Sports Hall, prior to use of the Sports Hall.

- Once everyone is accounted for, staff in charge of Houses or the staff / visitor group should inform the Deputy Fire Marshall, **or alert him /her to unaccounted persons.**
- c. The Estates Staff will, on hearing the fire alarm, identify where the fire is, liaise via radio and report to the relevant building.
 - If safe to do so, they will check the Fire Alarm Panel to establish the location from which the alarm has been activated and the cause of the activation.
 - If safe to do so from outside the building, it may be possible to investigate whether a fire is present in that area.
 - If the reason for the alarm being activated is not fire, the Estates team will investigate the area and establish the cause of the alarm. Common causes of the alarm being activated are insects, deodorant spray, cooking in the kitchen.
 - The Estates staff will contact the Fire Marshall and allow staff and pupils to return to their daily activities.

13. Fire Evacuation Procedure Out of hours (18:00 – 08:30am)

Deputy Fire Marshall is Mr Ian Chan or Headmaster, Mr Allman.
They can be contacted on site at their accommodation or by 'phone.

If the fire alarm is in an individual House, the Resident Senior Housemaster / mistress acts as the Fire Marshall.

- Any member of staff still on the School site must assemble at the designated Assembly point.
- Cleaners must also report directly to the Assembly point and the Catering manager from the kitchen must bring the list of members of ancillary and support staff on site and check they are present.
- Where necessary, the Fire Marshall should phone the Estates Manager for additional support.
- Nobody should enter the building until confirmation from the designated Fire Marshall says that it is safe to do so.
- The Fire Marshall should follow the procedures for evacuation as detailed in sections 11 and 12.

14. Cross reference to other policies and documents

The Fire Safety Policy is designed to be used in conjunction with the Health and Safety Policy.

Oversight of this Policy is undertaken by the Health, Safety and Welfare Committee and the policy will be reviewed annually or following advice from a Fire Agency.