



FIRE & FIRE PREVENTION POLICY AND PROCEDURE

Policy Statement

Milton Abbey School recognises the dangers associated with fire and will take all reasonable steps to ensure that its premises have appropriate measures to fight, detect and give warning of fire to ensure the safe evacuation of persons, via emergency routes and exits. The School will ensure that suitable team members are selected to act as Fire Marshals and Fire Wardens.

Key personnel in the management of fire safety include:

Nominated "Responsible Person" for the School: The Bursar

In order to prove that the duties under The Regulatory Reform (Fire Safety) Order 2005 are properly discharged, the "Responsible Person" will ensure that records of the following are maintained:

- 1) Fire Risk Assessment and its review
- 2) Fire Safety Policy
- 3) Fire procedures and arrangements
- 4) Training records
- 5) Fire practice drill
- 6) Records for the installation and maintenance of fire-fighting systems and equipment

Fire Marshals: Bursar/Deputy Head

The main role of the Fire Marshal is to conduct all operations until a safe conclusion is reached or until the arrival of the Fire Brigade. The Fire Marshal is the person in charge and their role consists of liaising directly with all the building Fire Wardens. The Fire Marshal will call the emergency services if the Caretaker confirms that it is not a false alarm.

Fire Wardens: Housemasters/staff responsible for specific areas

The primary duty of a Fire Warden is to ensure evacuation of that part of the building they are responsible for.

Caretakers:

The Caretakers will go to the scene of the incident and confirm whether it is a false alarm or real event. They will assist the emergency services and direct all vehicles to access the site by the most appropriate route.

Procedures for the Management of Fire Safety

The Bursar will:

- ensure a fire risk assessment is completed on a regular basis using an approved external consultant and that any risks identified are addressed with appropriate control measures in accordance with Part II of the Regulatory Reform (Fire Safety) Order 2005: *Regulatory Requirements for the Welfare, Health and Safety of Pupils – DCSF Standard 3.(5)*;
- with the Health & Safety Advisor, arrange and oversee the external fire audit, oversee the meeting of recommended action;
- provide basic fire prevention and control training (eg use of fire extinguishers);
- with the Health & Safety Advisor, undertake a termly review of fire risks in the School and monitor the work of Fire Wardens;
- with the Health and Safety Advisor, ensure fire training is given to Fire Management personnel where deemed necessary and regularly updated;
- ensure there is adequate Fire Warden cover on a day-to-day basis during term time;
- in collaboration with the Fire Wardens, fire evacuations are conducted termly or more frequently if there are concerns for safety;
- where the School is subject to a visit from the local fire authority, any resulting report is filed with the Fire Risk Assessment, and any subsequent actions required are carried out: *Regulatory Requirements for the Welfare, Health and Safety of Pupils – DCSF Standard 3.(5)(b)*.

The Health & Safety Advisor will:

- with the Bursar oversee the annual review and updating of the School's Fire Evacuation Policy;
- undertake a termly review of fire risks in the School and monitor the work of the Fire Wardens;
- with the assistance of Fire Wardens, oversee the annual review and display of fire evacuation notices throughout the School;
- maintain a central record of the School's Fire Management & Safety records to confirm that scheduled fire drills have taken place, and any action points followed up;
- arrange for portable fire fighting extinguishers to be in place throughout the School in accordance with Government guidelines and to be tested annually by a competent contractor;
- assess training needs throughout the School and organise training for relevant staff from an approved course provider;
- organise refresher training when required;
- ensure that all new employees and temporary employees are given appropriate fire awareness information at the induction stage.

The Maintenance Department will:

- ensure that all contractors are briefed on fire evacuation procedures;
- conduct weekly fire alarm tests and keep records;
- test all call points once a term and keep records;
- ensure adequate means for fighting fire are present, regularly checked and maintained in working order;
- ensure adequate emergency lighting (in case of fire) is maintained in efficient working order;
- test the emergency lighting once every month to ensure the Evacuation Routes are illuminated and record;
- undertake an annual review and display of fire evacuation notices throughout the School;
- ensure fire exits and emergency routes are free from obstruction;
- arrange for the fire alarms to be serviced by competent contractors.

Housemasters will:

- give appropriate instruction on fire evacuation to all pupils;
- carry out a 'walk through fire drill' with all new pupils at the start of the Michaelmas Term to ensure familiarisation with the Fire Evacuation Procedure.

All Staff will ensure that:

- all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times;
- fire doors are kept shut and free from any obstruction which may force the door to remain open.

Procedures for the Management of Fire Evacuations and Fire Drills

Fire Marshals will:

- manage evacuation procedures in emergencies and drills;
- in the event of a fire drill or an emergency requiring the evacuation of buildings (fire alarm sounds) receive confirmation from reporting Fire Wardens that buildings have been evacuated and that pupils and staff are accounted for, and to record this and details of any staff/pupils/visitors unaccounted for;
- liaise with the Emergency Services on their arrival;
- order the return to buildings/classrooms following a drill;
- oversee the responsibilities of Fire Wardens, and ensure All Staff are reminded of their responsibilities;
- provide feedback on drills to the Fire Warden;
- organise regular fire drills (one per term as a minimum) and walk through drills. At least one fire drill per term must be organised during 'boarding time', ie after lessons and formal activity periods. Occasionally it would be appropriate to organise fire drills during a time when most boarders are asleep.

In the event of both the Fire Marshal and their deputy being unavailable the most senior member of staff at the Assembly Point must assume responsibility.

Fire Wardens will:

- ensure people leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point;
- check all areas such as rooms, toilets and store rooms within their designated area;
- check that their designated areas have been evacuated and report to the Fire Marshal at the Assembly Point that their areas are clear or give details of any concerns they may have about the whereabouts of pupils/staff/visitors;
- report any other problems associated with the evacuation process to the Fire Marshal;
- carry out a roll call at the assembly point;
- ensure staff/pupils/visitors do not congregate near entrances/exits;
- insist that good order and silence is maintained at the Assembly Point (pupils lined up and supervised by staff);
- oversee the management of the Assembly Point;
- oversee the evacuation to the Secondary Assembly Point if instructed to do so by the Fire Marshal or if the nature of the emergency deems this advisable;
- (Housemasters) ensure that the fire evacuation kit bag is maintained in good order through fortnightly checks, ensure that walkie-talkies are charged and that timetables are present and up to date.

Caretakers will:

- monitor, record and report all incidents, false alarms and drills;
- report any concerns arising to the Bursar.

All Academic Staff will:

- take responsibility for the class they are teaching or assist in the maintenance of good order and silence throughout the evacuation/drill and at the Assembly Point;
- when the alarm sounds, immediately remind pupils that they must remain silent as they make their way to their Assembly Points;
- report to the Fire Marshal, confirming that all pupils have been evacuated and noting any pupils who were registered present for the lesson but who are not unaccounted for;
- assist the Fire Marshal in managing the evacuation to secondary assembly points and in carrying out other instructions as required.

Staff who are not in charge of a class should report to their House Fire Assembly Point and assist in the maintenance of good order.

All Staff will:

- comply with all instructions given to them in regard to fire safety and any other fire procedures;
- report any observed shortcomings in fire precautions to their line manager.

Fire Prevention

A key part of fire safety is fire prevention. The management of combustible materials, flammable liquids and gases and higher risk activities such as hot works is essential.

Hot Works

No member of the In-House Maintenance Team may undertake any hot works without appropriate training and a signed hot works permit to work. All contractors planning to undertake hot works must declare this on the Pre-contract Questionnaire (PCQ) and obtain a permit to work from the Maintenance Department before work commences.

Liquid Petroleum Gas (LPG)

Milton Abbey School is not connected to the mains gas supply and uses LPG as part of the overall energy supply. The bulk storage tanks of LPG are protected from vehicle impact and are fenced off to reduce the likelihood of vandalism. The supply pipes are sited underground through the school premises to the kitchen. The use of gas is managed by each department through their own risk management process.

Portable LPG is used for barbeques by Houses and Events. All gas bottles not in use must be stored in the designated cage for LPG bottles. The safe use of LPG is managed by the Catering and Events Manager.

Combustible Waste

Combustible waste must not be allowed to build up both inside and outside the building. Waste bins are emptied frequently by the Housekeeping department, but if there is an exceptional amount of combustible waste staff should remove this themselves to the appropriate external waste collecting bin/skip or request help from the Porters via *Collegiate*.

The Maintenance Department will ensure that there is no build-up of combustible waste stored alongside any building.

FIRE & FIRE PREVENTION POLICY AND PROCEDURE

Flammable Liquids

The storage of all significant amounts of flammable liquids (anything more than one small container) must be assessed and where deemed to be a significant risk, stored in a metal cabinet that is kept closed and locked, or in a locked room. This includes substances held by Art, Countryside Management, Science, Maintenance, Grounds, Housekeeping, Catering and Hospitality. All petrol must be held in designated storage containers and kept in the correct flammable store. Inventories of substances held by Grounds, Estates and Science should be held in the fire cupboard in Reception.

No Smoking Site

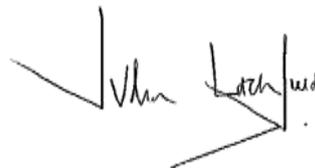
Milton Abbey is a 'no smoking' site. Staff are permitted to smoke in the designated smoking shelter area only and cigarette ends must be disposed of in the receptacle provided. Anyone found smoking in any other part of the school will be disciplined.

Fire Doors

The use of fire doors to prevent or reduce the spread of fire throughout the buildings is a major part of the overall fire safety plan. No one should deliberately hold a fire door open with a wedge or other heavy object. If the door is subject to heavy traffic or needs to be open most of the time a door guard should be fitted. These can be requested via *Collegiate*.

Milton Abbey Personnel 2016-2017

Nominated Responsible Person:	Julian Litchfield (Bursar)
Health & Safety Advisor:	Gail Felgate
Fire Marshals:	Bursar Deputy Head
Fire Wardens:	Housemasters Senior staff responsible for specific areas
Person(s) responsible for contacting Dorset Fire & Rescue/Emergency Services and meeting/directing them on arrival:	Caretakers



Julian Litchfield FCIPD, Bursar
May 2016
Next Review Date: May 2017

Appendices:

Fire and Emergency Evacuation Procedure (General)
Fire and Emergency Evacuation Procedure (Houses)
Map – Fire Assembly Points