

# PANGBOURNE

**Fire Safety Policy**  
**Fire Risk Prevention Policy**  
**Including**  
**Procedures and Fire Risk Assessment**

	<b>SMT REVIEW</b>	<b>GOVERNOR REVIEW</b>
<b>Last action</b>	June 2019 by H&S Officer	Approved June 2019
<b>Next action</b>	June 2020 by H&S Officer	Approval due June 2020

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## Introduction

The college recognises its legal responsibility to minimise the risk to pupils, staff, visitors and contractors that visit the college. To achieve this, the college has in place a proactive fire policy that will safeguard those on campus by ensuring that staff, pupils and visitors do not add to the fire risk and can safely evacuate any of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

All boarding houses have their own House Risk Assessment that includes a specific fire risk assessment for the house. All house staff are aware of this document and countersign it as part of the risk assessment process.

## FIRE SAFETY

The college Bursar is the designated School Fire Safety Manager, and is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors, SMT and the Health and Safety Committee.
- The fire safety policy is promoted to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices, [including night practice evacuations from boarding accommodation].
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

A copy of the fire evacuation procedure used by the college is attached (see appendix 1).

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## Fire Safety Procedures

The safe evacuation of all is the college's main priority, to achieve this all pupils and staff are instructed in the procedures required to safely evacuate a building. Boarding pupils are instructed, via their HoM, of what to do and the location of all the fire exits, likewise pupils are instructed by their teacher where to exit during the regular fire drills conducted by the school. New staff are instructed by their mentor or department head as to their responsibilities in the event of an emergency.

All staff undergo fire training as part of the colleges staff inset programme, which includes instruction on how to use a fire extinguisher, fire action notices are displayed in teaching areas and workrooms.

### Contacting the Fire Brigade

It is the responsibility of anyone discovering a fire to raise the alarm and to contact the emergency services; staff are instructed not to put their lives at risk in an attempt to put out a fire.

### Visitors and Contractors

Visitors and contractors are required to sign in at reception, most visitors and contractors have a named member of staff they are visiting and it's the responsibility of that member of staff to ensure all are aware of the fire evacuation procedures.

### Outside events/concerts

It is the responsibility of the member of staff organising the event or the Commercial Manager to ensure any outside lets are aware of the procedures and fire exits for areas of the college that will be used by outside guests. An Event Planning Guidance document is available for all event organisers that outline their responsibility for the safety of the event attendees.

## Teachers Responsibilities

Teaching staff are responsible for the safe evacuation of pupils in the class, should be done in an orderly and quiet manner. The college organises a full school fire evacuation drill each term, the details of which are kept in the fire log book. An example of the instructions given to staff explaining their duties during a fire drill are attached (see appendix 2).

### Responsibility of Fire Wardens

All House Masters are responsible for their boarding houses and as such act as Fire Wardens. The college uses an outside specialist contractor to deliver fire awareness and training to all staff, as part of the staff inset programme.

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## Fire Prevention Measures

The college has the following fire prevention measures in place;

- All buildings have sufficient fire escapes
- Fire notices are displayed in all rooms including sleeping accommodation
- All buildings have sufficient type and quantity of fire extinguishers as advised by our professional contractors.
- All buildings are fitted with break glass fire alarms and all areas are covered by heat/smoke detectors and alarm sounders.
- All stairs, corridors and emergency exits are covered by emergency lighting
- A good housekeeping policy ensures corridors, passageways and exits are clear of rubbish and obstructions.
- Boarding houses are fitted with automatic door closures activated by the alarm system.
- Each building has its own alarm control panel.
- Fire alarms are tested regularly and in the case of the boarding houses each call point is tested at least every six weeks. Each house keeps its own records of fire drills, false alarms and alarm tests.
- Fire extinguishers and fire detection systems are checked by our professional contractors termly. The records of these inspections are kept with the Domestic Bursar.
- Soft furnishings purchased for any college building or room conform to the required fire retardant standards.
- Plans for the location of Fire hydrants and room plans will be available for all buildings.

## Electrical Safety

- The college has a programme in place to ensure all buildings are electrically tested and uses a NICEIC qualified contractor.
- Portable appliance testing takes place annually; this is conducted by a professional contractor and includes the testing of pupils' equipment kept in the boarding houses as well as college equipment. Records of these tests are kept by the Domestic Bursar.
- All computers automatically shut down in the evenings and most teaching computers are off during weekends and holidays.
- The duty Catering Manager ensures all kitchen equipment is switched off at the end of the day.
- All buildings are checked and secured at the end of the working day usually 22.00 hrs.

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- All lightning protection systems installed on campus are annually checked and conform to BS EN 62305 2006. Records of these tests are kept by the Domestic Bursar.

## **Gas Safety**

All gas boilers and gas catering equipment is annually inspected by a college approved specialist contractor, records of these inspections are kept by the Bursar.

## **Flammable Gas/Liquids**

The college holds a store of LPG gas, Oil for the water system and diesel for agricultural vehicles. These storage areas are well marked with safety signs and have restrictive access.

Acetylene cylinders are located in two areas, one area is a purpose built storage facility away from the building, and the other is stored inside a workshop. Both areas have restricted access and warning signage.

## **Combustible Materials**

All departments are responsible for the safe storage of any combustible / flammable material they may use in the course of their work or teaching. Waste paper and rubbish collected in the course of cleaning the college is taken to the refuse area, which is situated away from main college buildings. The refuse skips are emptied regularly by an outside contractor.

## **Rifle Range & Armoury**

There is a rifle range sited within the college grounds that is the property of The Ministry of Defence, and as such is under their control. However fire arms, and on occasions live rounds of ammunition are kept securely within the building, access to the range is restricted. The MOD regularly monitors the use of this facility and it is not accessed by the main college community. The Fire Brigade are aware of its location and contents.

## **Personal Emergency Evacuation Plans (PEEP)**

HOMS and Line Managers are responsible for;

- a. identifying members of the college community requiring specific adjustments to aid their emergency evacuation (HOMS for pupils, Line Managers for adults)
- b. formulating PEEPs where appropriate

Details of the Risk Assessments and the PEEPs process can be found at Appendix 3

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## Fire Risk Assessment

The colleges Fire Risk Assessment are designed to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) they identify the following;

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

These risk assessments are reviewed annually or earlier if any significant alterations have been made to the building, its use, the users or the fire detection system.

All departments are responsible for the risk assessment of the classrooms but the fire risk assessments for the individual buildings are completed by the representatives of the Health and Safety committee.

Copies of the college's fire risk assessments and policies are available on the intranet and hard copies kept with the Domestic Bursar or within each building.

All heads of department should ensure their teams are aware of these risk assessments and are familiar with their responsibilities.

Appendix 1 "In case of fire" instructions

### ALL STAFF - IN CASE OF FIRE

1. If the alarm has not been sounded please do so immediately.
2. The adults present should take control of the building and immediately ensure the building is being evacuated as per the posted fire notices.
3. A sweep of the building must be carried out. If other adults are present they can be allocated an area or floor to sweep in order that this is done as speedily and thoroughly as possible ensuring that **every room** is checked.
4. The alarm panel should be checked to establish the source of the potential fire.
5. Without any risk to yourself or anyone else, the Senior Adult should check the source of the fire to establish if there is fault or an actual fire.
6. If there is clearly NO fire then the panel can be reset and the pupils permitted to return to the building, taking note of which sensor activated the alarm. (In these instances the Works Manager/Bursar must be informed)

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7. If there is a fire or if there is any doubt you **MUST dial 999** and follow these instructions.
8. The Bursar/Works Manager **MUST** also be notified either by telephone or by sending a runner. They will co-ordinate the Fire Services and ensure the Senior Staff are aware.
9. A roll call must be taken by adults at the nominated assembly point to ensure everyone is accounted for.

**NB: If the fire brigade are called the alarms must NOT be silenced or reset until authorised by the Fire Brigade.**

## *What to do if Fire breaks out?*

1. Close the door of the room where the fire is. This will help delay the spread of fire and smoke.
2. If a door feels warm when touched, do not open it – the fire's on the other side.
3. Break the nearest call point and ring the alarm!
4. Get everyone out. Plan the escape now so that you can get out safely and quickly if there is a fire.
5. **NEVER** go back inside.
6. When phoning the fire brigade state that the "Fire is at Pangbourne College" and inform them of the exact location.
7. Never put yourself or anyone else's life at risk, even with the smallest fire.
8. Never move a fire (e.g. a toaster or burning cushion).
9. If someone's clothing catches fire roll them onto the floor and smother the flames using a blanket or rug.

## *What to do if you're cut off by fire?*

1. Close the door and use bedding, curtains etc. to block any gaps.
2. Go to the window and attract attention. Wait for the fire brigade unless you are on the ground floor and there is no choice!
3. If the room becomes smoky, stay low where it's easier to breathe.
4. If the window is jammed, break it. Remove jagged glass and cover lower sill with a blanket/curtain before trying to get out.
5. If you have no choice but to jump – drop cushions or bedding to the ground to help break your fall. Get your feet out first and lower yourself to the full length of your arms before dropping.

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Each room on campus also displays the “In case of fire” signage that indicates the nearest escape route and the muster point.

## Appendix 2 - College Fire Drill/Evacuation Practice Instructions

### EVACUATION PRACTICE

Evacuation practices for are held termly. There is a **single assembly point**, namely the **ASTROTURF**. Students are to assemble in their classroom/lab groups with their teachers and in Group Zones (see plan).

The following areas of responsibility should be noted:

#### HoMS

- To remind students of the procedure.

#### All Academic Staff

Check that:

- Your fire notices are in place.
- Your alarms work (whatever type they are).
- All your classes and tutor groups know the exit routes and drill.
- Where to assemble and report.
- **You have a register of all the classes you teach kept in your teaching areas. You will need to take the appropriate one to carry out the registration. These can easily be printed from ISAMS.**
- *You have an evacuation practice record form to hand to complete your registration quickly.*

**A HoD or appointed person is responsible for setting off alarms in the following areas:**

Study Block	Works & Estates department	Bursary
Geography	Library/Business Studies	College Shop
Languages Block	Drama School	
Building 6	Devitt & Marketing offices	Art
Drake Hall	Sports Hall/SP1	
NHCC	Physics/Biology/LS	Chemistry/EAL

(Appointed persons may change in the course of the year)



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For the purposes of the evacuation practice, the electronic alarms should be left on for one minute and then switched off. The first-named persons above should report to the **Fire Officer**, on **Astroturf**; that their areas are checked and empty.

Runners are sent as necessary to inform teachers that the alarm is sounding and to evacuate immediately. They are sent to:

- EFL, thence Physics, Biology (NB deaf spot here)
- Library, Geography, Languages Block
- DT, Art, RS
- Drama School
- ICT, thence Drake/Sports Hall/PE1
- LS and Business Studies

## **Instructions for Students**

Students, on hearing the fire alarm, should:

- Leave the classroom/laboratory in a quiet, orderly manner, leaving behind all books etc.
- Walk quietly to their assembly point.
- Wait quietly at their assembly point until an all-clear signal is given.

## **Instructions for Academic Staff:**

After checking that Fire Doors in their classrooms are closed, they should assemble with their students on the Astroturf and give their Evacuation Practice records immediately to Andy Crossley.

## **Any Other Staff:**

Also to evacuate and assemble on the Astroturf.

## **ASTROTURF – EVACUATION PRACTICE REGISTRATION – GROUP ZONES**

3 <sup>rd</sup> Form	4 <sup>th</sup> Form
2 <sup>nd</sup> Form	5 <sup>th</sup> Form
1 <sup>st</sup> Form	L6
Staff	U6

Entry Code for Astroturf is  
**1955**

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## Appendix 3 – Personal Emergency Evacuation Assessment and Plan (PEEP)

This form is designed to be filled in by a student's HOM when the student in his/her care requires special assistance with evacuating buildings in case of an emergency. On completion the student's HOM should return the form to the Bursar who will ensure that the necessary copies are made available to the Fire Officer.

For adults this form should be made available for them to fill in and return to the Bursar

### Why is this form important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995, Disability Discrimination Act 2005 place duties on the college to implement effective arrangements for access and emergency evacuation for employees, students and visitors. As the HOM of a student who requires special assistance with evacuating the buildings in an emergency, you are asked to complete this form, with the assistance of the Bursar or their representative on behalf of the student so that any particular needs are established and can be planned for.

Any detail you provide will be handled in confidence and stored only with the necessary parties required to ensure the student's safety and that of others.

Student Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

HOM: \_\_\_\_\_

Date of this assessment: \_\_\_\_\_

A. Please tick which of the areas in college the student normally attends during the week

- Study Block
- IT /Music School
- Mess Hall
- Chapel
- Devitt
- Science & LS Block
- Drake
- Drama Block
- Sportshall (inc. Gym)
- Division
- Boat House
- Pavilion

B. Please answer the following questions on behalf of your student

1. Does the student have problems reading and identifying the emergency exit signs and evacuation routes to the emergency exits?

Yes No

2. Does the student have any problems hearing the fire alarm when in the school building?

Yes No

3. Would the student experience any problems raising the alarm if they discovered a fire?

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Yes No

4. Does the student need assistance to evacuate the building in an emergency?

Yes No

5. Is the student likely to experience difficulties in travelling to the nearest emergency exit for a safe and timely evacuation?

Yes No

6. Does the student have difficulties using the stairs?

Yes No

7. Is the student dependent on a wheelchair for mobility?

Yes No

If you have ticked "Yes" to any of the above, then please complete the Personal Emergency Evacuation Plan

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**This form is confidential when completed.**

## **Personal Emergency Evacuation Plan**

This form should be completed for a student who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail provided will be handled in confidence and stored only with the necessary parties required to ensure the student's safety and that of others.

The Bursar will then, on receipt of the completed form, distribute it to:

- The Student's Tutor
- The DHA.
- The Health Centre
- The Domestic Bursar
- The Fire Officer
- Subject Teachers
- HOM

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or the student concerned).

### **A: ALARM SYSTEM**

1. The student is able / unable to raise the alarm (delete as appropriate).

If the student is unable to raise the alarm independently please detail the alternative procedures below.

2. The student is able / unable to hear the existing audible alarm system (delete as appropriate).

If the student is unable to hear the alarm when it sounds, please detail the alternative procedures.

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## **B: EVACUATION PROCEDURE (STEP BY STEP ACCOUNT STARTING WHEN ALARM RAISED AND FINISHING ON FINAL EXIT)**

Please detail below any special assistance that the student requires that will allow him/her to safely evacuate the building.

Any designated helper(s) should be named and their role(s) made clear. If this includes the subject teachers, please refer to them by name and ensure that they are fully briefed on the evacuation procedures.

## **C: DETAILS OF ANY SPECIFIC EQUIPMENT REQUIRED AND ITS LOCATION**

Please detail below any equipment required by the student to evacuate the building and the location(s) where this will be stored.

The student and all designated helpers are aware of the emergency evacuation procedures and I believe them to be appropriate to the needs identified above:

HOM's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Student's Name (please print):

\_\_\_\_\_

Assessor Signature (Bursar or their representative)

\_\_\_\_\_

Date:

\_\_\_\_\_