

Fire Safety Policy

Queen's College, Taunton

March 2017 (v.1.i)

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STATEMENT OF INTENT

Queens College is committed to providing a safe environment for its staff, pupils and visitors, this responsibility extends to the provision and management of fire safety systems and procedures. Queens College will take all reasonable steps to ensure the safety of persons and premises against the threat of fire or other emergencies.

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimise the likelihood and deal with this eventuality, prioritising the management of systems to reduce the risk of injury to persons and where possible the damage to property.

Our general intentions are:

- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation;
- To undertake suitable and sufficient fire risk assessments of the premises;
- To identify and implement practical control measures to control the risks from fire as identified in the risk assessment process;
- To develop and implement fire safety procedures that will so far as practicable reduce the likelihood of loss of life, injury and damage to property;
- To reduce the risk of fire as far as reasonably practicable;
- To conduct regular fire evacuation drills and test emergency equipment to ensure its effectiveness;
- To provide adequate information, instruction and training for employees and other persons as necessary regarding fire;
- To appoint one or more competent persons (with sufficient knowledge, experience and training) to assist in identifying fire hazards and assist in taking preventative and protective measures.
- To effectively liaise with the local fire authority where appropriate;
- To review and revise this policy at regular intervals to ensure its effectiveness.

Signed: Mark Edwards

Chair of the Board of Governors

To be approved at a Committee Meeting on Tuesday 14 March 2017

ORGANISATIONAL RESPONSIBILITIES

Overall and Final Responsibility for Fire Safety

The Board of Governors

Responsibilities of the Board of Governors

- To be the 'responsible person' for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005;
- To ensure that the fire risk assessment is undertaken and reviewed as necessary, on at least an annual basis;
- To ensure adequate resources are provided to allow the organisations fire safety policy and fire safety controls to be effective;
- To ensure suitable fire equipment is provided as necessary and is maintained and conforms to all relevant statutory provisions;
- To appoint competent persons who are responsible for the day-to-day management of fire safety;
- To ensure that fire safety information within the fire safety management system is made available to all staff and relevant persons;
- To take appropriate action when statutory requirements are not being met and there is significant risk to safety of persons.

Head Teacher

Responsibilities of the Head Teacher

- To be the nominated person with overall responsibility for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005;
- To ensure that the fire risk assessment is undertaken and reviewed as necessary, on at least an annual basis;
- To ensure adequate resources are provided to allow the organisations fire safety policy and fire safety controls to be effective;
- To ensure suitable fire equipment is provided as necessary and is maintained and conforms to all relevant statutory provisions;
- To appoint competent persons who are responsible for the day-to-day management of fire safety;
- To ensure that fire safety information within the fire safety management system is made available to all staff and relevant persons;
- To take appropriate action when statutory requirements are not being met and there is significant risk to safety of persons.

Nominated Person on Site for Fire Safety - Fire Coordinator

The Operations Director

Responsibilities of the Operations Director

- To be the nominated person for the day to day management and supervision of fire safety at Queens College;

- To co-ordinate and manage the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high risk areas where necessary;
- To liaise with Head of Departments at the Assembly points to ascertain the identity of any unaccounted persons in the school and pass this information on to the fire services;
- To lead communication with other staff, visitors and the fire services in the event of a fire evacuation;
- To continually assess, monitor and take actions to minimise the risk of injury during a fire and emergency until the fire services arrives on site;
- To actively engage in the fire risk assessment process at the premises to understand, initiate and monitor the effectiveness of any recommendation and actions highlighted and the control measures in place;
- To allocate resources appropriately and in the right areas to allow the organisations fire safety policy and fire safety controls to be effective;
- To oversee and manage the provision of fire equipment and related materials as necessary to ensure all relevant statutory provisions are being met;
- To appoint as necessary, competent persons who can assist in the management of fire safety and maintenance of fire safety equipment;
- To make available to staff, pupils and other relevant persons, fire safety information within the fire safety management system including the fire risk assessment, policy and procedural documents;
- To ensure staff, pupils and other relevant persons have been given the relevant fire safety instruction, information and training required to undertake their role;
- To take appropriate action when statutory requirements are not being met and there is significant risk to persons;
- To record, monitor, review and investigate all fire incidents and take appropriate action to minimise their recurrence.
- To keep the Board of Governors informed of any significant fire safety issue or concern that may give rise to a breach in the Regulatory Reform (Fire Safety) Order 2005 or risk of death to persons.

Assistant Nominated Person on Site for Fire Safety - Fire Coordinator

The Site Manager

Responsibilities of the Site Manager

- To be the nominated person for the day to day management and supervision of fire safety at Queens College when the Operations Director is unavailable;
- To take on the emergency and evacuation role and responsibilities of the Operations Director (as listed above) when the Operations Director is not on site;
- To actively engage in the fire risk assessment process at the premises to understand, initiate and monitor the effectiveness of any recommendation and actions highlighted and the control measures in place;
- To manage as necessary, competent persons who can assist in the management of fire safety and maintenance of fire safety equipment;
- To make available to staff, pupils and other relevant persons, fire safety information within the fire safety management system including the fire risk assessment, policy and procedural documents;

- To ensure staff, pupils and other relevant persons have been given the relevant fire safety instruction, information and training required to undertake their role;
- To take appropriate action when statutory requirements are not being met and there is significant risk to persons;
- To record, monitor, review and investigate all fire incidents and take appropriate action to minimise their recurrence and to keep the Operations Director informed of any issues or concerns.
- To check that fire-fighting and any other relevant emergency equipment is provided, readily available and in a useable condition.
- To actively assess and gain information from employees and other persons about the fire controls and equipment and address any deficiencies;
- To update policies, procedures and management systems (including Safety Cloud) with relevant information of the checks undertaken;

Fire Safety Officers

All Fire Wardens

Events' Organisers/ Coordinators

Responsibilities of the Fire Safety Officers

- To be familiar with Queens College Fire Safety Policy, Evacuation Procedure and other relevant fire safety documents;
- To co-ordinate and manage the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high risk areas where necessary outside of normal school hours or when the Fire Coordinator is not on site;
- To lead communication with staff, visitors and the fire services in the event of a fire evacuation outside of normal school hours or when the Fire Coordinator is not on site.
- To take responsibility for ensuring the fire services have been called and are aware of the relevant location of the fire within the school, which gate should be used for access and where emergency cut-off switches are located;
- To liaise with Head of Departments at the Assembly points to ascertain the identity of any unaccounted-for persons in the school and pass this information on to the fire services;
- To continually assess, monitor and take actions to minimise the risk of injury during a fire and emergency until the fire services arrives on site;
- To actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to management and addressed;
- Determining, in conjunction with the Fire Coordinator, when the fire brigade do not attend site, when an emergency is over and informing staff the buildings can be reoccupied. Where they do attend, they will make this decision and advise when buildings can be reoccupied.

Head of Departments

Responsibilities of Head of Departments

- To be familiar with Queens College Fire Safety Policy, Evacuation Procedure and other relevant fire safety documents;

- To be familiar with the assembly point for the building in which you are responsible for and the persons who will be gathering in this area;
- Ensure that the list of persons who will be gathering at the assembly point is up to date and is available at the assembly point during an evacuation and a check is completed of the persons present against this list and where persons are unaccounted for this is reported to the Fire Coordinator as soon as possible;
- Ensure that persons are not permitted to leave the assembly point, re-enter the building or put themselves at risk of injury during the evacuation procedure;
- To undertake and actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to management and addressed;

School Staff

Responsibilities of Staff

- To be familiar with Queens College Fire Safety Policy, Evacuation Procedure and other relevant fire safety documents;
- To undertake active 'hazard spotting' of fire controls, exit routes and equipment and report any unsafe conditions, obstructions, deficiencies or concerns to management;
- To provide guidance, assistance and direction to pupils and other persons in the event of an emergency to ensure an effective and speedy evacuation can be achieved;
- To be familiar with all exit routes from the buildings you use and be comfortable in advising others on suitable exit routes;
- To provide feedback to the Fire Coordinator or other responsible person following an evacuation.
- Observe fully any instructions, information and training given and abide by the fire safety policy at all times;
- Not to interfere with anything provided to safeguard fire safety;
- To keep waste materials, dust and combustibles to a minimum within school premises;
- To report to management any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Avoid taking any undue risks in the event of a fire breaking out;
- To be aware that non-compliance with fire safety procedures can result in disciplinary action, which may include dismissal if appropriate.
- To sign out at reception when leaving school premises during school hours.

Pupils

Responsibilities of Pupils

- To sign out at reception when leaving school premises during school hours;
- To familiarise themselves with the emergency procedures and fire action notices;
- To stay with the teacher or staff member as necessary during evacuation procedures or abide by any direction given by school staff;
- Avoid taking any undue risks in the event of a fire breaking out;

- Not to interfere or remove anything provided to safeguard fire safety.

Visitors and Contractors

Responsibilities of Visitors and Contractors

- To sign in and out at reception on arrival and before leaving;
- To familiarise themselves with the emergency procedures and fire action notices;
- To stay with the school representative as necessary during the visit or abide by any direction given by school staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere or remove anything provided to safeguard fire safety.

Hirers of School Facilities

Responsibilities of Hirers

- To agree and abide by the terms and conditions detailed in the hirers documents;
- To familiarise themselves with the relevant emergency procedures and fire action notices;
- To take responsibility for the persons using the facilities they have hired and ensure that fire safety information and evacuation procedures are communicated to all persons who use the facilities;
- Observe fully any instructions and information relating to fire safety given by representatives of Queens College;
- To report to Queens College any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- To keep waste materials, dust and combustibles to a minimum within school premises;
- To raise the alarm and contact the fire services where a fire is identified;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not to interfere or remove anything provided to safeguard fire safety.

Competent Person

Southalls

Responsibilities of the Competent Person

- To undertake the fire risk assessment and provide an action list of recommendations to Queens College;
- Assist the School in formulating the fire policy, fire procedures and management systems required to comply with the Regulatory Reform (Fire Safety) Order 2005;
- Assist the School to identify the fire risks and hazards which are associated with the schools' activities and formulate effective solutions to reduce the risk of injury and loss;
- To undertake periodic site audits to monitor the effectiveness of the schools' policies, procedures and management systems;
- To aid with any fire related incident investigation;

- Provide competent advice and support relating to any concerns, queries or questions that arise relating to fire safety management.

EMERGENCY PROCEDURE

Evacuation Plan

Queens College does not operate a site wide evacuation in the event of a fire, each of the four schools' (Senior, Junior Pre-Pre and Nursery) operate independent evacuation of their buildings unless the Fire Coordinators determine the intensity of the fire is such that the other schools need to be evacuated also. The evacuation plan in principle is the same for all areas of the school where the linked alarm system is in place. At the activation of a detector or call point, the audible alarm will sound in all buildings in each school across the site and all buildings will be evacuated to their individual fire assembly points (as listed below). Buildings that are not linked to the main alarm systems in each school are referenced in more detail after the responsible persons on p11.

ON DISCOVERING A FIRE

- Sound the fire alarm using the nearest call point
- Alert any nearby persons of the fire
- Leave the building using the nearest or safest exit route
- Report to the assembly point and give the Heads of Departments or Fire Coordinator information on the type, size and location of the fire
- The Fire Coordinator will decide whether the Fire Services should be called and ring them with as much information as possible
- Where it is clear to a member of staff that the Fire Services should be called immediately, they should do this and then subsequently inform the Fire Coordinator

ON HEARING THE FIRE ALARM DURING SCHOOL HOURS INCLUDING BREAK TIMES (08:00 - 16:00)

- All teaching staff and pupils will proceed out of the building, classes will be escorted to the assembly point for the building. Pupils working on their own should go to the assembly point and report to the Head of Department
- All other staff, parents, contractors and visitors should exit the building and go to the assembly point and report to the Head of Section
- The Fire Coordinator will liaise with the estates team and Fire Wardens to determine the location of the fire and assess the risk to persons and any further action that may need to be taken
- Fire Wardens who are not responsible for pupils, complete a sweep of the building to check for any persons who may need assistance
- All bags, briefcases and personal belongings should be left in the building
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting
- If the alarm sounds during break time, staff on duty should ensure that all rooms in their duty area have been evacuated and report the status to the Head of Section at the assembly point

- Persons requiring assistance should be helped from the building by the warden or other staff
- WALK, DO NOT RUN
- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors
- Pupils and staff are not permitted to leave the school site during an evacuation and must stay at the assembly point until instructed they can re-enter the building by the Head of Section

FIRE ASSEMBLY POINTS		
Main School House	Senior School	Cricket Pavilion
Haslam	Senior School	Cricket Pavilion
Howard Vivienne	Senior School	Cricket Pavilion
Old Music Room	Senior School	Cricket Pavilion
Queens Hall	Senior School	Cricket Pavilion
Senior Music	Senior School	Cricket Pavilion
Sports Hall	Senior School	Cricket Pavilion
Swimming Pool	Senior School	Cricket Pavilion
Chemistry and Biology	Senior School	Cricket Pavilion
Physics	Senior School	Cricket Pavilion
Art and Drama	Senior School	Cricket Pavilion
Design and Technology	Senior School	Cricket Pavilion
Junior School	Junior School	Junior Carpark by Cage
Birchall Hall	Junior School	Junior Carpark by Cage
Cotlake	Junior School	Junior Carpark by Cage
Haynes	Junior School	Junior Carpark by Cage
Prentice	Junior School	Pre Prep Upper Car Park
Junior Music	Junior School	Pre Prep Upper Car Park
Nursery and Pre Prep	Pre Prep	Pre Prep Playground, Upper Car Park/Drop Off Point or Hutton Lawnd
Highgrove	Nursery	Carpark
Sixth Form Centre	Senior School	Cricket Pavilion
Finance Building	Senior School	Cricket Pavilion
Maintenance Buildings	Senior School	Cricket Pavilion
Café Des Amis	Senior School	Cricket Pavilion
Girls Day Rooms	Senior School	Cricket Pavilion
Learning Resource Centre	Senior School	Cricket Pavilion
School Shop	Senior School	Cricket Pavilion
Cricket Pavilion	Senior School	Cricket Pavilion

FIRE ASSEMBLY POINTS		
Hutton - Southcombe	Independent	Rear lawn by Pre Prep fence
Hutton – Jack Tigg	Independent	Rear lawn by Pre Prep fence
Channon	Independent	Front Lawn

RESPONSIBLE PERSONS	
Senior School	Head Teacher – Dr Lorraine Earps
	Deputy Head – Andy Free
Sixth Form Centre	Head of Sixth Form - Sharon Wilde
	Centre Manager - Vince Jeffery
Junior	Headmistress – Tracey Khodabandehloo
	Deputy Head – Dick Wilde
Pre Prep	Head of Pre Prep – Sam Horner
	Reception Teacher – Clare Hood
	Registrar – Vanessa Monks
Highgrove Nursery	Nursery Manager – Donna Kershaw
	Deputy Nursery Manager – Stephanie Rose
	Senior Rooms Leader – Karen Parsons

Additional Procedures for Certain Buildings

The buildings below have been identified as not being linked to any of the four schools' fire alarm systems and additional procedures have been put in place or information provided to manage the evacuation process.

Channon Boarding House

Channon is remote from the main school site so for the purposes of fire evacuation will be treated as a separate entity. An activated alarm in Channon will show on the main fire panel to allow investigation by the Fire Coordinator and Fire Safety Officers but will not activate an audible alarm in any buildings other than Channon; and vice versa, in the event of a fire in a Junior or Senior school building, there will be no audible alarm in Channon.

In the event of a fire the general procedures can be followed below with the Channon House Master coordinating the evacuation and conducting a roll call of persons.

Highgrove Nursery and Boarding House

Although on the same site, Highgrove will for the purposes of fire evacuation, be treated as a separate entity. An activated alarm in Highgrove will show on the main fire panel to allow investigation by the Fire Coordinator and Fire Safety Officers but will not activate an audible alarm in any buildings other than Highgrove; and vice versa, in the event of a fire in a senior school building, there will be no audible alarm in Highgrove.

In the event of a fire the general procedures can be followed below with the Highgrove House Parent and Nursery Manager coordinating the evacuation and conducting a roll call of persons.

Hutton Boarding House

Although on the same site, Hutton will for the purposes of fire evacuation, be treated as a separate entity. An activated alarm in Hutton will show on the two fire panels within the building to allow investigation by the Fire Coordinator and Fire Safety Officers but will not activate an audible alarm in any buildings other than Hutton; and vice versa, in the event of a fire in a Junior or Senior school building or Pre Prep, there will be no audible alarm in Hutton.

In the event of a fire the general procedures can be followed below with the Hutton House Parent coordinating the evacuation and conducting a roll call of persons.

Pre-Prep & Nursery

Pre Prep and Nursery will for the purposes of fire evacuation, be treated as a separate entity. An activated alarm in this building or Prentice will show on the main fire panel to allow investigation by the Fire Coordinator and Fire Safety Officers but will not activate an audible alarm in any other buildings; and vice versa, in the event of a fire in the Junior or Senior school building, there will be no audible alarm in Pre Prep and Nursery.

In the event of a fire the general procedures can be followed below with the Head of Pre Prep coordinating the evacuation and conducting a roll call of persons. A 'runner' would be used to raise the alarm in the GAP bungalow, Junior Music and Hutton House as required.

Junior Music

Junior Music is remote from the rest of the Junior buildings and there is no linked fire alarm system installed in this building, only a stand-alone battery smoke detector. In the event of a fire in the Junior Music building, the teacher will lead the evacuation of the building and walk the pupils together to the Pre Prep Upper Car Park where a roll call of all persons should then be taken. A 'runner' is asked to go ahead and report the incident to the Junior School Office so all relevant Responsible Persons can be informed, where safe to do so.

In the event of a fire the general procedures can be followed below with the Junior Music Teacher coordinating the evacuation and conducting a roll call of persons until a Responsible Person arrives on the scene and co-ordinates the evacuation of other nearby buildings at risk eg Pre Prep, GAPS bungalow, Prentice, CDT, Porters residences etc.

In the event of a fire in the main Junior School buildings, the audible alarm will be raised and persons will evacuate to the junior car park. The Fire Safety Officer will then send a 'runner' to Junior Music to advise of the fire evacuation. The teacher in Junior Music would then evacuate Junior Music and walk pupils to the junior car park to allow a full roll call to be taken. No persons must enter any building where a fire alarm is sounding.

When using Senior School buildings or facilities

If students are using other areas of the site outside their normal school areas when the alarm is activated, evacuation and roll call should take place at the nearest Muster Point identified on the Fire Action Notices displayed by the fire exit. On the Senior School site this is the Cricket Pavilion. No students or staff should leave this area until instructed to do so by the Responsible Person.

Swimming Pool

When the alarm system is triggered, bathers should get out of the water immediately and gather at the Northern fire exit door until given further instruction by a staff member.

If there are no immediate signs of danger in the pool area, the person in charge must send a 'runner' to the Deputy Head, or person co-ordinating the evacuation, at the Pavillion to identify the location of the fire and report back whether the pool building needs to be evacuated.

- If the pool area needs to be evacuated, bathers should be provided with emergency foil blankets available at the exit and escorted to the Pavillion immediately.
- If the pool area does not need to be evacuated, bathers must remain gathered together out of the pool until the alarm is disabled or the person in charge has been notified of further instruction.

A roll call should be taken by the person in charge and taken by runner to the evacuation co-ordinator at the Pavilion.

Finance Building

The finance building is not linked to the Senior School alarm system so in the event of a fire in this building, only the battery detection devices will sound. All persons should evacuate the building and care should be taken to check all offices are empty and all persons have evacuated. Once outside, a check should be made that all persons are accounted for and then the alarm should be raised in the Senior School either by phoning the Estates office or a person running over to the Senior School buildings and activating the nearest call point, whichever is quicker. All finance staff should then walk over to the Cricket Pavilion and report to the Fire Safety Officer.

In the event of a fire in the Senior School, the Fire Safety Officer would send a 'runner' to the finance building and inform all persons in the building of the fire by shouting 'fire'. All persons would evacuate the finance building and congregate on the Cricket Pavilion to allow a roll call to be taken.

Learning Resource Centre

The Learning Resource Centre is not linked to the Senior School alarm system so in the event of a fire in this building, only the battery detection device will sound. The teacher should lead the pupils evacuation of the building and walk over to the Cricket Pavilion. A 'runner' will be sent to the Senior School and instructed to activate the alarm for the Senior School by pressing the nearest available call point in the building or raise the fire alarm to an adult in this building. The fire alarm in the Senior School must be raised to activate the audible alarm in all Senior buildings and allow evacuation of all persons. A roll call of all persons should then be taken once on the Cricket Pavilion.

In the event of a fire in the Senior School, the fire alarm should be audible in the Learning Resource Building, so the teacher should lead the pupils evacuation of the building and walk over to the Cricket Pavilion.

School Shop

The School Shop does not have any detection or alarm systems fitted so in the event of a fire in this building, no alarm will sound. The shop assistant should evacuate the building along with any persons in the shop or adjacent store. Once outside, the alarm should be raised in the Senior School either by phoning the Estates office or a person running over to the Senior School buildings and activating the nearest call point, whichever is quicker. All persons should then walk over to the Cricket Pavilion and report to the Fire Safety Officer. A roll call of all persons should then be taken once on the Cricket Pavilion.

In the event of a fire in the Senior School, the fire alarm should be audible in the School Shop, so the shop assistant should evacuate the building and walk over to the Cricket Pavilion.

Evacuation Plan – Outside of School Hours

- Any teaching staff in charge of an activity in which pupils are involved should supervise their evacuation to the assembly point or nearest place of safety
- Where necessary, staff should call the Fire Services and ensure that the Fire Coordinator or Fire Safety Officer is aware if this has been done
- The Fire Coordinator or Fire Safety Officer will determine the location of the fire and assess the risk to persons and any further action that may need to be taken
- All bags, briefcases and personal belongings should be left in the building
- Where safe to do so, staff should close all doors/ windows and check all nearby rooms are unoccupied before exiting
- Persons requiring assistance should be helped from the building by a Fire Warden or other staff
- WALK, DO NOT RUN
- KNOW THE EVACUATION ROUTES from your building, look for the green running man signs found above doors
- Pupils and staff are not permitted to leave the school site during an evacuation and must stay at the assembly point until instructed they can re-enter the building by the Fire Officer or other responsible person

GENERAL EVACUATION INFORMATION

No persons are permitted to leave the school site during an evacuation unless this has been approved by the Fire Coordinator or Fire Officer. Persons leaving site during an evacuation can lead to persons being unaccounted for and may lead to fire fighters entering buildings and putting their lives at risk.

During an evacuation, key employees will communicate with mobile phones and runners may be used in order to contact other staff and coordinate the evacuation. All staff who have fire safety duties should have access to contact numbers of the Fire Coordinators, Fire Officers and Head of Sections.

Any pupils who arrived at school whilst the fire alarm is sounding and has not signed in must do so at reception before going to classes.

Pupils and Staff Requiring Special Assistance

Currently there are no staff members or pupils who require assistance to exit the building in an emergency. Should the school be made aware that a pupil, employee or regular visitor to the school has a disability or requires special assistance in emergency situations, a personal emergency evacuation plan (PEEP) will be devised for them.

Visitors Requiring Special Assistance

Currently no regular visitors to the school have been identified as requiring assistance in an emergency. All visitors are required to sign in on arrival and should the school be made aware that a visitor has a disability or may require additional help and support during an emergency, the school will ensure adequate arrangements are in place. These arrangements may include ensuring visitors are accompanied, giving visitors specific information about evacuation procedures in some buildings/ areas or directing staff members to be responsible for assisting with the evacuation of persons in an emergency.

Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan (PEEP) will be drawn up as soon as Queens becomes aware of the regular attendance of someone who may require assistance in the event of an emergency. This may include wheelchair users, persons with a physical disability, persons who are deaf or have hearing impairments, blind or visually impaired persons and anyone who does not have the mental capacity to understand the fire alarm signal and react in a safe way to exit the building.

An assessment of what the PEEP should include will be undertaken by a competent person taking into consideration the role of the person in the school, their normal working location in the school, proximity to a place of safety and their needs for additional assistance during an emergency. The person will be consulted during the assessment and should agree to the plan and the assistance to be put in place. A PEEP is a personal document that caters for the individuals needs and requirements in an emergency, so these documents may differ significantly from person to person.

The PEEP will be reviewed periodically, in line with any changes to the law, their health or usage of the school as well as changes to effectiveness. Any equipment required to be used as part of the PEEP should be available and the fire warden or other person who will provide the support will be trained in its safe use.

ARRANGEMENTS FOR IMPLEMENTATION

Fire Risk Assessment

In line with the duty placed upon them by the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, Queens College will ensure fire risk assessments are carried out by a competent person.

The most recent fire risk assessment was completed in January 2017 by Emily Brimson of Southall Associates Ltd and is available from the Estates team. The risk assessment will be reviewed periodically as necessary.

Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the School to promote a culture whereby employees and staff are encouraged to bring to the attention of management or Governors any issues relating to safety.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All staff will have access to read fire safety documentation and these can be accessed by request from the Estates team and staff can raise concerns at any time.

Fire Detection and Warning Systems

The school buildings are fitted with fire detection and alarm system in most buildings designed to provide an audible alarm on detection of smoke or other elements of combustion given off in a fire. The alarm can also be activated by persons who see a fire by the activation of the manual push call point. In buildings where automatic fire detection is not in place, it is considered that due to the layout and usage, persons would be able to see a fire and manually activate the alarm system.

Detectors and the call points are located at strategic points throughout the school buildings and staff should familiarise themselves with where these are located.



Portable Fire Fighting Equipment

In order to safeguard people in case of fire, portable appliances have been provided for fire-fighting purposes in line with guidance, taking into account room size, type of substances present and proximity to fire escape routes.

The equipment is provided by a reputable supplier and serviced on an annual basis. The pressure of the extinguishers and the requirement to discharge them every five years is completed as part of the service contract. Checks are also completed by Queens College to ensure the extinguishers are located in the correct position and have not been damaged.

Fire extinguishers are provided to put out small and early stage fires and as an aid in clearing a safe passage from a building during evacuation. They should only be used by persons who are competent and confident to use them. The primary concern should always be to ensure that you can exit the building safely.

There are broadly six types of fire extinguisher, water, foam, wet chemical, dry powder, vaporising liquid and carbon dioxide. The correct type of extinguisher should be used for the class of fire it is intended. The school has provided the correct type of extinguisher for the areas where each class of fire are likely to be but you should check the extinguisher is suitable for the class of fire before each use.

Class A: Ordinary combustibles (wood, paper, plastics) - Water extinguishers

Class B: Flammable Liquids (petrol) - Foam, Dry powder, CO₂

Class C: Gases (LPG) - Dry powder,

Class D: Metals (Aluminium) - Wet chemical

Electrical Fires - CO₂ and dry powder for low voltage

Class F: Cooking fats and oils - Wet chemical

A fire blanket is also available in kitchens and cooking areas.



Fire Exit Routes

All emergency routes lead to a place of safety and the number, locations and dimensions of emergency routes and exits are adequate for the size of the building and the number of persons that may be present on site.

All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials should be stored in a designated exit route or on a stairway. Corridors should be kept clear of bags and combustible materials and any source of fuel or ignition should be stored in appropriate containers away from escape routes.

Fire Doors

Buildings are compartmentalised to restrict the spread of fire, smoke and the products of combustion from one area to another. These compartments are linked by fire doors to allow people to move from area to area. Fire doors have two key functions; to form a barrier and prevent fire spread and provide a means of escape in an emergency.

Due to their importance in fire safety, fire doors are tested and rated to European Standards to ensure they provide resistance to fire for a certain length of time. Fire doors should therefore be maintained in a good condition without holes or gaps and never be propped open unless they are fitted with closers linked to the fire detection and alarm system.

All fire doors should be marked as such with a label and feature a self-closing mechanism. They will also normally be fitted with intumescent seals that expand in the heat of a fire to seal the



door shut against its frame and prevent heat and gases escaping. As smoke inhalation is the biggest threat to life in a fire, some fire doors are also fitted with cold smoke seals to prevent smoke escaping in the early stages of a fire and give people adequate time to escape.

Door Holding Devices

Devices are often used to hold open doors to allow better freedom of movement in corridors and high use areas and can provide better wheelchair access, increased ventilation and ease congestion at pinch points. Only devices that will allow the door to close fully in the event of a fire should be used on fire doors; so wooden wedges, doorstops and hooks should not be used on doors where they are left open for any period of time. Even doors that people may intend to shut in an emergency may be left open in the panic situation of a real emergency or if persons evacuate in other directions.

The school has some electromagnetic doors that are linked to the fire alarm system and will automatically close on the activation of the fire alarm. The school undertakes checks of these doors to ensure they close as designed when the fire alarm sounds.

Another type of door holding device the school has fitted is a Dorgard. These can be fitted to all types of doors and have the benefit of not needing to be hard wired to the alarm system directly as they work by the door holder retracting if the noise level is above 65dB for an extended period of time. The downside is that in very noisy areas the door holder can be activated by background noise levels. The school undertakes a check of these devices to ensure they are working as designed when the alarm sounds.

Refuge Points

Refuge points are designed to provide an area where less able persons can wait for assistance to help them exit the building that has added protection from fire to the rest of the building. The school does not have any of these areas currently.

Emergency Exit Signage

Fire escape signage has been erected in key areas of the buildings to ensure that persons can easily identify the closest or safest escape route to where they are.

Powered emergency lighting has been provided throughout the buildings to ensure that persons can exit the buildings safely in low light or in the event of a power failure in other areas.

Monitoring, Audit and Inspection

Regular checks are completed in-house to ensure that good fire safety standards exist and fire safety equipment is in place and fit for purpose. The checks that are undertaken are listed below:

Fire Safety Checks

Item	Check	Information
Fire Exits/ Walkways	Daily	<ul style="list-style-type: none"> Are all fire routes and walkways unobstructed? Are combustibles stored properly and not in escape routes or under stairs?
	Monthly	<ul style="list-style-type: none"> Can all final exit doors be accessed and opened easily?

Item	Check	Information
Fire Doors	Daily	<ul style="list-style-type: none"> Are all fire doors free from wedges and will close on the alarm sounding?
	Monthly	<ul style="list-style-type: none"> Are all fire doors in good condition and free from damage? Are all intumescent strips and smoke seals in place?
Fire Alarm and Detection System	Daily	<ul style="list-style-type: none"> Are the alarm panels active and operating correctly?
	Weekly	<ul style="list-style-type: none"> Call points tested on a rotating basis and alarm detects correct call point? Can sounder be heard in all areas? Do automatic/ magnetic fire door holders close as designed when alarm sounds?
	Monthly	<ul style="list-style-type: none"> Detection devices (smoke alarms) activated and backup power checked?
	Annual	<ul style="list-style-type: none"> Service on alarm and detection devices by a competent person.
Emergency Lighting	Monthly	<ul style="list-style-type: none"> Is the power light or light on? Complete a short test to ensure batteries are effective and emergency lighting will come on if power failure.
	Annual	<ul style="list-style-type: none"> Emergency lighting service completed by a competent person.
Fire Exit Signage / Notices	Weekly	<ul style="list-style-type: none"> Can all signage be seen in all areas of the building? Are any signs worn or obstructed?
	Monthly	<ul style="list-style-type: none"> Are Fire Action Notices and emergency evacuation procedures displayed and in readable condition?
Fire Extinguishers / Blankets	Monthly	<ul style="list-style-type: none"> Are all fire extinguishers in place, accessible and on hooks to prevent damage? Are all tags in place to show not tampered with? Is the pressure on the fire extinguishers acceptable? Are all fire blankets in place and accessible?
	Annual	<ul style="list-style-type: none"> Service on all fire fighting equipment by a competent person.
	5 Yearly	<ul style="list-style-type: none"> Discharge of fire extinguishers by a competent person.

Monitoring and Training

Item	Check	Information
Fire Drill	Termly	<ul style="list-style-type: none"> Choose a time when school is in normal use and aim to evacuate the building quickly and safely. Record any issues, problems or training points. When achieving good times and persons are familiar with the routine, you may try blocking doors or pretending there is a fire in an area to check response.

Item	Check	Information
Fire Training	Induction	<ul style="list-style-type: none"> All staff to receive training on fire evacuation procedures, include specific information on hazards in their area of work, exits and cut off switch locations.
	Annually	<ul style="list-style-type: none"> Persons with specific roles in an evacuation such as fire control officers should be reminded of their roles in line with any changes to documentation.
	Every Two Years	<ul style="list-style-type: none"> Fire awareness training on the principles of fire safety is recommended to be completed on induction and then every two years for all staff.
	Every Three Years	<ul style="list-style-type: none"> Where felt necessary, additional physical training may be completed on the use of fire extinguishers.
Fire Risk Assessment, Policy and Document Review	Annually	A review of all fire safety documentation is recommended annually.

Responsibility for carrying out these checks will be managed by the Fire Coordinator but may be delegated to other persons including the maintenance team. A monthly health and safety audit will be undertaken to check that everything has been completed.

In addition to internal checks, Queens College are audited on a six-monthly basis by their Health and Safety Consultants, Southalls who would highlight any fire safety concerns that were noted as part of their audit and provide feedback and recommendations for improvement.

Fire Drills and Practices

A fire drill is undertaken in each building/ department for all staff and pupils in each school term. This is a briefing to cover the emergency procedures in place and a walk through of the exit routes and what to do in the event of a fire. This provides an opportunity for all staff, pupils and persons involved in the practice to ask questions and gain an understanding of the fire orders. The Head of Section organises this practice and is responsible for passing back any relevant information gained to the Fire Coordinator to investigate or action, this includes:

- Date/ time of drill/ evacuation
- Time taken to evacuate the building
- Any issues with evacuation (doors difficult to open/ obstructions/ unable to hear alarm)

Waste Management

Waste will be stored in suitable containers and away from ignition sources. Waste bins will be emptied on a regular basis and combustibles are kept to a minimum.

Smoking

The school is a no smoking site but has a designated smoking area for staff.