



# Saint Felix School

## SOUTHWOLD

# Fire Risk (Prevention) Policy

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<b>Custodian</b>	<b>Area Health and Safety Officer</b>

# CONTENTS

INTRODUCTION.....	3
FIRE SAFETY ARRANGEMENTS: .....	3
FIRE RISK ASSESSMENT: .....	3
RESPONSIBLE PERSON:.....	3
RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS: .....	3
Proprietor and Governors and Headteacher: .....	4
Fire Safety Coordinator (Compliance, Health & Safety Officer):.....	4
Fire Wardens: .....	4
Members of the in-house Team:.....	4
Staff with a management responsibility: .....	4
All Staff:.....	4
FIRE SAFETY TRAINING:.....	4
Fire Wardens (Boarding, maintenance and other nominated staff) .....	4
All other school staff .....	5
Fire Safety Coordinator .....	5
TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS:.....	6
MONITORING FIRE SAFETY ARRANGMENTS: .....	7
PORTABLE FIREFIGHTING EQUIPMENT:.....	7
FIRE EMERGENCY PLAN:.....	7
POLICY REVIEW AND REVISION: .....	9
PROMULGATION OF THIS POLICY: .....	9
ENFORCEMENT OF THE RRO: .....	9

## **INTRODUCTION**

In accordance with its organisational values the Proprietor of Saint Felix School, Southwold, Suffolk, IP18 6SD (hereafter referred to as the premises) recognises that it is imperative that an environment for pupils, visitors and staff is maintained safe from the effects of fire, always.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the RRO) is identified as the current primary fire safety legislation in England and Wales and to this end, the standard of fire safety arrangements required to conform to this legislation will be the **minimum standard** provided at Saint Felix School. The Proprietor will strive to achieve a fire safety provision that exceeds this standard, provides resilience to the property itself and facilitates the minimum possible risk to its insurers.

## **FIRE SAFETY ARRANGEMENTS:**

Fire safety arrangements will be considered in two distinct aspects, the first being the prevention of a fire from occurring, and the second protective active and passive fire safety systems will be provided within the premises to ensure all persons can make their safe exit. Fire safety management provision will be established to monitor, review, revise and maintain effective application of the principles of prevention along with suitable servicing and maintenance of fire safety systems and protective measures in the premises. Relevant information will be provided to all employees, and bespoke training will be provided to persons who have a specific responsibility (competent persons) for fire-related matters at the site.

Specific details of the preventative and protective fire safety measures are contained within the fire risk assessment document.

## **FIRE RISK ASSESSMENT:**

A fire risk assessment document has been produced for the buildings on the site and is kept current. Control and rectification of the matters contained within the significant findings of this document are the subject of an ongoing fire safety business /action plan for the site. This document is part of the fire risk assessment and is also kept current.

The Area Health and Safety Officer will undertake a review of the fire risk assessment on an annual basis unless there is cause to review it because of changes covered within article 9 of the RRO in the meantime.

## **RESPONSIBLE PERSON:**

The Proprietor of Saint Felix School is the responsible person as defined under article 3 of the RRO.

## **COMPETENT PERSON:**

The ILG Area Health and Safety Officer of Saint Felix School is engaged, as part of his duties, to be the competent person (Fire co-ordinator) responsible for providing strategic, operational, and tactical fire safety guidance to the Proprietor of Saint Felix School and any other staff (commensurate with their role) in relation to all matters covered under the RRO.

## **RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS:**

The following responsibilities are hereby nominated in relation to providing suitable fire safety arrangements at Saint Felix School. These roles are also considered to be competent persons regarding the provision of fire safety arrangements in accordance with the RRO.

**Proprietor and Head:**

To maintain suitable fire safety arrangements at the premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

**Fire Safety Coordinator (Estates Manager):**

The nominated person will report directly to the Area Operations manager who will work with the Area Health and Safety Officer to maintain the active and passive fire safety arrangements, deliver fire safety training and assist with management of fire safety arrangements at Saint Felix School, to a standard that will satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 as far as can reasonably be expected taking into account their role, responsibilities and reporting lines.

**Fire Wardens:**

To be responsible for designated actions within the Fire Evacuation Plan whenever the fire alarm operates at the premises – all staff are treated as fire wardens about the assessment and use of firefighting equipment if a small fire can be extinguished safely without the risk of increasing its intensity and without placing himself or herself or anyone else at risk as a consequence of this action.

The number and coverage of Fire Wardens is determined on a risk assessment basis that considers the occupancy, fire risks and usage of buildings or areas. This risk assessment is reviewed annually and forms the basis of the Fire Warden Training.

**Members of the in-house Estates Team:**

To maintain the active and passive fire safety arrangements at Saint Felix School in accordance with the guideline maintenance schedule contained in this policy.

**Staff with a management responsibility:**

To ensure all staff for whom they have a management responsibility undertake fire safety training commensurate with their role at Saint Felix School promptly on at least an annual basis and to ensure staff undertake their roles in relation to fire safety matters efficiently and effectively.

**All Staff:**

Have a responsibility to undertake their role in a manner that supports the fire safety arrangements at Saint Felix School in accordance with the training that they have been given.

**FIRE SAFETY TRAINING:**

Fire safety training will be delivered to the following staff and recorded in the fire logbook (held centrally).

**Fire Wardens (Boarding, SLT and other nominated staff)**

- Basic principles of prevention and protection from fire, including a focus on a residential school environment.
- Practical investigation of a compartment fire.
- Familiarisation of types and practical use of firefighting equipment.
- Explanation, execution and management of the Fire Emergency Plan.
- Familiarisation training in relation to the fire alarm panels at the premises.
- Fire safety competence assessment.

**All other school staff**

- Basic principles of prevention and protection from fire, including focus on a residential school environment.
- Familiarisation of types of firefighting equipment.
- Explanation and familiarisation of the Fire Emergency Plan.

**Fire Safety Coordinator**

The fire safety provided will include all aspects of the fire training above and in addition will include the following syllabus. These responsibilities are split into 2 groups:

**a) Area Health and Safety Officer Responsibilities**

- Management and monitoring of fire safety arrangements.
- Fire safety legislation - basic concepts.
- Responsible/Competent/Relevant Person principles.
- Basic roles and responsibilities relating to fire safety legislation.
- Fire signage: Types and recommended locations.
- Preventative measures.
- The fire triangle and elements of combustion and fire spread.
- Case study/discussion around the school emergency fire action plan.
- Arson/wilful fire setting identification and controls.
- Business fire safety resilience planning.
- Basic Compartmentalisation.

**b) Site responsibilities**

- Assistance to the fire service.
- Emergency lighting principles (maintained/non-maintained types).
- Fire alarm systems and provision of automatic detection.
- Firefighting equipment: Types of extinguishers/specific usage and mode of operation.
- Testing and recording of active and passive fire safety systems.
- Emergency action plans: managing fire evacuation and fire warden 'sweeping' techniques.

## TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS:

**The testing and maintenance detailed above will be recorded in the fire logbook by the Head of Estates and monitored by the Area Health and Safety Officer.**

Fire safety systems will be maintained in accordance with the following:

- All fire alarm systems will be tested by manual operation of a different fire alarm call point every week.
- All emergency lighting systems should be tested monthly by isolating the supply to the lighting circuit to ensure that all lights are fully functioning.
- The emergency lighting will be serviced by a 'competent person' yearly in accordance with British Standard 5266.
- All fire doors will be checked every quarter for seal damage, gaps, and self-closing device faults to ensure they operate according to regulations.
- All exit doors will be tested to ensure that they operate upon a single action and without the aid of a key.
- All portable firefighting equipment will be confirmed in their relevant positions according to the fire safety plan monthly.
- The fire alarm will be serviced, including battery checks, by a competent contractor 6 monthly in accordance with British Standard 5839.
- Portable firefighting equipment will be tested and serviced annually in accordance with the provisions of British Standard 5306 by a Competent person.
- All repairs to active or passive fire safety equipment will be undertaken by competent persons.
- All automatic hold-open devices will be tested in association with the fire alarm tests.

The following fire safety-related provisions will be subject to identification by suitable marking of individual units in accordance with an asset management type system:

- All doors nominated as a fire exit
- Fire alarm call points and fire detectors
- All fire doors
- Emergency lighting units
- Portable firefighting equipment
- Magnetic and self-contained acoustic-operated fire door hold-open devices.
- Portable electrical appliances will be subject to an annual Portable Appliance Test (PAT) where applicable and for some appliances bi-annually.
  - High-risk equipment – Annually which includes kitchen equipment, laundry equipment and heating devices.
  - Low-risk items will be tested every 2 years.
- All fixed electrical equipment will be subject to regular testing by a competent person in accordance with current IEE regulations, which includes any lightning/earth facilities.
- The filters and extraction provision in the cooker extraction units will be cleaned by a competent contractor on a six-monthly basis and the unit itself will be maintained in accordance with the kitchen cleaning regime.
- ANSUL system will be serviced 6 monthly by a competent person and the nozzles cleaned weekly as part of the kitchen cleaning regime.
- All hot works at the premises will be subject to a permit-to-work system.
- Only competent contractors will be engaged to undertake work on any fire-related systems and any work that affects such systems will be documented in the Compliance folder and on the ILG shared drive to provide a clear audit trail.

## **DANGEROUS SUBSTANCES:**

Dangerous substances are stored and used at the premises for science and cleaning activities which are organised and controlled by teaching/support staff. Estates staff also use various substances to facilitate relevant work as necessary according to the maintenance, service and refurbishment demands of the premises at the site.

All dangerous substances are retained in the minimum possible quantities to facilitate effective use; these substances have been substituted where possible for less hazardous substances according to the ERICPD hierarchy of control in accordance with health and safety guidelines.

All dangerous substances are stored in locked and suitably hazard-marked stores.

No additional requirements are required in respect of either the type or quantities of dangerous substances stored or used. Any additional dangerous substances used on the site as part of construction works will be risk assessed and controlled in accordance with the Construction Design Management Regulations 2015 with suitable control measures duly considered and implemented. Regard will be given to any additional measures that may be required in respect of the RRO.

## **MONITORING FIRE SAFETY ARRANGEMENTS:**

The arrangements detailed within the fire safety responsibilities and maintenance section above provide the framework for suitable monitoring of fire safety arrangements at the site. However, fire safety matters have an extremely dynamic element and all relevant information staff at the site become aware of should be passed directly to the Compliance, Health & Safety Officer in a timely fashion in order that it can be duly considered and acted upon within a suitable time frame.

## **PORTABLE FIREFIGHTING EQUIPMENT:**

It is a fundamental aspect of this policy that pupils, visitors, or staff will not seek to extinguish any fire that occurs at the premises. This position is underpinned by the fact that Saint Felix School will not seek to train staff to use firefighting equipment to fight a fire. It will merely make staff familiar with the type and use of the portable firefighting equipment provided.

This position is based on the fact that relative safety in the premises (in case of a fire) will be available on all occasions without recourse to firefighting action by staff.

## **FIRE EMERGENCY PLAN:**

It is recognised that the fire service do not undertake a functional role in evacuation of any occupants of premises and action of fire wardens in the event of a fire must be to ensure that all pupils are able to move to a location of ultimate safety (outside and away from the premises) to the rear or side of the buildings which are considered to be the designated fire assembly points. (This location should be varied in accordance with conditions that prevail at the time).

All visitors will be expected to evacuate the premises immediately should the fire alarm sound.

The fire service will be called via the 999 telephone system whenever it is suspected that a fire has occurred. Boarding staff/managers will have immediate access to a mobile phone when they are on site (as part of their job role).

***The fire emergency plan is based on the current fire alarm systems at the site: They activate in evacuation mode in individual buildings. All buildings adjoined need to be evacuated.***

The Fire Emergency Plan must be initiated whenever the fire alarm sounds, or a fire is suspected and continue in operation until all persons in the premises are safe from the effects of fire.

**The priority in the event of a fire is the safe and effective evacuation of pupils, staff and visitors.**

- Anyone discovering a fire should break a fire alarm call point and make their exit immediately from the building by the nearest fire exit route, following the escape route signage.
- All persons hearing the fire alarm should make their exit immediately from the building by the nearest fire exit route. ***All adults sleeping in the vicinity of the pupil dormitory areas (including the house parents) will supervise the immediate evacuation of the boarding pupils and sweep this vicinity before going to the fire alarm panel.***  
***If the evacuation occurs during times when the school is in session during the day, all teachers will supervise the immediate evacuation of their classrooms and sweep areas for which they are responsible of.***
- Upon hearing the fire alarm fire wardens (Boarding) should make their way to the fire alarm panel to investigate the location of the fire. Fire evacuation plans for each location set out designated responsibilities in the event of a fire.
- If a fire is discovered or suspected the senior member of staff present must contact the fire service immediately via a 999 call. (If it is a false alarm activation, persons should be allowed back into the building and details of the cause of the alarm recorded in the fire logbook).
- All fire wardens must assist the evacuation of the premises by sweeping all areas of the affected premises, starting from locations nearest to the fire.
- The fire incident manager at the time must undertake a roll call at the fire assembly location. The pupils/staff 'signing in, out and visitors' book' and class registers must be taken to the fire assembly point to assist with this.
- The fire services, (Senior Officer attending) must be met at the site by an authorised person. The site fire manager will brief the fire officer with the details of any persons believed to be missing giving the details of the location of the incident and should lead the fire service to the nearest point of entry to the premises.
- The site fire manager should liaise with the relevant managers at the school site and provide support to the fire service as required.
- Once the fire service has confirmed that the fire has been extinguished/incident has been made safe the building can be re-occupied but only on the instructions of the site fire manager and to areas that provide a safe environment.

If you see signs of a fire or other emergency that could place anyone in danger, sound the alarm.

Staff should, on hearing the alarm, switch off any equipment they are working with before making their exit.

Leave the building by the nearest available exit. Ensure that any visitors also leave the building.

**DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

All persons who evacuate the building must make their way to the evacuation assembly point and report to the senior member of staff present.

**DO NOT BLOCK ROADWAYS AND ROUTES** that may be used by emergency vehicles.

**Fire Alarm System.** As each building has its own fire alarm systems, staff must understand the strategy if only one building's alarm:

- If the Alarm goes off in a building, everyone evacuates.



- The building with the alarm is checked by a fire warden and if necessary, a message is quickly circulated to staff in the other buildings
- If the Alarm goes off in another part of the school, pupils should be told to wait where they are for staff instructions. A message will be circulated if there is a need for further buildings to evacuate
- Changeover of lessons, or at other awkward times, staff on-hand are to make a judgement call about whether, in the interest of clarity, pupils should be directed to the fire assembly location

Pupils who are missing (e.g. Music/LAMDA lessons, set class in a separate building) must be accounted for.

In the extremely unlikely event of being trapped by a fire:

- Close the door, using clothing etc. to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.

### Boarding

Boarding pupils will be given specific fire instructions (and sign to confirm this) upon arrival at the site for the first time and upon arrival back at the site for the start of each new term. The details of these instructions should be documented by the Boarding House.

All adults and house parents responsible for the supervision of the pupils who board will be trained as a fire warden.

The fire instruction notices adjacent to the fire alarm call points in the premises are for the information of premises occupants (those who do not have a specific fire-related role for which they have received training) and they serve to underpin implementation of the fire emergency plan.

### **POLICY REVIEW AND REVISION:**

This fire safety policy and its addendums will be reviewed on an annual basis by the Compliance, Health and Safety Officer with reference to specialist advice (if necessary); unless there is reason to believe they require more urgent amendment because of a fire risk assessment review, enforcement activity or other relevant information.

Following the review phase, the policy will be amended as necessary and reissued. The governors will in all cases endorse the policy on an annual basis.

### **PROMULGATION OF THIS POLICY:**

This document will be stored on the shared drive and all staff will be made aware of it.

### **ENFORCEMENT OF THE RRO:**

Suffolk Fire and Rescue Service (hereafter referred to as the fire service) is the single body responsible for the enforcement of the RRO at the premises. It is accepted that audits may be occasioned because of proactive or reactive activity on behalf of the fire service, which could occur on a prearranged or unannounced basis.

The Area Health and Safety Officer will maintain communication with the fire service regarding fire safety provision on site.