



ABINGDON

**Abingdon School, Abingdon Preparatory School and Tilsley Park**

## ***Fire Safety Policy***

### **Statement of Intent:**

- This Fire Safety Policy outlines our commitment and strategy for the protection of all users of the premises from the consequences of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- We manage Fire Safety within the buildings by both structural fire precaution methods and a proactive fire safety management culture.
- The aim of this fire safety policy is to ensure that the potential for fire ignition is reduced to a minimum and that all fire escape routes and other fire safety systems are maintained and reviewed to ensure effectiveness in protecting life and the School.
- All pupils, staff and visitors are protected by our safe working practices and fire safety management procedures. The School will ensure that staff are appropriately trained in their responsibilities relating to fire safety and responding to a fire emergency and full evacuation process.
- A copy of this Policy will be made available to all members of staff and reviewed annually or sooner if circumstances require.

## **1. Responsibilities**

- 1.1. The Board of Governors has responsibility for oversight, seeking to ensure that the School complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and that :
  - the Fire Safety Policy is adequate and sufficient.
  - the appropriate management support is available to maintain the Statement of Intent.
  
- 1.2. The Director of Finance and Operations assisted by the Director of Estates who acts as Fire Safety Manager with day-to-day responsibility for fire safety management, will seek to ensure that:
  - the appropriate implementation of Fire Safety Protocols and provision of support and guidance for staff and visitors.
  - that a Fire Risk Assessment is carried out in communication with other relevant personnel on a minimum on a yearly basis, or sooner if circumstances change.
  - that records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training of staff.
  - that records are kept of any potential or actual fire hazardous situations or near misses.
  - that adequate safety arrangements are in place for guests, visitors and contractors.
  - the allocation of roles and activities of fire response teams and fire marshals.
  
- 1.3. Senior Managers, Heads of Department and Safety officers are responsible:
  - for the day-to-day management of their respective areas.
  - for the safe storage and handling of dangerous and or flammable materials. Flammable materials should be stored in suitable and secure flammable liquids storage cabinets, gases should be stored upright and transported in accordance with guidelines.
  - for ensuring that induction training for all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent.
  - Abingdon Preparatory School teaching staff are responsible for their own rooms

## **2. Arrangements**

To ensure safety of staff, pupils and visitors on site the following arrangements are in place:

### 2.1. Fire Prevention and Detection:

All school buildings are fitted with fire detection systems linked to audible alarms. Some of the fire alarms are texted to the emergency response team's mobile phones. Fire prevention equipment is fitted throughout the schools including fire extinguishers and fire blankets. Signage is provided to indicate fire protected evacuation routes which are lit with emergency lighting. Most buildings have a member of staff who is fire marshal trained. Health and Safety Induction provides fire safety information for staff and the Visitors Safety Information sheet provides appropriate guidance.

### 2.2. Fire Safety Training:

The Health and Safety Induction training for all new staff explains the School's fire safety arrangements including responsibilities, procedures and fire prevention and detection equipment. Regular reminders are provided to other staff.

Fire Evacuation training takes place for all staff and pupils in the form of planned fire drills at least once per year and preferably once a term. Boarding House Masters organize termly fire drills for boarders carried out in 'boarding time'.

The Fire Emergency Team and other key personnel such as Boarding House, Sports Centre and Amey Theatre duty staff are trained to read and reset the fire alarm panels, so that they can investigate fire alerts, by reading location of alert, and resetting the fire panel if a false alarm is established.

Fire Marshal training which includes safe investigation and search procedures, safe and effective use of fire extinguishers and general fire safety awareness is also provided for the staff who investigate alarms and the Fire Marshals whose role it is to sweep their building following an emergency evacuation to make sure it is properly vacated.

### 2.3. Reporting of Fire Hazards and Near Misses

The priority for staff is to ensure the evacuation of the building in the event of a fire.

Those staff who may feel confident to tackle a fire in its early stages should have fire extinguishing equipment available that they may safely use in order to reduce the risk of a small fire, e.g. a fire in a waste-paper bin, developing into a large one.

In the event of a near miss, staff are asked make the situation as safe as possible and advise their line manager immediately. It is important to report any near misses and hazards to assist with the ongoing review and development of the fire safety policy and fire precaution arrangements.

### 2.4. Fire Safety Checks, Inspections and Audits

In compliance with current legislation and guidance the following checks, inspections and audits are carried out:

- Fire extinguishers – regular visual inspections, annual service based on 3 visits by RES Systems Ltd, 139 Caversham Road, Reading, Berkshire, RG1 8AU
- Fire Alarm System is self-testing and will beep if a fault has occurred. A daily check will ensure all faults are reported to Estates Manager. Call points are tested in rotation as part of the weekly fire alarm tests, along with sounders and automatic door releases throughout the buildings.
- Fire Alarm and Emergency Lighting systems are serviced every 3 months by Pyrotec Services Ltd, Avalon House, Marcham Road, Abingdon, OX14 1TZ.
- Planned Fire Drills are held at least once a year and preferably once a term. Boarding masters hold termly 'boarding time' drills for boarders.

### 2.5. Fire Risk Assessment

Fire risk assessments for Abingdon and Abingdon Preparatory Schools are reviewed annually or earlier if circumstances change, by the Health and Safety Co-ordinator and key departmental staff. The risk assessments are kept by the Co-ordinator and key staff. Abingdon Preparatory School fire risk assessments are kept in the Master Fire File in Reception and kept electronically by the Health and Safety Co-ordinator. The fire risk assessments are made available to the enforcing authority for inspection.

### 2.6. Help for people with special needs

In accordance with the Disability Discrimination Act 1995 the Schools will ensure that safe means of access and exit are provided for any staff, pupils or visitors with a disability. Event and activity organisers must ensure that planning and risk assessments include arrangements for any additional assistance that might be required.

## 2.7. Visitors and Contractors

Visitors and contractors to Abingdon and Abingdon Preparatory Schools are required to sign in and out at Reception in line with the School's Visitors' Policy and are provided with Visitor Safety Instructions.

## 2.8 Elimination of reduction of risks from dangerous substances

Heads of Departments review the dangerous substances in their areas:-

1. Eliminate - first they try to eliminate dangerous substances and this is the best way to reduce the risks connected with dangerous substances or remove the need to use those substances by changing the process or product in which the substance is used.
2. Substitution — if elimination is not possible, then the substitution, or replacement, of the hazardous substance or the process with one less dangerous under its condition of use is the next best option.
3. Control — if a substance or process cannot be eliminated or substituted, then exposure may be prevented or reduced by: enclosure of the emitting process; control of the emission by better management of the processes; technical solutions to minimise the concentration in the exposure zone; organisational measures such as minimising the number of exposed workers and the duration and intensiveness of the exposure; use of personal protective equipment.

This will all be covered in the departmental COSHH (Control of Substance Hazardous to Health) 2002 or **DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) 2002 risk assessments.**

The local Oxfordshire Fire and Rescue Service have list of dangerous substances via buildings on their computer system in the event of an emergency situation.

## **Director of Finance and Operations**

Last internal review: January 2019

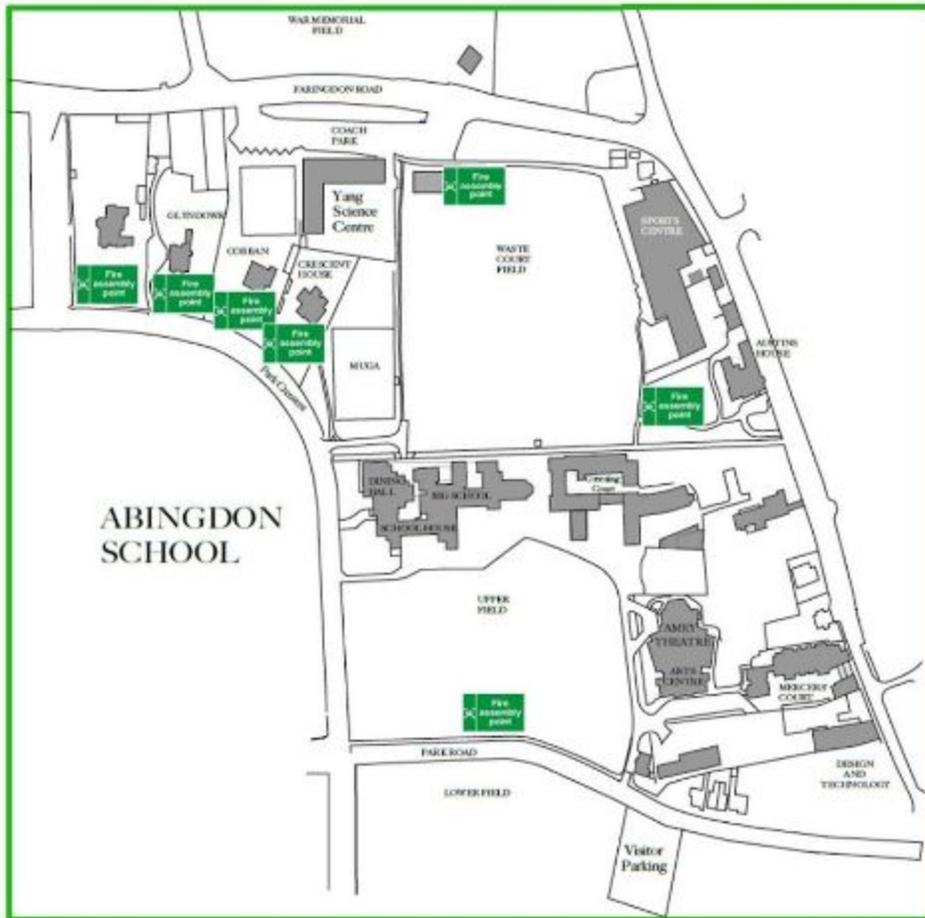
Last governor review: January 2018

Next governor review: January 2019

## **3. Appendices**

1. Abingdon School Emergency Fire Map
2. Abingdon School Fire Emergency Plan
3. Boarding Houses Fire Plan
4. Sodexo Emergency Evacuation Plan
5. Tilsley Park Fire Emergency Plan
6. Fire Drill Report Form
7. Fire Arrangements at Abingdon Prep
8. Fire Marshall Lists

## Appendix 1 - Abingdon School Emergency Fire Plan



### Fire Assembly Points

Boarding Houses assemble on their respective front lawns.

Science Centre and Sports Centre assemble beside the Faringdon Lodge.

Big School, School House, Greening Court, Arts Centre, Mercers Court, Design and Technology, Admin Hub and park Lodge assemble on upper field.

## Appendix 2 - Fire Emergency Plan

### Fire Emergency Plan September 2018

Teaching staff will:

- evacuate their class/housetroom, check doors, windows, check other rooms they pass, on their way out;
- line up boys, starting with the youngest pupils closest to the Park Lodge;
- take roll-call and note any boys not accounted for;
- report to Assembly Co-ordinator the status of their area and any boys not accounted for.

Support / administrative staff will:

- evacuate building closing windows and doors as they go to nearest Assembly point;
- report to Assembly Co-ordinator any staff not accounted for.

**Emergency trained staff** (maintenance, porters, senior teachers, boarding staff) will:

- go to the building's main fire panel take the **orange** high vis vest, check the alert area if only one light is showing;
- reset the panel if it is a false alarm, **OR** ring the fire brigade if it is a fire;
- inform the Assembly point Co-ordinator of fire alarm status;
- wait by the building (if safe to do so) to provide information to the Fire and Rescue Service.

**Fire Marshal (s)** will:

- sweep their areas to check evacuation is complete;
- report to main fire panel to check if any assistance needed;
- go to the Assembly Point Co-ordinator to report on the status of the fire alarm and the evacuation.

**Assembly Point Co-ordinator:** first member of staff at the Assembly point who either has no group to be responsible for or who has accounted for their own group first.

- take charge at the Assembly Point and collect **yellow** high vis vest and fire drill folder from Assembly box (yellow key attached to underside of box);
- Take reports of areas checked and any boys or staff unaccounted for from:
  - academic staff;
  - admin/support staff;
- Take report of fire alarm status, whether it is a false alarm or a real fire from Emergency team in **orange** high vis vest
- If it is a false alarm, signal return to building and sign off drill record;
- **If a fire is confirmed**, check that the Emergency team have called the fire service and that the gates are open;
- Meet Fire and Rescue Service update them on the situation and direct them to the fire location/building;
- Be responsible for safe re-location of people from Assembly point.

Evacuations:

- Will be held in autumn and spring terms, dates will be nominated by the 2<sup>nd</sup> Master.
- Facilities team will provide observers for unsupervised areas to check:
  - that there are no bottlenecks;
  - that closest exits are being used;
  - unsupervised boys are responding correctly to the alarm.

Evenings:

Staff in charge of evening events e.g. in Arts Centre/Amey Theatre will be responsible for managing evacuation and co-ordinating at Assembly point.

Night time: 10pm: Boarding masters will manage procedures for their houses

**Fire Emergency Phone Numbers:**

- 8 – 5pm Faringdon Lodge Reception 01235 849118 to alert the emergency response team
- 5-10pm Evening duty porter 0333 0062963,
- 10pm call the Fire Service (9) 999 from a landline, or 112 from a mobile.

Assembly Points:

**Boundary Wall along Park Road (Upper Field) for:**

Main School,  
Greening Court,  
Beech Court  
Cafe

Arts Centre,  
Mercers Court,  
DT,

Admin Hub,  
Offices and Registry.

Boys line up starting with 1<sup>st</sup> years nearest the Park Lodge.

**Rugby Pitch Faringdon Road End for:**

Yang Science Centre,  
Faringdon Lodge,  
Austin House,  
Sports Centre  
MUSA  
Whitefields/Crescent Houses

**Out of Hours:**

Boarding Houses – front lawns

### Appendix 3 - Boarding Houses Fire Plan

## ABINGDON SCHOOL BOARDING HOUSES : EMERGENCY EVACUATION PLAN BOARDING HOUSES EVENINGS AND WEEKENDS

### IF YOU DISCOVER A FIRE :

- Activate the fire alarm
- Evacuate everybody to the Assembly Point, sweeping as you go to ensure everyone has left. Check as many rooms as you can on your way out, but do not go further into the building to do so. Close windows and doors if it is safe to do so.
- Ring 999 or 112 from a mobile for the Emergency Services.
- Take a roll-call: Depending on the time of day this may not account for everyone but will help establish whether anyone else may still be in the building – this is the most important piece of information that the Fire Brigade will want to know.
- Notify: Duty Porter (03330062963), and boarding house colleagues

### IF YOU HEAR THE ALARM:

- Evacuate everybody to the Assembly Point, sweeping as you go to ensure everyone has left. Check as many rooms as you can on your way out, but do not go further into the building to do so. Close windows and doors if it is safe to do so.
- Take a roll-call: Depending on the time of day this may not account for everyone but will help establish whether anyone else may still be in the building – this is the most important piece of information that the Fire Brigade will want to know.
- Check fire panel, if more than 1 detector is lighting up on the panel assume fire and call emergency services immediately.
- Call a boarding house colleague to assist
- If only 1 detector is lighting up on the panel a search of the area may be undertaken, but only by staff who have been trained to do this safely. If signs of fire are detected e.g. smoke, hot door handles or glass, the search must be stopped and emergency services called.
- Call Emergency Services if a fire is found
- Reset the panel if a false alarm is confirmed and area is considered safe
- Allow readmission of the building.
- Notify: Duty Porter (03330062963), and boarding house colleagues
- Submit a Fire Evacuation report

### ADDRESSES AND RESIDENTIAL STAFF CONTACT DETAILS

Building	Address	Residential Staff	Contact Number
Crescent House	21 Park Crescent, OX14 1DD	Matthew Kendry	07912 203376
Cobban	20 Park Crescent, OX14 1DD	Joe McDonnell	07531337090
Glyndowr	19 Park Crescent, OX14 1DD	Sarah-Jane Poole	07581 048955
Austin House (Waste Court)	76 Bath Street, OX14 1EB	James Golding Graham Cook	07791 294896 07722 984125
School House	Park Crescent, OX14 1DE	Mike Litchfield Tim Chase	07786 658007 07858907144

**SODEXO EMERGENCY EVACUATION PLAN**

**SODEXO**

**IF YOU DISCOVER A FIRE**

- Activate the fire alarm
- Evacuate everybody to the Assembly Point. Carry out close down procedures.
- Ring 999 to ensure fire service is notified. Ring Faringdon Lodge Reception 118 daytime, 03330062963 Duty Porter Evening,

**IF YOU HEAR THE ALARM**

- Evacuate everybody to the Assembly Point. Carry out close down procedures.
- Ring Reception 118 daytime, Duty Porter Evening 03330062963

**ROLL-CALL:**

- Senior Manager takes roll-call.

## **Appendix 5 - Tilsley Park Fire Organisation**

### **FIRE SAFETY ORGANISATION ~ TILSLEY PARK**

**Responsible person:** The School

The Director of Finance and Operations will seek to ensure sufficient resources are in place and will oversee annual reviews and the completion of outstanding actions.

The Commercial Director together with the assistance of the Health and Safety Coordinator reviews effectiveness of safety procedures and implements improvements; organises and records fire safety training for all staff; ensures that all required training, drills, servicing, monthly fire safety inspections and external contractor inspections are carried out; and maintains and reviews fire risk assessments and central fire safety management records

#### **Duty Managers:**

A Duty Manager must be nominated during all public occupation, including private hiring. Must be trained in fire safety, familiar with building and grounds and capable of carrying out fire emergency procedures. Duty Manager takes charge if there is a fire alert or emergency and ensures that all staff understand the fire safety procedures and are suitably trained. Duty manager carries out monthly fire safety inspection and ensures fire alarms are tested weekly using rotating call points. Duty Manager ensures that contractors understand evacuation procedures.

#### **Fire Wardens (All staff)**

Must be trained and competent in fire safety and be very familiar with the building and fire emergency procedures.

### **FIRE ACTION NOTICE FOR STAFF**

#### **If you discover a fire:**

Hit the nearest fire call point to sound the alarm  
Ring the fire services 999  
Tackle a small fire if trained and it is safe to do so  
Leave the building by the nearest exit.  
Report to the Duty Manager

#### **If you hear the alarm:**

Report to the lobby Fire Panel  
Sweep allocated zone area, to make sure all rooms have been evacuated, closing windows and doors as you go.  
Report back to Duty Manager, go to Assembly point or marshal doors as instructed

#### **Duty Manager**

Go to the fire panel, identify location of activation, tell wardens which zones to sweep  
Go to location of activation, if a fire is found

- call the fire service 999, can tackle a small fire with a fire extinguisher or fire blanket if safe to do so.
- Go to Assembly Point to check that everyone is accounted for, send warden to front door and make sure that no one re-enters the building
- Meet fire service and brief them

If it is a false alarm, re-set the panel and advise Assembly Point that it is safe to re-enter.

**Appendix 6 - Fire Drill Report**

**REPORT ON FIRE DRILL/FALSE ALARM**

<b>Date:</b>	<b>House / Building :</b>
<b>Time of evacuation:</b>	<b>Time taken to evacuate:</b>
<b>Was this a planned drill</b>	<b>or false alarm used as a drill?</b>
<b>Name of Assembly Point Co-ordinator</b>	
<b>How efficiently were the procedures carried out?</b>	
<b>How would you rate the evacuation?</b>	
<b>Comments:</b>	
.....	
.....	
.....	
.....	
.....	

<b>Report completed by:</b>	<b>Please return this form to the H &amp; S Co-ordinator / Bursary for the Fire Records</b>
-----------------------------	---

## APPENDIX 7

# ABINGDON PREPARATORY SCHOOL GENERAL FIRE & EVACUATION PROCEDURE



### 1) IF YOU DISCOVER A FIRE: (No matter how small)

- a) Raise the alarm by shouting '**FIRE, FIRE, FIRE**'.
- b) Sound the nearest alarm at a fire alarm call point.
- c) **DO NOT TAKE PERSONAL RISKS** trying to put out a fire, unless very small and trained in the use and selection of fire extinguishers.
- d) Leave the building in a calm and orderly manner, shutting doors behind you.
- e) Report **IMMEDIATELY** to the Emergency Director (ED): Location and type of fire (or accidental alarm), if a fire or other hazard, whether you have already called the fire brigade.

### 2) ON HEARING THE ALARM

- a) Help other people with you to safety including: children, visitors, the disabled etc.
- b) Do not stop to change shoes, pick up coats and bags etc.
- c) Leave the building in a calm and orderly manner, shutting doors and windows behind you where possible.
- d) Walk quietly to the nearest fire exit (away from the direction of the fire if known), and then to the **ASSEMBLY AREA** located in the **playground**.
- e) Certain staff may have tasks to carry out (see separate table), everyone else in the building **MUST** evacuate as soon as possible.
- f) **SWIMMING:**
  - o Get swimmers out of the pool and hold in the changing area **if safe**.
  - o Lifeguard should have a walkie-talkie and will be contacted as soon as possible by the ED with instructions.
  - o If the pool is not contactable and it is safe to do so, the ED will send a runner with instructions.
  - o If no runner arrives within a few minutes, or circumstances become unsafe, put shoes on and evacuate in a calm and orderly manner.
  - o Grab the bag of emergency foil blankets in the pool area and issue as needed.

### 3) PERSON CALLING THE FIRE SERVICE

- a) The **Emergency Director** (ED) must ensure that the fire service has been called, *unless it is obvious that there is a fault/or a break-glass has been accidentally activated*. This may not be possible until:
  - a. the person discovering the fire evacuates and makes their report;
  - b. or, the fire alarm panel and alarm location have been checked.
- b) Call the fire service **IMMEDIATELY** for every fire or suspicion of fire. **DIAL (9)999.** Ask for **FIRE**. When the fire service operator replies, give all details clearly: the location of the fire and what is on fire, with a full address.
- c) **DO NOT** replace the receiver until the emergency operator has repeated the address and

location of the fire.

Please turn over/...

#### 4) ROLL-CALL

- a) Form teachers will take the register/head-count for their classes and raise their hand if everyone is present. The School Secretary will check off the list/registers. **Inform the ED IMMEDIATELY** if anyone is missing.
- b) Managers, Heads of Department and Supervisors must account for their own staff and report to the Head Count Coordinator. (see separate table).
- c) The Emergency Director will send runners to check the Swimming Pool (see 2f), Drama Studio and other areas as needed and safe to do so.
- d) Once all personnel are accounted for the School Secretary will report to the Emergency Director.
- e) On arrival of the fire service, the officer in charge should be informed that all personnel are safe or their last known position.

**DO NOT RE-ENTER THE PREMISES UNTIL THE FIRE SERVICE OR  
EMERGENCY DIRECTOR HAS GIVEN THE 'ALL CLEAR'.**