



# COLLEGIATE

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

**Policy Title: THE FIRE SAFETY AND PREVENTION POLICY**

**This policy also applies to the Early Years Foundation Stage (EYFS)**

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**References:** The Regulatory Reform (Fire Safety) Order 2005  
The Health and Safety at Work Act (1974)  
The Education (School Premises) Regulations 1996  
DFE Advice on Standards for School Premises March 2015  
Fire Marshall Log

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1.9	17/10/2022	a. Amended as per ISI consultant recommendations
1.10	23/08/2023	a. Annual Review. No changes
1.11	27/08/2024	Minor Amendments. Some staff references changed or removed

*This policy is made available to parents of all pupils and visitors, on the School website, and on request from the School Office. It is available to the Staff at the School from the School website, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.*

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## Aims and Objectives

The biggest risk in school as a workplace is fire. The priority is to minimise the risk to life and the management of fire risks (undertaken in such a way as to prevent injury or ill health to employees, pupils, visitors and contractors). This policy is written as an extension of the school Health and Safety Policy and Health and Safety Statement of Intent as endorsed by the Governing Body.

The school undertakes to liaise with the Avon Fire and Rescue Service and Insurers. The school undertakes carry out annual reviews of the fire risk assessment and to instruct an external assessor to carry out a Fire Risk Assessment every three years. The Fire Risk Assessment will include details of the following:

- a. To provide and maintain a safe means of escape in case of fire.
- b. To provide an effective fire detection and alarm system capable of alerting all personnel within a building.
- c. To provide correct and adequate fire fighting equipment.
- d. To provide training to all employees in evacuation drills and the use of fire fighting equipment.
- e. To keep records of testing of fire alarms systems, emergency lighting, fire fighting equipment and training of employees.
- f. To appoint competent persons to carry out policy who are:
  - Director of Facilities: Overall fire safety and prevention.
  - Head of Maintenance: Maintain records of fire risk assessment, fire detection, emergency lighting and firefighting systems and equipment.
  - Head of House Keepin: Inspection of escape routes
  - Fire Marshalls: Assist in evacuation event.

## Legislation

The main pieces of legislation of specific relevance to Fire Safety are:

### ***Regulatory Reform (Fire Safety) Order 2005 (RRFSO)***

The RRFSO places duties on “responsible persons”, to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

The RRFSO applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by fire on the premises.

### ***The Health & Safety at Work Act 1974 (HSWA)***

Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

### ***The Management of Health & Safety at Work Regulations 1999 (MHSW)***

Section 3.1 of the MHSW Regulations requires "Every employer shall make suitable and sufficient assessment of:

- The risks to the health and safety of employees to which they are exposed whilst at work.
- The risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking."

### ***Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)***

Dangerous substances can pose a risk of fire and explosion. DSEAR places duties on employers to protect people from risks to their safety from fires, explosions and similar events in the workplace, including members of the public who may be put at risk by work activity.

## **Responsibilities**

The school is a registered charity administered by a governing body with the Headmaster and the Chairman of Governors deemed to be the proprietors and main duty holders (responsible persons) who are charged with meeting statutory requirements. The Director of Facilities is nominated as the School Fire Safety Officer/Fire Warden for the Senior and Prep school. They are responsible for the day to day management of fire safety as well as reacting in the event of an emergency situation. Additional Fire Marshalls have been appointed to act in the event of a fire. They have specific areas of responsibility and additional training, both of which are detailed in the Fire Marshalls Log. All employees have a duty of care to ensure the safety of all persons on School premises.

## **Means of Escape**

In the event of a fire it is imperative that all exit routes are kept clear and free from obstruction with no combustible materials present in order to facilitate a rapid evacuation. The H&S officer will conduct regular inspections to ensure compliance and maintain a record of said inspections. Where obstructions are found, the H&S officer is to arrange to have these removed and report their findings to the facilities director. Knowing the primary and secondary means of escape is vital in communal areas and where sleeping accommodation exists. All escape routes are appropriately signed and illuminated indicating the most direct route to safety with pictogram signage. All employees are expected to aid in the evacuation of disabled persons who will have been assigned a personal emergency evacuation plan (PEEP – see below) prepared by the School Nurse.

The following safety points are applicable:

- a. Fire doors are provided to prevent the spread of smoke and heat. Fire doors must be kept shut when not in use (except for those on automatic closers).
- b. Fire doors should open in the direction of escape.
- c. Fire doors should never be propped open or the self-closing devices disabled.
- d. All corridors and stairways must be kept clear of storage and waste materials.
- e. Final exit doors should open readily from the inside without the use of a key.
- f. Areas outside of final exit doors should be kept clear of obstruction at all times.

## Fire Drills

There will be at least one fire drill within the first two weeks of each term to evaluate the evacuation procedure and to ensure all staff and pupils are familiar with the procedures. The fire drills will be unannounced and will happen on different days of the week and at different times. Some drills are to be conducted in the form of an exercise where designated exit routes will be artificially obstructed.

On arrival at the Assembly Point, during a normal school day, all pupils will line up in tutor groups and their attendance checked by their tutor against the register. Outside of normal school hours:

- Breakfast/After Care/ Homework Clubs on arrival at the assembly point will line up in club groups and attendance will be checked by the member of staff in charge.

## Inspection, Servicing & Fire Drill Records

Fire related inspection, testing, fire practice evacuation drills, permits to work and maintenance schedules are held by the Facilities/ Maintenance Departments.

## Fire Marshalls / Wardens

A trained Fire Marshall is assigned to every building. Teachers/Fire Marshalls/Wardens are to ensure that the premises are evacuated to the assembly point. Pupils & staff with a PEEP are to be escorted to the roundabout between Bishops Palace and Chatterton Hall and left in the care of the school nurse. In addition, any visitors with mobility issues will be directed to the roundabout by a fire marshal. Registration group tutors in the Senior school and class teachers in the Prep school will take a roll call.

The emergency services will be called by the Head of Maintenance or his deputy. They will arrange for the emergency services to be met on arrival and will advise the fire brigade of anyone suspected of remaining in the building.

Details of the members of staff who have been trained as Fire Marshalls, including details of their responsibilities in the event of a fire are recorded in the Fire Marshalls log. The Director of Facilities will monitor this log to ensure all Fire Marshall training is up-to-date.

## Fire Detection and Alarm

Fire detection and alarm systems are installed in all buildings and are maintained and tested on a rolling programme to comply with BS5839 Part 1: 2013. Alarm call points are tested weekly by the maintenance department in the Senior and Prep school on Wednesday mornings between 07.30 and 08.15 am. Fire detection equipment is tested in accordance with BS5839 Part 1:2013 by an external specialist contractor (currently Decibel Fire & Security Ltd).

## Fire Extinguishers

These are intended for use on fires in the early stages only, and as a means to escape. All employees are trained to identify the correct type of extinguisher, where the extinguishers are sited and how to operate them safely (Educare Fire Safety in education Module). Fire extinguishers are inspected at six monthly intervals in accordance with BS5306-3:2009 with each appliance subjected to a discharge test every 5 years on a rolling programme by a specialist external contractor, currently SD Fire.

## Emergency Lighting

All emergency lighting systems are checked and maintained to comply with BS5266-1:1999 every 5/6 weeks (on a rolling programme) by the maintenance department with any defective components being replaced immediately. 3-hour drop tests are completed in the summer break.

## Electricity & Electrical Installations

All portable electric appliances are tested annually by a competent person to comply with the Electricity at Work Act 1989. All fixed wiring installations are inspected and tested periodically to comply with the Electricity at Work Act 1989. The installations, distribution boards and circuits are tested and the main bonding and earth connections are inspected on a rolling five-year programme by an external NIC EIC electrical contractor in accordance with the 19<sup>th</sup> Edition Wiring Regulations. Deviations from the regulations are addressed.

## Gas Safety

All gas appliances (boilers, kitchen/laundry equipment etc.) are regularly maintained and serviced by Gas Safe registered engineers in accordance with the Gas Safety (Installation & Use) Regulations 1998. All kitchen/laundry equipment is to be switched off at the end of service. Records of all tests are kept in the Facilities/Maintenance department together with Landlord's Gas Safety certificates for domestic properties. Gas fires must be securely guarded, portable electric heaters are on timers and staff are required to switch them off when the room is not occupied.

## Fire Risk Assessment

The School has had an external fire risk assessment undertaken which is reviewed every three years (more frequently if significant changes are made to the interior of the buildings). Internal reviews take place annually in September. Once the risk assessment has been completed and submitted, all action points are to be recorded on an action tracker document and reviewed every month by the Director of Facilities until the tasks are closed.

## Safe Storage

Any accumulation of rubbish and waste materials must be kept to a minimum and cleared away each day to a safe location. Tidiness and cleanliness are essential for fire prevention. Combustible materials used in teaching and/or maintenance are stored in a purpose made flame proof cupboards at the end of each day. Flammable rubbish is stored away from buildings in a secure waste storage compound.

Weapons and ammunition used by the CCF are kept in a securely locked fire-resistant store that is located within the permanently locked ground floor stores. The doors are fire resistant and fitted with an alarm.

## Arson

Collegiate School make every attempt to negate arson attempts by ensuring the following:

- Outside areas are well lit and lighting is serviceable.
- That all entry points to buildings (doors/windows) are secure when the site is unoccupied.
- Combustible rubbish is not accumulated inside buildings or by any door.

- Frequently check to ensure that all rubbish is not allowed to accumulate, particularly in sight of public gaze.
- Outside storage areas are secure.
- All boiler rooms are securely locked at night and when not in use.
- Waste skips are not left positioned against a building wall.
- Bin area is securely locked at night and bin lids are kept closed.
- Garage areas are clear of all unnecessary items/clutter/redundant furniture etc. and is secure when not in use
- Fire extinguishers are regularly serviced and kept in entrances.
- CCTV cameras are sited so that they can provide a deterrent and cover.
- All fire escape routes are clear of combustibles.
- Staff remain vigilant at all times.

All of the above control measures cannot prevent an arson attack but help reduce the risk.

## Smoking

Collegiate School is a no smoking/vaping site. Staff, visitors and contractors are aware of this through signage, staff handbook, visitor information booklet and contractor safety leaflet.

## Training

Fire safety training is part of the induction process for all new employees and will include general fire prevention, action on discovering a fire, method of raising the alarm, action on hearing the alarm and identification and use of fire extinguishing equipment.

Training requirements are ascertained by the Director of Facilities. Fire Marshall training takes place every three years for those with responsibility via the web-based training provider EduCare. All records of Educare training are kept online. Additional external training records are currently kept on a central database administered by the Data Manager.

## PEEPS

Vulnerable members of the school community who in the event of a fire may have difficulty in evacuating the building quickly will be issued with a Personal Emergency Evacuation Plan (PEEP). These plans will be discussed with the individual and they will be assigned members of staff to assist in safely evacuating the building in the event of a fire. These plans are kept in the school surgery and reviewed annually. The designated holding area for those with a PEEP is the roundabout outside the teaching block / Bishops Palace.

## Visitors and Contractors

All visitors and contractors are required to sign in at Reception where they are issued with a visitor's badge, which is to be worn at all times that they are on school property. They are made aware of the fire action notice and shown the way to the assembly point via a safety leaflet.

## OUT OF HOURS

### Lone Workers

In the event of a fire, when working alone, the normal evacuation procedures apply as demonstrated on the fire signs around the building. Members of staff working alone are advised to inform a colleague or family member that they are working alone and follow the guidance in the lone worker policy.

### Parents Evenings/School Events

Open evenings etc. taking place outside the normal school day will involve school staff who will be available to ensure all visitors follow the fire action notices procedure and are safely evacuated from the building. School productions are issued with a 'production pack' which contains details of the health and safety requirements, risk assessment and fire safety plan. It is the responsibility of the member of staff organising the event to ensure that a designated fire marshal is in attendance and that a risk assessment is in place.

### Lettings

The school Lettings Supervisor is a trained fire marshal and is responsible for the safe evacuation of all lettings during the evening. New hirers will be taken through the fire safety procedure as displayed at the fire alarm call points. They will be responsible for producing their own risk assessment for the activity taking place.

### External Events

For all external events, the 'Hirer' will be the responsible person for ensuring that all visitors vacate the building in the event of the fire alarm sounding. They will be responsible for arranging a designated fire warden to evacuate the area safely, together with a designated person to call the fire brigade. On booking the event, they will be taken through the fire safety procedure and assembly points as displayed at the fire alarm call points. They will be responsible for producing their own risk assessment for the activity taking place.

## PROCEDURES

All employees have a duty to:

- a. Familiarise themselves with the fire fighting equipment available, its location and use.
- b. Familiarise themselves with the tone of the warning sounder of the fire alarm system.
- c. Know the location of the fire alarm 'break glass' call point units.
- d. Undergo training in the identification and use of fire extinguishers.
- e. Ensure fire escape routes are not obstructed.
- f. Know the primary and secondary routes of escape to the assembly point.
- g. Strictly enforce the whole site "No Smoking" rule.
- h. Ensure that only minimum quantities of flammable liquids are stored.



- i. Never leave flammable liquids near heat or exposed to direct sunlight.
- j. Switch off and unplug all non-essential electrical equipment when not in use.
- k. Ensure that at the end of a lesson all lights are switched off and rooms locked.

### **Discovering a fire**

On discovering a fire, the following actions are to be carried out:

- a. Operate the nearest fire alarm 'break glass' call point. (The fire alarm is signalled by the continuous ringing of a sounder).
- b. Ensure that the Fire Brigade is called by dialling 999 - usually the responsibility of the Head of maintenance or his deputy
- c. Use the fire fighting appliance to aid your escape from the building. DO NOT attempt to extinguish or fight the fire.
- d. Proceed to the Assembly Point.

### **On hearing the Alarm**

On hearing the fire alarm, the following actions should be carried out:

- a. At the sound of the alarm pupils and staff should leave classrooms and WALK in SILENCE by the nearest available route to the Assembly Point. Staff should close all windows and doors before leaving the classroom providing it is safe to do so.
- b. Ensure that the Fire Brigade has been called and that a designated person has been made responsible to meet the fire officers when they arrive.
- c. DO NOT re-enter the building for any reason until told to do so by the fire brigade or the responsible person
- d. Proceed to the Fire Assembly Point

## **Fire Alarm Linking**

Both Senior and Prep school have alarms linked between buildings. An executive decision was made in 2017/18 to have a 'one out all out' system 24 hours a day in the Senior school. This has been the case for the Prep school since installation. However, in 2018 isolation switches have been fitted to all alarms so that individual testing can take place. Maintenance staff received training in the isolation procedure.

## **Access Control Systems in Senior and Prep school**

The school has installed an access control system on the Senior school site and EYFS building in 2018. The system is designed with a 'fail safe' method of cutting the power to the lock in the event that an emergency override is required. The lock will then be released and stay in release mode until power is restored. In addition, green break glass switch has been installed that can also be used to release the doors in the event of an emergency fire evacuation.

## **Fire Brigade Response (Senior and Prep school)**

Both senior and prep school have a Fire Brigade response process in the event of a fire. The brigade has keys to both the senior and prep school sites in the event that access is required outside of normal operating hours. Currently the brigade response arrangement on both sites is as follows:

- a. 7.30am – 10pm Monday to Friday: Key holder to be called before brigade so that they can advise if the school is in a fire situation.
- b. At all other times BSPM monitor the alarms and will investigate if the fire alarm is activated. The 24-hour brigade response remains the same, but BSPM will act on behalf of the key holder and inform the school of any outcomes. If the situation were to escalate, the keyholders would be called.

## Assembly Points

School assembly points are as listed below:

### SENIOR SCHOOL

1	1 <sup>st</sup> XV Rugby Pitch	During normal school hours	0825 hours – 1630 hours
2	1 <sup>st</sup> XV Rugby Pitch	Outside of normal school hours	1630 hours – 0825 hours

### PREP SCHOOL

3	Main playground	During normal school hours	0830 - 1600 hours
4	Main playground	Breakfast & After Care Clubs	0745 – 0830 and 1600 – 1730 hours

## Fire Brigade Information

In the event of a real fire the following information should be given to the Fire Brigade:

- a. Location of the fire
- b. Possible location of missing persons.
- c. Location of hazardous chemicals, flammable and corrosive products and compressed gas cylinders. Fire brigade information packs are to be kept at Senior school and Prep school reception.
- d. Location of radioactive sources.

**DO NOT CALL THE FIRE BRIGADE FOR PRACTICE EVACUATION DRILLS**

## FIRE SAFETY ADDITIONAL POINTS

- a. Do not rush.
- b. Do not attempt to pass others.
- c. If you are cut off by a fire you are to carry out the following action:
  1. Close the door. Use clothing etc to block any gaps.

2. Go to the window and attract attention.
3. If the room becomes smoky, stay low as it is easier to breathe.
4. If the window is jammed, break the glass and remove jagged glass from the lower sill/sash and use clothing etc. to cover any glass.
5. If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
6. Make your way to the evacuation assembly point and report to a teacher/fire marshal.
7. **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
8. **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by the fire warden.
9. Never assume the evacuation is a practice drill.