

FIRE POLICY

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FIRE POLICY

Benenden School (Kent) Limited and its subsidiaries (collectively “Benenden” or “the School”) recognises its responsibilities under the Regulatory Reform (Fire Safety) Order 2005, in that precautions to prevent injury in the case of fire are in place and based on the results of the Fire Risk Assessment (FRA’s).

1. PURPOSE OF POLICY – FIRE

It is a statutory requirement for the School to provide adequate and appropriate fire equipment and trained staff. The School will take all measures to prevent the outbreak of fire on our premises, so far as reasonably practicable and put in place measure to protect staff, pupils and visitors in the unlikely event of fire.

The Policy forms part of all employees’ conditions of employment. Failure to comply with it may be treated as a disciplinary matter. All new staff will be briefed with regards to Fire Policy and procedures during their induction. If they have a specific role then training will be arranged for when they start.

2. RESPONSIBILITIES

The organisational structure for the implementation and management of the School statutory health and safety duties are described in detail in the Health and Safety Policy. Specific duties relating to this policy are detailed below:

Headmistress

The Governing Council delegates to the Headmistress responsibility for the implementation of this policy and procedures. The Headmistress is responsible for ensuring there are sufficient trained and competent staff, and so far as is reasonably practicable, that the staff follow safe systems of work.

Senior Management Team, Heads of Department, Support Managers

Will:

- Ensure that their staff are aware of this policy and demonstrate compliance.
- Seek advice from HR when required on matters of health.
- Ensure the Fire Risk Assessments for their area of responsibility are monitored and reviewed annually.
- Seek advice from the Director of Estates and Grounds on any matters dealing with fire and ensure adequate controls are in place.
- Ensure that control measures to prevent injury are used and maintained.
- Report any defects to the Estates Department.
- The Deputy Head – Boarding and Pastoral Care will liaise with the Director of Estates and Grounds regarding any pupil who has specific issues which makes them vulnerable during a fire situation.

Director of Estates and Grounds

Will:

- Provide training and information as requested.
- Advise employees on fire management risk assessments and suitable control measures.
- Liaise with HR on Health Surveillance to identify any member of staff who might be at vulnerability during a fire.
- Investigate accidents/incidents involving fire, reporting to the Director of Finance and Operations.

- Ensure that this policy is brought to the attention of any contractors to engage to conduct School business.
- Ensures the fire policy is read and signed by all contractors working in specific areas.
- Ensure that arrangements are in place for the maintenance, examination and testing of fire equipment and systems.

Head of HR and Compliance

Will:

- Make arrangements for Health Surveillance for employees e.g., those who might present a greater/risk vulnerability during a fire.
- Refer employees to Occupational Health when necessary.
- Advise and support managers on disciplinary and other proceedings when required i.e., non-compliance with this policy.

Occupational Health Provider

The School Occupational Health provider will as directed carry out health surveillance as agreed with HR.

Benenden School staff

All School staff must:

- Familiarise themselves and comply with this policy.
- Read and understand the Fire Risk Assessment associated with the area they are working.
- Use all control measures that have been deemed necessary by the Fire Risk Assessment.
- Make full and proper use of any PPE and accessories provided for their safety, and for the safety of others who are affected by their work activity.
- Take reasonable care for their own safety and that of others when carrying out any activities.
- Report any failings in the measures put in place to prevent the outbreak of fire.
- Attend any Health Surveillance that has been deemed necessary as part of the Schools commitment to ensure their health, safety and welfare.
- Attend any training that has been identified as necessary.
- Report accidents or near misses as per School policy.
- Not interfere with or misuse anything provided for health and safety.
- Not use defective equipment and report any defects.

Pupils

Will ensure:

- They bring to the attention of a member of staff any defects to fire equipment.
- They take reasonable care for their own safety, and that of others at all times.
- They do not interfere with or misuse anything provided for fire prevention.
- They report any accidents or near misses.
- They do not use defective equipment.

Contractors and their staff

People working with or on behalf of the School are also required to comply with this policy:

- They must not commence a work activity unless they have submitted the appropriate risk assessments to the Director of Estates and Grounds.
- They must always ensure that School staff or pupils do not use any equipment belonging to the contractor or sub-contractor.
- They must use control measures as identified by the Fire Risk Assessment.
- Failure to comply with this policy will mean immediate suspension of work activities until such time as appropriate controls are in place.

School managed events

The sponsor of the School managed event will ensure:

- Prior to the event starting all visitors and parents are made aware of the Fireactivation procedure.
- Visitors and parents are to make the way to Guldeford Green when the fire alarm is activated.
- Students will follow normal procedures and return to their respective boardinghouse for roll call.
- A member of SMT or a member of the fire team will run the main fire control panel (Hemsted) to ensure all students and visitors are accounted for.
- The Duty SMT member is contacted to clarify the situation and the further action required.

3. FIRE RISK ASSESSMENTS (FRA's)

In accordance with the Regulatory Reform (Fire Safety) Order 2005 FRA's are in place for all occupied buildings on the School site. The FRA's are carried out annually by an external contractor and reviewed by the Director of Estates and Grounds and shared with the member of staff responsible for each area e.g., Boarding House. The FRA interval will be reduced if there are any change of use or new works.

Copies of FRA's are held by the Director of Estates and Grounds and they are also posted on the School portal. Any significant findings are brought to the attention of the Director of Finance and Operations, staff, students and contractors.

All significant findings are investigated, and remedial action put in place, so far as reasonably practicable or by implementing control measures or safe systems of work.

4. FIRE ALARM AND DETECTION SYSTEMS

The site has an L1 Fire control system installed. A category L1 system is designed for the protection of life, which has automatic detectors installed throughout all areas of the building with the aim of providing the earliest possible warning. A category L1 is appropriate in a residential site like Benenden.

The fire alarm system is monitored centrally in the Estates Office and Hemsted House. The alarm system is tested on a weekly basis, Friday 16:00hrs term time and Friday 15:00hrs non term time. A different building is selected each week and all call points in the building are tested. The date's times of the alarm tests and events are recorded centrally in the fire log held in the Estates Office.

The School carries out a fire drill at the start of every term overseen by the Deputy Head Boarding and Pastoral Care. One drill is carried out during the day and one during the night as directed by the Deputy Head Boarding and Pastoral Care. The dates and times of the fire drill are recorded on the fire activation sheet and collected from the Fire Panel by Estates Team.

5. FIRE FIGHTING EQUIPMENT

The type and location of all fire equipment is defined by the FRA for the building and distributed accordingly.

All fire equipment is serviced annually by a designated contractor. The service records are held by the Estates Office along with spare equipment.

6. EMERGENCY LIGHTING

Emergency lighting is installed throughout the school where lighting is required in the event of mains power failure. The designated sub-contractor will carry out the required 'flick' and 'drawdown' tests as required. Any faults found will be investigated and rectified as soon as reasonably practicable.

7. SMOKING ON SITE

Smoking is not permitted within any part of the School estate or its buildings.

8. FIRE TRAINING

All staff will receive fire instruction as part of their Health and Safety induction to the School. This will include:

- Information on the fire system.
- Information on who to speak to if they have any concerns on fire safety.
- Action to take in the event of discovering a fire.
- Action to take on hearing the fire alarm.
- Information relating to electrical safety and Portable Appliance Testing.

All staff employed at Benenden will complete and pass (80%) their biennial on-line fireawareness training. All records are held centrally within the EduCare training records. Staff with roles in the boarding houses and main kitchen, and other areas as deemed appropriate, will receive training in the safe use of fire equipment and fire blankets. Staff with roles with a boarding house are given specific detailed fire panel training and procedures to deal with overnight evacuation.

Staff resident in boarding house are responsible for briefing their families and guests on the fire evacuation procedures. The Domestic Bursar is responsible for briefing and training the lettings manager/supervisors before building occupancy. Letting managers/supervisors are responsible for briefing their staff/students and ensure a fire practice is carried out within the first 24 hours.

Pupils will be informed of actions to take in the event of discovering a fire and action to take on hearing the fire alarm.

9. RIDDOR

In the event of an injury caused by fire, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE. More details may be found within the Health and Safety Policy.

10. FIRE ORDERS – GENERAL EMERGENCY PROCEDURES

Where the situation is likely to be beyond the resources of personnel and equipment available, or out of control, the emergency services must be called. Doors and windows should be closed if safe to do so, and the area evacuated in accordance with the Fire Evacuation procedures. The course of action should be principally directed towards ensuring the safety of users within the affected building by:

- Raising the alarm (Fire Alarm can be activated by pressing the red break glasses, generally found by fire exits).
- Ensuring prompt evacuation from the building, accounting for all people.
- Summoning the emergency services – DIAL 999.
- Controlling the situation (only if safe to do so) until the emergency services arrive.
- Send runner to the main and rear gates to direct the fire services.
- Passing information relative to the situation to the co-ordinator in the fire panel room.
- Ensuring the redeployment of those evacuated to shelter.

11. FIRE EVACUATION PROCEDURES

The procedure for actions to take in the event of the fire alarm sounding between the hours 06:30 – 21:30 (Day procedure) can be found at Appendix 1. A whole site evacuation is undertaken.

During the night-time between the hours of 21:30 – 06:30 (Night procedure) the fire alarm system works on an individual building basis whereby if an alarm is activated it will only sound within the linked buildings, for example within a pair of boarding houses. The reason for this is that the pupils must be in house between these hours so their whereabouts is known. The house staff are responsible for managing the alarm activation themselves including investigating the cause of the activation, summoning the emergency services, carrying out the roll call and notifying the duty member of the Senior Management Team if required.

Non-boarding buildings are monitored by the security staff until 00.00. Should the fire alarm sound after this time the duty SMT member is automatically alerted via the duty phone and will respond as required.

12. FIRE EVACUATION CHECK LIST

The fire evacuation check list can be found at Appendix 2. They are in the main Hemsted fire panel room and started by the first person on the scene. All boxes are completed accounting for the whole activation, once complete the check list is sent to the Director of Estates and Grounds.

13. FIRE ASSEMBLY POINTS

All the fire assembly points are found at Appendix 3. Boarding houses assemble directly outside their main entrances if safe to do so and staff, visitors and contractors by Guldeford Green. Alternative evacuation points in case of fire in a specific building will be determined dependant on the situation but can include Founders Lawn and Park Pitches.

14. FIRE NOTICES

In accordance with current fire regulations fire notices are displayed around the whole school site, there are two types of signs, one for Boarding Houses and a general use sign, at Appendix 4.

15. ACTIONS TO TAKE IN THE EVENT OF DISCOVERING A FIRE

To ensure early warning in the event of a fire the School has comprehensive fire alarm coverage across all buildings. Actions to take in the event of discovery of a fire can be found at Appendix 5.

16. FIRE TEAM

The Fire Team are made up of internal appointments within the School and the staff are fully aware of the procedures and actions taken when the fire alarm is activated. Their responsibility is to investigate the source of the activation, remedial action and report to the Director of Estates and Grounds.

The Fire Team consists of:

- | | |
|-------------------------|--------------------|
| • Director of Estates | Estates Department |
| • Maintenance Assistant | Estates Department |
| • Maintenance Assistant | Estates Department |
| • DT Technician | DT Department |
| • IT Technician | IT Department |
| • IT Technician | IT Department |

Overnight arrangements are covered by Duty HM, SMT and boarding staff.

17. FIRE EQUIPMENT

Fire equipment is located across the site in accordance with current regulations and the FRA for the building. The FRA identifies the type of equipment and its location based on the use of the building or area of operation. All extinguishers are located at access/egress points and clearly marked.

Fire equipment is tested on an annual basis by a competent and registered fire engineer as directed by the Director of Estates and Grounds.

18. MAINTENANCE AND INSPECTIONS

To ensure compliance with current legislation and to ensure the ongoing safety of staff and students a number of maintenance and inspection measures are carried out throughout the year. Records of maintenance checks are held in the Director of Estates office in the relevant Property Compliance manual. These include:

- Annual maintenance of the fire alarm system in line with BS5839 Part 1 2013, by an external registered contractor.
- Annual maintenance and inspection of all Portable Fire Extinguishers and fire blankets in line with BS5306, by an external registered contractor.
- Weekly visual inspection will be carried out in term time by house staff to check all extinguishers are still in the correct place, accessible and serviceable.
- Annual Portable Appliance Testing carried out on all portable electrical items, by external contractor and internal Estates staff. Additionally, when students return for the start of a new term further testing will be carried out on any new items they have. Matrons are reminded to inform the students that any new items must be tested before they can use them.
- Staff are informed at induction that any electrical items they wish to use need to be tested before use.
- Weekly visual inspections will be carried out during term time of all fire escape routes by Matrons and house staff, to ensure fire exits are kept clear of obstructions.
- External fire escapes are inspected monthly to ensure they are free from any build-up of moss and algae.
- Emergency lighting shall be tested quarterly with a full discharge of the batteries taking place annually.

References:

- A. The Health & Safety at Work Act 1974
- B. The Education (School Premises) Regulation 1996.
- C. Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, Welfare, Health and Safety of Pupils. (www.isi.net).
- D. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfes)
- E. The Regulatory Reform (Fire Safety) Order 2005 (www.legislation.gov.uk)

Appendix 1

ACTIONS TO TAKE IN THE EVENT OF THE FIRE ALARM SOUNDING BETWEEN THE HOURS OF 0630 -2130 (DAY PROCEDURE)

During the daytime hours the fire alarm works on full evacuation basis i.e., whatever building the alarm is activated in will result in the fire alarm being sounded across the whole site. There are different actions for staff depending on their role within the school. Staff are made aware if they have a specific role to play during an alarm situation. In the event of the alarm sounding the roles are as follows:

Senior Management Team (SMT)

A member of the SMT should go to the Hemsted Fire Panel Room to act as the central coordinator. Their role is to gather as much information as possible. Their duties include:

- Noting the location of the fire alarm activation
- Complete the Fire Activation Check List as at Appendix 2
- Advising Medical Centre of the location of the activation. If the alarm has not been activated within Leelands, then the Medical Centre do not need to evacuate
- Ensuring the cause of the activation is being investigated
- Recording fire roll calls from Boarding Houses. All Boarding Houses will ring the Hemsted Fire Panel room to report their role call. A note must be made of any students who cannot be accounted for
- Recording fire rolls calls for Staff. A note must be made of any staff who cannot be accounted for
- Confirming whether emergency services attendance is required and calling 999 if it has not already been done. The emergency services must be advised of a "confirmed fire" and the address and location.
- Act as the co-ordinator to meet with the fire services and provide them with all the relevant information (location of fire, students or staff who cannot be accounted for, known hazards within the building etc).
- Hand over the Fire Brigade grab bag. Identical grab bags are in the First Deputy's Office, Director of Estates and Grounds Office and the Head's house.
- Co-ordinate key staff in the event of a prolonged evacuation.
- Reset the fire alarm panel once the all clear has been given.

Note: The Fire Alarm Panel must not be reset until the all clear has been given by either a member of the fire team or emergency services.

Staff - General

All staff that do not have a specific role to play during an alarm activation should in the event of the alarm sounding:

- Evacuate the building they are in closing doors and windows, ensuring students leave promptly, do not stop to collect belongings.
- If there are any processes that need to be stopped prior to leaving, ensure these are done quickly without putting yourself at risk i.e., turning off Bunsen burners
- Report to the staff assembly point outside Guldeford Green and make yourself known to fire roll call leader
- Do not return to the building until the all clear notification has been received from the main fire control panel.

Any member of staff may call 999 if they are the first on the scene of a fire requiring the attendance of the emergency services. Any call to 999 should not be delayed. Please ask a colleague to alert SMT at the Hemsted fire panel should you call 999.

House Staff

In the event of the fire alarm sounding house staff should return to their respective boarding houses. They should:

- Check the fire alarm panel and perform the fire roll call, informing the Hemsted control panel once this has been completed.
- If the alarm has been activated within your boarding house check the location and check to find out what has caused the activation. Only do if safe to do so. Do not put yourself in danger.
- If there is a fire leave the building and contact the emergency service (999) using the house fire phone advising of a "confirmed fire" and the address and location of the fire.
- Instruct other house staff to move staff and students a safe distance away from the building and to carry out the fire roll call.
- Contact the Hemsted Fire Panel (ext. 6866) room advising of a "confirmed fire" and that you have contacted the emergency services.
- If the activation is a false alarm continue with the fire roll call.
- Once roll call is complete contact the Hemsted Fire Panel advising them if everyone is accounted for and notify that the alarm was activated within your house and that it was a false alarm.
- Await the cessation of the fire alarm and notification from the fire panel before instructing students to return to lessons/house.

Note: Hemsted and Norris House Staff should assume the role of the SMT co-ordinator in the fire panel room in their absence. Should the fire be in Hemsted / Norris the coordination of the alarm will be performed within the Estates Office.

Fire Team

In the event of the fire alarm sound the fire team should:

- Check the nearest fire alarm panel to check the location of the activation.
- Make your way to the location of the activation and check for any signs of fire.
- If there is a fire contact the emergency services advising of a "confirmed fire" and the address and location of the fire.
- Contact the Hemsted fire panel room advising them of a confirmed fire and that you have contacted the emergency services.
- Ensure that everyone has evacuated the building and move people away from the building.
- If it is a false alarm report to the Hemsted fire panel that it is a false alarm and that it is safe to reset the fire alarm panel once they all house and staff rolls calls have been completed.

Medical Centre

In the event of a fire activation the Medical Centre Staff should:

- Ring the Hemsted Fire Panel Room and ask for the location of the Fire Alarm activation.
- If the alarm has not been activated in Leelands, then you are not required to leave the building. However, remain in a state of readiness should the situation escalate.
- If the alarm has been activated in Leelands, then you will need to evacuate the buildings ensuring all students in Medical Centre leave.
- If you require additional assistance to evacuate sick students, then contact the Hemsted Fire Panel Room and request assistance.



Students – Assembly points

All houses assemble outside their house main door, away from the building. When you hear the fire alarm.

Night-time

- Wake everyone in the dormitory up.
- Pull back your duvet (so that it is easy to check that your bed is empty).
- Put on sensible footwear and a warm dressing gown or coat and jersey.
- Take torch.
- Shut all windows.
- Leave the dormitory and go quickly in silence to your Assembly Point for Roll Call.
- If you go through any fire doors, hold them open for each other.
- At the Roll Call repeat your surname clearly when your name is called.
- Be silent, until you are given permission to speak as someone might be calling for help.

Day Time

- Shut the windows of any room you are in.
- Go quickly and in silence to your House Assembly Point for Roll Call.
- Do not enter your house in any circumstance - wait for the Roll Call and all clear or other directions.



Fire Alarm Evacuation Check List

Appendix 2

Location of Activation:

Date:

Reason for Activation:

Responsible person:

Time Start:

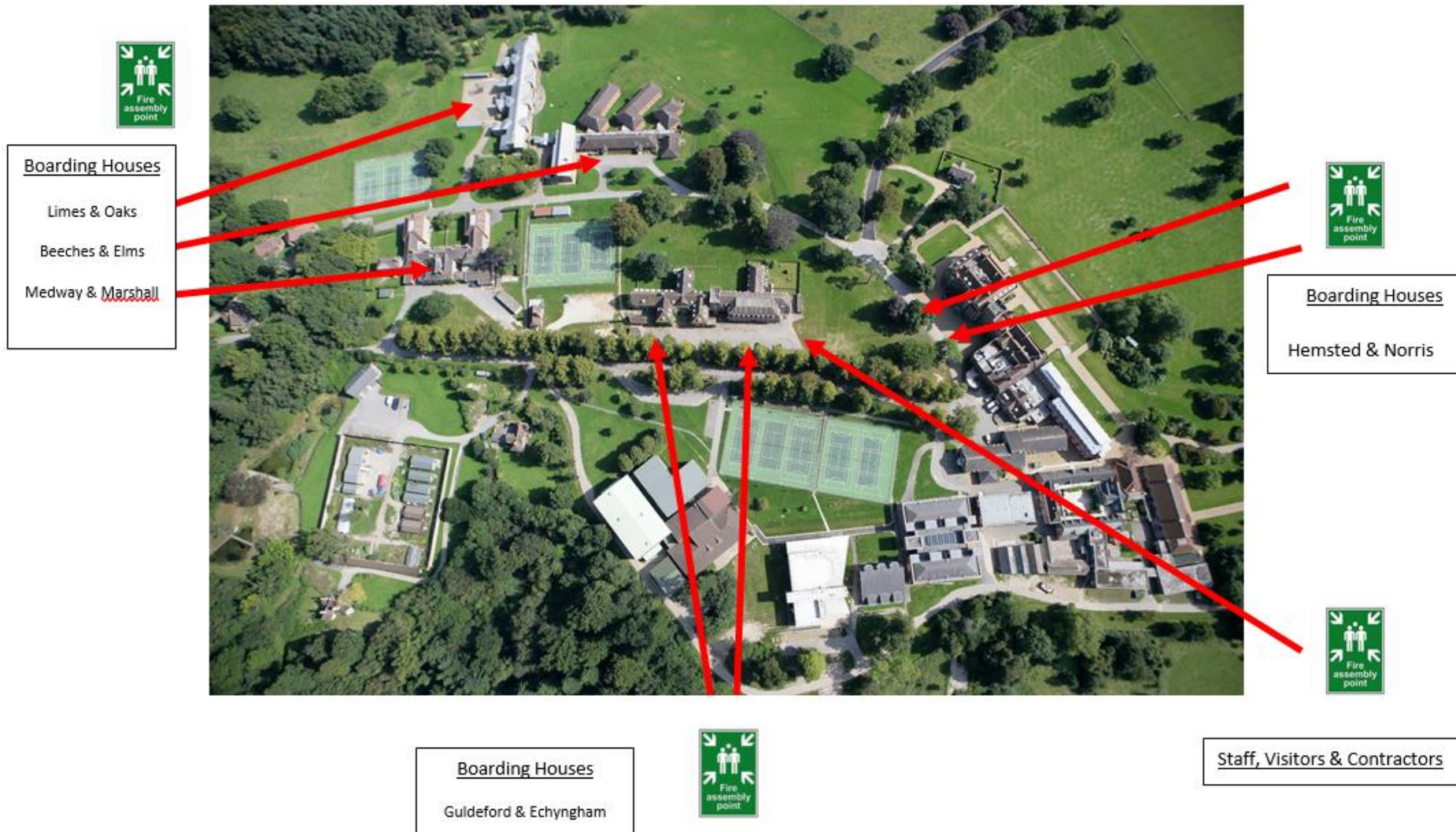
Building	Panel No	Fire phone number	Student/Staff Reported In	Comments or Remarks
Hemsted	1	6866		
Norris	1			
Guldeford	3	6869		
Echyngham	3	6868		
Medway	8	6867		
Marshall	8			
Beeches	4	6870		
Elms	4			
Limes	5	6871		
Oaks	5			
SPLASH	6			
Medical	12			
Pavilion	13			
SCN	14			
Staff				

Notes: _____

Director of Estates

Appendix 3

Fire Assembly Points



**Boarding House Fire Notice****Fire action**

Any person discovering a fire

1. Sound the alarm (By breaking nearest call point).

On hearing the fire alarm

1. Strip back the duvet on your bed.
2. Put on outside clothes and take a torch.
3. Shut room window and close all doors behind you.
4. Go in silence to assembly point (follow the green man). Use the safest & shortest route to leave the building.
5. Do not wait to take possessions or latch back fire doors.
6. Line up in dormitory order and answer roll call by repeating name clearly.



Do not take risks

Do not return to the building for any reason until authorised to do so.

Do not use Lifts

General Fire Notice



Fire action
Any person discovering a fire

1. Sound the alarm (by breaking nearest call point).

On hearing the fire alarm

1. All Staff and Students proceed to the nearest fire exit(follow the green man).
2. Use the safest and shortest route to leave the building.
3. Proceed to nearest Fire Assembly Point.
4. Do not latch back fire doors.
5. Close all doors & windows.
6. Do not re-enter any building.
7. At assembly points line up in dormitory and staff order and answer roll call by repeating name clearly.



Do not take risks

Do not return to the building for any reason until authorised to do so.

Do not use Lifts

Appendix 5

Actions to take in the event of discovering a fire

To ensure early warning in the event of a fire the school has comprehensive fire alarm coverage across all buildings. If you discover a fire do not wait for the alarms to sound. You take the necessary steps to activate the alarm manually.

Students

If you discover a fire, you should:

- Make your way out the building immediately.
- You can activate the fire alarm by pressing the fire alarm red break glass. These are normally located by the exits as you leave the building.
- You should find a member of staff and inform them that there is a fire and of its location.

Staff

Lots of people put out small fires in their homes or at their businesses quite safely. Some people, however, are killed or injured because of tackling a fire that is beyond their capabilities. Some simplerules to follow:

When to Tackle a Fire:

- If you discover a small fire, you must **first** raise the alarm and, if it is safe to do so without personal risk, attempt to extinguish it with an appropriate extinguisher before leaving the area.
- Never tackle a fire if it is starting to spread (of has spread) to other items in the room or if the room is filling with smoke.
- If the fire is still burning after discharging one extinguisher do not continue to fight the fire and evacuate the building immediately closing doors behind you.
- Do not fight any fire involving hazardous materials, for examples oxidising agents, fuel or gas containers.

How to Use a Fire Extinguisher:

- Remove the safety pin from the handle.
- Keep the extinguisher upright (place it on the ground if it is too heavy).
- Aim the nozzle or horn at the base of the fire.
- Squeeze the handles together.
- Sweep the jet across the area of the fire, keep it moving away from you.
- Do not get trapped between the fire and the exit. Ensure the fire is in front of you with the exit positioned behind you.
- Do not put yourself at risk, if you feel the fire is getting out of control and the extinguisher is having no effect, evacuate the building immediately closing doors behind you if safe to do so.

How to Use a Fire Blanket:

- Ensure you are positioned between the fire and a safe exit.
- Pull down tapes underneath the blanket to remove from its container.
- Hold the blanket by the tapes on the top corners and wrap so to protect your hands and forearms. Place or cover burning material completely.
- Leave to cool for at least 30 minutes.
- Turn off any electrical or gas supply or remove from any heat source if safe to do so.

Contact a member of the Estates Team when any fire equipment has been used or discharged.

Appendix 6

Fire equipment

EXTINGUISHER		TYPE OF FIRE				
Colour	Type	Solids (wood, paper, cloth etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

