

# Fire Risk Assessment and Prevention Policy

*(Reviewer: Mark Adams, March 2023)*

## 1. Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) 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
- eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

The Regulatory Reform (Fire Safety) Order 2005 require that organisations undertake Fire Risk Assessments. The College follows the Regulations and undertakes Risk Assessments in relation to all parts of the College.

The Chief Financial Officer has overall responsibility for health and safety. Day-to-day responsibility for implementation of this policy is delegated to the Health and Safety Manager.

## 2. Policy Statement

Hurstpierpoint College recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees, pupils and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire, by carrying out a fire risk assessment for the various builds and where necessary, eliminating risk from dangerous substances, poor compartmentation, inadequate detection and cluttered escape routes.

## 3. Policy Objectives

The objectives of this policy are to prevent fires by ensuring so far as reasonably practicable, that:

- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire (clear escape routes, compartmentation, quick detection);
- Any aspect of College premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state (fire alarm system, door closures, fire extinguishers);
- All members of the campus community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire (signage, site rules, induction, training);
- Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the College (inset and induction training, Hurst Online – Health and Safety, H&S Policy).

## 4. Organisational Responsibilities

The “responsible person” has been delegated to the **Chief Financial Officer** with support of the H&S Manager:

- Adequate resources are made available to enable the College to fulfil their duties under the FSO.

All other responsibilities are in the Health and Safety Policy.

## 5. Fire Risk Assessment

Under Article 9 (1) of the Regulatory Reform (Fire Safety) Order, a fire risk assessment must be carried out which identifies the relevant persons exposed and fire precautions to be taken.

The Health and Safety Manager has been identified as the competent person to carry out the fire risk assessment officers.

Fire risk assessments are reviewed every 2 years unless significant alterations to the build which may compromise the safety of the occupants or alter the findings of the original fire risk assessment.

## 6. Fire Management Information including Evacuation Procedures

### General Information

- The campus has 18 fire zones. Each has its own dedicated fire panel. These fire panels are all radio linked to a master panel situated outside the Lodge door except for the Bury Theatre.
- There are no sprinkler instructions on site. The only building with a dry riser is the Academic Quad/Classroom block.
- The swimming pool is the bulk water supply holding around 80,000 gallons.
- There are hydrant locations at the main entrance and entrance to prep school.

The following areas house dangerous substances (potentially explosive cylinders), in accordance with Article 9 (2) and Article 12 (1) of the RRFSO. Outdoor Ed (gas cylinders for camping)

Estates Plumbing Workshop (for welding)

Science Block Technicians Room (Oxygen and Hydrogen for experiments)

Medical Centre (oxygen cylinder for medical emergencies)

All stored correctly and have been noted on the associated floor plans to WSFRS.

The following areas have hazardous and flammable substances: Science Block Technicians Room – Hazardous and flammable substances

Estates – Plumbers Workshop and Painting and Decorating Department

Grounds – Fuel for Grounds Machinery

Campus shared with 3 additional organisations; catering, IT and language school. The catering organisation (Sodexo) carry out their own training, IT (Class Technology Solutions) and language school (Manor Courses) undertake Hurst fire safety training.

Facilities are let out to other organisations but are provided with fire safety rules.

### b. Fire Precautions

- Hurst aims to provide L1/L2 protection.
- H&S Manager carries out regular Fire Inspections.
- HoMs carry out a House H&S Inspection in Michaelmas and Lent terms.
- There is an active “spot and report” system in effect utilising job request system.
- Regards maintenance, all fire systems and emergency lighting are serviced annually by Performance Fire Protection. Emergency Lighting to BS 5266 -1 and fire detection to BS 5389 – 1 2013.
- Fire extinguishers are also maintained and certified annually by ETC to BS 5306-3:2009.
- Fire Signage to BS 5499 2013 and Building Bulletin 100 section 2.5.3.
- A different call point is tested weekly on each fire alarm system.
- Full evacuation boarding time drills on L1 boarding areas is done once a term and documented.
- Houses are inspected termly by Health and Safety Manager and issues placed on job request system.
- Portable Appliance Testing and Inspection on College owned equipment is documented, along with rolling programme on 5 year hard wiring inspections available from Estates.
- Lettings given rules regards to fire safety.

#### **c. Fire Alarm Activation Procedures**

- 18 fire panel areas automatically call the West Sussex Fire and Rescue Service approved fire monitoring station via direct landline. They, in turn, respond according to the following:  
08.00 – 17.00 hours Monday to Friday they call the landline extensions of: Estates Manager  
Campus Manager  
Health and Safety Manager  
Maintenance Workshops  
Lodge

Whoever responds to call first assumes control as College Incident Officer and responds as per section 7. The Incident Officer has the daytime support of the Fire Action Response Team to an activated area to confirm as quickly as possible whether it is a false alarm, and that area is clear of all persons.

#### **d. Planned Evacuations**

- Boarding houses are evacuated once a term in boarding time in accordance with the National Minimum Boarding standards (Standard 7).
- Where possible the timing of this evacuation will be the third week of a new term.
- Deputy Head of Prep arranges for drills for the Prep School once a term.
- Schedule for planned evacuations of other builds in the fire risk management spreadsheet and Ops Calendar.

#### **e. Evacuation Procedures**

These are located on section 5.39 of the staff handbook and presented every inset.

#### **f. Prep School Evacuation 316**

Teaching staff should follow these instructions:

- Upon hearing the fire alarm, the children should exit the Prep School building in silence, leaving all of their belongings behind.
- The fire doors and windows should be closed by staff on their exit from the building as a preventative measure.
- Those in the Quad West building will exit the building using both staircases to evacuate the building as calmly and as quickly as possible.
- Each form teacher will be responsible for collecting and taking their form's register.
- The Deputy Head will establish from each teacher whether all the children in their form are accounted for.
- Children should remain in silence until it is deemed safe to return to the Prep school building.
- Should adverse weather conditions be prevalent the children will register outside. However, a decision will then be made as to whether it would be appropriate to move the children to either the Music School or the Chapel.
- If the building is deemed unsafe the children will be taken to either the Music School or Chapel.

#### **g. Personal Emergency Egress Plans (PEEPs)**

HoM of pupil and line manager of staff to complete preliminary questionnaire to identify applicable information for writing up a PEEP if a student or staff has impairments which may affect their safe escape. It is vital that staff member (whether line manager or HoM) in charge instigates this action in reasonable time.

#### **h. Location of Fire Assembly Points**

These are in section 5.39 of the Staff Handbook.

#### **i. Training**

- All new staff are informed of the location of fire exits, sound of fire alarm, location of fire extinguishers and Fire Action signs (by exits).
- H&S Induction includes fire safety training.
- All staff receive annual Fire Safety Training in September Inset.
- Hurst Fire Safety Presentation and video about the presentation with additional footage and commentary including the use of a fire extinguisher available for all staff via H&S Online on Sharepoint. Staff informed of location during inset.
- See First Response Incident Officer.

## **7. First Response Incident Officer**

First Response Incidence Officer is the first person from Fire Action Response Team to attend an area or building where the fire alarm has been activated.

From 08.00 – 17.00 Monday to Friday on hearing any fire alarm sounding or advised by Southern Monitoring Direct that an alarm has been activated, the Fire Action Response Team must immediately attend main panel at Reception to ascertain location of fire. Wear orange hi-vis vest. Proceed to sub fire panel at activation area and read panel for precise location. The panel must be left sounding while the source of activation has been identified. The following questions must be 317

asked:

- . Can you smell smoke?
- . Can you see any flame?
- . Can you hear any fire noise?
- . Can you feel any heat from walls or doors before entering any room?

If yes to any of the above, the Fire Action Response officer must call the fire and rescue service and activate the alarms of any attached buildings/houses/areas if risk of spread is real.

Withdraw from area, check rooms and shut all doors. Other members of the Fire Action Response Team to be instructed to sweep all rooms in adjacent areas according to situation priorities.

When Fire Action Response Team has reported that all persons have evacuated, report to Reception and meet Senior Fire Officer. On his arrival, escort his team to location and provide site information as required. Fire officer now has full command of situation and will advise when to stand down and re-enter building.

From 18.00 to 08.00 in term time monitoring station covers in addition to weekends. There is automatic brigade call on any activation during these times.

Upon call from Southern Monitoring, attend main panel at Reception to ascertain location of fire. Wear hi-vis vest. Leave panel alarm sounding.

Again, as above, use senses, evaluate situation. Withdraw, ensuring area is complete and doors are closed. Return to main fire panel to meet brigade and report etc. as above.

Should no fire be found, or situation is a false alarm, leave panel alarm sounding until verified that area is cleared. Then silence panel and allow re-entry to building.

Email H&S Manager details of the incident.

## **8. Fire Action Response Team are:**

This information is found on the fire alarm panels.

### **1. Implementation**

This policy will be referenced to in the HS Policy and form part of the staff handbook.

## **9. Monitoring and Review**

The policy and risk assessments will be reviewed every 2 years by the Health and Safety Manager or when there is a requirement.

If there are changes, the table on the front of the Policy will reflect the revision.