

# LUCTON SCHOOL



## FIRE SAFETY MANAGEMENT CODE OF PRACTICE

To be made readily available for inspection

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## **INTRODUCTION**

Fire safety is everyone's responsibility. All staff, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical / gas appliances, the safe use, storage and disposal of hazardous / combustible materials and compliance with the requirements of the Lucton School Policy on smoking.

### **1. POLICY**

It is the policy of Lucton School to ensure that all staff, students, contractors and visitors are protected from the risks of fire. With this aim, appropriate fire prevention/precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. All persons shall be provided with sufficient and appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice.

## 1.1 LEGISLATION

The main legislation which applies to the school is the **Regulatory Reform (Fire Safety) Order 2005 (RRFSO)**.

**The Fire Safety Order** builds on the 1997 Regulations in that it 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. As with earlier Regulations, risk assessment is used as the basis for compliance and the “**Responsible Person**” on the premises is held liable in case of any breach.

Under the RRFSO the 'responsible person' for each premises will be required to carry out an assessment of the risks (risk assessment) of fire, the responsible person **MUST** carry out a Fire Risk Assessment which will focus on safety in case of fire for all relevant persons.

## 1.2 RESPONSIBILITY

Ultimate responsibility falls to the school to have responsibility for ensuring that arrangements for managing Fire Safety are in place and regularly monitored. **Responsibility cannot be delegated, however the functions related to that responsibility may be delegated.**

The Responsible person is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing the Fire Safety Management Code of Practice, standards and procedures.

Lucton School is responsible for acting upon the recommendations and requirements of fire risk assessments and fire safety linked to a particular process or procedure under their control, and for ensuring that all persons under their responsibility are trained and given adequate instruction in the case of fire. They are also required to appoint suitable responsible persons to undertake all necessary fire arrangements and procedures.

Personnel with management responsibility shall ensure that all local precautions and procedures are followed and that persons under their responsibility are trained and given adequate instruction in the case of fire.

Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice.

**Failure to comply with such instruction may lead to disciplinary action being taken.**

Staff must also report any observed shortcomings in fire precautions to the Fire Warden responsible for their area.

Students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice.

**Failure to comply with such instruction may lead to disciplinary action being taken.**

Contractors working on behalf of, or on property owned by, Lucton School must comply with the Fire Safety Management Code of Practice for Lucton School and obey all instructions given to them in regard to fire safety by authorised Lucton Personnel. They must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and arrangements.

Buildings owned by the school, but hired by non-Lucton personnel must comply with the Lucton School Fire Safety Management Code of Practice. The Management must also ensure that all personnel who

they are responsible for are adequately trained and instructed in fire safety procedures and arrangements.

The Head Teachers via the Operations Manager is also responsible for appointing Fire Safety Wardens.

### **Fire Wardens - Role**

Areas within Lucton School which are considered **high risk** must identify and appoint a member of staff to act as Fire Warden.

Fire Wardens will provide an infrastructure for the review and implementation of fire safety and emergency evacuation procedures at a local or building level. This network of staff will be trained, directed and supported by the Responsible Person – via the Operations Manager.

The main duties and responsibilities of Fire Wardens will be:

- Fire Warden Provision
- Evacuation procedures review
- Disabled persons personal evacuation planning
- Fire awareness training
- Fire safety inspections
- Fire hazard register maintenance
- Attend Fire Safety Group
- Disseminate appropriate information
- Advise School Safety Committee / Bursar – via the Operations Manager
- Liaise with the Building Evacuation controller (Deputy Head - Academic)
- Liaise with the Fire Safety Advisor (any external advisor) – via the Operations Manager
- Complete monthly Fire Warden Checks of their specific areas and save to file as directed

Fire Wardens will be able to co-ordinate and advise other duty holders within their Department in relation to fire safety. They will not be responsible for delivering training. Overall responsibility for Fire Safety within Lucton School will rest with the Board of Governors & Head of School.

Further information regarding Fire Wardens is at 2.7.

## **1.3 FIRE RISK ASSESSMENTS**

Fire Risk Assessments for the school are undertaken by the Bursar or external consultants (may be delegated to Operations Manager, if competent). It will ultimately fall to the “responsible person” or persons for that premises to comply with the significant findings of the Fire Risk Assessment completed on their behalf.

The Fire Risk Assessment pays particular attention to those at special risk, i.e. disabled and those with special needs, and must include consideration of any dangerous substance liable to be on the premises.

The risk assessment will help you to identify risks that can be removed or reduced and help you decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The risk assessment will have to take into consideration the effect a fire may have on anyone in or around your premises. This will need to be kept under regular review.

The risk assessment will help you to identify risks that can be removed or reduced and help you decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

**All staff identified in the Emergency Evacuation Plan (see 2.2 & Procedure at 2.3) that have a supervisory role in the event of fire should be given details of the Fire Risk Assessment**

### 1.3.1 WHAT IS A FIRE RISK ASSESSMENT?

It's an organised and methodical look at your workplace, office, classroom etc. the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The aim of the Fire Risk Assessment is to:

- Identify the hazards and reduce the risks of those hazards causing harm to as low as reasonably practicable
- Decide what physical and management policies are necessary to ensure the safety of people in your building if a fire does start

Some definitions used when completing a Risk Assessment are:

HAZARD anything with the potential to cause harm

CONSEQUENCE the outcome if the hazard occurs, i.e. injury to persons / damage to buildings

RISK is the combination of Hazard x Consequence = **HIGH**, **NORMAL**, **LOW** chance of harm occurring

There are five steps to making a Fire Risk Assessment:

#### Step 1

Identify the Fire Hazards

- Sources of ignition
- Sources of fuel

#### Step 2

Identify People at Risk

#### Step 3

Evaluate, Remove, Reduce & Protect from Risks

Preventative measures

- Evaluate the risk of a fire occurring
- Evaluate the risk to people from fire
- Remove or reduce fire hazards
- Remove or reduce the risk to people

Protective measures

- Detection and warning

- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

#### Step 4

Record, Plan, Instruct, Inform & Train

- Record significant findings and action taken
- Prepare an emergency plan
- Inform relevant people, provide instruction, and co-operate and co-ordinate with others
- Provide training

#### Step 5

Review

- Keep assessment under review
- Revise where necessary
- Frequency of review will depend on building usage, size, complexity, any changes

Lucton School will have an independently assessed Fire Risk Assessment (FRA) every three years carried out by a qualified person. During the interim years Lucton School will conduct it's own FRA. This will be carried out by a competent person, the findings of which will be made available on the Smartlog portal and Lucton School website.

## 2. PROCEDURES / GUIDANCE

### 2.1 GENERAL STAFF INSTRUCTION

All staff must be familiar with the fire procedures as required by the Health & Safety at Work, etc. Act 1974 and all current fire related legislation. Details of current Fire Legislation can be found on the Smartlog training pages (left hand side bar "Information") assigned to each member of Lucton School staff.

Fire procedures are posted throughout the school and can be found on exit routes normally adjacent to fire alarm call points or portable fire equipment.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should get to know their assembly points which are indicated on the **Fire Action** notice for the building.

The relevant departments are responsible for ensuring all students and staff receive suitable Fire Safety induction training on their first day at Lucton.

### 2.2 EMERGENCY EVACUATION PLAN

The **Responsible Person** will ensure that a written emergency evacuation plan is produced detailing:

- Action to be taken by person discovering a fire
- How the Fire Brigade is called and who is responsible
- Fire warning system (description of bells/sirens/voice) and location of panels
- Evacuation procedures (procedures to be followed)
- Key escape routes (how access can be gained, details of unusual routes)
- Assembly points
- Duties and identities of employees with specific responsibilities (Building Evacuation Controller, deputy BEC, fire wardens.
- Arrangements for safe evacuation of persons identified as being especially at risk from fire.
- Fire-fighting equipment provided (fixed) location and details
- Specific arrangements for high fire risk areas
- Procedures for liaison with the Fire Brigade (who, where, what etc.)
- Training required by employees and arrangements for giving such training

## 2.3 EMERGENCY EVACUATION PROCEDURE

The following is the emergency evacuation procedure for all school buildings:

### 2.3.1. On discovering a fire

- sound the fire alarm
- dial 9 999 to call the fire brigade
- dial 200 to notify the school's switchboard
- attack the fire if safe to do so using the appliance(s) provided

### 2.3.2 On hearing the alarm

- |                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DO</b><br><b>DO</b><br><b>DO NOT</b><br><b>DO NOT</b><br><b>DO</b><br><b>DO</b><br><b>DO</b> | <ul style="list-style-type: none"> <li>• exit quickly and calmly</li> <li>• go directly to open air</li> <li>• re-enter the building or enter an adjacent building unless directed by the Building Evacuation Controller</li> <li>• stop to collect personal belongings</li> <li>• close the door behind you</li> <li>• leave the building by the shortest route available</li> <li>• report to the designated assembly point</li> </ul> |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Instructions given in an emergency evacuation by the nominated staff (Fire Wardens) must be followed and breaches of these procedures will be considered serious and may be dealt with under the Lucton School's Disciplinary Procedures.

A copy of the Emergency Evacuation Procedure Flowchart is at Annex A.

## 2.4 DUTIES OF TEACHING STAFF

Teaching staff will draw to the attention of their students the emergency evacuation procedures at the beginning of every term.

In all teaching rooms and pooled rooms it is the teacher who is responsible for the safety of the students in their charge. This must include advising them of the actions to be taken in the event of a fire, including actuation of the alarm, emergency exit routes and location of assembly points.

Staff and students are requested to familiarize themselves with the procedure; if necessary teaching staff will conduct students through a simulated evacuation (at least once a term).



- Upon hearing the fire alarm, all classroom activities will cease and the teacher will direct students to the quickest escape route and to their assembly point.
- Ensure all power and gas supplies directly involved in activities are turned off before closing the door as they leave the room.
- Once outside, teachers should assemble the class at the assembly point. Any missing student(s) should be reported to the Deputy Head (Building Evacuation Commander – BEC) immediately, who will be positioned at the main assembly point.
- **All Staff** have a responsibility to encourage the movement of people away from school buildings to the assembly points.
- **No person** may be allowed to leave the assembly point until directed to do so by the Deputy Head (BEC) or Fire Officer in charge.

## 2.5 ACTION BY MAINTENANCE / PERSONS IN CONTROL OF PREMISES

### 2.5.1 Premises linked to call handling centre via auto-dialer

- In the event of the fire alarm being activated the alarm will automatically be routed to the call handling center / central station:

Between **0700hrs and 2300hrs** the Fire Brigade are **NOT** called by the Central Station  
Between **2300hrs and 0700hrs** the Fire Brigade will be called by the Central Station

- A member of maintenance, administration assistant or person in control of the premises will immediately ring the switch board on 200, if connected to the internal telephone system or if on an outside line and advise of the situation.

An auto-dialer is a device which automatically rings a call handling centre and relays a pre-recorded message when the fire alarm operates

### 2.5.2 Premises not linked to call handling centre

- A member of maintenance, administration assistant or person in control of the premises will immediately ring the fire brigade by dialing 9 999 to report the fire, and then advise the switchboard as detailed above.

### 2.5.3 The back-up call

Automatic fire alarm activations will attract a predetermined attendance from the Fire Brigade (see 2.5.1)

In the event of a fire alarm activation at any school building, should the incident turn out to be real, i.e. smoke / flames confirmed or a double knock (more than one detection device activated) then a second **DIRECT** call to the Fire Brigade on 9 999 must be made immediately.

Unless a fire situation is confirmed there will not be quite the same sense of urgency by responding fire appliances.

The back-up call confirming a genuine incident will ensure that two appliances attend all buildings with the utmost urgency.

### 2.5.4 Building evacuation

- The Deputy Head (Academic) is the Building Evacuation Controller (BEC) for the Middle & Senior

School. The Head Teacher Prep School is the BEC for the Prep School & Nursery. They will be positioned in a place of safety, don the BEC hi-vis jacket, and await the arrival of the Fire Brigade.

- In addition to this there is to be a Boarding House BEC, this will be the person who is on duty for that evening.
- In the event of absence by either BECs the Operations Manager will substitute.
- On the arrival of the Fire Brigade, the BEC must inform the Fire Brigade Officer-in-charge (OIC) of any persons reported missing and their location if known, and all information in relation to the fire.
- Remain at the Fire Control Point until told to stand down by the Fire Brigade OIC
- Check-in each Fire Warden as they arrive and make a note of their report as they arrive.
- Delegate specific duties to Fire Wardens as appropriate
- Pass any relevant information to the Fire Brigade OIC on request
- The decision to re-occupy the building will be taken by the BEC after the Fire Brigade confirms it is safe to do so.

## **2.6 BUILDING EVACUATION CONTROLLERS**

Lucton School shall have a Building Evacuation Controller (BEC) appointed by the Operations Manager for each Department – Prep School & Nursery, the Middle & Senior School and Boarding. Due to the fact that teachers may move from classroom to classroom and building to building throughout the day there will only be the two controllers – one per school. Where two or more departments share occupancy of a building, the relevant Heads of Department shall jointly agree on the most appropriate member of staff to take on the role of BEC. In the event of an evacuation of the building the BEC will liaise between the school and the emergency services.

Should an evacuation take place in the absence of the BEC the deputy BEC (Operations Manager) will take charge. In the absence of both, the first Fire Warden to arrive at the fire control point will assume the duties of BEC for that particular evacuation.

At the fire control point (master fire panel, behind the Blue Doors) will be an “Information for Fire Crews” box, which will include plans and other relevant information relating to the school. It may also include checklists relevant to the evacuation under way.

BECs will be wearing a **RED** hi-vis jacket, marked Fire Warden.

## **2.7 APPOINTING FIRE WARDENS**

Fire Wardens are appointed by the Operations Manager to assist in the safe evacuation of all students, visitors and staff present from pre-designated areas of the building.

In large buildings where numbers of people are significant, it is not practicable to have a roll call or keep a formal fire register. Similarly, in most school premises, a significant proportion of people are 'mobile' at any given time. All but the smallest of premises will require Fire Wardens, and sufficient numbers should be appointed to ensure that no individual has to check an area greater than it would take around a minute to cover.

Lucton has implemented such a system in most of its buildings and Fire Wardens have been trained to assist staff and students evacuate buildings when the fire alarm sounds.

Fire Wardens will be wearing **ORANGE** hi-vis jackets, marked Fire Warden.

### 2.7.1 Fire Wardens - role and responsibilities:

- **Fire Safety Awareness** – ensure good housekeeping practices are carried out
- **Fire Fighting Equipment** – ensure visual checks are carried out to identify any damaged equipment
- **Escape Routes** – ensure all escape routes are clear of obstructions and signs are not damaged or obscured
- **Mandatory Fire Notices** – ensure all fire doors are clearly signed 'fire door keep shut'
- **Fire Safety Signs** – ensure all fire safety signs are legible and not damaged
- **Fire Assembly Point** – ensure you are aware of the location
- **Fire Warden Monthly Check-Sheet** – Ensure you complete and save the check-sheet as recommended every month – a blank copy is at Annex B.

### Training – make sure you:

- Complete the Smartlog Training
- Know how to visually check your designated area - this should take no more than 1-2 minutes
- Know the procedures for calling the Fire Brigade – 9 999
- Know the evacuation procedures for occupants to reach assembly points
- Know how to alert members of the public and visitors, including directing them to exits.
- Know how to open all escape doors, including those with special mechanisms
- Know how to stop machinery and isolate power supplies (If this is within your area of responsibility)
- Know the standards and working practices for safe use of flammable materials □ Know how to report incidents, i.e. leaks, spills, faulty equipment, door closers etc.

### Special responsibilities:

You may be asked to assist occupants with special needs – ensure you:

- Know where the temporary safe areas are
- Know the evacuation procedures for occupants with special needs
- Know the safety procedures for manually lifting or guiding occupants

### In the event of an evacuation:

- Wear your hi-vis jacket
- Check your designated area
- Report to BEC
- Await further instructions/duties

It must be stressed, that Fire Wardens are **NOT** trained to be fire fighters. Their main function is to assist the progress of the evacuation and to report its progress to the BEC.

A list of current Fire Wardens is at Annex C.

## **2.8 EVACUATION PROCEDURES FOR DISABLED PERSONS**

Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided will have a Personal Emergency Evacuation Plan drawn up (PEEP).

### **Staff / Students**

Lucton School will be responsible for undertaking the PEEP:

### **Visitor / Contractor**

Person being visited / work unit in control of area is responsible.

### **PEEPs are required by:**

- Anyone who could have a problem escaping in an emergency
- Persons with temporary impairments, i.e. pregnancy, injuries, broken leg etc.
- Persons with long term impairments, i.e. hearing, sight, ambulatory, cognitive
- Others (children), i.e. nursery children

This will be produced in conjunction with the Responsible Person. This evacuation strategy will be specific to the needs and abilities of the individual in question.

### **2.8.1 Wheelchair users with mobility impairment**

The wheelchair user must notify their tutor / manager of the details of their PEEP. If, due to the nature of the illness / injury, the individual cannot be removed from their wheelchair without risk of serious injury, the Operations Manager **MUST** be advised immediately.

It is essential that wherever possible BECs are aware of staff, students or visitors to the building who have specific emergency evacuation needs.

### **2.8.2 Deaf / Hearing Impaired Persons**

Deaf or hearing impaired students who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm.

Departments in which hearing impaired staff are located should consider the installation of a flashing fire beacon to alert the individual to the activation of the alarm system.

### **2.8.3 Blind / Visually Impaired Persons**

Blind / visually impaired persons are advised to locate evacuation and assembly points in their early days in the school and should make contact with the BEC for their building to be advised on the fire evacuation routes from that building. It is essential that this takes place immediately on arrival at the school rather than wait until an evacuation takes place.

## **2.9 FIRE PRACTICE DRILLS**

Regular fire practice drills will be held during the year. These will normally take place in the first three weeks of the autumn term and termly thereafter, arranged so as not to disrupt exams. The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also time the evacuation and compare the time to a previously determined acceptable time for the particular building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date.

Fire practice drills will be conducted by the Responsible Person and Fire Wardens are advised to monitor drills in their area to ensure that proper procedures are followed.

Boarding accommodation will also receive a termly drill, and will include one 'bedtime' drill and may be evacuated again at a later date to prevent complacency amongst residents.

The outcomes must be recorded in the Fire Log Book and any problems or shortcomings must be acted upon.

When planning fire practice drills the following should be considered.

- The BEC or the deputy BEC have an opportunity to take charge
- Make an exit route temporarily unavailable (as if the location of the fire was at that point)
- Practice using any unusual means of escape routes that are not normally used
- Take the opportunity to practise PEEPS (personal emergency evacuation plans for the disabled) and see if they actually work

## **2.10 FIRE SAFETY**

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentation of the building and to prevent the spread of the fire and / or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes of paper left on an escape corridor pose serious obstacles during an emergency evacuation.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from the Responsible Person.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the line manager or Responsible Person.

## **2.11 FIRE SAFETY PRECAUTIONS**

### **2.11.1 Means of escape routine inspection**

#### **DAILY**

Every premise should be inspected at the start of each working day to ensure that:

- all exit doors and gates are unlocked and readily available for use, or they are capable of being opened quickly and easily in the event of a fire;
- any chains or other removable fastenings are removed from exit doors and hung in their marked storage positions;
- any emergency fastenings are working efficiently;
- any doors, gates or shutters that are required to be locked in the open position are so locked;
- all escape routes and exit doors are clear of any obstructions, including shutters or sliding doors
- fire doors are not held open except with approved devices;
- there are no obvious fire hazards in escape routes, such as accumulated waste;
- the necessary number of management/fire/security staff are present;
- Any evacuation lifts for disabled persons are working. All defects reported, logged and programmed for remedy.

#### **SIX MONTHLY**

Fire doors should be checked to ensure that:

- intumescent strips and smoke seals are undamaged
- doors leaves are not structurally damaged or excessively deformed
- Gaps between door leaf and door liner are not so small as likely to bind, or so large as to prevent them from being effectively fire and smoke stopping.
- The hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.

### **2.12 TESTING AND MAINTENANCE**

#### **2.12.1 Fire Alarms**

The fire warning system should be tested weekly using a different call point for each successive test. The duration of the test need only be sufficient to check that the system operates satisfactorily. Any defects must receive immediate attention. A record of tests must be kept in the Fire Log Book.

- A weekly test is carried out on Thursday evenings by the Gap Assistants

#### **2.12.2 Automatic detectors**

Automatic heat and smoke detectors should be tested in the manner and at the intervals recommended by the manufacturers of the equipment.

### **2.12.3 Portable fire extinguishers**

All portable fire extinguishing equipment shall be tested by an accredited agent annually. The school has responsibility for this contract.

### **2.12.4 Fixed fire fighting equipment**

Fixed hose reel systems are included in the above maintenance contract.

### **2.12.5 Emergency lighting**

All emergency lighting systems should be regularly tested and properly maintained to an appropriate standard. Most existing systems will need to be manually tested; however, some modern systems have self-testing facilities that reduce routine checks to a minimum.

Typically testing would include:

- A daily visual check
- A monthly function test for a maximum of one quarter of the rated duration of the lighting
- An annual full discharge test (for units over 3 years old)
- Results of the periodical tests must be kept in the Fire Log Book

## **2.13 TRAINING, INSTRUCTION AND INFORMATION**

All new members of staff shall be given local fire safety induction training by their Department Head (or other appropriate person, i.e. Fire Warden) in the first week of employment. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of. They are also to ensure that they are enrolled onto the Smartlog system in order they may complete their mandatory Fire Awareness Training – via the Operations Manager.

The Operations Manager shall ensure that Fire Wardens have been appointed and undertaken the training course supplied by Smartlog.

Boarders will be advised of the relevant precautions and procedures for their specific residence and will be made aware of the dangers and penalties associated with tampering with fire safety equipment.

The Emergency Evacuation Procedures and the Assembly Points shall be displayed on Fire Action Notices located at strategic points throughout the school's buildings.

## **2.14 NEW BUILDINGS / ALTERATIONS**

When new buildings or alterations are being planned, the Project Manager shall ensure that the requirements of relevant fire safety legislation / recognised standards are considered and that the proposed building / facilities meet the requirements.

## **2.15 SPECIAL / SPECIFIC PROCEDURES**

In some cases (e.g. residences, chemical stores, gas isolation, experiments, shut downs, etc.) there may be a need to have special / specific procedures in place. These procedures will be produced by the

relevant department. The relevant department will ensure that members of staff have been trained / briefed on the procedures as appropriate. Existing special / specific procedures are detailed at Annex D.

For example, the Physics department have radioactive sources which have to be registered with the Fire Authorities.

## **2.16 DANGEROUS SUBSTANCES & EXPLOSIVE ATMOSPHERES REGULATIONS 2002**

The Dangerous Substances & Explosive Atmospheres Regulations 2002 (DSEAR) covers areas and activities which come under DSEAR. These must be risk assessed in accordance with the current legislation.

## **2.17 MONITORING AND AUDIT**

The Operations Manager shall confirm to those that have delegated functions to carry out, as part of their day-to-day duties; and is to ensure that fire safety precautions and prevention measures are in place and are working as they are intended to.

The Operations Manager shall monitor local arrangements for the provision of training, etc. to ensure that they work satisfactorily. They should ensure that all members of Lucton School staff are enrolled onto the Smartlog system, which automatically sends them a link to the Fire Awareness Course. If necessary the Operations Manager should enrol the relevant personnel onto the Fire Wardens Course when chosen as a Fire Warden or Building Evacuation Commander.

Fire safety shall be included in the Health & Safety audits carried out by the school.

## **2.18 FIRE LOG BOOK**

A dedicated fire log book must be kept and maintained. It should not be held at any other premises and should be made available for inspection by the Fire Authority at any time. The Fire Log Book should include:

- The fire emergency plan
- A list of responsible persons – Fire Wardens
- Details of routine staff training – print out of training log from Smartlog
- A record of fire drills
- A record of fire alarm tests
- A record of emergency lighting tests
- A record of inspections of means of escape

Details of servicing, maintenance sheets and other related paperwork should not be filed in the log book.

## **2.19 REPORTING AND INVESTIGATION OF INCIDENTS**

When the Operations Manager becomes aware of a **Fire-Related Incident** they shall report it as soon as possible to the Responsible Person (Bursar). In cases where this is done verbally or where Health & Safety Personnel attend fires or false alarms, the standard Incident Report form shall still be completed and forwarded to the Responsible Person.

When appropriate, a member of staff shall carry out an investigation and make recommendations in accordance with Lucton School Health & Safety Policy.



Data provided by completed incident forms and subsequent investigations shall be analysed periodically by the school, to identify trends and make recommendations. Appropriate reports shall also be provided to the Health, Safety and Environment Committee and other bodies as required.

**Fire-Related Incident** - This includes actual fires (no matter how small), false alarms, miss-use and vandalism of fire or fire related equipment.

Signed:

Dated:

1 September 2018

Mr. Paul Thorne  
Bursar / Responsible Person  
Lucton School

Annexes:

- A. Emergency Evacuation Procedure Flowchart
- B. Fire Wardens Monthly Check Sheet – Blank
- C. List of Current Building Evacuation Controllers and Fire Wardens
- D. Areas with Special / Specific Procedures

Annex A to  
Lucton School  
Fire Safety Management  
Code of Practice, V1.2  
Dated 1 Sept 2018

## **Emergency Evacuation Procedure Flowcharts**

# LUCTON SCHOOL, EMERGENCY EVACUATION PROCEDURE

## • On Discovering a Fire

**1**

- Sound the alarm at the nearest alarm point
- Shout “Fire! Fire! Fire!” if necessary

**2**

- Dial 9 999 on school phone to call the Fire Service
- Dial 999 from mobile phone to call Fire Service

**3**

- Dial 200 to notify the school switchboard
- Dial 249 for Lucton School’s Emergency number

**4**

- Attack the fire only if safe to do so, in order to save life, with the appliance(s) provided

# LUCTON SCHOOL, EMERGENCY EVACUATION PROCEDURE

## • On Hearing an Alarm

1

- DO exit quickly and calmly

2

- Do go directly into the open air

3

- DO NOT re-enter the building or enter an adjacent building unless directed by the BEC

4

- DO NOT stop to collect your personal belongings

5

- DO close the windows if safe to do so
- DO close the door behind you

6

- DO leave the building by the shortest route possible

7

- DO report to the designated assembly point

# LUCTON SCHOOL, EMERGENCY EVACUATION PROCEDURE

## • Staff Duties

1

- Upon hearing the fire alarm, all classroom activities will cease and the teacher will direct students to the quickest escape route and to their assembly point.

2

- Ensure all power and gas supplies directly involved in activities are turned off before closing the door as they leave the room.

3

- Once outside, teachers should assemble the class at the assembly point. Any missing student(s) should be reported to the BEC immediately, who will be positioned at the main assembly point.

4

- All Staff have a responsibility to encourage the movement of people away from school buildings to the assembly points.

5

- No person may be allowed to leave the assembly point until directed to do so by the Deputy Head (BEC) or Fire Officer in charge.

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## LUCTON SCHOOL – FIRE WARDEN MONTHLY SAFETY CHECK LIST

<b>Zone:</b>	
<b>Completed by:</b>	
<b>Dated:</b>	

Ser	Safety Check	Yes	No
(a)	(b)	(c)	(d)
1	Are escape routes & corridors clear of rubbish and obstacles?		
2	Are all Fire Exit door unlocked and free to use?		
3	Is the fire-fighting equipment in place?		
4	Are all Safety Signs in good order?		
5	Are the Evacuation Notices prominent in each room?		
6	Do the Fire Doors close fully & firmly?		
7	Are all the Fire Door closed & not wedged open?		
8	Does the electrical wiring appear to be safe?		
9	Has all the rubbish been cleared away?		
10	What additional action needs to be taken?		
	<p>*If action is required to be taken – please ensure that you let the Operation Manager know as well as saving this document.</p>		

1. When saving please use the following naming convention:

20170403-FWMC\_Zone25-RJB

Year first then month & day- this will keep them in order. What it is Fire Warden Monthly Check - FWMC, your zone & your initials. This may seem picky but when there are 20+ areas to be checked and 12 months of checking; that is a lot of documents. Some people will be required to complete more than one form as they are Warden for multiple areas.

2. When completed please save the list to [S:\Fire & Fire Warden\Save FWMC in Here](#)

3. If you raise any issues please inform the Operations Manager so they may action or remedy them as soon as possible.
4. If you require any assistance with the completion of the form, please contact the Operation Manager.

Annex C to  
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## List of Current Building Evacuation Controllers and Fire Wardens

### Lucton School Building Evacuation Controllers

#### Main School

Building Evacuation Controller	Role	Remarks
John Goode	Deputy Head - Academic	
Richard Brown	Operations Manager	Deputy

#### Prep School & Nursery

Building Evacuation Controller	Role	Remarks
David Bicker-Caarten	Head Teacher – Prep School	
Richard Brown	Operations Manager	Deputy

#### Boarding Facilities

Building Evacuation Controller	Role	Remarks
Graham Muckalt / Jo Muckalt Patrick McBride / Emily McBride Natasha Duers / Annie Roper	Boarding staff	Whoever is on duty for that given day shall assume the role of BEC
Lulu Parker	School Matron	Working day only
Rich Brown	Operations Manager	Deputy – Working day only

### Lucton School Fire Wardens & Areas of Responsibility

#### Main School

Zone 1	Fire Warden	Remarks
M11, M12, Common Room & Corridor	James Wall	
Memorial Hall		

Zone 2	Fire Warden	Remarks
Dining Hall	Lee Ayling	
Kitchen		

Zone 3	Fire Warden	Remarks
Top Floor including:	Richard Northwood	



ICT Room, Library, Sixth Form Rooms		
Corridor		

<b>Zone 4</b>	<b>Fire Warden</b>	<b>Remarks</b>
Admin Suite	Megan Davies	
School Office Corridor		

<b>Zone 5</b>	<b>Fire Warden</b>	<b>Remarks</b>
Meeting Room, Head's Office	Pip Hall	
Reception		

<b>Zone 10</b>	<b>Fire Warden</b>	<b>Remarks</b>
Middle floor:	Georgina	
M22 (Art room & store), 6 <sup>th</sup> Form Common	Painter-Black	
Room, Back Staircase & Corridor		

<b>Zone 11</b>	<b>Fire Warden</b>	<b>Remarks</b>
Middle floor:	Phil Lloyd	
EFL Room, EN Office, M25, M26, SEN		
Meeting Rooms & Landing WC		

### **Hereford Block**

<b>Zone 6</b>	<b>Fire Warden</b>	<b>Remarks</b>
H1, H2, H3 & Corridor	Gillian Philpotts	

<b>Zone 7</b>	<b>Fire Warden</b>	<b>Remarks</b>
H4, H5 (Design)	Daniel Hughes	Changed from Zone 25
H6 & Corridor		

### **Teaching Block**

<b>Zone 8</b>	<b>Fire Warden</b>	<b>Remarks</b>
Downstairs including ICT room	David Richmond	
Entrance		

<b>Zone 9</b>	<b>Fire Warden</b>	<b>Remarks</b>
T21, T22 & Stairs	Kate Waters	
Upper Hall & Green Room		

### **Maths Block**

<b>Zone 12</b>	<b>Fire Warden</b>	<b>Remarks</b>
Maths classroom	Graham Cowley	

### **Music Practice Rooms**

<b>Zone 13</b>	<b>Fire Warden</b>	<b>Remarks</b>
Music Practise Classrooms	James Wall	



## Changing Rooms

Zone 14	Fire Warden	Remarks
Boys	Graham Muckalt	

Zone 15	Fire Warden	Remarks
Girls	Natasha Duers	

## Boarding House

Zone 16	Fire Warden	Remarks
Croft House	Jo Muckalt	
	Lulu Parker	

Zone 17	Fire Warden	Remarks
School Cottage	Natasha Duers	
	Annie Roper	

## Prep School

Zone 18	Fire Warden	Remarks
All downstairs rooms	Susan Fower	
	Harriet Dyer	Deputy

Zone 19	Fire Warden	Remarks
All upstairs rooms	David	Mark Warren - Deputy
	Bicker-Caarten	

Zone 20	Fire Warden	Remarks
Nursery	Irona Powell	

## Stables

Zone 21	Fire Warden	Remarks
All stables buildings	Emma Coates	

## CCF

Zone 22	Fire Warden	Remarks
CCF Hut	Craig Derrigan	

## Swimming Pool

Zone 23	Fire Warden	Remarks
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Swimming Pool	Phil Taylor	Len Griffiths - Deputy
Boiler Room		

## **Maintenance**

<b>Zone 24</b>	<b>Fire Warden</b>	<b>Remarks</b>
Maintenance	Phil Taylor	

Annex D to  
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## **Areas with Special / Specific Procedures**

1. There are certain areas within Lucton School which will require either special or specific procedures to be carried out in the case of fire.
2. These areas are to be made known to Fire Crews on their arrival at Lucton School during an emergency. These are areas which may cause significant problems for members of the emergency service due to their hazardous / flammable nature:

Ser	Hazard	Location	Remarks
(a)	(b)	(c)	(d)
1	Large domestic gas storage tanks	Rear of Main Building in between Kitchen and Gap Shack	
2	Red diesel storage tank	Next to workshop	
3	Jerry cans of petrol	Inside workshop	Stored
4	Gas Cylinder	Side of Chemistry Lab	Between Teaching Block and Hereford Block
5	Heating Oil Storage	Side of Chemistry Lab	For Boiler in Maintenance store room Between Teaching Block and Hereford Block
6	Red diesel	Maintenance shed	
7	Heating Oil Storage	Rear of Croft House Boarding House	
8	Heating Oil Storage	Rear of Nursery	
9	Heating Oil Storage	Rear of Sports Hall	
10	Camping Gas	CCF Hut	
11	Camping Gas	CCF Lower Store	Large Propane Bottles x 2 Small Propane Bottles x 4
12	Liquid Chlorine	Rear of Pool Boiler House	Plastic 25L tubs for pool chlorination (up to 20 x 25L)
13	Radioactive material	Physics Lab	Very small quantity

14	Biomass Plant	Biomass Plant	2 large woodchip burners
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