



**BRYANSTON**

All policies carrying the Bryanston logo apply equally to any other brands or operations of Bryanston including Bryanston Prep

## **FIRE SAFETY POLICY & PROCEDURES**

**Reviewed:** September 2023  
**Reviewer:** Head of Health & Safety  
**Next Review:** September 2024  
**Author:** Head of Health & Safety

# CONTENTS

<b>PART 1:</b>	<b>FIRE SAFETY POLICY</b>	<b>3</b>
	Introduction	
	Drills	
	Fire Fighting Equipment	
	Training	
<b>PART 2:</b>	<b>FIRE ORGANISATION</b>	<b>5</b>
	Responsibilities	
<b>PART 3:</b>	<b>FIRE PROCEDURES</b>	<b>9</b>
	Main School Building	10
	Outlying Buildings/Boarding Houses	11
	Site Wide Alarm	15
<b>PART 4:</b>	<b>FIRE RISK (PREVENTION) POLICY AND PREVENTION/CONTROL MEASURES</b>	<b>16</b>
<b>PART 5:</b>	<b>FIRE RISK ASSESSMENT</b>	<b>19</b>

# **PART 1: FIRE SAFETY POLICY**

## **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining & developing fire safety of the school, by ensuring that staff, pupils, and visitors do not add to the fire risk and through safe evacuation of our buildings. The Fire Safety Policy, procedures and risk assessments at Bryanston are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings. This policy sets out the fire arrangements at Bryanston and our commitment to the Regulatory Reform (Fire Safety) Order 2005.

## **FIRE DRILLS**

Fire drills are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Fire drills should be as realistic as possible. Accordingly, the minimum number of staff should be advised of the date and time.

The Gatehouse must be advised prior to any planned drill.

The frequency of drills, shown below, is the minimum. Should the drill show deficiencies these are noted on the drill report together with actions taken to rectify such deficiency. If the deficiency is in the drill itself, then further drills will need to be organised.

An escape route or staircase should be closed for each drill (rotate which escape route/staircase is closed).

The Fire and Building Marshal or nominated deputy must complete the register, fire evacuation log and fire evacuation report. A copy of the fire evacuation report form must be given to the Head of Health and Safety immediately. This report shows any deficiencies, action necessary and the time taken to evacuate the building.

### **MAIN BUILDING (SENIOR School & PREP)**

- Every term a fire drill must be carried out - once in the daytime and once at night.
- In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days.
- This is organised by the Building Fire Marshal.
- The Gatehouse AND the Head of H&S should be advised of the date and time.

### **OUTLYING SENIOR SCHOOL BOARDING HOUSES**

- Every term a fire drill must be carried out - once in the daytime and once at night.
- The drill is organised by the HSM.
- In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days, of pupils' arrival at Bryanston.
- For Portman and Dorset, the drill should be co-ordinated by the HSMs.

### **ACADEMIC AND OTHER BUILDINGS**

- A fire drill must be carried out once every term
- The drill is organised by the Building Fire Marshal.

Drills should be undertaken early, in the start of the term, so that any deficiencies can be identified and actioned.

## **FIRE FIGHTING EQUIPMENT (FFE)**

FFE (extinguishers and blankets) is provided throughout the School. Its primary purpose is for use to enable the safe evacuation of a building, e.g., to fight a fire that is blocking an emergency escape route or an emergency exit door.

Only staff who have been trained, and feel safe and confident to do so, may fight a small fire and they should not attempt to do so when alone unless necessary. In any case, the alarm **MUST** have been raised first.

Identified members of staff have received training in the use of this equipment. Other staff who wish to receive training should contact their HOD/line manager, who will liaise with the Head of H&S.

## **FIRE TRAINING**

All staff receive a H&S induction upon employment which underlines the key procedures on actions in the event of a fire.

All staff must undertake 'Fire Awareness' training every 3 years. This can be done online or via face-to-face sessions scheduled throughout the year.

All Fire & Building Marshals, and relevant persons undertaking fire safety duties/controls, should undertake 'Fire Marshal' training every 3 years.

Live Fire Extinguisher training is undertaken, at various times, by those in more hazardous environments.

Pupils **MUST** be informed of the fire safety measures and procedures for their boarding house upon arriving for the first time. This should coincide with a drill to test procedures (See Fire Drills). HSMs should utilise a record of their training and file within the F&B Manual.

## **PART 2: FIRE ORGANISATION**

### **RESPONSIBILITIES**

Bryanston School recognises the need to have detailed fire safety procedures in place, in accordance with the Regulatory Reform (Fire Safety) Order 2005, to reduce the risk from any potential fire and explosion.

The Senior Leadership Team (SLT) is responsible for the fire organisation, prevention methods and procedure for the school. The Health & Safety Committee monitor and review these procedures and make recommendations to the SLT. The Head of H&S co-ordinates this on behalf of the Health & Safety Committee.

### **ALL STAFF**

Every member of the Bryanston community has a unique role to play in the management of fire safety and prevention. Employees have a duty under the Regulatory Reform Fire Safety Order, in that staff should:

- Co-operate with those in control of the premises to ensure fire safety arrangements are maintained and complied with
- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions at work
- Follow the instructions, training and guidance issued in respect of Fire and H&S in general
- Report failings, deficiencies, incidents

### **SCHOOL FIRE OFFICER**

The Head of Health & Safety is the designated School Fire Officer, and is responsible, together with the COO and Health & Safety Committee, for ensuring that:

- The fire safety policy is kept under regular review by Governors and SLT
- The fire safety policy is promulgated to the school community
- Everyone in the school (including visitors and contractors) are given clear instructions on their responsibilities in fire
- Records are kept by HR of fire training given to new and existing staff
- Procedures and arrangements for emergency evacuation are regularly tested and reviewed
- Fire risk assessments are regularly reviewed and updated
- Fire prevention measures are followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired
- Records are kept of all fire drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept by the Estates Department.

### **FIRE & BUILDING MARSHALS**

The Fire Organisation Chart shows, pictorially, the organisational structure and the Fire & Building Marshals responsible for each building.

Fire & Building Marshals are trained fire marshals. They are responsible for:

- Communicating with all relevant staff the detail of the Fire & Building Manual
- Ensuring staff & pupils are aware of and follow procedures and do not compromise fire safety
- Carrying out termly fire drills and co-ordinating evacuations.
- Completing Section 2 records
- Section 5 weekly fire checks or delegating these to a competent member of staff.
- Championing fire safety within their building
- Responding to and investigating alarms within their respective buildings.

Each building holds a Fire & Building Manual which contains information, plans, and records for that building.

## FIRE STRIPES (Senior School Only)

'Fire Stripes' are pupils who take a lead during a whole school roll call situation. They are based in Coade Hall and communicate with all houses and departments to establish if registers have been taken and any discrepancies. This information is fed back to SLT and other staff leading an incident.

Fire Stripes are always in contact with staff whilst undertaking their role and have appropriate supervision and receive training prior undertaking this role.

## **ACCOUNTING RESPONSIBILITIES DURING EVACUATIONS**

The following, or their nominated deputy, are responsible for taking registers of pupils and staff shown below, after an alarm has sounded:

- Pupils and house teams are accounted for by their HSM.
- Part time/visiting musicians report to Music Office Manager.
- Medical Centre staff report to Medical Centre Manager.
- Catering staff report to the Catering Manager.
- Sports Centre staff report to the Sports Centre Manager.
- Security/Gatehouse staff report to the Head of Security/Gatehouse Supervisor.
- Coade Hall staff report to the Coade Hall Technical Manager.
- Estates staff (together with their contractors) report to the Estates Operations Manager.
- Grounds, woods, and gardens report to Head of Grounds.
- Stables staff report to Equestrian Centre Manager/Deputy.
- Domestic/Housekeeping staff report to Head of Housekeeping.
- Bursary, Head's office, support, and other staff report to their respective team leads.

### Teaching Buildings with Fire Alarms

- Art School report to Head of Art.
- Boathouse report to Boatman.
- Bramall report to Mr N Payne.
- Music report to PA to Director of Music.
- Old Music (including Edwin Evans) report to Mr C Blanco.
- Plateau classrooms report to Head of Modern Languages.
- Sanger report to Head of each Science.
- Technology report to M. Davies.

### Bryanston Prep > Fire Marshal

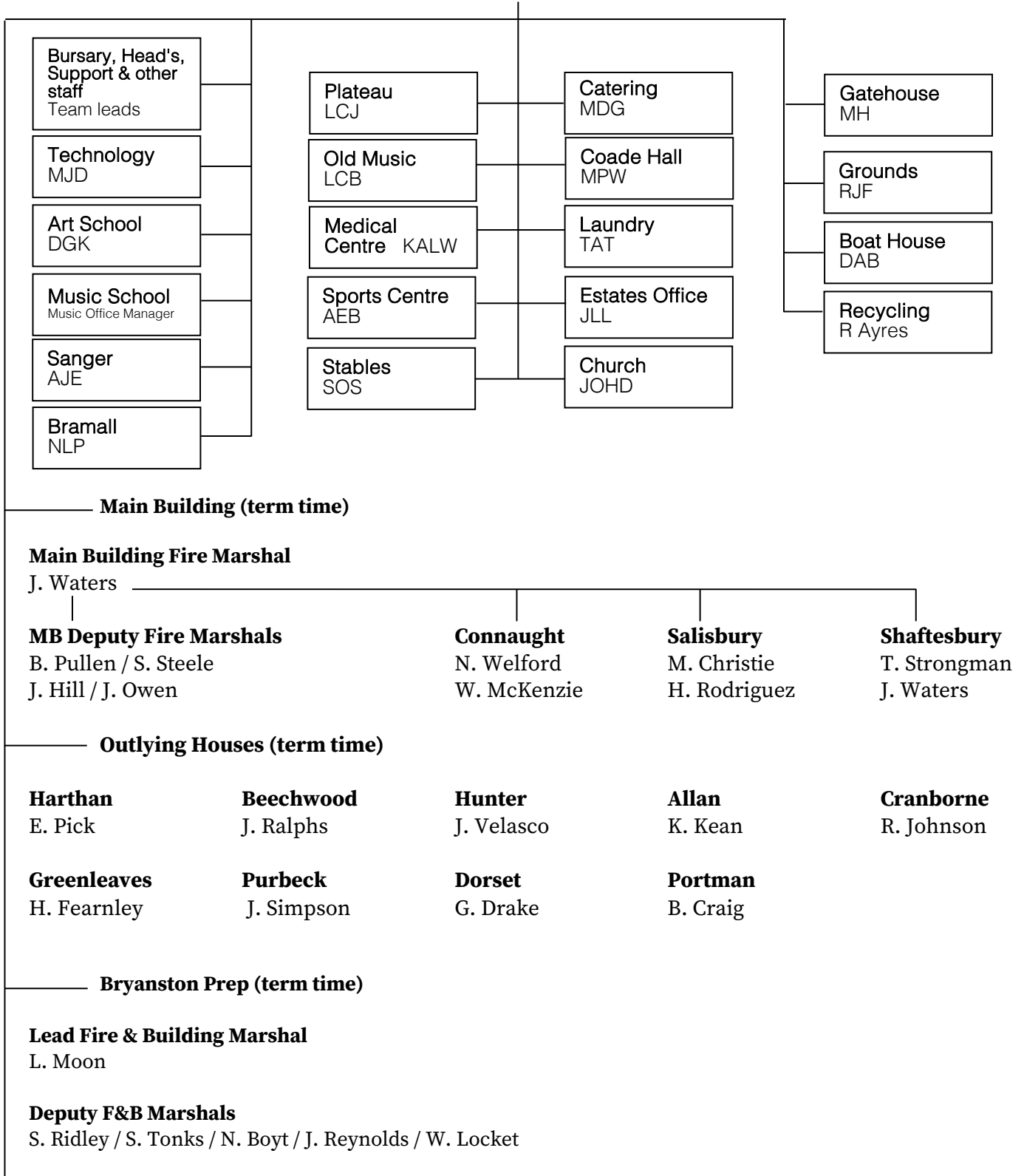
Staff members with a visitor are to take them to their assembly point.

Course leaders are responsible for accompanying all their visitors. Reporting arrangements for Conference Centre activities are agreed with individual events and users of buildings.

# FIRE ORGANISATION CHART

EXCO  
Health & Safety Committee  
Head of Health & Safety (School Fire Officer)

F&B Marshals:



Cont...

### **All Buildings (Holidays)**

Security are responsible for responding to the fire alarm in all hours, working with Support Staff Heads of Department during the daytime, to ensure the safe evacuation of the main building and accounting for Bryanston Staff. Course Leaders are responsible for accounting for course participants and their visitors.

### **Boarding Houses (Holidays)**

Additionally, to the above, Course Leaders are responsible for accounting for course participants and their visitors.

## **REPORTING RESPONSIBILITIES**

Following an alarm fault or activation, evacuation or fire drill, the following records must be completed and stored within the F&B Manual:

- Fire Event Log (see section 2.1)
- Fire Evacuation Report (see section 2.2)

A copy of the Fire Evacuation Report should be submitted to the School Fire Officer. All reports are reviewed and the appropriate action taken where required.

### **THE MAIN BUILDING (Senior School)**

The Fire & Building Manual for the Main Building is kept in the Gatehouse.

The Main Building Fire Marshal/deputy is responsible for ensuring a report is completed and filed. This can be completed by Gatehouse staff if required.

### **OUTLYING BOARDING HOUSES**

The Fire & Building Manual is kept within the house.

The HSM/nominated deputy is responsible for completing and submitting the forms.

NB: The fire alarm log is only filled in following the outlying boarding house alarm sounding, not the Main School Building or 'Site Wide' alarm.

### **OTHER BUILDINGS**

The Fire & Building Manual is kept within the building.

The Fire & Building Marshal/nominated deputy is responsible for completing and submitting the forms.

NB: The fire alarm log is only filled in following that building alarm sounding, not the Main Building or Site Wide alarm.



## **PART 3: FIRE PROCEDURES**

### **GENERAL FIRE PROCEDURE – Applicable to ALL Buildings**

Persons are to evacuate immediately upon hearing the fire alarm in their building. The fire alarm is an electronic two-tone sounder.

#### **EVACUATION PROCEDURE**

##### If you discover a fire

1. Operate the nearest alarm call point
2. At night check others are awake
3. Close doors behind you and...

##### On hearing the alarm

1. Evacuate the building quietly
2. Use quickest route, closing doors behind you
3. Go to your assembly point

##### **DO NOT:**

- **Attempt to fight the fire unless you have been trained**
- **Stop to collect belongings**
- **Re-enter the building until you have been authorised to do so**

## **FIRE PROCEDURES FOR 'THE MAIN BUILDING' (Senior School)**

The Main Building Fire Marshal (or Assistant) is responsible for co-ordinating the safe evacuation of the main building and liaising as necessary with the Fire & Rescue Service.

The Main Building Fire Marshal, and Assistants, have a pivotal role in the fire procedure. Security personnel also report to the Fire Panel upon the sounding of the alarms, to offer assistance under the direction of the Main Building Fire Marshal (or, in their absence, to co-ordinate the evacuation). Between the hours of 7.00am and 11.00pm the Main Building Fire Marshal is responsible for co-ordinating the whole school, between the hours of 11.00pm and 7.00am they are responsible for the main building only.

Their duties involve:

- Assessment
- Evacuation
- Liaison with the Fire & Rescue Service
- Re-occupation

### **ACTIONS ON ALARM SOUNDING**

Following the sounding of the fire alarm the Primary Responders are to initially check the fire panel (centrally located outside the dining room) and then proceed in pairs to make controlled checks to investigate the cause.

If it is deemed that a fire is not evident, the alarms will then be silenced and only silenced when all those present are comfortable the activation was not caused by fire. Responders will then advise persons in the 'holding area' (The Quad) that it is safe to return.

If a fire is evident responders should only attempt to tackle it if they are trained and comfortable. In any case, the alarm must not be silenced. If necessary, the 'Site Wide' alarm should be activated to indicate the need for full assembly and registering of persons.

### **LIAISON WITH THE FIRE AND RESCUE SERVICE**

Gatehouse staff will direct the Fire & Rescue Service on their arrival. When registers have been taken, the Main Building Fire Marshal is contacted to confirm that all are present or who is still missing. The Main Building Fire Marshal will give the Fire & Rescue Service the following:

- The exact location of the fire (if known)
- If all the occupants are accounted for
- The plans for the building.

### **RE-OCCUPATION**

Once the Primary Responder is satisfied that the main building is safe to re-occupy, they will contact all the people responsible for accounting for occupants (shown in the Fire Organisation Chart) advising them that the main building may be re-occupied.

**NO-ONE SHOULD LEAVE THE ASSEMBLY POINT UNTIL AUTHORISED TO DO SO.**

## **FIRE PROCEDURES FOR OUTLYING BUILDINGS/ BOARDING HOUSES**

This section relates to the following buildings with automatic fire alarm systems:

*Allan, Beechwood, Cranborne, Dorset, Greenleaves, Harthan, Hunter, Portman, and Purbeck Art, Bramall, Coade Hall, Medical Centre, Music, Old Music, Sanger, Sports Centre, Technology.*

### **IF A FIRE IS DISCOVERED**

- **Sound the alarm** if not already sounding, by activating a red call point.
- **Evacuate** the building and report to your assembly point.
- Staff to **sweep through the building** shouting “Fire” and knocking on any closed doors as they leave and **closing any doors behind them.**
- **Dial 999** and ask for the Fire & Rescue Service (remember to say which Building is on fire)
- **Call the Gatehouse** (6.00am to 11.00pm) or **Security Mobile** (11.00pm to 6.00am). The Gatehouse will inform the relevant members of the SLT. Security will attend and offer assistance (or, in the absence of a marshal, to coordinate the evacuation).
- If possible, take your Fire Clipboard, Register, Out of School, and Blandford Lists with you.
- Remain at the assembly point until all pupils are accounted for. Only then take temporary refuge in an adjacent House/ Building as directed by the Senior Leadership Team.
- The Gatehouse will remain on duty and keep you informed of the progress.
- **Fire & Building Marshal** to remain close to the building to liaise with the Fire Service.

### **WHEN THE FIRE AND RESCUE SERVICE ARRIVE**

The Fire & Building Marshal should introduce themselves to the Lead Fire Fighter and give them the following information:

- The exact location of the fire.
- The Fire Clipboard, located by the Fire Panel, which contains plans of the building.
- Whether anybody is missing, and if so their likely location.

DO NOT re-enter the building until permission has been given by the Lead Fire Fighter AND a member of the SLT or School Fire Officer.

Complete the event log and Fire Evacuation report, see section 2.2 of the fire and building manual.

### **IF THE ALARM SOUNDS AND THERE IS NO OBVIOUS SIGN OF FIRE**

- A member of staff should check the Fire Alarm Panel to see the area of activation.
- Two members of staff should walk around the outside of the building to see if there are any obvious signs of fire in this area, having informed a third member of staff they are doing so. If there are signs of a fire, continue as above.
- If no obvious signs of fire, they should enter the building and check the area of activation. If a fire is discovered, continue as above.
- If there is no fire, silence the panel.
- Re-set the panel (see Section 1 of Fire and Building Manual or contact Estates).
- Complete Event Log (2.1) and Evacuation Report (2.2), and store in the Fire & Building Manual.

## **FIRE PROCEDURES FOR BUILDINGS WITHOUT FIRE ALARM SYSTEMS**

Applicable to the Laundry, Stables (not prep) and Grounds.

**IF YOU DISCOVER A FIRE IN ANY OTHER BUILDING:**

Activate the manual call point, if there is one, in the building, shout 'fire' repeatedly, knock on any closed doors to alert occupants and leave the building via the nearest exit route and raise the alarm by activating any available independent red call point, horn or bell. Follow the standard procedure for evacuating.

### **MEDICAL CENTRE EVACUATION PROCEDURES** – Site Wide alarm (daytime only)

- Nurse/Doctors/Physios et al and cleaning staff to stay and be registered in Med Centre.
- Pupils who have been admitted to the Med Centre to stay and be registered in Med Centre.
- Pupil in the Waiting Room, with the Physio or any other practitioner to go to register with their boarding house, as usual.
- Nurse in charge to report any pupil or adult NOT accounted for to the Fire Stripe when the phone call comes from the central control hub, at Coade Hall.

## **FIRE PROCEDURES FOR PUBLIC EXAMINATIONS**

If there is an obvious sign of fire, then the invigilator should lead the immediate evacuation of the building and raise the alarm by activating a red call point.

If there is no obvious sign, then the following procedures apply.

- The invigilator will ask all candidates to stop writing and close their question/answer booklets and contact the Exams Office.
- The invigilator will then await the instruction of the Building Fire Marshal for that building OR Security.
- The Building Fire Marshal will check the fire panel and corresponding area and advise the invigilator as to whether they need to evacuate.
- If there is a need to evacuate the examination room the invigilator will lead the immediate evacuation of the building.

**If no instruction is received within 3 minutes and the alarm continues to sound, then the building must be evacuated.**

The evacuation of all other areas of the building will continue as normal.

*Note:*

*The Exams Office will notify all Fire & Building Marshal AND Security of the dates and times of public exams in advance, so they are aware of exams taking place. Invigilators are advised of the administrative procedures relating to the evacuation of the examination room, and the designated assembly points for exam candidates.*

**BUILDING****ASSEMBLY POINT**

MSB

Connaught House  
Shaftesbury House  
Salisbury HouseThe Quad (*If wet weather and/or to register > Coade Hall*)

Allan House

Green in the middle of the Hunter loop

Beechwood House

Lawn at the back of Beechwood House

Cranborne House

Lawn outside the front door to Cranborne House

Dorset House

Lawn outside the front of Dorset House

Greenleaves House

Lawn outside front entrance to Greenleaves House

Harthan House

Gravelled area by Main Building

Hunter House

Green in the middle of the Hunter loop

Portman House

Lawn by the back door to Portman House

Purbeck House

Lawn outside Allan House

Art

Rear of Art building beyond the patio area

Estates (incl. contractors)

Estate's Department Car Park

Boat House

Boat house car park

Bramall

Area between Technology and Music

Bursary/Head's/Support staff

First floor of Coade Hall

Catering

Between Main Building and Old Music

Church

Grass circle outside Church

Coade Hall

Lawn between Coade Hall car park and Sanger

Domestic Bursary

Laundry car park (Catering outside of normal hours)

Gardens, grounds, woods

Car park to this area

Laundry

Laundry car park

Medical Centre

Medical Centre car park

Modern Languages

Courtyard outside Old Music

Music

Area between Technology and Music

Old Music

Gravel area at top of ramp

Pavilions

Grass area outside the pavilion

Sanger

Chemistry &amp; Physics– Dining Room end of the Quad

Biology &amp; Maths– Area between Technology and Music

Sports Centre

Sports Centre car park

Stables

Car park area in front of stables cottages

Technology

Area between Area between Technology and Music

Bryanston Prep

Terrace Lawn

## **OCCUPANTS WITH DISABILITIES**

Where there are occupants with disabilities (including temporary disabilities), which could affect their movement, hearing or sight, a Personal Emergency Evacuation Plan (PEEP) must be undertaken.

Section 6 of the Fire and Building Manual contains a Generic Disability Fire Risk Assessment detailing the control measures that are in place for those who are hard of hearing, have reduced vision, or have a physical disability or reduced mobility. HSMs, HODs and other Managers are responsible for ensuring these controls are followed by others under their supervision as follows:

- Pupils - HSM is to assess safe method of evacuation and complete PEEP.
- Staff – HOD/Line Manager to assess safe method of evacuation, and complete PEEP.
- Visitors - Host member of staff to assess safe method of evacuation and complete PEEP.

If there are occupants whose disabilities are not adequately controlled within this risk assessment, i.e., further controls are required, then a separate Disability Risk Assessment may need to be undertaken for this by the responsible person using the form in section 6 of the Fire and Building Manual. The responsible person must ensure that the controls in this risk assessment are communicated to all relevant persons e.g., Fire & Building Marshal, colleagues, teachers, pupils, and others. A copy of this must be given to the Head of H&S.

Note: Lifts are not to be used in the event of a fire alarm sounding.

## **GATEHOUSE – PROCEDURE IN THE EVENT OF A FIRE**

When advised of a fire:

- Take details of where the fire is
- Take the name and mobile number of the member of staff in charge of the evacuation
- Ascertain if they have contacted Fire & Rescue Service

Then, telephone the following:

- Fire & Rescue Service - 999 (if they haven't already been called)
- Head of H&S
- Senior Deputy Head
- Head
- COO

## **SITE WIDE ALARM – (Not applicable to Bryanston Prep)**

The school will utilise a site wide alarm signal for when an incident has occurred, or is underway, or where we need to account for the whole Bryanston community.

The site wide alarm can be identified by both an air raid siren AND electronic 'screechers' / master blasters.

### **When the site wide alarm is heard CONTINUOUSLY:**

- ALL persons across the site should report back to their respective assembly areas.
- Staff in all buildings should sweep their respective areas to ensure all occupant have left the building.
- Pupils should report to their boarding house assembly point.
- Teaching staff should report to their link boarding house assembly point.
- Support staff, and those not linked to boarding houses, should report to their respective assembly areas.

### **When the alarm sounds for LESS THAN 15 SECONDS, and silenced shortly after:**

- STAND BY and wait further instructions from the School Watch (Digital Alert) system.
- The 'closure' of an incident will be signalled by two 15 second bursts of the alarm, followed by a Digital Alert.

The 'site wide alarm' will be used when there is a need to alert the whole school community of an incident and to further advise all persons of specific actions to be taken. Messages will be sent via the School Watch system, to mobile devices, laptops and iPads etc.

The Site Wide alarm can be triggered by Gatehouse staff and by other authorised members of staff.

Activation is by a manual process and is not triggered automatically.

For further information, please see the Run, Hide & Tell Policy.

## **PART 4: FIRE RISK (PREVENTION) POLICY AND PREVENTION/ CONTROL MEASURES**

### **FIRE RISK (PREVENTION) POLICY**

This Policy aims to ensure that the appropriate fire prevention/control measures are in place. By doing so Bryanston aims to ensure that fires are unlikely to occur; if they do occur, they are likely to be controlled or contained quickly, effectively, and safely; or that, if a fire does occur and grow, everyone in the School can escape to a place of total safety easily and quickly. The measures detailed also assist in reducing the effects and potential for Arson attacks.

### **FIRE PREVENTION/ CONTROL MEASURES**

General fire precautions include:

- Pro-active measures to reduce fire risk, mitigate the effects of fire and the spread of fire
- Safe and effective means of escape
- Fire-fighting Equipment
- Fire detection and warning
- Instruction and training of staff and pupils in fire safety awareness
- Elimination or reduction of risks from dangerous substances
- Building Security, Patrols and CCTV

**Wedging/Propping open fire doors is not permitted at any time.**

### **SPECIFIC FIRE CONTROL / PREVENTION MEASURES**

#### Escape Routes and Emergency Exits

- Keep fire routes and exits clear at all times.
- There are at least two escape routes in most buildings. Where there is a single escape route, no equipment is allowed in the escape corridor.
- All electrical items in fire escape routes must be unplugged at night.
- Fire notices and evacuation signs are displayed in bedrooms.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Stairs, passages, and emergency exits are illuminated by emergency lighting.
- Where fitted, automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- Any secured final exit doors (magnets/locks) release automatically, upon alarm activation.
- The master panel for the alarm systems is located near the main entrance door of buildings, the majority of these are fully addressable and show the activation point.
- Testing all fire alarms weekly to boarding houses and at least termly to teaching buildings. This is the responsibility of the Estates Department, who also arranges for an approved contractor (where needed) to carry out:
  - Monthly checks of fire doors, automatic door closures and emergency lights
  - Quarterly check of fire alarm system
  - An annual service of fire extinguishers. Records to be kept in the Estates Department.
- Carpets, curtains, and soft furnishings are made of fire-retardant fabrics.
- The Fire & Rescue Service have the ability to carry out exercises and practices at Bryanston School. A retained firefighter is also employed by Bryanston School.
- The main kitchen, and all other kitchens on site, are fitted with heat detectors and 30-minute fire doors. The main kitchen, within the main school building, is also fitted with fire suppression system.



### Furniture and Furnishings

All furniture and furnishings must comply with the Furniture and Furnishings (Fire Safety) Regulations and should display signage to show they are match and cigarette resistant (see Bryanston School Furniture and Furnishings Guidance).

### Lightning Protection

All lightning protection and earthing conforms to BS6651-1999 and is tested annually by a specialist contractor. Records of all tests are kept in the Estates Department.

### Electrical Safety

- The school electricians check and tests circuitry within buildings.
- There is a programme of Electrical Installation Condition Reports on a five-yearly cycle.
- Thermal imaging is undertaken where required.
- Circuits are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular PAT is conducted by external contractor, with estates staff PAT testing any new or missed items.
- At the start of the Autumn Term, Estates staff conduct a visual check of all electrical items brought into School by boarders.
- Matrons conduct regular visual checks of electrical items brought into School by boarders.
- Records of testing are kept in the Estates Department.
- Department staff check that Science & DT equipment is switched off at the end of the day.
- Catering Manager checks that all kitchen equipment is switched off at the end of the day.
- All staff to conduct visual user checks on equipment prior to use.

### Gas Safety

- All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Department.
- Landlord's Gas Safety Certificates are held in the Estates Department for all school resident accommodation.
- All kitchen equipment is switched off at the end of service.
- Gas is turned off to all laboratories when not in use.
- Emergency gas switch off points are known by key staff in each area.

### Open Fires

- Chimneys to open fires are swept annually, and records kept.
- Open fires in Main Building to be expunged by 2000hrs and checked by resident staff.
- Open fires in residents flats are NOT permitted.

### Dangerous Substances (including Radioactive Materials and Substances Hazardous to Health)

- Dangerous Substances are stored in accordance with the Dangerous Substances and explosive Atmospheres Regulations 2002.
- COSHH assessments are undertaken for Substances Hazardous to Health. These consider correct storage and emergency actions required.
- Radioactive materials are stored in accordance with current legislation and guidance. Bryanston has an appointed Radiation Protection Officer and Radiation Protection Supervisor.
- Information on the storage of dangerous substances is readily available at the Gatehouse for the Fire and Rescue Service.

### Storage

- No combustible items are to be stored in boiler rooms OR electrical cupboards.
- If there is an electrical item in a storage cupboard, then there must be a gap of at least 1m between this and the items being stored.
- If a loft space/eaves is used for storage, there must be a gap of at least 2m between any sources of ignition (sockets, fuse boards, etc.) and items being stored.
- Gas cylinders must not be stored in buildings, in direct sunlight or sources of ignition.
- BBQ's must not be used in buildings and may only be stored in buildings when they are completely cold and there is no risk of re-ignition.

### Rubbish and Combustible Materials

- All rubbish is to be stored away from buildings in secured bins. This assists in reducing the risks against Arson.
- Combustible materials used in teaching, catering, maintenance, grounds, and estates are stored in flame proof cupboards.
- Rubbish is removed daily from buildings.

### ITEMS OF PUPIL EQUIPMENT **NOT** ALLOWED IN BEDROOMS/ WORKROOMS

- Electric Kettles and coffee machines
- Toasters and sandwich makers
- Microwave ovens
- All cooking equipment, including cooker, baby belling type, electric rings, hot plates, gas hobs
- Fridges
- Electric heaters & fans
- Electric blankets
- Mains Fairy lights
- Open lamp without shade
- Lava lamps and Salt lamps
- Anything fixed to the ceiling
- Material hanging across the room
- Posters, drapes, etc. above lamps or overhanging wall sockets
- Multi adapters & Non-British Standard transformers
- Irons
- 3D Printers
- Plug in air fresheners
- Fish tanks
- NO CANDLES OR INCENSE STICKS

### ELECTRICAL EQUIPMENT THROUGHOUT THE SCHOOL (including in bedrooms)

- Electrical equipment must only be positioned on hard surfaces.
- No electrical equipment is to be left on a bed or other soft furnishings.
- Equipment is to be turned off when not in use.
- All adapters must be fused and BS/CE/UKCA marked.
- All School portable appliances are tested as part of the PAT and visual programs.
- Additionally, the installation of new 'wiring', of any kind, will comply with BS7671.

A visual check of pupil's equipment is carried out by the Estates Department. Any equipment that does not have a BS/CE mark (on either the charger or piece of equipment) is portable appliance tested and can only be used if it passes this test.

**PURCHASES OF ELECTRICAL EQUIPMENT AND FURNISHINGS SHOULD BE MADE THROUGH THE FACILITIES MANAGEMENT TEAM IN ORDER TO ENSURE COMPLIANCE.**

**STAFF SHOULD NOT BRING ITEMS OF FURNITURE, SOFT FURNISHINGS OR ELECTRICAL EQUIPMENT INTO SCHOOL UNLESS THEY HAVE THE APPROVAL OF THE FACILITIES MANAGEMENT TEAM.**

NOT ALLOWED WITHIN ESCAPE ROUTES

- Obstructions to fire exit doors
- Storage of combustible materials
- Obstructions to escape corridors
- Any electrical items on at night
- Where there is a single escape route, no equipment is allowed in the escape corridor.

KITCHENS AND LAUNDRY ROOMS

- Doors to kitchens must be locked at night
- Doors to laundry rooms must be locked at night OR machines must be locked off
- Laundry machines must be turned off and emptied at night-time
- Tumble dryer filters must be cleaned at least weekly (Daily in boarding houses).

## **PART 5: FIRE RISK ASSESSMENTS**

The School's Fire Risk Assessments meet the requirements of The Regulatory Reform (Fire Safety) Order 2005. Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce, and protect from risk
- The measures needed to record, plan, inform, instruct & train people in risk reduction
- The measures to eliminate or reduce risks from dangerous substances
- The arrangements for reviewing the assessment.

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments are kept within the Estates Department and file copies to be held in relevant sections of the F&B Manuals for each building.

Full Fire Risk Assessments are conducted by a competent external contractor. These documents are then considered and regularly reviewed. Additional reviews are undertaken if significant changes are made to the buildings, or new buildings are bought or added, incidents occur or significant changes to occupants.

Input is sought from Fire & Building Marshal and other relevant stakeholders.

A new fire risk assessment should be conducted, if not part of a specific risk assessment, when:

- Temporary structures are built (marquee or cabin etc.)
- Significant outdoor or indoor events are conducted
- Building/refurbishment works are undertaken

Fire Risk Assessments are reviewed annually by the Head of H&S and the Estates Operations Manager for all Boarding environments. Other non-sleeping buildings are reviewed between 12 and 24 months, depending on risks.