



BRYANSTON

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

FIRE SAFETY POLICY & PROCEDURES

Author:	Head of Health & Safety
Reviewer:	Head of H&S / Senior Deputy Head/ Director of Operations
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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.

This policy will make reference to 'Fire & Building Manuals'. These manuals are held in all buildings and will outline the general monitoring & checks relating to fire safety, alongside other documentation relevant to general H&S of that building.

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, of which should be random each term.

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 must be 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) to test the occupants' response to a blocked exit.

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)

- Every term a fire drill must be carried out – once in the daytime and once at night.
- This Senior Deputy Head is responsible for organising.
- In the Autumn term the night practice must be carried out within the first two nights, and the daytime practice within the first 7 days.
- The Gatehouse AND the Head of H&S should be advised of the date and time.

OUTLYING BOARDING HOUSES and PREP

- Every term a fire drill must be carried out – once in the daytime and once at night.
- The drill is organised by the House Parent.
- 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.
- Portman & Dorset drills should be co-ordinated by both House Parents (as these buildings are linked).
- The Gatehouse AND the Head of H&S should be advised of the date and time.

ACADEMIC AND OTHER BUILDINGS

- A fire drill must be carried out once every term
- The drill is organised by the Building Fire Marshal in consultation with the HOD

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

PROCEDURE FOR CARRYING OUT A FIRE DRILL

Prior to conducting your drill, please ensure the Gatehouse has been informed.

1. ACTIVATE ONE OF THE RED MANUAL CALL POINTS (MCP) USING THE KEY

1. Insert the key to trigger a call point (see below regarding types of key)*
2. The alarm will sound.
3. Once the alarm is sounding, remove/reset the key (The alarm will continue to sound).
4. Evacuate the building and follow normal procedures / registering.

*Note: There are 3 different key types:

- A single long key which is inserted upwards into the lower face of the MCP.
- A 2-prong key which is inserted upwards into the lower face of the MCP.
- A triangular key which is inserted into the flap (push up) on the face of the MCP and then turned.

2. RESET THE ALARM

- Once the process is complete, re-set the alarm by pressing “SILENCE ALARMS” followed by “RE-SET” on the fire alarm panel.
- Report via 2.1 AND 2.2.

NOTE: DO NOT press ‘Sound Alarms’ on the fire panel to trigger your drill. A call point must be used to fully test the system. A different call point should be activated for each drill, please record on the ‘Fire Evacuation Report’ (2.2) under “point of alarm” which MCP was activated.

ADDITIONAL FIRE ALARM PANEL INSTRUCTIONS

Open door to see screen and all function buttons under the display.

To silence Alarm Press Button..... “SILENCE ALARM”

To re-set Alarm Press Button..... “RE-SET”

If a detector has been triggered by smoke or other particles in the air, it is important to ensure the area has been ventilated before resetting the alarm as re-activation is likely to occur.

If the panel is beeping and a fault is indicated on the screen, please contact the Estates Department ASAP, and then log this in 2.1.

If the alarm has sounded, the location of the activations will be shown on the screen.

If you are unsure about the operation of your fire panel, please contact Estates.

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.

FFE will be serviced annually, by contracted party, and should be visually inspected by the F&B Marshal monthly.

Safety Equipment **must not** be tampered with. To do so, is a criminal offence under the Health & Safety at Work Act 1974.

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 higher risk 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). House Parents should utilise the record of this training 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.

Exco is responsible for fire organisation, prevention and procedures for the school. The Health & Safety Committee monitor and review these procedures and make recommendations to Exco. 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
- Complete Fire Awareness training every 3 years
- 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 Exco and Health & Safety Committee, for ensuring that:

- The fire safety policy is kept under regular review by Exco
- 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
- Provide fire safety training where required
- 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.

ACCOUNTING RESPONSIBILITIES DURING EVACUATIONS

WHOLE SCHOOL DRILL

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 House Parent.
- Part time/visiting musicians report to Music Office Manager.
- Medical Centre staff report to Medical Centre Manager.
- Catering staff report to the Catering Manager/Deputy.
- 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 Head of Estates & Operations.
- 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.

INDIVIDUAL BUILDINGS

- The HOD / Fire Marshal is responsible for accounting for occupants of their respective building during an evacuation.

VISITORS

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

COURSES

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

FIRE ORGANISATION CHART

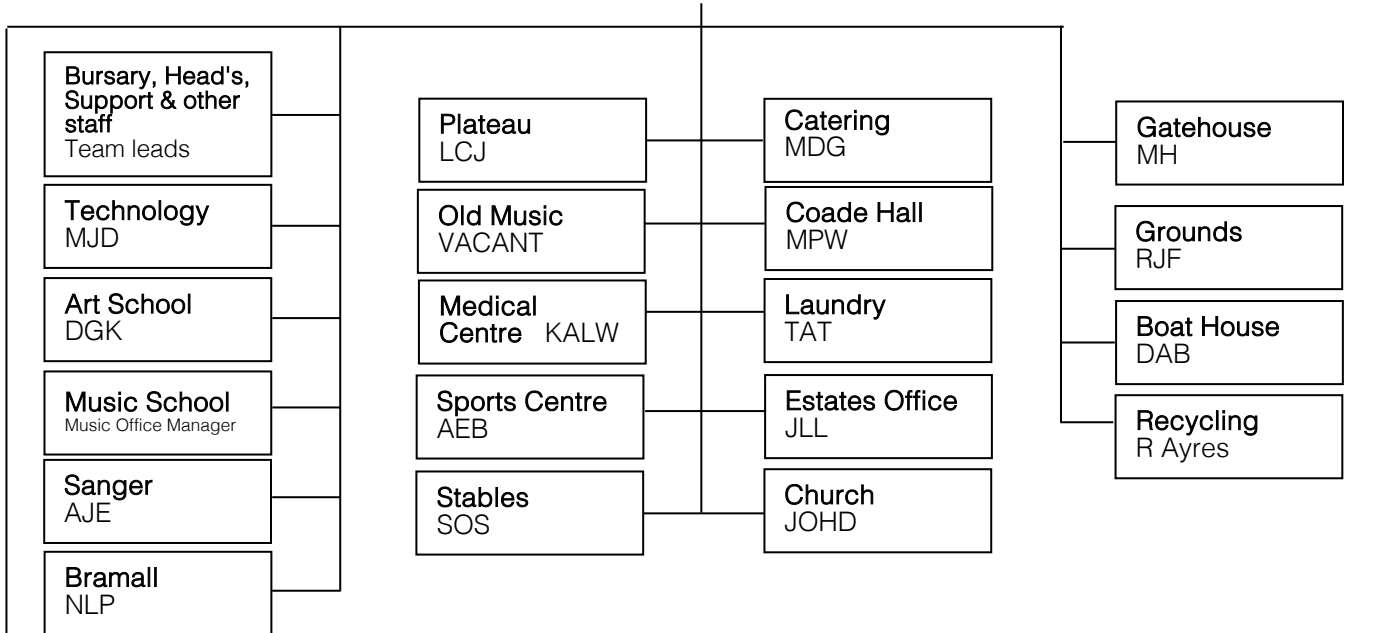
EXCO

Health & Safety Committee

Head of Health & Safety (School Fire Officer)

Head of Estates & Operations (Deputy School FO)

F&B Marshals:



MAIN BUILDING (Senior) (Term time)

Main Building Lead Fire Marshal

H. Rodriguez

MB Deputy Fire Marshals

B. Pullen / S. Steele

J. Owen / W. Smythe / R. Nepali

Connaught

N. Welford

W. McKenzie

Salisbury

M. Christie

H. Rodriguez

Shaftesbury

T. Strongman

N. Williams

Outlying Houses (term time)

Harthan

E. Pick

C. Mason

Beechwood

J. Ralphs

M. Foster

Hunter

J. Velasco

B. Martin

Allan

K. Kean

A. Matthews

Cranborne

L. Haynes

J. Waters

Greenleaves

H. Fearnley

L. Hampson

Purbeck

J. Simpson

D. Prosser

Dorset

G. Drake

N. Payne

Portman

B. Craig

O. Morris

BRYANSTON PREP (term time)

Lead Fire & Building Marshal

L. Moon

Deputy F&B Marshals

S. Ridley / S. Roberts / A. Brooking / P. Fowler / S. Spencer / S. Cornick / K. Donegan / H. Davey

CONTINUED...

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:

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

All reports are reviewed and 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.

OUTLYING BOARDING HOUSES

The Fire & Building Manual is kept within the house.

The House Parent/nominated deputy is responsible for completing.

OTHER BUILDINGS

The Fire & Building Manual is kept within the building.

The Fire & Building Marshal/nominated deputy is responsible for completing.

NB: The Fire Alarm Log and Evacuation report is only filled in following the outlying boarding house alarm sounding, not the Main School Building or 'Site Wide' alarm.

PART 3: FIRE PROCEDURES

General Procedure – Applicable to all buildings



FIRE ACTION

Always be familiar with the layout of your building
and your assembly point

IF YOU DISCOVER SMOKE OR A FIRE

1. Activate the nearest alarm call point
2. At night, check others are awake
3. Leave by nearest escape route
4. Close doors behind you



IF YOU HEAR THE FIRE ALARM

5. Evacuate the building calmly
6. Use the quickest/nearest exit
5. Report to the assembly point



DO NOT:

- Go back inside the building until authorised
- Attempt to fight the fire unless trained
- Stop to collect belongings
- Use lifts

This page can be printed for display where required.

DETAILED 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, in relation to an alarm response, involve:

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

During term time, it is the responsibility of the main school building lead fire marshal to have a rota in place for a ‘Duty Fire Marshal’.

There are two categories of responder who are expected to react to a fire alarm in the main school building. The number of responders varies depending on the occupancy of the main school building.

- **PRIMARY:** The primary responder role involves co-ordinating the evacuation and investigating the cause of the alarm. Primary responders may investigate potential fire locations accompanying a fire safety trained member of staff. Outside of term time Security may be the only staff present on site and will act as the primary responders.
- **SECONDARIES:** MSB residents and additional Fire Marshals from other buildings. In term time secondaries report to and operate under the instruction of the Primary Responder or Assistant MSB Fire Marshals present.

Term time	Responders
0800-1700	Duty Fire Marshal (Primary)
	Deputy Fire Marshals
	Director of Operations
	Security
	Senior Deputy Head
	Head of H&S

Holidays	Responders
0800-1800	Security (Primary)
	<i>Supported by:</i>
	<i>Director of Operations</i>
	<i>Events Manager</i>
	<i>Head of H&S</i>
	<i>Support HODs</i>

1700-0800	Lead Fire Marshal
	Deputy Fire Marshals
	Security

1800-0800	Security
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ACTIONS ON ALARM SOUNDING

As described earlier: GENERAL FIRE PROCEDURE. In addition...

RESPONDERS

1. Responders move to the fire panel and Identify location of activation. **DO NOT silence the alarm** (Note: if it is confirmed that a fire is present, by any of those assembled, then the duty fire marshal may decide, if they have sufficient information, to move directly to the **FIRE PROCEDURE** below.)
2. Whilst the evacuation of the MSB is ongoing the duty fire marshal directs responders (in pairs) to investigate the room/area where a sensor has activated. They are to wear fluorescent vests and at night carry a torch. **EXCEPTION: If the panel shows that a sensor has been activated in a void (including below Olympus Wing), or if there are multiple activations - DO NOT deploy any persons to investigate. Immediately evacuate and follow the procedure for FIRE below.**
3. Responders move to the indicated sensor or call point in pairs to check for smoke and/or fire. **Proceed with caution looking for any signs of fire or smoke (sight, smell, heat). Responders MUST NOT open the door leading to the room/area where the activation has occurred without checking the door for heat with the back of their hand.**

Note: If you are unfamiliar with the area you are asked to check then please tell the Duty Fire Marshal who will send another person who is familiar with the area. Never put yourself at risk. Never attempt to fight a fire.

4. **If you discover signs that there may be fire:**
 - The door or handle feels hot – feel from the lower part of the door upwards,
 - Or any sign of smoke...
 - DO NOT open the door or make further attempts to investigate
 - Report back to the duty fire marshal with the findings.
5. **If there are no signs of fire:**
 - Open the door slightly, whilst in a crouched position.
 - If there are still no signs of a fire look in the room, check the sensor head on the ceiling or the call point to confirm that this is the one that has been activated. The sensor/call point that has been activated will have a red flashing light.
 - If you cannot see the sensor or call point that has been activated report back to the duty fire marshal.
6. When the responders return, they will either indicate FIRE or NO FIRE observed.

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. Main School Boarding Houses should then proceed to Coade Hall for registering.

Overnight (2300-0700), occupants should go direct to the Coade hall. Once in the Quad those assembled will await further instructions from the primary responder. However, subject to weather conditions and/or on the orders of the Responder/Duty Fire Marshal, the holding area may be moved to Coade Hall or other holding area.

NO FIRE:

- Silence the panel (DO NOT reset)
- Inform the personnel at the holding area, that it is safe to return to the building
- Report via 2.1 and 2.2 of the F&B Manual.
- Contact Estates for alarm re-setting.

FIRE - Term Time:

- Responder to inform MSB Fire Marshal/Security of fire location/status plus areas swept
- Responder notifies Security reference the location of the fire
- Security call 999 and escort the Fire & Rescue Service when they arrive on site
- Responders leave MSB and head for the assembly area in the Quad
- Responder briefs those assembled in the Quad to proceed to Coade Hall for roll call
- Lead responder decides if neighbouring buildings are to be evacuated
- Responder decides if site wide alarm is to be initiated for whole school evacuation
- Call Senior Deputy Head on 07541 100 607, then MSB HSMs (Mark Christie 07944 439 849, Nick Welford 07936 934 807, Tom Strongman 07944 440 318)
- If required unlock the doors to Coade Hall (contact Security for access)
- Duty Fire Marshal to wear high vis
- HSMs/DepHSMs conduct a roll call and identify any missing persons
- Responder or Duty Fire Marshal moves to the Front of School to liaise with the Fire & Rescue Service when they arrive at the scene, find the Lead Fire Fighter (white helmet) and check they have been provided with fire file (located in Gatehouse) and details of any missing persons including their likely location if known.

FIRE - Holidays:

- Responder, if not security, to inform the Gatehouse of confirmed fire
- Security call 999 and escort the Fire & Rescue Service when they arrive on site
- Responder head for the assembly area in the Quad
- Responder to brief those assembled in the Quad to proceed to Coade Hall for roll call
- Responder decides if neighbouring building are to be evacuated
- Call Director of Operations, Head of H&S and Senior Deputy Head
- If required unlock the doors to Coade Hall (contact Security for access)
- Holiday course leaders to conduct a roll call and identify any missing persons
- Responder / security moves to the Front of School to liaise with Fire & Rescue Service when they arrive at the scene, find the Lead Fire Fighter (white helmet) and check they have been provided with fire file (located in Gatehouse) and details of any missing persons including their likely location if known.

LIAISON WITH THE FIRE AND RESCUE SERVICE

Gatehouse staff will direct the Fire & Rescue Service on their arrival. When registers have been taken, the Fire Marshal is contacted to confirm that all are present or who is still missing. The 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 inform the leading Exco/Fire Officer to enable the 'All Clear' to be broadcast.

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

FIRE PROCEDURES FOR OUTLYING BUILDINGS / BOARDING HOUSES / PREP

These procedures relate 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 and Prep School.

ALL PERSONS – WHEN YOU HEAR A FIRE ALARM

- Stops activities and leave the building by the nearest exit
- Close all doors behind you
- Report to the Assembly Point for that building and await instructions

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 Exco. 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 Exco/Fire Officer.
- The Gatehouse will remain on duty and keep you informed of the progress.
- **Fire Marshal** to remain close to the building to liaise with the Fire Service.

WHEN THE FIRE AND RESCUE SERVICE ARRIVE

The Fire 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 Exco or School Fire Officer.

Complete the event log (2.1) AND Evacuation report (2.2).

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.
- A member 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 another 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 (Contact Estates if in doubt).
- Complete Event Log (2.1) AND Evacuation Report (2.2).

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
- Pupils in the Waiting Room, with the Physio or any other practitioner to go to register with their boarding house, as usual, where fit to do so
- Nurse in charge to report any pupil or adult NOT accounted for to the Gatehouse.

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.
- Invigilators Exam board procedures are always considered during these events.

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.

FIRE PROCEDURES FOR BUILDINGS WITHOUT FIRE ALARM SYSTEMS

Applicable to the Laundry and Grounds.

IF YOU DISCOVER A FIRE IN ANY OTHER BUILDING:

- Activate a manual call point, if there is one, in the building,
- Shout 'fire' repeatedly
- Knock on any closed doors to alert occupants
- Leave the building via the nearest exit route and raise the alarm by activating any available independent red call point, horn or bell
- Report to the assembly point
- Contact the Gatehouse where possible.

Follow the standard procedure for evacuating.

ASSEMBLY POINTS

BUILDING

ASSEMBLY POINT

MSB

Connaught House
Shaftesbury House
Salisbury House

The Quad (*Wet weather or to register> Coade Hall*)

Allan House
Beechwood House
Cranborne House
Dorset House
Greenleaves House
Harthan House
Hunter House
Portman House
Purbeck House

Green in the middle of the Hunter loop
Lawn at the back of Beechwood House
Lawn outside the front door to Cranborne House
Lawn outside the front of Dorset House
Lawn outside front entrance to Greenleaves House
Gravelled area by Main Building
Green in the middle of the Hunter loop
Lawn by the back door to Portman House
Lawn outside Allan House

Art
Boat House
Bramall
Catering
Church
Coade Hall
Estates (incl. contractors)
Grounds
Laundry
Medical Centre
Modern Languages
Music
Old Music
Pavilions
Sanger

Sports Centre
Stables
Technology

Rear of Art building beyond the patio area
Boat house car park
Area between Technology and Music
Between Main Building and Old Music
Grass circle outside Church
Lawn between Coade Hall car park and Sanger
Estate's Department Car Park
Car park to this area
Laundry car park
Medical Centre car park
Courtyard outside Old Music
Area between Technology and Music
Gravel area at top of ramp
Grass area outside the pavilion
Chemistry & Physics – Dining Room end of the Quad
Biology & Maths – Area between Technology and Music
Sports Centre car park
Car park area in front of stables cottages
Music side of Quad

Bryanston Prep

Terrace Lawn

GATEHOUSE – PROCEDURE IN THE EVENT OF A FIRE

When advised of a fire by telephone:

- 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 (Fire Officer)
- Head of Estates & Operations (Deputy FO)
- Director of Operations
- Senior Deputy Head.

Contacts above are operational in relation to managing incidents and must be contacted.

However, the following should also be advised in the event of a confirmed fire:

- The Head
- The COO

Controlled Burns* - Permitted in 'Wychwood' and are undertaken by the Grounds Team.

If there is a suspect/confirmed fire in Wychwood:

Contact: **Rob Froud – 07843 355 178** and ascertain if this is a controlled burn.

If burn is **NOT** a controlled event, proceed to above protocol.

**Fires that are controlled, such as burns in Wychwood, or fires which can be contained/managed safely may not require the assistance of the Fire & Rescue Service. If in doubt, call 999.*

Security Personnel Responding to Alarms

TERM TIME - Security will always respond to alarm activations in our buildings, as alerted by the Drax system. Security will work under the direction of the Fire Marshal of the building effected. Security will assist in evacuations, investigations and management of the environment.

HOLIDAYS – Security are responsible for responding to, investigating and coordinating fire alarms in ALL BUILDINGS. Security will work alongside Support HODs, Operations Staff and H&S during the holidays to manage fire alarm response and required actions.

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 & Building Manual contains a template Disability Fire Risk Assessment for use by HODs/HSMs when considering the needs of those who could be put more at risk, during a fire situation. Assistance from the Head of H&S should be sought if there are concerns around additional controls and measures needed to support the individual.

- Pupils – House Parent 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.

The responsible person must ensure that the controls in their risk assessment are communicated to all relevant persons e.g., Fire & Building Marshal, colleagues and others where identified.

Where a PPEP has been produced for a member of staff, any associated register (for whole school drills) should have an appropriate note alongside their name, to alert staff.

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.

An Evacuation Chair is fitted in the Sports Centre for occupants of this area, where identified as a need. A number of staff in the Sports Centre, including the HOD, are trained in the use of this device.

SITE WIDE ALARM – WHOLE SCHOOL DRILL (Not app to Prep)

The school utilises a site wide alarm signal for when an incident has occurred and 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 positioned around the school site.

The Site Wide alarm can be triggered by Gatehouse staff and by other authorised members of staff. The alarm system can be split for the Prep and Senior School site, or both combined depending on the need. Activation is by a manual process and is not triggered automatically.

Whole School Drills are undertaken once per term, usually in conjunction with the main school building day drill.

PROCEDURE - When the site wide alarm sounds:

PUPILS – Return to Boarding House assembly points

STAFF – Return to respective assembly point (Boarding, Coade Bar, Support etc.)

RESPONSIBILITIES:

HOUSE PARENT/Deputy/Duty

Undertake House Register and prepare for notification from Exco, via WhatsApp group, to confirm the 'Registration Complete?' message > Respond accordingly. Keep all persons with you until authorised to leave via WhatsApp message.

SUPPORT HODs (Not at Coade)

Register staff and prepare for WhatsApp group message (if not already called) and respond accordingly. Keep your staff with you, until authorised to leave.

HODs/REPs AT COADE HALL

Collect register from coordinators, register staff and return completed list to coordinators. Keep your staff with you, in the hall, until authorised to leave.

STAFF ASSEMBLING AT COADE HALL

Ensure you have been accounted for on your department register and wait until authorised to leave.

REMEMBER:

- **No one should return to work, until the 'all clear' is given.**
- **The silencing of any alarm is NOT an indication of 'all clear' – Always remain at your assembly point until you have been provided with a verbal or electronic (WhatsApp/Digital Alert) confirmation.**

PART 4: FIRE RISK PREVENTION AND CONTROL MEASURES

FIRE RISK (PREVENTION) POLICY

This section of the policy aims to ensure that the appropriate fire prevention/protection 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 / PROTECTION 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 PROTECTION / PREVENTION MEASURES

General:

- 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.
- Fire alarms are tested weekly in all 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 with records kept with 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 and maintain an effective relationship with the local station.
- The main kitchen, and all other kitchens on site, are fitted with heat detectors and 30-minute fire doors. The main kitchen, within the Senior MSB, is fitted with a fire suppression system.

ESCAPE ROUTES - It is essential that:

- Items/equipment MUST NOT obstruct any fire exit door or escape route
- 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.

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

Electrical Safety

- The school electricians check and test circuitry within buildings with 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. PAT testing is required for all portable equipment in all buildings, including in residents flats.
- At the start of the Autumn Term, Estates staff conduct a visual check of all electrical items brought into School by boarders, a subsequent full PAT is undertaken in line with schedules.
- Matrons conduct regular visual checks of electrical items brought into School by boarders.
- Guidance documents are in place for pupils/parents on acceptable equipment for boarding environments.
- 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 should conduct visual checks on equipment prior to use and are provided with guidance.
- Guidance documents are in place for the use of batteries, including storage, charging and disposal.

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 with Estates for all 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 use, storage and emergency actions required.
- Radioactive materials are stored in accordance with current legislation and guidance. Bryanston has an appointed Radiation Protection Officer & Radiation Protection Supervisor.
- Information on the storage of dangerous substances is readily available at the Gatehouse for the Fire & Rescue Service.

Storage

- No combustible items are to be stored in boiler/plant 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 any 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. Any items stored in these spaces must be strictly limited.
- 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

- Rubbish is removed daily from buildings and is to be stored away from buildings in secured refuse bins where possible. Reducing the risks against Arson.
- Combustible materials used are stored in flame proof cupboards where required.

ITEMS OF PUPIL EQUIPMENT NOT ALLOWED IN BOARDING BEDROOMS/ WORKROOMS

- Kettle/coffee machine, Toaster, Sandwich Maker, Microwave oven or other cooking equip'
- Fridges/Freezers
- Electric blankets, heaters & fans
- Mains 'Fairy lights'
- Open lamps 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
- Fish tanks
- NO CANDLES OR INCENSE STICKS or Plug in air fresheners.

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 program
- Additionally, the installation of new 'wiring', of any kind, will comply with BS7671.

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

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 inspected daily (Boarding should utilise the log sheet).

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 APPROVED BY THE FACILITIES MANAGEMENT TEAM.

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 for all boarding environments. Fire risk assessments for low-risk buildings are undertaken internally by a competent person, or by external contractors where assistance is required.

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 Head of Estates & Operations for all Boarding environments. Other non-sleeping buildings are assessed/reviewed between 12 and 24 months, depending on risks. 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.