



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

FIRE SAFETY POLICY

This is a combined policy that applies to both King's School Bruton, Hazlegrove Preparatory School and Sunny Hill Nursery.

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PART 1 – STATEMENT OF FIRE SAFETY POLICY

The School acknowledges and accepts its responsibilities for ensuring the fire safety of all its employees, contractors working on the premises and of all members of the general public (including pupils). This will extend in particular to:

1. The provision and maintenance of a fire detection system.
2. To provide adequate training to all members of staff
3. To carry out regular fire alarm testing
4. To carry out regular Fire Exercises for day pupils and boarding pupils

The School also considers that it is the individual responsibility of all employees to ensure strict adherence to fire safety regulations in accordance with the Regulatory Reform (Fire Safety) Order 2005 in the following respects:

1. To ensure their working area is maintained to a safe working standard
2. To report any defects or hazards without delay
3. To ensure fire emergency exits are not obstructed
4. Fully conversant with the emergency procedures
5. Conducting a fire risk assessment covering all areas of the School which is formally recorded and regularly reviewed.
6. Producing a Fire Risk (Prevention) Policy which includes the elimination or reduction of risks from dangerous substances.
7. Develop fire procedures and provide staff training (repeated periodically where appropriate).
8. The maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.¹

PART 2 - ORGANISATION

Fire Safety Appointments

Headmasters. The Governors direct the Headmasters to promote an active Fire Safety culture within the School. The Headmasters will delegate formulation and implementation of School Fire Safety policy and management to the Estates Bursar.

¹ The maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved)

Estates Bursar. The Estates Bursar will act as the School Fire Officer (SFO) and be responsible for the formulation of the School Fire Safety Policy and management of the fire safety procedures in place.

The SFO is appointed to promote an active and effective fire safety culture at the School. The SFO has executive authority within School and is responsible to the Headmaster who will provide the resources and carry out disciplinary measures for any breach of the Regulatory Reform (Fire Safety) Order 2005. In practice this means that the SFO can take action to prevent danger when there is an immediate serious risk to life or property. The SFO has authority to liaise with external fire Safety Organisations.

SFO Duties include:

1. Ensure all employees are trained in fire safety procedures.
2. Ensure fire alarm tests are carried out and that different Manual Control Points (MCP's) are activated. Fire alarm exercises are to adhere to the following guidelines:

Boarding Houses

- A Fire Exercise is to be carried out within the first three weeks of term.
- HsM/House Parents are to vary the times of Fire Drills and are to ensure that one is completed during silent hours each term.
- HsM/House Parents are to block one of the escape routes to practise pupils in using alternative routes. The Fire Log Book is to be annotated accordingly.

Academic and Support Staff Buildings

- Fire Drills are to be carried out one a term at the discretion of the Building Fire Marshal/Warden.
- Building Fire Marshals/Wardens are to block one of the escape routes to practise pupils in using alternative routes. The Fire Log Book is to be annotated accordingly.

3. Maintenance on site:
 - a. All building work is carried out in a safe environment.
 - b. All contractors working in the School take adequate fire precautions including Hot Work Permits.
4. Ensure the Fire Alarm System is annual maintained.
5. Ensure firefighting appliances are annually tested and a monthly visual inspection is carried out.
6. Electrical checks are carried out annually.

PART 3 - PROCEDURES

Individual Responsibilities

Employees. All employees have a role to play in fire safety and active support in making King's School a safe place in which to work. Under the Regulatory Reform (Fire Safety) Order 2005 employees are to ensure that:

1. Their working area is maintained to a safe working standard
2. They report any defects or hazards without delay
3. They ensure fire emergency exits are not obstructed
4. That they are fully conversant with the emergency procedures
5. They attend and complete all fire safety training sessions
6. They regularly read the fire safety policy

Senior Management Team. Members of the senior management team are responsible for:

1. Increase hazard awareness among working colleagues
2. Make recommendations for training
3. Devise and promote safe working practices
4. Report defects

Over and above these responsibilities, management team should set a good example in all matters of fire safety.

Fire Alarm Testing. Fire Alarm testing is to be carried out once a week activating the system by operating a Manual Control Point (MCP). A different MCP is to be activated each week, ensuring that all MCP's are activated on a rolling basis.

Fire Exercises.

- All Pupils and members of staff – An exercise is to be carried out each term
- Boarding Pupils and Residential Staff – an exercise is to be carried out in the silent hours. This exercise is to be arranged by the House Parent.

- Fire Exercises are to be logged and kept by the Fire Marshal. The SPO will call for Fire Logs each term for checking.

Fire Assembly Points. At Kings School each building has its own fire assembly point, these are annotated on the fire action notices and by building fire wardens. The Basil Wright Building fire assembly point during daylight hours (0800 – 1730hrs) is the Memorial Hall Green. At Hazelgrove the fire assembly points (0800 – 1750hrs) is the front of the Main House, in the event of a fire being in the main house the sports hall will be used. During silent hours (1750 – 0800hrs) the Turning Circle.

Building Alarms. In the event of a building alarm being activated all members of staff, contractors, and members of the public (including pupils) within that building are to assemble at their respective Muster point. The procedures as outlined in the Fire Evacuation management Plan are to be followed. A full list of school muster points is at ANNEX A.

Visitors / Contractors. All visitors / contractors arriving at the School are to sign in and wear a visitors / contractor's badge. They are to be informed about the fire assembly points and also if a fire exercise will be taking place that day.

Electrical Safety. All buildings are to have a 5 year electrical inspection which is carried out by an external contractor. Emergency lighting must be inspected and certificated every year.

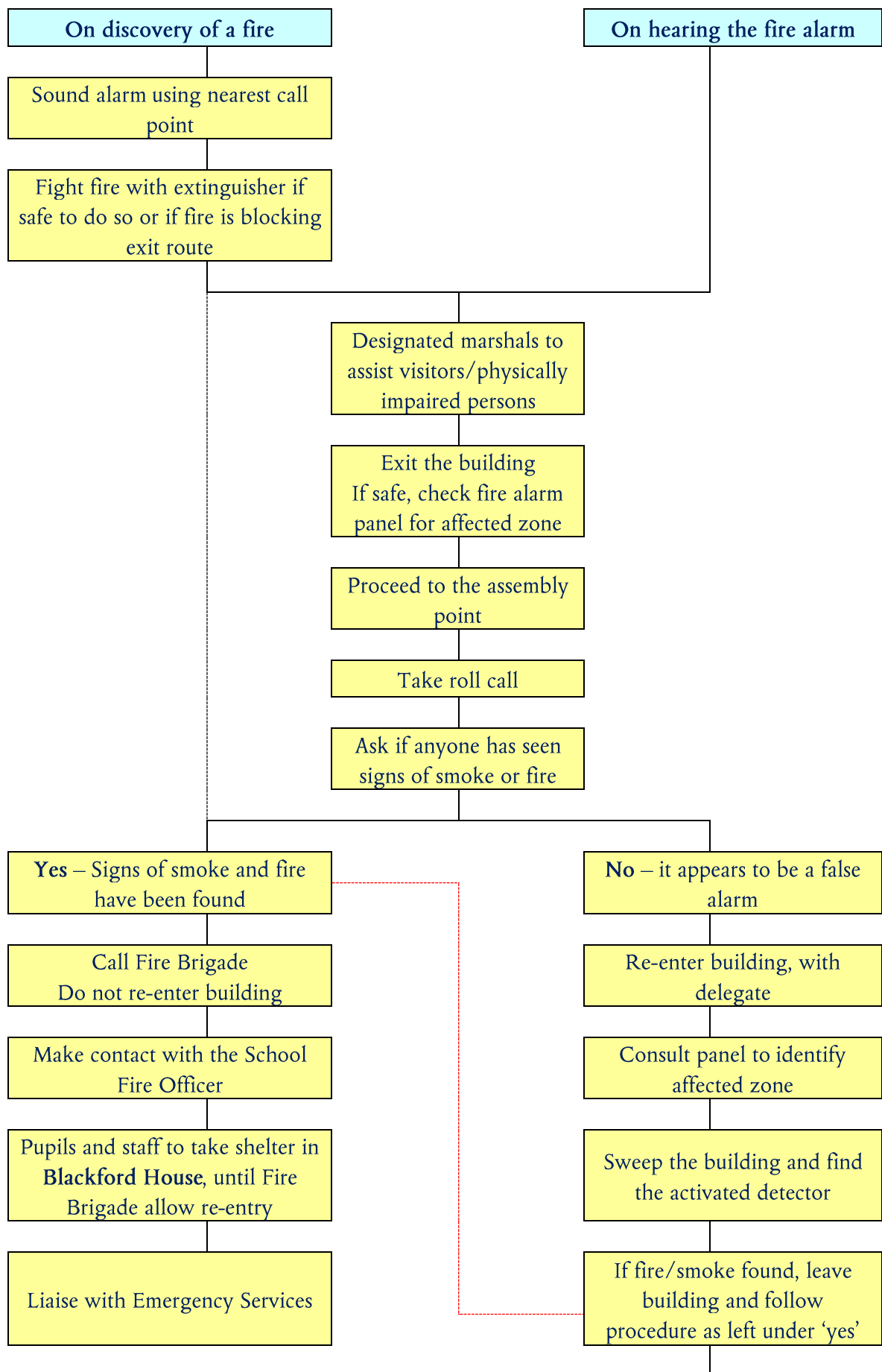
Fire Fighting Equipment. All firefighting appliances are to be inspected annually by external contractor. Monthly visual checks are to be carried out by building Fire Marshals. Maintenance records are to be kept for each building and presented to the SPO at the end of term or when called forward for checking.

School Muster Points and Shelter Areas. A consolidated list can be found at ANNEX A.

Nominated Fire Officers for Academic Buildings. A consolidated list of Academic and Support Area Building Fire Officers can be found at ANNEX B. The nominated Fire Officer is to ensure that the Fire Log book is maintained in accordance with issued guidelines. In the majority of cases a Deputy Fire Officer has also been nominated. The Deputy Fire Officer is to assume the duties of the Fire Officer in his/her absence.

PART 4 – ACTION IN THE EVENT OF A FIRE ALARM BEING ACTIVATED

Fire Marshal Duties in an Fire Evacuation/Emergency Situation. The flow chart below details the procedures that Fire Marshals should follow in the event of a fire evacuation/emergency situation.



Complete sections 5 and 10 in Fire Log Book at the earliest opportunity

If identified as false alarm, silence panel

Allow persons to re-enter building

Contact School Fire Officer. Report any suspected fault





Complete section 5 of Fire Log Book

FIRE EVACUATION PROCEDURES FOR OTHER PERSONS

‘Other Persons’ are defined as:

- Visitors to the school

On Discovering a Fire

<i>Step 1</i>	
Sound the alarm by using the nearest call point	
<i>Step 2</i>	
Dial 999 (or 112 from a mobile telephone) to call the fire brigade, giving the precise location of the fire, include “Health Centre, Threeways, King’s School, Bruton”	999
<i>Step 3</i>	
Leave the building by a fire exit, following emergency signs	
<i>Step 4</i>	
Close all doors behind you	
<i>Step 5</i>	
Report to the Assembly Point as detailed on the Fire Action Notices displayed in buildings	MUSTER POINT
<i>Step 6</i>	
Immediately provide the Fire Marshall with details of the emergency situation e.g. where the fire was discovered, what you saw, how you think it may have started etc	

KSB SCHOOL MUSTER POINTS

Building	Muster Point	Shelter
Arion House	Rear Garden	Wellesley House
Blackford House	Memorial Hall Green	New House
New House	Paddock Lawn	Old House
Old House	Music School Lawn	New House
Priory House	Rear Garden	Wellesley House
Lyon House	Car park	New House
Wellesley House	Car park	Priory House
Basil Wright Building	Memorial Hall Green	Blackford House
CCF/Maint Dept	Millennium Circle	Science Block
Design Centre	Paddock Quadrangle	Paddock Block
Dining Hall	Tuck Shop Car Park	Design Centre
English Department	Memorial Hall Green	Blackford House
Fitzjames Hall	Memorial Hall Green	Blackford House
Grounds Department	Grounds Yard	Lyon House
Health Centre	Music School Lawn	New House
History Department	Riverside Car Park	Wyndham building
6 th Form Centre	Paddock Quadrangle – NE Side	Design Centre
Memorial Hall	Memorial Hall Green	Blackford House
New Music School	Music School Lawn	New House
Orchard Block	Paddock Quadrangle South side	Dining Hall

Paddock Block	Paddock Quadrangle NE Side	Design Centre
Science Block	Millennium Circle	Blackford House
Wyndham Building	Old House Yard	History Block

HAZLEGROVE SCHOOL FIRE ASSEMBLY

(The Front of the Main School Building)

Evacuation to Car Park

