

# SWANBOURNE HOUSE



## 12 - FIRE SAFETY POLICY

Date of last review	January 2019
Date of next review	January 2020
Custodian	Bursar

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## 1. INTRODUCTION

In accordance with its organisational values the Board of Governors of Swanbourne House School Trust Ltd, Swanbourne, Milton Keynes, Buckinghamshire MK17 0HZ (hereafter referred to as the premises) recognise that it is imperative that they provide an environment for pupils, visitors and staff that is maintained safe from the effects of fire, at all times.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the RRO) is identified as the current primary fire safety legislation in England and Wales and to this end the standard of fire safety arrangements required to conform to this legislation will be the **minimum standard** provided at Swanbourne House School. The Board of Governors will strive to achieve a fire safety provision that exceeds this standard, provides resilience to the property itself and facilitates the minimum possible risk to its insurers.

## 2. FIRE SAFETY ARRANGEMENTS

Fire safety arrangements will be considered in two distinct aspects, the first being prevention of a fire from occurring, and then protective active and passive fire safety systems will be provided within the premises to ensure all persons are able to make their exit. Fire safety management provision will be established to monitor, review, revise and maintain effective application of the principles of prevention along with suitable servicing and maintenance of fire safety systems and protective measures in the premises. Relevant information will be provided to all employees and bespoke training will be given to persons who have a specific responsibility (competent persons) for fire related matters at the site.

Specific details of the preventative and protective fire safety measures are contained within the fire risk assessment document.

## 3. FIRE RISK ASSESSMENT

A fire risk assessment document has been produced for the buildings on the site and is maintained current. Control and rectification of the matters contained within the significant findings of this document are the subject of an ongoing fire safety business /action plan for the site. This document is part of the fire risk assessment and is also maintained current.

The Bursar and the Fire Safety Coordinator will undertake a review of the fire risk assessment on an annual basis unless there is cause to review it as a consequence of changes covered within article 9 of the RRO in the meantime. Ardenlea Fire Consulting Limited will be engaged to assist in the review and/or provide specialist advice, as necessary.

## 4. RESPONSIBLE PERSON

The Board of Governors of Swanbourne House School Trust Ltd is considered to be the responsible person as defined under article 3 of the RRO.

## 5. COMPETENT PERSON

Ardenlea Fire Consulting Limited have been engaged by Swanbourne House School Trust Ltd to be the competent person responsible for providing strategic, operational and tactical fire safety guidance to the Board of Governors of Swanbourne House School Trust Ltd and any other staff (commensurate with their role) in relation to all matters covered under the RRO. To this end the Bursar at Swanbourne House School, engages them as required and provide the direct line management and contact for their services.

## 6. RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS

The following responsibilities are hereby nominated in relation to providing suitable fire safety arrangements at Swanbourne House School and they should be contained within the job description of the roles identified below: These roles are also considered to be competent persons (**except the governors who are responsible persons as a corporate group**) in regard to the provision of fire safety arrangements in accordance with the RRO.

### ***Board of Governors:***

To maintain suitable fire safety arrangements at the premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

### ***Bursar:***

To maintain Swanbourne House School premises and the activities carried on within it in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. As far as can reasonably be expected utilising the management responsibilities, budgetary controls and reporting lines of the role. This includes a written report to the Board of Governors in relation to fire safety matters each term, arranging fire safety training for all staff and arrangement/rehearsal of fire evacuation each term. (A separate evacuation rehearsal will be carried out in the residential boarding area and the general school premises). The role will also provide a quarterly check audit and 'sign off' of all fire safety arrangements (**This document is contained within the fire log book**).

The Bursar will engage competent persons, as necessary, to assist in this role

### ***Swanbourne House School Fire Safety Coordinator:***

The nominated person will report directly to the Bursar and maintain the active and passive fire safety arrangements, deliver fire safety training as a trained-trainer and assist with management of fire safety arrangements at Swanbourne House School, as directed by the Bursar, to a standard that will satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 as far as can reasonably be expected taking into account their role responsibilities and reporting lines.

### ***Fire Wardens:***

To be responsible for the initiation and management of the Fire Emergency Plan whenever the fire alarm operates at the premises – all staff are treated as fire wardens. This includes assessment and use of firefighting equipment if a small fire can be extinguished safely without the risk of increasing its intensity and without placing themselves or anyone else at risk as a consequence of this action.

### **Members of the in-house Team:**

To maintain the active and passive fire safety arrangements at Swanbourne House School in accordance with the guideline maintenance schedule contained in this policy.

### **Staff with a management responsibility:**

To ensure all staff for whom they have a management responsibility undertake fire safety training commensurate with their role at Swanbourne House School in a timely manner on at least an annual basis and to ensure staff undertake their roles in relation to fire safety matters in an efficient and effective manner.

### **All Staff:**

Have a responsibility to undertake their role in a manner that supports the fire safety arrangements at Swanbourne House School in accordance with the training that they have been given.

## **7. FIRE SAFETY TRAINING**

Fire safety training will be delivered to the following staff by a Trained - Trainer and recorded (in the fire log book).

### **All staff: (Annually)**

- Completion of Fire Awareness training on Smartlog
- A briefing in relation to management of fire safety matters at Swanbourne House School including an explanation of roles and responsibilities
- Case study reviews of a number typical fire safety failures at schools/residential boarding premises
- Familiarisation of types of firefighting equipment
- Explanation and familiarisation of the Fire Emergency Plan

### **Fire Wardens (Boarding, maintenance and other nominated staff) (Annually)**

- Basic principles of prevention and protection from fire, including focus on a residential school environment
- Practical investigation of a compartment fire
- Familiarisation of types and practical use of firefighting equipment
- Explanation, execution and management of the Fire Emergency Plan
- Familiarisation training in relation to the fire alarm panels at the premises
- Fire safety competence assessment
- Basic principles of prevention and protection from fire, including focus on a residential school environment

- Completion of Fire Warden training either full course or online Smartlog training

### ***Fire Safety Coordinator (Annually)***

The fire safety training provided will include all aspects of the fire training above and in addition will include the following syllabus:

- Management and monitoring of fire safety arrangements
- Fire safety legislation - basic concepts
- Responsible/Competent/ Relevant Person principles
- Basic roles and responsibilities relating to fire safety legislation
- Emergency action plans: managing fire evacuation and fire warden 'sweeping' techniques
- Preventative measures
- Arson/wilful fire setting identification and controls
- Business fire safety resilience planning
- Human behaviour in fire /evacuation situations
- Principles affecting means of escape design
- Basic Compartmentalisation
- Assistance to the fire service
- Emergency lighting principles (maintained/non-maintained types)
- Fire alarm systems and provision of automatic detection
- Fire signage: Types and recommended locations
- Firefighting equipment: Types of extinguishers/specific usage and mode of operation
- The fire triangle and elements of combustion and fire spread
- Case study/discussion around the school emergency fire action plan
- Testing and recording of active and passive fire safety systems
- Fire safety competence assessment

## **8. TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS**

**The testing and maintenance detailed above will be recorded in the fire log book by the person undertaking the relevant test or audit.**

Fire safety systems will be maintained in accordance with the following:

- All fire alarm systems will be tested by manual operation of a different fire alarm call point on a weekly basis
- All emergency lighting units will be function tested on a monthly basis
- All fire doors will be tested to ensure that they are not wedged open and to ensure they close firmly. (Weekly basis in the boarding areas/monthly elsewhere)
- All exit doors will be tested to ensure that they operate upon a single action and without the aid of a key. (Weekly basis in the boarding areas/monthly elsewhere)
- All portable firefighting equipment will be confirmed in their relevant positions according to the fire safety plan on a monthly basis
- The fire alarm will be serviced by a competent contractor at suitable intervals in accordance with British Standard 5839 Part 1

- The emergency lighting will be serviced by a competent contractor at suitable intervals in accordance with British Standard 5266 Part 1
- Portable firefighting equipment will be tested and serviced in accordance with the provisions of British Standard 5306 Part 1
- All repairs to active or passive fire safety equipment will be undertaken by competent persons
- All automatic hold open devices will be tested on a weekly basis in association with the fire alarm tests

The following fire safety related provisions will be subject to identification by suitable marking of individual units in accordance with an asset management type system:

- All doors nominated as a fire exit
- Fire alarm call points and fire detectors
- All fire doors
- Emergency lighting units
- Portable firefighting equipment
- Magnetic and self-contained acoustic operated fire door hold open devices.

All portable electrical appliances will be subject to an annual Portable Appliance Test (PAT) and will be subject to suitable asset management.

All fixed electrical equipment will be subject to regular testing by a competent person in accordance with current IEE regulations, this includes any lightning/earth facilities.

The filters and extraction provision in the cooker extraction units will be cleaned by a competent contractor on a six-monthly basis and the unit itself will be maintained in accordance with the daily kitchen cleaning regime.

All hot works at the premises will be subject to a permit to work system.

Only competent contractors will be engaged to undertake work on any fire related systems and any work that affects such systems will be documented in the fire safety log book so as to provide a clear audit trail.

## **9. DANGEROUS SUBSTANCES**

Dangerous substances are stored and used at the premises for science and cleaning activities which are organised and controlled by teaching/support staff. Maintenance staff also use these to facilitate relevant work as necessary according to the maintenance, service and refurbishment demands of the premises at the site.

All dangerous substances are retained in minimum possible quantities to facilitate effective use; these substances have been substituted where possible for less hazardous substances according to the ERICPD hierarchy of control in accordance with health and safety guidelines.

All dangerous substances are stored in locked and suitably hazard marked stores

No additional requirements are required in respect of either the type or quantities of dangerous substances stored or used. Any additional dangerous substances used on the site as part of construction works will be risk assessed and controlled in accordance with the Construction Design Management Regulations 2015 with suitable control measures duly considered and implemented. Particular regard will be given to any additional measures that may be required in respect of the RRO.

## **10. MONITORING FIRE SAFETY ARRANGEMENTS**

The arrangements detailed within the fire safety responsibilities and maintenance section above provides the framework for suitable monitoring of fire safety arrangements at the site. However, fire safety matters have an extremely dynamic element and all relevant information staff at the site become aware of, should be passed directly to the Bursar and/or the Fire Safety Coordinator in a timely fashion in order that it can be duly considered and acted upon within a suitable time frame.

## **11. PORTABLE FIREFIGHTING EQUIPMENT**

It is a fundamental aspect of this policy that pupils, visitors or staff will not seek to extinguish any fire which occurs at the premises. It will be the role of fire wardens to use firefighting equipment, within the parameters of their skills knowledge and experience, if it can be done without placing themselves or any other person at risk by such action. This position is underpinned by the fact that Swanbourne House School will not seek to train staff (other than fire wardens) to use firefighting equipment to fight a fire. It will merely make staff familiar with the type and use of the portable firefighting equipment provided. This position is based on the fact that relative safety in the premises (in case of a fire) will be available on all occasions without recourse to firefighting action by staff.

## **12. FIRE EMERGENCY PLAN**

It is recognised that the fire service do not undertake a functional role in evacuation of any occupants of premises and action of fire wardens in the event of a fire must be to ensure that all pupils are able to move to a location of ultimate safety (outside and away from the premises) to the rear of the main building which is considered to be the designated fire assembly point. (This location should be varied in accordance with conditions that prevail at the time).

All visitors will be expected to evacuate the premises immediately the fire alarm operates.

The fire service will be called via the 999-telephone system whenever it is suspected that a fire has occurred. A mobile telephone will not be provided in the Fire Box on the basis that it is not efficient to retain a device fully charged at all times and boarding staff/managers will have immediate access to a mobile phone at all times they are on site (as part of their job role).

***The fire emergency plan is based around the current fire alarm systems at the site: These are not configured with a staff pre-alert (two stage alarm). They activate in evacuation mode across each premises immediately a device on the fire alarm system is operated.***

The Fire Emergency Plan must be initiated whenever the fire alarm operates or a fire is suspected and continue in operation until all persons in the premises are safe from the effects of fire.



- Anyone discovering a fire should break a fire alarm call point and make their exit immediately from the building by the nearest fire exit route following the lit signs
- All persons hearing the fire alarm should make their exit immediately from the building by the nearest fire exit route. **All adults sleeping in the vicinity of the pupil dormitory areas (including the house parents) will supervise the immediate evacuation of the boarding pupils and sweep this vicinity, before going to the fire alarm panel. If the evacuation occurs during times when the school is in session during the day, all teachers will supervise the immediate evacuation of their classrooms and sweep areas for which they have responsibility**
- Upon hearing the fire alarm fire wardens should make their way to the fire alarm panel, one should take the role of fire site manager and others should investigate the cause of the alarm activation and report back to the fire incident manager
- If a fire is discovered or suspected the fire site manager (fire warden who takes charge) must contact the fire service immediately via a 999 call. (If it is a false alarm activation persons should be allowed back into the building and details of the cause of the alarm entered into the fire log book)
- All fire wardens must assist the evacuation of the premises by sweeping all areas of the affected premises, starting from locations nearest to the fire
- The fire incident manager must undertake a roll call at the fire assembly location. The visitor's book should be taken to the fire assembly point to assist with this
- The fire service must be met at the site by a fire warden who must take the senior fire service officer to the site fire manager. The site fire manager will brief the fire officer with the details of any persons believed to be missing and give the details of the location of the incident. A fire warden should lead the fire service to the nearest point of entry to the premises and stand by at this location to provide any further assistance, as required
- The site fire manager should liaise with the relevant managers at the school site and provide support to the fire service as required
- Once the fire service have confirmed that the fire has been extinguished/incident has been made safe the building can be re-occupied but only on the instructions of the site fire manager and to areas which provide a safe environment

**The priority in the event of a fire is the safe and rapid effective evacuation of pupils, staff and visitors.**

If you see signs of a fire or other emergency which could place anyone in danger, sound the alarm.

Staff should on hearing the alarm switch off any equipment they are working with before making their exit.

Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors also leave the building. DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.

All persons who evacuate the building must make their way to their evacuation assembly point and report to the fire warden.

DO NOT BLOCK ROADWAYS AND ROUTES that may be used by emergency vehicles.

**Fire Alarm System.** As buildings have their own fire alarm systems it is important that staff understand the strategy if only one building alarms:

- If the Alarm goes off in a building, everyone evacuates. The building with the alarm is checked by a fire warden and a message quickly circulated to staff in the other buildings
- If the Alarm goes off in another part of the school, pupils should be told to wait where they are for staff instructions. A message will be circulated if there is a need for further buildings to evacuate
- Changeover of lessons, or at other awkward times, staff on-hand are to make a judgement call about whether, in the interest of clarity, pupils should be directed to the fire assembly location

Pupils who are missing (e.g. Music/LAMDA lessons, set-class in a separate building) must be accounted for.

In the extremely unlikely event of being trapped by a fire:

- Close the door, using clothing etc. to block any gaps
- Go to the window and attract attention
- If the room becomes smoky, stay low – it is easier to breathe

'Flash Card' type aide memoirs, located at the fire panel and taken by fire wardens as they arrive during a fire alarm activation dramatically assist the implementation of the fire emergency plan:

Each card details a specific aspect of the fire plan so that none are omitted or duplicated. These will be produced by the Bursar in due course.

Boarding pupils will be given specific fire instructions (and sign to confirm this) upon arrival at the site for the first time and upon arrival back at the site for the start of each new term. The details of these instructions should be documented by the Head of Boarding and a copy of them attached to this policy document as an addendum.

All adults, house parents responsible for supervision of the pupils who board will be trained as a fire warden.

The fire instruction notices adjacent to the fire alarm call points in the premises, are for the information of premises occupants (those who do not have a specific fire related role for which they have received training) and they serve to underpin implementation of the fire emergency plan.

### **13. FIRE BOX**

A fire safety box will be maintained adjacent to the fire alarm panel on the ground floor and will contain:

- A fire safety plan of the premises.

- Hand held 'walkie-talkie' radios will be provided and permanently maintained in a charged mode. These interface with the units used by staff at the school for routine communication purposes. These are located in the staff room
- Torches. These are located in the staff room

The contents of the fire box should be used (as necessary) to assist the operation of the fire emergency plan. (The contents should be amended following reviews of each fire evacuation after rehearsals or actual fire incident evacuations).

### **POLICY REVIEW AND REVISION:**

This fire safety policy and its addendums will be reviewed on an annual basis by the Bursar and Fire Safety Coordinator with reference to specialist advice (if necessary) from Ardenlea Fire Consulting Limited. Unless there is reason to believe they require more urgent amendment as a consequence of a fire risk assessment review, enforcement activity or other relevant information.

Following the review phase, the policy will be amended as necessary and reissued. The governors will in all cases endorse the policy on an annual basis.

### **PROMULGATION OF THIS POLICY:**

All staff/governors will be briefed (during governor, staff / team meetings and a record will be made of this fact), as soon as possible after it has been amended.

### **ENFORCEMENT OF THE RRO:**

Buckinghamshire Fire and Rescue Service (hereafter referred to as the fire service) is the single body responsible for enforcement of the RRO at the premises. It is accepted that audits may be occasioned as a consequence of proactive or reactive activity on behalf of the fire service which could occur on a prearranged or unannounced basis.

The Bursar will make contact with the fire service to make them aware of the fire safety arrangements at the premises.

Reviewed by Chris Bailey, Senior Consultant, Ardenlea Fire Consulting Limited

## **CHRIS BAILEY- CURRICULUM VITAE**

I am currently a director and the Senior Consultant at Ardenlea Fire Consulting Limited. I am also Principal Fire Safety Advisor to a number of large safety consultancies across the U.K. I have established strategic safety, security and business continuity contracts with large organisations involved in the leisure, hotel, healthcare, industrial and education sectors. I have provided strategic events management for high profile sporting occasions and concerts and am currently delivering operational 999 fire response cover in London as a business continuity and resilience package for the London Fire Brigade during the current ongoing fire-fighter strikes. Until recently I was head of safety enforcement and community safety for Buckinghamshire Fire and Rescue Service and was responsible for the safety from fire of over a million head of population and operational fire response crews for whom I designed and managed the corporate governance protocols and standard operating procedures.

I held the role of Senior Safety Officer for 12 years in the fire service and I am highly experienced at risk assessing, designing and validating fire safety engineering provisions and escape strategies within all types of premises. I was responsible for compiling investigations, bringing legal action and managing cases in Magistrates and Crown Court. I made the ultimate decision in relation to legal enforcement of fire regulations and have brought over 25 successful prosecutions under the Regulatory Reform (Fire Safety) Order 2005. I am a qualified expert witness and have compiled expert reports for both safety and fire investigation subject matter.

As a member of the Senior Management Team I was responsible for compiling and delivering detailed reports and papers to the elected members of the fire authority relating to all aspects of regulatory and community fire safety matters.

As a Gold Commander for fire and major incidents, I took strategic command of the service, making dynamic, risk based decisions about, resources, operational matters and corporate issues relating to employees and internal and external stakeholders.

### **PERSONAL STRENGTHS**

- Fully conversant and highly experienced in the engineering design of buildings: Specifically, the application of Building Regulation requirements. B.S 9999 and application of fire engineering principles to the design of escape strategies within all types of buildings and premises.
- Vast experience in safety auditing and risk assessing of all types of premises including a number with high political/heritage profile and of national significance.
- Wide theoretical and working knowledge of the application of legal principles to investigation and enforcement of safety law.
- Application of business continuity management in high risk environments.
- Highly experienced in dynamic major incident management, through 30 years of experience across all levels of command.
- Ability to operate at a senior level both strategically and operationally.
- Excellent interpersonal skills which facilitate development and maintenance of motivated teams with strong bonding and ownership of responsibility.
- Strong work ethic, highly self-motivated and driven by achieving team success and developing colleagues across a diverse workforce and delivered for the benefit of a diverse community.
- Experienced at managing internal and external stakeholder and partner relationships and expectations.
- Ability to manage a function within the confines of a multi-million-pound budget.
- I have strategic awareness of employment law.

### **MAJOR CAREER ACHIEVEMENTS**

- Embedded business continuity and commercial support at the heart of safety strategies in order to improve the sustainability and resilience of communities from the effects of fire and other critical events.
- National recognition of my safety enforcement governance procedures and audit protocols following successful defence of Abuse of Process challenges in court.

- Devised an “off the shelf” risk based audit tool that can be used by public service, commerce or industry to manage and maintain more streamlined regulatory compliance and provide operational resilience for a portfolio of premises or properties.
- Visiting lecturer on safety law on a Masters Degree course at Bucks New University. (2010 to present).
- “Future proofed” safety strategies and procedures by incorporating commercial, “unit cost” measurements within the process. This facilitates “like for like” comparisons to be made between departments, teams and auditors.
- Achieved a strategic reduction of unwanted fire signals (40%) through partnership working with building managers/Responsible Persons which consequently reduced the unit cost of fire cover provision in Buckinghamshire.
- Eradicated the traditional “institutionalised” ethos of public service working from departments and teams and set them aside as “beacons of good practice”, with the ability to downsize or expand proportionally whenever and wherever opportunities arose.
- Incorporated quality assurance into the safety audit process. This ensures all safety guidance, legal notices and legal action is fair, proportional and properly evidenced.
- Delivered a RAFKAP agreement with a multinational company.
- Positioned my organisation as a very high performing safety enforcement authority (U.K.). (Validated by figures taken from the Communities and Local Government (C.L.G.) annual report.
- Regularly speak at conferences and symposiums relating to safety strategies, legal enforcement and technical practitioner based processes.
- Represented my service in Magistrates and Crown Court as senior prosecuting officer on numerous occasions.
- Provided design, audit “sign off” and operational resilience for Eton Dorney during the London 2012 Olympic Games.
- Member of the Chief Fire Officers Association (CFOA) South East Region Fire Safety Committee.
- Devised and implemented work patterns which provided effective and resilient 24/7 safety enforcement capacity to facilitate audit of premises when the occupants are most at risk from fire.

#### **EDUCATIONAL QUALIFICATIONS and PROFESSIONAL DEVELOPMENT:**

- Master's Degree in Safety, Security and Business Continuity.
- Post Graduate Certificate in Advanced Investigative Practice.
- Higher National Diploma in Fire Engineering.
- Advanced Investigative Practice Professional award. B.T.E.C. Edexcel Level 7 in Investigation/Interviewing and Advocacy.
- Legal Experience Training: Advanced Professional Award in Expert Witness Evidence. Edexcel level 7 B.T.E.C. (Masters).
- Gold Commander qualification (Highest command qualification Fire Service College Moreton in Marsh )
- NEBOSH Health and Safety General Certificate.
- NEBOSH Fire Safety General Certificate.
- Fire Safety Inspector Qualification from the Fire Service College at Moreton in Marsh.
- Fire Investigation Qualification from the Fire Service College at Moreton in Marsh
  - Member of the Institution of Fire Engineers (IFE).
  - I.F.E certified Fire Safety Auditor.