

# SWANBOURNE HOUSE

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THE *Stowe*  
GROUP



## FIRE SAFETY POLICY

Date of last review	January 2023
Date of next review	January 2024
Version	V 2.0
Custodian	Director of Support Operations

### Amendments

Amendment	Date	Description
	Jan 2022	Full document review with additional sections in line with Group policy



## INTRODUCTION

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 always aim 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.

### 1. 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.

### 2. 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 Director of Support Operations and the Group Health, Safety and Compliance Manager 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. The

### RESPONSIBLE PERSON

The Group Board of Governors of Swanbourne House School is considered to be the responsible person as defined under article 3 of the RRO. The individual responsible person for the School is the Head.

### 4. COMPETENT PERSON

The Group Health, Safety and Compliance Manager has been engaged by Swanbourne House School to be the competent person responsible for providing strategic, operational and tactical fire safety guidance to the Group Board of Governors and any other staff (commensurate with their role) in relation to all matters covered under the RRO. To this end the Director of Support Services at Swanbourne House School, engages them as required and provides the direct line management and contact for their services.

### 5. 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.

#### *Director of Support Operations*

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 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 Director of Support Services will engage competent persons, as necessary, to assist in this role

#### Swanbourne House School Fire Warden:

The nominated person will report directly to the Director of Support Operations 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 Director of Support Operations, 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. To be responsible for the initiation and management of the Fire Emergency Plan whenever the fire alarm operates at the premises –selected staff are nominated as fire wardens based on their role and location. 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.

## FIRE SAFETY TRAINING

Fire safety training will be delivered to the following staff by a Trained – Trainer, or through the online training provider Smartlog

#### 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 during the first week of each new academic year.
- Explanation and familiarisation of the Fire Emergency Plan

#### Fire Warden (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

**Commented [RD1]:** Who – is this not as above and can this be deleted?

**Commented [SW2R1]:** Lets leave this in, it may be the director of Op' but may be delegated (eg to Head of grounds/maintenance

- 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

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

## TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS

The testing and maintenance detailed above will be recorded by the person undertaking the relevant test or audit with the Head of Maintenance and Grounds .

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 (Annually)
- The emergency lighting will be serviced by a competent contractor at suitable intervals in accordance with British Standard 5266 Part 1 (Annually)

- Portable firefighting equipment will be tested and serviced in accordance with the provisions of British Standard 5306 Part 1 (Annually)
- 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 fire doors and those nominated as a fire exit
- Fire alarm call points and fire detectors
- 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) where deemed appropriate 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 Catering for 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. The Director of Support Operations will liaise with Connect Catering to organise.

All hot works at the premises will be subject to a permit to work system. These must be agreed and signed off by the Head of Maintenance and Grounds/ Director of Support Operations

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

#### Emergency Routes and Exits

Emergency routes and exits are indicated throughout the site based on the following standards:

- emergency routes and exits must lead as directly as possible to a place of safety
- it must be possible for all persons to evacuate the buildings quickly and safely
- emergency doors (and final exit doors) should open in the direction of escape (consideration must be given to the age of the building with the original doors). This should be the standard for all new buildings, regardless of the numbers using/occupying the building, and considered as best practice
- emergency doors must not be locked, unless they have fire safe locking systems or a secure key in place; or bolted, unless they are re-opened when the area is in use
- emergency routes and exits must be indicated by appropriate signage
- all emergency routes must be kept free of obstruction at all times
- all doors with electrical access control must be interlocked with the fire alarm - to open on activation

Throughout the day, items used by staff and pupils can be moved around the rooms/area. It is the responsibility of the person in charge of the rooms/area to ensure that fire exits are free from all obstructions and trip hazards at all times.

#### Fire Safety Signs

A fire safety sign is signage which:

- provides information on escape routes and emergency exits in the case of fire
- provides information on the identification or location of firefighting equipment
- gives warning and safety information in the case of fire

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These signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 BSEN 5499 and must not be covered or removed without the prior approval of the Group Health, Safety and Compliance Manager or the Group Director of Operations & Estates.

Fire signage should be green with a white pictogram and writing, or green with just the pictogram. Fire signs must not just display writing. Some signs may be fluorescent, or illuminated, dependent upon their location and function.

#### 1. Fire doors/ Fire Compartmentation

Fire doors play an important part in preventing the spread of fire and smoke. Due to the age of the buildings not all of the fire doors are noted as such under the current regulations, but it is just as important that fire compartments can be made with the doors closed. During refurbishment consideration must be given to changing original doors to new fire rated doors (corridors FD60 and bedrooms FD30 or above) with consideration to planning issues. Where replacement doors have not been fitted, but it is felt through risk assessment that increased protection is required, they will be painted with an increased fire rated paint. This will increase fire compartmentation to the areas.

Cold smoke fire seals, bushes or intumescent strips have been fitted to fire doors and doors with increased fire integrity to assist in preventing the spread of fire and smoke. It is important that these seals or brush strips are not damaged in any way or painted over during refurbishment or decorating. A programme is in place to audit and check all fire doors throughout the site, with an on-going schedule of a maintenance upgrade due to be completed in the next 12 months. Designated Maintenance staff have been trained to check fire doors in Houses. Staff must report any damaged doors immediately to the Maintenance department.

Designated fire doors will be marked with mandatory blue signs; the instruction 'keep clear', 'Automatic Fire Door Keep Clear' or 'do not obstruct fire door' example below must be used.



Items should not be used to wedge open doors. If a door is required to be open for ease of access, then automatic closers should be fitted (or designed door guards that are fit for purpose). This will allow the door to be open but, during the activation of the fire alarm, will create the required fire compartment. Closing fire doors and keeping doors closed can and has saved lives during a fire event. If a door needs to be held open (for example to allow paint to dry) then the person must remain in the room, or arrangements must be made for other fire precautions to be in place.

#### 2. Use of Smoke/Haze Machines for Recreational Purposes

Smoke/Haze machines should not be used unless specific Permits and Risk Assessments are in place. The final decision to use them will require the agreement of the Group Director of Operations & Estates. To use a smoke machine, the Fire Detection System in that area must be isolated or altered so that it does not cause a false activation. Any change or alteration to the Fire Alarm System can only be made by the competent person, i.e. fire alarm electrician or Fire Person. The Permit must outline the contingency plans for fire detection during the time that the alarm has been isolated. The Fire Risk Assessment for that area must be updated for the specific event.

### 3. Furniture, Fabrics and Furnishings Fire Safety Standards

The School will comply with the following regulations:

- Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010.

Furniture and furnishings may significantly increase fire spread in rooms and spaces such as fire escapes, stairs and corridors within a building. Therefore, the potential to increase the fire loading and spread of fire needs to be considered when departments and Boarding Houses are purchasing, arranging and positioning furniture, fabrics and fittings in a building. No second-hand furniture should be accepted or purchased for the use in the School, even if it can be proven to be fire retardant.

Following the guidance set out in the Fire Safety of Furniture and Furnishings in the Contract and Non-domestic Sector, the School will assess the risk, and follow the current British Standards. Within the document the School could be classed as a low risk, though with the Boarding accommodation element, and also various buildings allocated for staff residential accommodation this would be classed as a Medium risk. This must be closely considered on a case by case basis, and where this is uncertain the higher level of risk will be applied.

Office (upholstered) furniture (not in bedrooms - Low risk)

Office furniture, for example in general offices and non-sleeping rooms, should be purchased from reputable suppliers and conform to BS EN 1021: parts 1&2:2014 and BS EN 5852: 1990. Chairs should carry the fire-retardant labels on them as evidence that they conform.

Office (upholstered) Furniture (Bedrooms - Medium risk)

All upholstered furniture within a bedroom used for sleeping should meet BS 7176:2007 +A1:211 as a Medium risk.

Domestic Furniture

Where furniture is introduced into the workplace, different regulations apply.

\*Where domestic accommodation is integral to the Boarding Houses, the School requires that items comply with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. This will not apply to antique furniture or items bought before 1950. Care to monitor the condition, and amount (Fire loading) for the latter is important.

New personal property being purchased by a member of staff for their private accommodation (where the School is the landlord) should be fire retardant, meeting the current standards as above. Where they are supply items that are already their own property, the School (as the Landlord) will ask that the furniture is in good condition, and meets the requirement above\* this should be advised and documented in their tenancy agreements.

Where the School (as the Landlord) is supplying furniture for a single domestic dwelling it will purchase items compliant with Furniture and Furnishings (Fire Safety) Regulations 1988, as amended 2010. If the property is deemed a Medium risk (Multiple occupancy or the property does not have an adequate fire break from sleeping accommodation in a Boarding House) then a higher standard (non-domestic) of furniture will be purchased.

Sleeping Accommodation (Boarding house/bedrooms and common spaces with cooking facilities)

The use of furnishings, bedding and synthetic materials, which are easily ignited, can assist rapid fire spread, and where possible should not be used.

The use of fire-retardant material will substantially reduce fire loading and fire spread if a fire was to break out. Items in sleeping accommodation that should be fire retardant are (Cat 5):

- Curtains/blinds/drapes must conform to BS 5867: Part 2:2008



- Mattresses (excluding quilt/pillow covers) must conform to BS 7177:2008 +A1:2011
- All upholstered furniture must comply with BS7176: 2007 +A1:2011 (cat 5)
- Pillows
- Scatter cushions
- Seat pads
- Sofa beds/headboards/beds
- Loose and stretch covers
- Outside garden furniture (if it is used inside)

If the Boarding House has circulation spaces, deemed large enough to have any upholstered furniture this must comply with BS7176: 2007 +A1:2011. Fire exits must not be compromised by unnecessary furniture.

No materials (including posters) should be hung from the ceilings in bedrooms, and wall hangings (posters, flags/ fabrics etc) should be limited to no more than 20% of the total wall covering.

#### 4. Highly Flammable Liquids (HFL)

A HFL is any liquid, liquid solution, emulsion or suspension which, when tested in the manner specified in the Regulations, gives off a flammable vapour at a temperature less than 32 °C and also supports combustion.

##### Storage

- All HFL within the premises must be suitably stored in a fire-resisting container/cupboard.
- Liquids are to be kept in closed vessels and the maximum quantity is not to exceed that required for a day's work.
- The HFL stores are to be clearly marked with the words "HIGHLY FLAMMABLE" in bold letters.

##### Precautions

- There must be a means of containing, or immediately drawing off into a suitable container, any HFL which leaks. All spills must be contained and managed according to the product manufacturer's guidance (on the MSDS or outlined in the COSHH risk assessment).
- Absorbent materials used to clean up spillages must be placed immediately in a metal container with a cover or be removed without delay to a safe place.
- Materials which are likely to absorb vapours are not to remain in areas where HFL is in use.
- No material, equipment or appliance which has the potential for igniting HFL is to be taken into an area where HFL are used or stored.

#### Liquefied Petroleum Gas (LPG)

##### Storage

- Cylinders are to be stored in an open air, secure locked compound.
- Full cylinders are to be stored separately from the empties, and both should be segregated from cylinders which contain or have contained different gases.
- LPG cylinders should be stored at least 3 metres away from any oxygen cylinder and should not be used or stored in the horizontal position, always upright.

##### Precautions

- Lubrication of valves and fittings is unnecessary and highly dangerous, as is the application of white or red lead jointing compounds and joining tape.
- Cylinders must never be placed by any source of heat.
- Surplus hoses must not be coiled around the cylinder. A fire in a coiled hose is very difficult to extinguish. Where there is surplus hose, it must be positioned away from any source of heat.
- Cylinders or connected hoses must never be left in a confined space.
- Valves must always be closed after use.
- Before assembling regulators and fittings, users must make sure that there are no particles of dirt in the cylinder outlet. It is acceptable to do this by opening and closing the valve momentarily, after ensuring that there is no source of ignition in the vicinity.

#### Gas pipes and identification

- All internal gas pipework (LPG or Natural gas) to be yellow in colour.
- All internal gas pipework (LPG or Natural gas) to have taped markers stating the Legend GAS every time the pipework passes through a wall (both sides), or every 2 metres whichever is closer.
- This is to apply in all Stowe Group properties commercial or domestic, or properties rented for the use of the Stowe Group.

## PORTABLE FIREFIGHTING EQUIPMENT

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It must be accepted that the primary responsibility of all persons is to safely evacuate the building in the event of a fire alarm sounding. However it will be the role of fire wardens or trained members of staff 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.

## 12. FIRE EMERGENCY PLAN

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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

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 EVACUATION BOX

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A fire evacuation box will be maintained in the School office at Main and Manor House will contain:

- A fire safety plan of the premises.
- Up to date pupil and staff registers.

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).

- 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 and Manor House office.
- Hi visibility jackets are kept beneath the fire panel in Main House and in the office at Manor House.

## MONITORING FIRE SAFETY ARRANGEMENTS

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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 Head of Maintenance/Director of Support Operations in a timely fashion in order that it can be duly considered and acted upon within a suitable time frame.

### 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) as soon as possible after it has been amended.

### ENFORCEMENT OF THE RRO:

The 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.

