



## FIRE SAFETY POLICY AND PROCEDURES

### Introduction

These procedures are applicable to all premises under the control of the Royal Grammar School Guildford (RGS) and RGS Prep (*the School*) and details the approach to the control of risk from fire.

The aim of this policy is to ensure that all risks from fire are identified and that suitable arrangements are in place to control those risks, to enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### **Responsibilities**

The **Bursar** is responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. Some of this responsibility is shared with senior members of staff.

The **Head of Estates** is responsible for:

- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, portable fire extinguishers and emergency escape lighting is carried out and recorded at the required intervals.
- Ensuring that easily verifiable and accurate records are kept regarding the testing and maintenance of all fire safety related equipment.
- Liaising with the Health & Safety Manager to carry out regular periodic inspections which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices throughout all School premises.

The **Health & Safety Manager** is responsible for:

- Ensuring that fire risk assessments are undertaken, recommendations made are implemented or appropriate management action taken, and subsequently keeping the assessment up to date.
- Ensuring the Emergency Evacuation Plan is in place and kept up to date (*see appendices*), and that fire evacuation drills are undertaken at least once during each term for each site and are appropriately documented.
- Liaising with the Head of Estates and Senior Management Team (SMT), to ensure an appropriate number of Fire Wardens are appointed and trained.
- Organise appropriate fire safety training for all members of staff, ensuring that accurate training records are suitably documented.

**Staff/ students with a disability** are responsible for informing their Line Manager and the Head of Human Resources (Head of HR) of any disability (whether temporary or permanent) which may affect their ability to evacuate the School premises in the event of a fire or other emergency. Similarly, the Health & Safety Manager is to be informed of any **students with a disability** (whether temporary or permanent).

**Staff and Line Managers** are responsible, in consultation with the Head of HR and the Health & Safety Manager, for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for each individual (staff or student), who would need special arrangements to enable them to evacuate the School premises in the event of an emergency.

**All staff and students** have a responsibility not to put themselves or others at risk, and to follow instructions. Everyone has a duty to ensure that the premises are safe from fire and its affects and not to damage or deliberately misuse any fire safety related equipment or facilities.

### **Fire Detection and Alarm Systems, Emergency Lighting and Fire-Fighting Equipment**

All School premises will have a suitable and sufficient means of raising the alarm in the event of fire. The fire alarm system in each location will be tested on a weekly basis, with the date and time made known. The results of each test will be accurately recorded. This process will be overseen by the Head of Estates, and managed on an operational level by the respective Site Managers.

The fire alarm system will be serviced in line with recommendations from the fire risk assessment as well as the system manufacturers. All service and maintenance visits will be carried out by competent contractors, with all records being held centrally by the Estates department.

Emergency lighting will be installed in all buildings where escape lighting provision would continue to be required in the event of a mains power failure (i.e. stairwells, corridors and exits). All emergency lighting systems will be subject to six monthly service visits by a competent contractor (to include an annual drain test of the battery systems). 'Flick tests' will be completed by the Estates team on a half termly basis. All records will be held centrally by the Estates department.

Suitable and sufficient fire-fighting equipment will be deployed across all buildings in line with the recommendations laid down in the respective fire risk assessments. All equipment will be subject to regular servicing and maintenance by competent contractors as identified in the fire risk assessments.

While guidance on the use of fire extinguishers will be provided, the School's policy is that it is the prime duty of staff to conduct themselves and their pupils to a place of safety and the School does not require staff to use portable fire-fighting equipment unless it is required in order to effect safe escape and evacuation.

## **Fire Training**

All staff receive basic fire safety awareness training. The purpose of the training is to ensure that:

- Everyone is aware of the importance of fire safety.
- The evacuation procedures can be carried out competently and safely.
- Appropriate staff have a basic knowledge of emergency fire-fighting procedures.

Every new member of staff is given basic fire safety awareness training as part of their induction training. More comprehensive training will be completed during staff development days. Refresher training is carried out annually for all staff.

## **Fire Drills**

The effectiveness of fire training is regularly reviewed during fire evacuation drills. Fire evacuation drills are arranged on a termly basis. Where possible, these are completed at the start of each term. Details of all fire drills and evacuations are recorded and reviewed at termly Health and Safety Committee meetings.

## **Events And Public Performances**

The **Head of Estates** or **Deputy Estates Manager** have a responsibility to ensure that hirers of School facilities under contract are informed of the fire safety requirements of the School, and that an event risk assessment will be required to be submitted to the Health & Safety Manager for review. For special events such as plays, or social evenings, School fire wardens may be nominated as part of the risk assessment. They will:

- Be trained in their duties.
- Be familiar with all relevant fire exit routes.
- Be identifiable to the audience.
- Carry a torch whenever part of the public areas is in darkness.
- Ensure there are no areas of overcrowding.
- Keep exits and gangways clear.

## **Visitors and Contractors**

All visitors and contractors, including groups who may hire part of the School premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.

All visitors and contractors (other than parents/ guardians collecting students) arriving at the School must sign-in at the main reception. The visitor/ contractor registration provides both a safety and security record. Therefore, it is necessary for all non-employees having access to the School to register both their arrival and departure times.

A separate permit to work system (including Hot Works) is maintained by the respective **Site Manager** on behalf of the **Head of Estates**.

**All staff** are responsible for the safety of their visitors at all times whilst on School premises.

**Reviewed by:** Bursar/ Health and Safety Manager

**Date of last review:** 20 June 2024

**Date of next review:** Trinity 2025

# APPENDIX 1

## **FIRE EVACUATION PLAN (RGS)**

The fire alarm is a continuous ringing bell. This must always result in total evacuation of the building in which the alarm is sounding.

### **ASSEMBLY AREAS**

<u>MAIN BUILDING:</u>	AWTA
<u>JOHN BROWN BUILDING:</u>	AWTA
<u>NORTH BUILDING:</u>	AWTA
<u>GILLINGHAM HOUSE:</u>	AWTA
<u>OLD BUILDING/ BIG SCHOOL:</u>	TOP COURT
<u>6<sup>th</sup> FORM CENTRE:</u>	TOP COURT
<u>MUSIC SCHOOL:</u>	TOP COURT
<u>ART BUILDING:</u>	TOP COURT

On activation of the fire alarm, the following procedures must be followed:

- Close all windows and doors if time permits.
- Leave all belongings.
- Walk in single file and in silence (with a teacher directing students) to assembly areas.

**All persons are to use the evacuation routes as posted in each classroom/ base, where possible.** These routes are designed to reduce congestion. If the directed route is adjacent to the reported fire, the nearest alternative exit should be used.

**NOTE:** The first member of staff exiting the building from any exit is to open both doors to allow free passage to all persons following on.

**Remember: IF ANY ROUTE BECOMES CONGESTED, OR CANNOT BE USED, EXIT BY THE LEAST CONGESTED ROUTE**

### **ASSEMBLY**

- Assemble always in tutor groups with seniors nearest the North Court or Art Block.
- Pupils will be checked against tutor group lists and the signing out book which should be brought from the school office to the assembly point.
- Staff check for absentees and report to the Fire Marshall or Deputy Head (New Building Side) and the Head of Art/ Director of Music/ member of the Estates team attending (Old Building Side).
- Once all have been accounted for, a message is to be sent to the Site Manager/ Health & Safety Manager/ Head of Estates at the fire control centre in New Building reception.
- Estates Staff check that evacuation is complete and report to the Site Manager/ Health & Safety Manager/ Head of Estates at the fire control centre in New Building reception.

- Staff not teaching and all other staff are to go to the nearest assembly area and await instructions.
- Private Study groups are to report to the Head of Art or Director of Music at the assembly area.
- Individuals detached from class are to go to the nearest assembly area and either rejoin class or report to the Head of Art or Director of Music.
- Examinees assemble as directed by invigilators. Such evacuation will entail absolute silence and the assembly point will be the AWTA.
- Support staff are to assist in observing exam pupils where directed to do so.
- The Site Manager/ Health & Safety Manager/ Head of Estates will inform the Bursar/ Deputy Head when it is safe to re-enter the building.
- The Bursar will inform the Deputy Head when it is safe to re-enter the building.
- No one is to re-enter the School buildings until told to do so by the Deputy Head.
- On instruction file in silence back to classrooms.

#### **ALARM OUTSIDE CLASS TIMES**

Staff clear buildings via best available route to normal assembly area.

Students assemble in tutor groups or as instructed by the senior member of staff present.

#### **FIRE INCIDENTS**

All incidents must be reported to the Head of Estates and the Health & Safety Manager in writing immediately after the emergency.

## APPENDIX 2

### **FIRE EVACUATION PLAN (RGS Prep)**

The ALARM is a continuous ringing bell. This must always result in total evacuation of the building in which the alarm is sounding.

### **ASSEMBLY AREA**

The fire assembly point for all staff, pupils, visitors and contractors is on the bottom playground, facing the Astro.

On activation of the fire alarm, the following procedures must be followed:

- Close all windows and doors if time permits.
- Leave all belongings.
- Walk in single file and in silence (with a teacher directing pupils) to the assembly area.

**All persons are to use the evacuation routes as posted in each classroom/ base, where possible.** These routes are designed to reduce congestion. If the directed route is adjacent to the reported fire, the nearest alternative exit should be used.

**NOTE:** The first member of staff exiting the building from any exit is to open both doors to allow free passage to all persons following on.

**Remember: IF ANY ROUTE BECOMES CONGESTED, OR CANNOT BE USED, EXIT BY THE LEAST CONGESTED ROUTE**

### **ASSEMBLY**

- Assemble in forms, in alphabetical order, on the bottom playground, facing the Astro area, with juniors nearest the field, and seniors nearest the D&T workshop.
- Pupils will be checked against tutor group lists and the signing out book which should be brought from the school office to the assembly point.
- Staff are to check for absentees and report to the senior Fire Marshall or Head/ Deputy Head.
- Teachers who are not teaching, and all other staff, visitors and contractors are to assemble on the bottom playground, along the wall in front of the D&T workshop and await further instructions.
- The Site Manager will inform the Head/ Deputy Head when it is safe to re-enter the building.
- No one is to re-enter the School buildings until told to do so by the Head/ Deputy Head.
- On instruction file in silence back to classrooms.

**ALARM OUTSIDE CLASS TIMES**

Staff clear buildings via best available route to normal assembly area.

Pupils to assemble in form groups or as instructed by the senior member of staff present.

**FIRE INCIDENTS**

All incidents must be reported to the Head or Deputy Head, the Head of Estates and the Health & Safety Manager in writing immediately after the emergency.



## APPENDIX 3

### **FIRE EVACUATION PLAN (RGS Pre-Prep)**

The ALARM is a continuous ringing bell. This must always result in total evacuation of the building in which the alarm is sounding.

***When the alarm is sounded, pupils upstairs have priority right of way to exit the building.***

### **ASSEMBLY AREA**

The fire assembly point for all staff, pupils, visitors and contractors is the far end of the playground, at the furthest point from the School buildings.

On activation of the fire alarm, the following procedures must be followed:

- Close all windows and doors if time permits.
- Leave all belongings.
- Walk in single file and in silence (with one teacher leading each year group, and another following) to the assembly area.
- The Head of Pre-Prep is to notify the Fire and Rescue Service as well as the RGS-Prep School office.

**All persons are to use the evacuation routes as posted in each classroom/ base, where possible.** These routes are designed to reduce congestion. If the directed route is adjacent to the reported fire, the nearest alternative exit should be used.

**NOTE:** The first member of staff exiting the building from any exit is to open both doors to allow free passage to all persons following on.

**Remember: IF ANY ROUTE BECOMES CONGESTED, OR CANNOT BE USED, EXIT BY THE LEAST CONGESTED ROUTE**

### **ASSEMBLY**

- Assemble in forms, at the fire muster point.
- Pupils will be checked against tutor group lists and the signing out book which should be brought from the school office to the assembly point.
- Staff are to check for absentees and report to the Head of Pre-Prep.
- Teachers who are not teaching, and all other staff, visitors and contractors are to assemble at the muster point and await further instructions.
- The Site Manager will inform the Head of Pre-Prep when it is safe to re-enter the building.
- No one is to re-enter the School buildings until told to do so by the Head of Pre-Prep.
- On instruction file in silence back to classrooms.

**ALARM OUTSIDE CLASS TIMES**

Staff clear buildings via best available route to normal assembly area.

Pupils to assemble in form groups or as instructed by the senior member of staff present.

**FIRE INCIDENTS**

All incidents must be reported to the Head of Pre-Prep, the Head of Estates and the Health & Safety Manager in writing immediately after the emergency.