



# King's College

TAUNTON

## **FIRE SAFETY & PREVENTION POLICY**

This policy is applicable to all pupils  
including those in EYFS

*This policy applies to  
King's College Prep School and King's College Taunton*

**Policy Date:** September 2024

### **Responsibility**

**Individual:** Director of Finance and Operations

**Council Committee:** Finance & Estates

### **Review Cycle: (Annual)**

**Next scheduled review:** September 2025

**Last interim review:** May 2024

## INTRODUCTION

This Fire Safety and Prevention Policy document covers both King's College Prep School (KCP) and King's College Taunton (KCT).

It is the overall aim of both schools to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the schools, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

This policy will be updated regularly to reflect changes in central government policy.

## FIRE AND EMERGENCY PROCEDURES

Fire is probably the most serious hazard in any school and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within most buildings there are automatic detectors and warning devices, they are linked to an addressable system which automatically reports faults. Fire alarms are tested weekly during term time and during academic breaks. The fire alarms are not tested during the Christmas break as the school is closed. False alarms or actual fire incidents are recorded in a log and reported to the Health & Safety Officer

There are a full range of fire extinguishers at numerous points around each school with powder or CO<sub>2</sub> extinguishers in areas where there may be a danger of electrical fires. These extinguishers are checked annually under contract and inspection certificates are held by the Health & Safety Officer. In order that small fires are tackled at the early stages a number of staff receive fire extinguisher training. The school hold only fire extinguishers which comply with European standard EN3 (BS7863). These extinguishers have red bodies with a zone of appropriate colour to indicate contents,

### Fire Extinguishers

- Black (CO<sub>2</sub>) - Class **B** and **E** fires
- Blue (Powder) -Class **A, B, C** and **E** fires
- Cream (Foam) - Class **A** and **B** fires
- Red (Water) - Class **A** fires
- Yellow (wet chemical) - Class **A** and **F** fires
- Fire Blankets - Class **F** fires - Particularly useful for smothering oil/fat pan fires or for wrapping around a person whose clothes are on fire.

### Classification of Fires

- Class **A** – Wood, paper, combustible materials
- Class **B** – Flammable liquids
- Class **C** – Flammable gases
- Class **D** – Metal fires
- Class **E** – Electrical fires
- Class **F** – Cooking oil/fat fires

Whole school daytime fire drills are held each term in KCP. Fire drills take place once a term within departments at KCT. Staff must ensure they and all visitors and pupils evacuate buildings in a safe, quiet and controlled manner.

### Boarding Areas

It is the responsibility of the Head of Boarding at KCP and each House Parent in conjunction with the Head of Boarding at KCT to ensure that housekeeping within boarding areas is such as to minimise the risk of fire and to minimise the hazard should a fire occur. Head of Boarding and House Parents should pay particular attention to curtains and other forms of wall decoration near lamps or hot surfaces. Attention should be given to ensuring that fire doors with automatic closure devices are in good repair and that no standard fire door is wedged open and that such doorways are not obstructed by furniture. Careful attention should be given to all electrical devices and extension leads to ensure their safety. A fire risk assessment is completed for the whole school including the boarding house in KCP and for each separate building (including boarding houses) in KCT. These risk assessments are reviewed annually or when there is a significant change.

At KCP it is the responsibility of the Head of Boarding to carry out night-time fire evacuation drills during each school term and to notify the Health & Safety Officer when these have taken place, together with any comments or observations on the procedure or any faults with the fire alarm panel or detection units. The Health & Safety Officer maintains a record of all drills and will arrange to have any defects rectified. At KCT the Head of Boarding has this responsibility in conjunction with each House Parent and the Health & Safety Officer who maintains the records.

### See Appendix A – Fire Drill Report Sheet

In the event of a fire alarm sounding or the report of a fire there is a set protocol throughout each school that is followed. A record of all incidents when the alarms have sounded is kept by the Health & Safety Officer for both schools. Reports are completed after a test, fire or false alarm.

### Emergency Plan

Based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting in either School, an Emergency Plan is a part of the Fire Risk Assessment.

The aim of this plan is to ensure that buildings can be safely evacuated, and varying routes of evacuation are included. Any applicable information can be available to the emergency services if called. Site plans are available in each Reception when needed.

An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to the school. Visitors attending a function or meeting will be briefed prior to the commencement of the activity and Visitor Badges have summary evacuation details printed on the reverse.

Specific briefings are held during the Summer Academic Break for the organisers and participants of the OISE Summer School at KCP and the Cricket Festivals at KCT.

### **Fire Safety**

This Policy is the overarching management policy for Fire Safety in both KCP and KCT. The following paragraphs describe this overall management:

- In KCT each boarding house and each school building has a Fire Risk Assessment document which lists all risks and includes actions to prevent risks becoming reality (prevention).
- In KCP the whole school has a single full Fire Risk Assessment document which lists all risks and includes actions to prevent risks becoming reality (prevention).
- Fire procedures and training are in force throughout both schools.
- All pupils, staff and visitors are covered by this Policy.
- Fire drills are performed regularly.
- The schools have a designated Fire Prevention Officer (the Health & Safety Officer)
- The schools take seriously their responsibilities for maintaining all aspects of fire prevention and protection including (but not limited to) the correct maintenance of fire routes, fire doors, external fire escapes, firefighting equipment, signs, notices, emergency lighting, fire detection and fire alarm systems.

### **Fire Risk Assessments**

Fire Risk Assessments for all areas of the schools are available for inspection. In KCP the document is held by the Operations Manager and in KCT the individual documents are held in each specific area including the boarding houses and separate teaching areas.

Each Fire Risk Assessment considers everyone on the premises, whether they are employees, pupils, parents, visitors or members of the public.

All hazardous substances and other potential or actual hazards and potential fuel for fire are incorporated into these Risk Assessments.

In KCP Fire Risk Assessments are completed by House Parents and Heads of Departments and are supported by the Health & Safety Officer and the Operations Manager. In KCT they are completed by Heads of Departments of separate buildings and House Parents with the help of the Health & Safety Officer. A file is kept and reviewed annually or when significant changes take place.

### Fire Alarm Activation Procedure

#### Alarms Sounding

- On hearing the fire alarm, all persons must evacuate the building, using the nearest safe exit and proceed to the designated assembly point.
- A roll call must take place for pupils and staff.
- The person responsible will check the fire panel and locate the zone where the activation has taken place. **Do Not** Silence or Reset the Alarms.
- The indicated zone **must** be checked, if confirmed to be a false alarm, no action is necessary. If the premises cannot be checked, or a fire is detected, **Dial 999**.
- Once the alarm and Incident have been dealt with the responsible person **must** silence & reset the panel and allow all persons to re-enter the building.
- The activation/Incident must be recorded on the fire alarm record sheet located near the fire panel.

#### Confirmed Fire

- The person discovering the fire **must** activate the nearest Call Point. On hearing the alarm, ensure that everyone is evacuating the building.
- Go to the Fire alarm panel and locate the relevant zone & detector causing the activation. **Dial 999** to report the fire. **Do not** silence or reset the alarms.
- All persons **must** leave the building by the nearest exit and make their way to the designated assembly point.
- **Do not** re-enter the building.
- All persons at the designated assembly point must be supervised and a roll call taken. List person's **not** present and possible location. Notify the fire officer of persons not actually present.
- If the Incident becomes prolonged move personnel from the assembly point to a safe area.
- Once the Incident has been dealt with and the premises handed back, reset alarms and enter incident on the fire alarm record sheet located near the fire panel and complete an Incident form.

### Five Steps to Completing a Fire Safety Risk Assessment.

- Identify Fire Hazards. How could a fire start, what could burn?
- Identify People at Risk. Persons on site
- Evaluate and Act. Remove and reduce the risk, protect premises and people from fire
- Record, Plan and Train. Record findings, plan how to prevent a fire from starting, train staff and new employees
- Review. Keep it under regular review, note any significant changes. Inform people of changes

## 5 Steps Of Fire Risk Assessments

A regular review of fire risk assessment of a premise is very important.  
Written record of fire risk assessment is necessary if a business has 5 or more people.

### Carrying out the assessment

**1** Identify the fire hazards.

**2** Identify people at risk.

**3** Evaluate, remove or reduce the risks.

**4** Record your findings, prepare an emergency plan and provide training.

**5** Review and update the fire risk assessment regularly.



### Factors to be considered

**1** Emergency routes and exits.

**2** Fire detection and warning systems.

**3** Fire fighting equipment.

**4** The removal or safe storage of dangerous substances.

**5** An emergency fire evacuation plan.

**6** Staff fire safety training.

**7** The needs of vulnerable people, eg the elderly, young children or those with disabilities.

**8** Providing information to employees and other people on the premises.



Appendix A – Fire Drill Report Sheet

 <b>King's College</b> TAUNTON	<b>Fire Drill Report</b> <b>Regulatory Reform (Fire Safety) Order 2005</b>	<b>Year:</b>
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<b>Building/Premises:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Term</b>	

DETAILS	Yes	No	N/A
Did the Fire Alarm sound correctly?			
Did all final exit doors open easily and immediately?			
Was a register taken at the designated fire assembly point?			
Was the fire drill witnessed by the Safety Officer?			
Were any disabled or sensory impaired persons involved?			
Did all fail safe locks/barriers operate correctly?			
How long did it take to evacuate the building School/Service/premises?	<b>Time</b>		
Approximate number of persons evacuated from the building?	<b>Total</b>		

Observations / Comments	Action	Date Completed

### **Responsibility of All School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. Staff should ensure that they are fully aware of the emergency evacuation procedures, which can be found in the staff handbook. They shall ensure that fire exits are kept clear and that fire doors are kept shut.

Any concerns relating to fire safety must be raised with their line manager or the H&S Officer.

As well as the mandatory Health and Safety training from Edu-Care which includes a fire awareness element, staff are to complete the online "Fire Safety in Education" Training from Edu-Care on induction and every two years. The training covers the practical day-to-day knowledge of fire safety in an educational setting. INSET training is also conducted annually.