



Cothill House Policy Documents

ISSR 12 Fire

NMS for Boarding: 17.1, 17.2

Date: January 2019

Next review: spring 2019

Overview

The main school site is separated into four alarm zones. The lead member of Staff should ensure that he or she knows the geography of the zones as well as their control panels and that he or she understands the operation of the control panels. The zones are:

1. The main building. The control panel is situated in the foyer of the hall.
 2. The classroom Complex. The control panel is located centrally, in the front corridor.
 3. The design/art/music practice block. The control panel is on the stairs up to the music practice rooms.
 4. Jackson's. The control panel is in the front hall on the ground floor.
- Bowlers and the Chandlings boarding houses have their own alarm systems and procedures to be followed in case of fire.
 - Fire extinguishers are available at various points around the school.
 - It is the responsibility of the Estates Bursar to ensure that alarms and extinguishers are regularly tested and maintained. It is also the Estates Bursar's duty to ensure that notices indicating assembly point locations and escape routes from the dormitories are clearly displayed in classrooms and other relevant locations.
 - Day time and night time (boarding) drills are regularly practised in accordance with advice given by the Fire Officer. There is a minimum of one day drill held each term and one night drill, in each boarding house, each term.

Fire notices, indicating the procedure when finding a fire during the day, are pinned up in teaching rooms, the Staff Room, dining room and other areas where boys, Staff and visitors congregate.

Copies of fire drills are provided in the visitor reception area.

Dormitories have details of night drills.

An annual review of Fire Risk Assessments (FRAs) is undertaken by Chris Gilham, the Estates Bursar. The fire alarm systems are inspected every 6 months by Pyrotec Systems and the alarms are also tested each week.

The Headmaster is the School Fire Officer.

Last whole Staff training January 2018.

Fire Marshall Course (valid for 3 years)

Jacqueline Pridmore	Feb 2018
Kyle Langman	July 2018
Robert Williams	July 2018
Duncan Bailey	September 2018

Procedures in case of fire

- In all cases, the primary objective is to ensure the safety of all on site and to preserve life.
- Fires should only be tackled with great caution and generally only to ensure safe evacuation of Staff and boys.

1. Daytime procedure

This procedure will be followed between approximately 8am and 8pm ie when boys are NOT "upstairs".

In the event of a fire alarm being raised anywhere on the campus:

- The lead member of Staff will cause the bell to be rung: a continuous ringing for 5 seconds followed by a 5 second silence. He will ensure alarms are sounded in all zones and that the fire brigade is contacted.
- All boys, employees and visitors will move to their assembly points.

Assembly Points:

Boys will line up in class groups in the locations shown by class labels on the side of the tennis courts.

If the Main Building or Pike Building are on fire - or in the event of inclement weather - the assembly point becomes the Complex, where boys will assemble by Group, as they would during a night-time drill.

Staff should station themselves in Group classrooms to ensure a calm and orderly atmosphere. Domestic & administrative staff, peripatetics and any visitors will assemble in the front corridor of the Complex.

Senior Staff will direct boys, Staff & visitors as necessary.

- During lessons, subject teachers will accompany boys to the assembly point and begin registering classes.
- Boys not in lessons will assemble with their class and be registered by the first

available member of Staff.

- Class and Staff lists are contained in boxes by the entrance to Lawrence's shed or in the Staff Room.
- The duty matron will bring the list of absent boys to assist in accurate registration.
- Permanent members of music Staff, senior members of the domestic and ground staff, the Bursary and Jane (or her deputy) will advise regarding adults on site.
- The lead member of Staff will ensure that all boys, Staff and visitors are accounted for.
- The lead member of Staff will liaise with emergency services on their arrival.
- *In all cases, the primary objective is to ensure the safety of all on site and to preserve life.*

2. Night time procedure

This procedure will be followed between approximately 8pm and 8am ie when boys are 'upstairs'.

In the event of the alarm sounding in the main building:

- The lead member of Staff should alert the emergency services.
- All boys will exit the building via the escape routes described on the red fire notices. If primary routes are not possible, additional staircases can be found at the far end of the New Hall, next to the Surgery & in the Headmaster's house.
- The lift should **not** be used in the event of a fire.
A matron from a New Hall flat will take a key and go straight to the Complex and unlock the door.
- If safe so to do, matrons should check the dormitories for which they are responsible to ensure all boys have woken up and left.
- Matrons should bring their Complex keys.
- All boys should assemble in their group classrooms **in the Complex**. The most senior boys in each group will begin checking that all boys are present, although an adult member of Staff should take a register as soon as possible in each room.
- The matron in charge should bring a list of boys absent from school to assist with registration.
- The lead member of Staff should liaise with the emergency services on their arrival to determine the subsequent course of action.

Fire Safety Policy

General

In all cases, the primary objective is to ensure the safety of all on site and to preserve life.

All occupants of all school buildings should be able to vacate the building to a place of safety in the event of a fire occurring within that building.

All school buildings are constructed to a standard that will not be adversely affected by fire for at least sufficient time to allow all occupants to vacate in safety. Experience shows that full evacuation should be effected within two and a half minutes.

All boarding and teaching buildings are fitted with automatic fire detection and warning systems together with emergency lighting, all of which are serviced, maintained and tested at appropriate intervals by Pyrotec Services Ltd. The fire detectors and the emergency lighting are tested every six months. Fire notices in rooms and exit signage is reviewed each term. The Fire Officer (Headmaster, Duncan Bailey) and Trust Estates Bursar (Chris Gillham) are responsible for ensuring that this takes place.

Fire extinguishers, where fitted, are serviced and tested annually by Redbox Fire control Ltd. Members of Staff who are responsible for the safety of buildings, such as the maintenance teams and Trust Estates Bursar should carry out spot checks at least weekly, as part of their routine management duties to satisfy themselves that fire extinguishers are in place and have not been tampered with or used, that the Fire Panel reads 'Normal' and that fire escape routes are free from obstruction.

The school maintains a rolling programme of fixed electrical installation testing together with testing of all school owned portable electrical appliances. It also undertakes to provide Staff training in fire safety awareness on an annual basis. This fire safety training is done at the beginning of each academic year, when new Staff also receive induction. The Fire Officer (Headmaster, Duncan Bailey) and Trust Estates Bursar (Chris Gillham) are responsible for ensuring that this takes place.

Cothill House school operates a 'No Smoking' policy throughout all its buildings.

Other buildings:

The construction of most other school buildings is also Class 'B', i.e. traditional brick, block and tile walls and roof (non-combustible) with timber floors and roof joists. As such, the maximum safe evacuation time is two and a half minutes.