

FIRE AND EXPLOSION POLICY

This policy is a 'whole-school' policy and relates to both the senior and the junior school (including the Early Years Foundation Stage)

1. Introduction

The purpose of the policy is to safeguard all persons on the premises from death or injury in the event of a fire or explosion, to reduce and eliminate the risk of fire and to limit the spread of fire and damage to buildings, equipment or to the environment. It applies to all school properties.

2. Responsibility

The Bursar is responsible for the application, monitoring, review and revision of this policy, which applies to all persons on Bootham School premises. This policy is essential to the School's compliance with the Regulatory Reform (Fire Safety) Order 2005. The requirements are outlined below.

3. Requirements

- 3.1 Ensure that Fire Risk Assessments are carried out for each element of the schools premises and maintain records. Implement recommendations for remedial action where appropriate.
- 3.2 Review the fire risk assessments at least annually, or on the change of any Regulation or HSE Guidance or on the change of use of any part of the premises by the school, including refurbishment or new developments.
- 3.3 Initiate timely action to implement the recommendations arising out of any risk assessment or subsequent action plan.
- 3.4 Ensure that no new activities which may present a fire hazard take place until a risk assessment has been completed.
- 3.5 Ensure that all areas of the school are maintained clear of combustible materials and fuels and that any flammable liquids are controlled and stored safely.
- 3.6 Ensure that sufficient Fire Wardens and Assistants are appointed and trained in their duties and that all training is recorded.
- 3.7 Ensure that those members of staff who are responsible for induction of new staff and pupils are adequately informed on Fire and Emergency procedures and that fire safety and responsibilities are adequately covered as part of induction.
- 3.8 Carry out ad hoc inspections of the premises to check compliance with Fire Regulations and good practice including inspection of evacuation records.
- 3.9 Ensure that checks are carried out weekly on the fire detection and alarm system and monthly on the emergency lighting, including the illuminated fire emergency signs, to ensure all are fully operational. Full checks of the systems are made by competent engineers at least annually.

- 3.10 Ensure that servicing of all fire-fighting/extinguishing equipment is undertaken by a competent service engineer annually and that all signs and notices are current and clear.
- 3.11 Ensure that there is a clear schedule of responsibilities for fire emergencies covering all aspects of the occupancy of the Boarding Houses. Evacuation responsibilities for the boarding houses and 17 Claremont Terrace are outlined in the associated documents.
- 3.12 Ensure that practice emergency evacuation drills are carried out at least termly in all buildings, including the boarding houses and 17 Claremont Terrace, by sounding the alarm at appropriate intervals. Drills should be carried out in such a way and at such intervals and times of day as to enable people to become familiar with the alternative evacuation routes. Boarding house drills shall be undertaken at times of principal occupation, including during the night. A note should be made in the evacuation records on each occasion to indicate the time the evacuation took place and any relevant comments.
- 3.13 Attempts should not normally be made to combat a fire, this should be left to the fire brigade but some staff will be trained in the use of fire-fighting equipment to deal with possible minor occurrences.
- 3.14 Ensure that the fire safety precautions and procedures make adequate provision for disabled persons using the facilities using a PEEP (Personal Emergency Evacuation Plan).
- 3.15 Ensure that all staff and pupils are conversant with the Fire and Emergency Procedures and can recognise the sound of the alarms. Accounting for people at the assembly point will be facilitated by the appointment of registration persons so that everyone reports to a nominated individual.
- 3.16 Any visitors to the premises must sign in at reception and are the responsibility of the person they are visiting. In the case of an emergency evacuation of the building, ensure that the current visitor information sheets are passed to the registration person at the assembly point.
- 3.17 Before any contractors are allowed to start work on the premises they should be briefed on the emergency arrangements and all relevant method statements and risk assessments obtained. If hot work is involved this must be governed by a hot work permit system administered by the Estates Department.
- 3.18 Ensure that persons hiring or letting, or otherwise using the school premises on a commercial basis, are made aware of the emergency procedures; have appointed competent persons to act in an emergency; have a safe system of checking the location of the people under their control and have an appropriate school contact should an emergency occur.
- 3.19 Liaise with the Emergency Services to ensure that they are conversant with our premises and alarm systems.
- 3.20 Users of the swimming pool should refer to the Pool Operating Procedure Manual for guidance on evacuation procedures.

4. List of Associated Documents

Fire Procedures: Introduction	CO2/01
Person in charge of evacuation normal school hours	CO2/02
Persons responding to fire panel	CO3/03
Person in charge of evacuation out of school hours (not holidays)	CO2/02A
Person in charge of evacuation during boarding hours	CO2/02B
Person in charge of evacuation during School holiday periods	CO2/02C
Instructions for the receptionist	CO2/04
Induction tick list	CO2/05
'In Case of Fire' notice to all staff	CO2/06
Assembly Hall Events	CO2/07

Date of last review:	January 2016
Person Responsible	Bursar
Review Group:	H & S Committee
Approval Group:	General Committee
Date of next review:	January 2019

This Policy will be reviewed on an annual basis for matters of fact and process.

January 17
Minor update to introduction