

Each day, discovery.



ELTHAM COLLEGE

Fire Risk (Prevention) Policy and Evacuation Procedures

Last reviewed: July 2023



Version Control Information

Reason for Amendment	Name	Date	Main Changes
Updated in line with revised practice, roles and responsibilities	Bursar	May 2016	
Annual Review	Bursar	August 2016	
Annual Review	Bursar	August 2017	Updated names/roles; factual information Takes account of construction project and temporary accommodation
Annual Review	Bursar	February 2018	Amendments to conditional language
Review	Head of Facilities	March 2021	Updated information, added appendix 2 – PEEP template and Reviewed Covid-19 Addendum
Review	Head of Facilities	January 2022	Updated roles and job titles.
Review	Bursar	July 23	Updated key personnel details; numerous changes to improve the clarity of the instructions; and new requirement for HoDs to ensure any new temporary staff are made aware of the evacuation procedures on their first day at the School.

Other Related Documents

- Health and Safety Policy Statement;
- Health and Safety Policy;



1 Introduction

The Governors and Senior Leadership Team of Eltham College recognise that fire prevention, fire protection and fire safety measures are an integral part of the School's health and safety arrangements.

The School also recognises its responsibility for the overall implementation of measures required by the Fire Precautions (Workplace Regulations) 1997 and the Management of Health and Safety at Work Regulations 1992, the Fire Safety Order of 2005 and the need to train employees in understanding how to prevent fire and how to behave in an emergency.

Our priority is to minimise the risk of life and to reduce injury by maintaining the physical fire safety of the School, by ensuring that staff, students and visitors do not add to the fire risk, and through safe evacuation of our building if a fire breaks out. The Fire Safety Policy, procedures and risk assessments are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. We are committed to regular training of staff in fire prevention.

The foundation of this policy is the use of a comprehensive fire assessment risk process and the implementation of appropriate protective and preventive measures.

2 Organisation, Responsibilities and Duties

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school. At the most senior levels:

- Governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation;
- The Headmaster has the ultimate responsibility for the implementation and management of this policy.

The key members of staff with specific responsibilities under this policy are set out below.

Bursar

The Bursar has overall responsibility for the control and review of the Fire Safety Policy and associated procedures.

Fire Officer & Incident Controller: Head of Facilities

The Head of Facilities is responsible for:

- Effective implementation of this Policy and its role within the School's Health and Safety Policy.
- Acts as Incident Controller at the Senior School in the case of an emergency;
- Investigates and reviews action taken with the Deputy Fire Officer and the other Incident Controllers where appropriate;
- Arranges training of staff;
- Ensures risk assessments, testing and inspections are carried out and records kept;
- Carries out regular reviews to assess fire safety procedures;
- Dissemination of fire safety policy to the entire School community and procedures for visitors.



Deputy Fire Officer: Facilities Manager

- Deputises as Incident Controller in the absence of the Fire Officer;
- Assists in an emergency to locate the source of the fire / alarm and advise the Fire Brigade on access and precautions, alarms and equipment.

Junior School Incident Controller: Deputy Head

The Deputy Head of the Junior School acts as Incident Controller in the event of a fire, alarm or test, liaising with the Head of Facilities as appropriate. The Head of the Junior School acts as their Deputy for this duty.

Assistant Fire Officers

The Assistant Fire Officers are the **Head School Keeper**, and the **Head of Maintenance**. They are responsible for:

- the operation, routine testing and maintenance of fire safety equipment;
- ensuring all building work complies with the relevant legislation;
- supporting the Fire Office and the Deputy Fire Officer in the event of a fire, alarm or test.

School Office staff

School office staff are responsible for:

- Maintaining the Fire Folder and ensuring records of students, staff and visitors are available at the time of an incident for roll calls;

Fire Marshalls (See section 5)

In an emergency, Fire Marshalls are responsible for checking their allocated area to ensure no personnel are left on site. On a day-to-day basis Fire Marshalls are responsible for identifying, rectifying/reporting any fire hazards (e.g. wedged fire doors, blocked exits, extinguishers off their brackets etc).

All Employees

All employees have the responsibility to cooperate with this policy and associated procedures and to ensure that the workplace is safe from fire hazards and the effects of fire and must not do anything that will place themselves or other people at risk.

3 Fire Risk Assessment, Risk Management and Fire Prevention

Comprehensive fire risk assessments are completed for each building. These assessments are managed by the Facilities team.

The fire risk assessment identifies and evaluates risk levels, considers who may be harmed and if existing control measures are adequate or require revision. The fire risk assessments are updated annually for each area of the School site.

From this assessment, the process identifies risks that require actions to eliminate or reduce them and deficiencies in escape routes and in the provision of fire-fighting and fire safety equipment.



The control of this process and the keeping of the records are the responsibility of the Head of Facilities.

A comprehensive fire detection and alarm system is maintained across the site by the Head of Facilities working with the Head School Keeper and nominated contractors.

Regular training is provided which includes guidance on fire prevention through good housekeeping and hazard awareness.

Regular visual inspections are undertaken by the Facilities Department team and prompt remedial action is taken as appropriate. The Health and Safety Committee is an important source of information and recommendations about improvements to fire prevention are sought from the wider staff body.

4 Emergency Evacuation Procedures

New staff and new students are given a briefing on the School's emergency evacuation procedures as part of their induction process. Further details about out-of-hours arrangements and specific areas requiring additional measures (events in the Anthony Barnard Theatre) are provided in the Appendix.

The responsibilities of key members of staff involved in emergency evacuation procedures is set out in Appendix 1.

All staff must read and understand the following procedures:

- On sight or notification of fire or another emergency incident, the alarm is activated by breaking the glass in the nearest available call point. The Fire Brigade is called automatically when the alarm is triggered within the main buildings. The alarm rings locally at the sports pavilions and the fire officer or one of his assistants summons the fire brigade if deemed necessary.
- If the alarm goes off in the Eric Liddell Sports Centre and/or the rear of the ABT during school hours, but not in the rest of the school, staff must notify the School Office immediately.
- Members of staff who have been trained sufficiently may attack a fire with an extinguisher or other available equipment. Fire-fighting will only be carried out secondary to personal safety and the safety of others. If there is any doubt about the ability to extinguish the fire safely, or about the safety of those present, it should not be tackled but left for the fire service to deal with.
- Whenever it is safe to do so, staff should ensure that power supplies are isolated, and processes stopped where leaving them unattended could cause an unacceptable hazard.
- On hearing the alarm, students, staff and visitors on site proceed in a calm, quiet and orderly fashion to the assembly area by the most direct route. Time is not wasted collecting coats and bags.
- The assembly area for the Senior School site and Marathon Pavilion is the field by the main entrance to the school.
- The assembly area for the Junior School is on the Junior School playground at the edge of the playing field.
- The assembly area for College Meadow is the North Astro
- Students taking part in external examinations are escorted out of the examination hall in the Sports



Centre to the grass area behind the swimming pool (if it is a safe location to wait) and the Deputy Fire Officer at the main assembly area notified that the hall has been safely evacuated. Silence is maintained and staff supervise closely to ensure that students are not communicating with one another during the evacuation.

- High visibility vests are worn by key personnel.
- Visitors' information is reported via a mobile phone app. The mobile phone is brought by the relevant school office team member to the assembly area. Visitors are checked as present by reception staff using the app and then reported promptly to the Bursar.
- Designated Fire Marshalls or their deputies ensure that nobody remains in the section of the building for which they have responsibility. Fire Marshalls then report to the Deputy Fire Officer (for the Senior School) or the Incident Controller (for the Junior School) assembly area as appropriate. They will tick off swept areas in the Fire Folder and report to the Fire Officer
- The Fire Folders, containing Form lists, are given to Form Tutors by the School Office team. Form groups are kept quiet and orderly during the checks and whilst they wait for the all-clear. Form Tutors check their students off the form list noting any persons unaccounted for including those that have signed out via the school office/ mobile app). Form Tutors (and substitutes) report to the Deputy Head (Academic) (for the Senior School) or Incident Controller (for the Junior School) to confirm that these checks have been completed and that everyone is accounted for.
- Those in charge of non-tutoring staff, support staff and peripatetic musicians report to the Bursar (for the Senior School) or the Incident Controller (for the Junior School) that all are accounted for, and these are ticked off in the Fire Folder. This information is then reported to the Fire Officer.
- A **PEEP (Personal Evacuation Emergency Plan)** is written for anybody attending or working at the School who may require specific help in the event of an evacuation. Please refer to the risk assessment for managing the evacuation of those with mobility needs. (See Appendix 2 for PEEP form template)
- Assistant Fire Officers are responsible for identifying from the fire alarm panel the location of the incident and investigating if it is a fault, false alarm or genuine emergency so that the Fire Brigade can be informed on their arrival or advised not to attend.
- On arrival of the Fire Brigade, the Incident Controller reports the location of the incident and any persons unaccounted for who may be present in the area.
- Once the situation has been confirmed, the Incident Controller will announce the all-clear for the return to the premises (or any alternative arrangements should these be required) using a megaphone. This may be undertaken by another member of the SLT (often the DSL) on the advice of the Incident Controller.

N.B. If the alarm sounds only in the Junior School, the Junior School Incident Controller contacts the Fire Officer and Assistant Fire Officers in the Senior School by mobile phone. The Incident Controller also informs them (when known) of the location of the incident and any persons unaccounted for who may be present in the area.



5 Fire Marshalls and the Sweep System

Fire Marshalls are selected from those staff who, as far as possible, have static locations for their work in the School. A list of those named as Fire Marshalls and their designated sweep areas is kept in the School Office and on the shared drive. It is checked termly for accuracy, and fully updated each year before the start of term in September. In the Junior School, it is expected that all staff will be Fire Marshalls.

Fire Marshalls receive additional fire safety training covering their role in the event of a fire alarm and in checking premises on a regular basis for fire hazards.

One Fire Marshall and a deputy will be assigned to an area of the School that can be checked in an emergency within approximately 60 seconds.

The object of fire sweeps is to ensure that an area has been completely evacuated in the event of a fire and nobody is left behind. In particular, to ensure isolated areas such as toilet cubicles are checked and everyone is located. The role includes assisting disabled persons to a place of safety, and dealing with, or noting, uncooperative persons.

Fire Marshalls ensure that their deputies are informed when they have booked leave so that their deputies are aware of when they should take the role of sweeper. Fire Marshalls also ask that their deputies are informed if they telephone in sick. Nevertheless, deputies have a duty at all times, in the event of an emergency, to ensure their area is being checked before leaving the building.

It is accepted that there may be times when neither the designated Fire Marshall nor their deputy may be present on site or in their sweep area when an emergency occurs. However, the system is designed to ensure, as far as possible, that all areas of the School will be checked in such a situation.

6 Visitors and Contractors

All visitors and contractors are required to sign in at Reception in the Senior School or Junior School or at the Deliveries Lodge where they are issued with a visitor's lanyard, which should be worn at all times that they are on the School property.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions or meetings a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

7 Fire Drills and Fire Practices

Fire Drills are carried out termly initiated by the Fire Officer in conjunction with the School Leadership Team and key personnel. The Michaelmas term drill is held early in September for the benefit of those new to the site. One Fire Drill a year will be scenario based, with one exit being unavailable at the time.

Staff, Fire Marshalls and Safety Representatives are encouraged to feedback any problems arising to the Fire Officer so that the procedure can be reviewed and refined.

The Fire Officer ensures a report form is completed with appropriate comments made after every drill. The outcome should be reported to the Bursar, and considered at the next meeting of the Operational Health and Safety Committee.



8 Training

All staff receive the following training (every 3 years) plus further refresher training and instruction as necessary on an annual basis. This will normally be as part of the INSED programme, with training sessions for new staff at the beginning of each academic year. This will be initiated by the Fire Officer and includes:

- Legislative overview;
- Classes of fire;
- Action on discovering a fire;
- Action on hearing a fire alarm and the procedures this sets in motion including the role of the Fire Officer, Fire Marshalls etc.;
- The location and use of fire extinguishers;
- Procedures for alerting visitors;
- The evacuation procedure and their role in it and the location of the assembly point;
- The importance of fire doors and the location of escape routes;
- How to open escape doors;
- Shutting all doors and windows and shutting down processes;
- The causes of fire and general fire hazards;
- The importance of general fire precautions and good housekeeping;
- Other specific training needs identified from risk assessments;
- Fire safety issues for school visits and journeys.

Fire Marshalls receive additional training covering:

- The sweep system and their part in it;
- How to support disabled people
- How to manage uncooperative persons;
- Fire safety checks;
- The review process.

Students are reminded by Form Tutors of relevant matters at the beginning of each academic year with a review after each fire drill. To include, in particular:

- Action on discovering a fire;
- Evacuation procedure and location of assembly point;
- Importance of fire doors, extinguishers and signs;
- Shutting down processes under supervision;
- The importance of general fire precautions and good housekeeping.

Copies of the training and instruction given to staff is held by the Head of Facilities along with other fire safety records. The HR department hold records of staff attendance at INSED days . All new staff are issued with the School's Fire Risk (Prevention) Policy and Evacuation Procedures.

Peripatetic teachers and supply teachers should be advised, on their first attendance, by the relevant Head of Department, to be aware of the information on fire evacuation notices placed strategically around the School.



9 Records

Tests and Inspections

The following record of tests and inspections are the responsibility of the Head of Facilities who ensures they are available for inspection:

- Weekly tests of fire alarm systems including call point activated and operation of indicator panel;
- Quarterly maintenance report on fire alarm system (including smoke & heat detectors);
- Quarterly test of emergency lighting, illuminated exit signs and batteries;
- Annual tests of fire extinguishers and fire safety equipment;
- Details of portable electrical equipment tests;
- Five year fixed wire periodic electrical inspection;
- Fire risk assessments, annual fire safety premises check and action reports.

Fire Drills and Incidents

To be held by the Fire Officer (Head of Facilities). The following information is recorded for each drill/incident:

- Date;
- Time of alarm;
- Time buildings checked as clear;
- Time roll calls complete;
- Comments on incident including response of Fire Brigade;
- Comments on matters for review and investigation;
- Completed sweep and checklists.

Fire Pack

The Fire Pack is maintained by the School Office Manager and kept in the School Office. It contains:

- A copy of the emergency evacuation procedure;
- Fire Marshall/sweep area plans;
- Hi-vis jackets;
- Sweep area checklist (blank copies x 3);
- Staff list;
- Form check list (blank copies x 3);
- Pens (x 3);
- List of useful local contacts and telephone numbers

It is reviewed monthly to ensure staff changes are recorded.



10 Monitoring and Review

It is recognised that attention to fire safety issues is an ongoing process. This policy is reviewed on a regular basis and considered by the Health and Safety Committee and Strategic Health and Safety Oversight Forum at least once every three years.

As new equipment and processes are introduced to the School, and changes to buildings made, it will be necessary to carry out new risk assessments.

The following mechanisms are part of the regular monitoring and review process:

- Fire drills and incidents – feedback and reviews;
- Premises checked annually, with the Head of Facilities arranging for defects to be dealt with and reviewing risk assessments in the light of findings;
- Records of testing and maintenance – Bursar to check annually that records are in order;
- Matters brought up at the Health and Safety Committee meetings are dealt with expeditiously (and persons allocated to deal with them).



APPENDIX 1: DETAILED INSTRUCTIONS

1 Out of School Hours (e.g. after school activities or open evenings)

NB There is a special protocol for Eric Liddell Sports Centre (ELSC) between 3.50 and 5.45 and for events in Antony Barnard Theatre (ABT), detailed below

1. On the sight or notification of fire or other emergency incident, the alarm is activated by breaking the glass in the nearest available call point. The alarm may have been activated automatically.
2. On hearing the alarm those staff in charge ensure that students and visitors on site are directed to proceed in a calm and orderly fashion to the assembly area by the most direct route. Time is not wasted collecting coats and bags.

The assembly area for all areas of the Senior School and Marathon Pavilion, is the field by the main entrance to the school.

The assembly area for the Junior School is on the Junior School playground at the edge of the playing field.

The assembly area for College Meadow is on the North Astro.

3. The Fire Brigade will be called automatically when the alarm is triggered. On arrival of the Fire Brigade, the staff present report any information they may have as to the location of the incident and any persons who may be present in the area. School-keeping staff present assist the Fire Brigade as appropriate.
4. At the first opportunity, the incident is reported to the Fire Officer so that details can be entered in the Fire Folder.

2 ELSC After School Emergency Protocol

For staff in the Sports Centre between 3.50pm and 5.45pm or term time between 8.30am and 17.00pm

On hearing the fire alarm

- Evacuation procedures apply.
- Leave the building and congregate in the main field with the main school;

If there is an external swimming booking during School hours the group will evacuate the pool and line up by deep end fire exit and leave the building if instructed to do so by the lifeguard or Duty Manager. Upon leaving the building all persons in the Sports Centre congregate in the main field and report the safe arrival of all persons to a fire officer.



3 ABT Fire Procedures – outside school hours

Every event in the ABT should have a designated Fire Officer. The Event Fire Officer's responsibilities and duties are to:

- be in charge of the evacuation in event of fire or fire alarm sounding;
- liaise with front of house person;
- designate Fire Marshalls;
- makes sure Fire Marshalls understand what they have to do in event of fire;
- be in contact with Fire Marshalls at all times as long as Fire Marshalls are on duty;
- if there is a fire or the fire alarm sounder sounds continuously, makes sure that the ABT is cleared of all students, audience, staff, actors, tech-crew and Fire Marshalls;
- liaise with the fire brigade; they will be summoned automatically when the alarm is sounded in the ABT;
- liaises with the ELSC Manager as required;
- make sure the actors from dance studio are all present at fire assembly point;
- call key members of staff about the situation if a fire has occurred and records details of the incident.

The fire assembly point outside school hours is in the ELSC car park. Once evacuated people should await instruction but ensure they remain clear of ABT entrance and the entrance gate to the car park

4 School Keepers: Action in the event of the fire alarm going off.

During the School Day:

Go to the main panel and report to the Incident controller.

Outside normal school hours but when an event is on e.g. Parents Evening, Concert or Play:

- Check the panel;
- Go to the front of school and wait for the Fire Brigade;
- Staff in charge of the event ensure the evacuation of the building
- Have keys ready in case access is needed to another part of the site;
- Phone Head of Facilities (07739 657514) and Headmaster (07917 917557) to let them know what has happened.

Outside normal hours but when no one other than residents are on site:

- Check the panel;
- Go to the front of the school and wait for the Fire Brigade;
- Have keys ready;
- Phone Head of Facilities (07739 657514) and the Bursar (07986 565614) - the Bursar will then contact the Headmaster (07917 917557) - to let them know what has happened;
- Let Fire Brigade into School and point out the signing in screen at main reception to check if anyone might be in the building.



5 Fire Evacuation: Fire Officer Duties

Evacuation is required in the event of the fire alarm sounding continuously, indicating a possible fire or in the event of a planned fire drill.

NB The Fire Pack is kept in the School Office. This is vital for checking buildings and people when there is a fire or fire drill. It contains the checklists required, hi-vis jackets and pens. The School Office Manager will bring it to you at the Assembly point.

In the event of the fire alarm being sounded, the Fire Officer, or other member of senior staff acting for them, is responsible for the following:

- Checking off all students in Form groups as Tutors report in;
- Checking off each 'sweep area' as Fire Marshalls report in;
- Checking off non-tutoring staff, catering staff, peripatetic music staff and support staff as the responsible person report in;
- Ensuring that any absent tutors are covered and that reasonable order prevails.

When it is safe to return inside:

- The Fire Officer informs a member of SLT who then announces this using a megaphone and returns the school to normal timetable;
- The Fire Officer makes sure the paperwork is in order, signed and dated, with appropriate comments;
- The Fire Pack is returned to the School Office.

In the event of an actual fire emergency, the Fire Officer liaises with Fire Brigade, Police etc.

6 Staff Resident on Site

The following specific instructions for resident staff are posted in their buildings.

For staff resident in London Marathon Pavilion flat, School Keeper's House or College Meadow

During School Hours:

- On the sight or notification of fire or other emergency incident the alarm is activated by breaking the glass in the nearest available call point, and the fire brigade summoned by calling 999;
- Members of staff, who have been trained sufficiently, may attack a fire with an extinguisher or other available equipment but firefighting is only be carried out secondary to personal safety and the safety of others. If there is any doubt about the ability to extinguish the fire safely, it is not tackled but left for the fire service to deal with;
- Staff ensure that power supplies are isolated and processes stopped where leaving them unattended could cause an unacceptable hazard;
- On hearing the alarm residents leave the building by the nearest available fire route in a calm and orderly fashion to the designated fire assembly point.

Outside School Hours (as above but include the following):

- Residents are responsible for the safety of any guests invited into accommodation areas;



- If the alarm goes off in the old school keepers house the Fire Brigade will automatically be summoned. If the alarm goes off in College Meadow or the London Marathon Flat staff MUST call the fire service. Staff also phone the Head of Facilities on 07739 657 514.
- On arrival of the Fire Brigade the resident staff report to the Fire Brigade any information they may have as to the location of the incident and any persons who may be present in the area;
- At the first opportunity the incident is reported to the Fire Officer so that details can be entered in the Fire Folder.

7. Fire Drills

Fire Marshalls: Once you know that 'your' area is clear, please report this to the Deputy Fire Officer, currently the Facilities Manager. Then report to the relevant person according to your staff group as shown below:

Tutors: Once assembled on the field in Form Groups report to a member of the SLT (currently the Deputy Head (Academic) that your tutees are all accounted for.

Support Staff: Please report to the Bursar.

Receptionists: Please take out to the assembly area the reception mobile phone which will contain detail of visitors within an app, called: Visitors sign in.

School Office Staff: Please take to the assembly area the fire pack

Grounds Staff: Once all accounted for by the Estates Manager or his Deputy, this should be reported this to the Bursar.

VMTs: Once all accounted for by the Fire Marshall / Deputy, this should be reported to the Bursar.

Catering Staff: Once all accounted for by Catering Manager / Deputy Catering Manager, please report to the Bursar.

Visitors: Will be accounted for with the School Office

Sports Centre Staff: Any who are on site report to the Bursar

Duty School Keeper and Head of Maintenance: Promptly check location of fire indicated on the main alarm panel. They communicate their findings to the Head of Facilities who will liaise with the Bursar and fire service as required.

You may find that an exit has been closed off during a drill. You will therefore need to calmly find an alternative exit route.

7 Maintenance and School Keeper Team: Procedures on Hearing the Fire Alarm

On hearing the alarm in the main school, the Duty School Keeper and Head of Maintenance go to the main panel. Findings are communicated via mobile phone to the incident controller.

The alarm panel is an addressable system which will provide relevant information as to the location of where the fire was triggered e.g. North Wing First Floor Economics Room.



The first person at the panel having identified the location will then go to that area identified, whilst notifying other members and communicates findings.

On arriving at the panel in the Junior School the printout is read but not removed, and the illuminated lights on the panel looked at.

The Fire Officer should be kept informed of the situation regarding the alert. They will pass on this information to the Fire Brigade and will also direct them to the panel if they need to see it themselves.

8 After the Initial Detection of the Fire

The Maintenance staff are prepared to isolate utilities at the scene of the fire – cutting off gas, electricity, etc, locating the hydrants at the perimeter of the site or arranging for the Fire Brigade to draw water from the swimming pool as required.

The fire is only tackled by individuals with appropriate training in the use of extinguishers, provided they assess it is as safe to do so. In all other circumstances they focus on maintaining a safe environment while waiting for the fire emergency services.

Senior Leadership are available to aid these decision-making processes, calling for medical support if needed (nurse and emergency ambulance(s)), calling for teams to move injured people etc., setting up emergency holding areas for injured, and coordinating the incident.

The decision about terminating the alarm and re-entry into the buildings is made by the Fire Officer on the advice of the Maintenance and School Keeping Team, and in line with the requirements of the fire emergency services.



APPENDIX 2

PERSONAL EMERGENCY EVACUATION PLAN

Name:	PEEP for: Student / Staff (please circle)
School: Junior / Senior (please circle)	Date:
Level of ability:	
Awareness of the fire procedure and sound of alarm: Yes / No (please circle)	
Support Agreed:	
Designated Assistant:	
Evacuation Procedure:	
Safe Routes:	
Fire Drill:	

Completed by:	Signature:
Student Signature:	
Weekly review dates:	

[Building map with accessible entry points](#)