



EDGEBOROUGH SCHOOL

# **Fire Safety Policy**

(including EYFS and Boarding)

**UPDATE LOG**

<b>DATE</b>	<b>CHANGE</b>	<b>By Whom</b>
2.5.2018	Updated and content expanded following FRA	JL
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## Policy Statement

The safety of students, staff, visitors, and contractors is of paramount importance and is therefore given appropriate attention by our leadership and management teams. It is our aim that the work and education environment at Edgeborough is as safe from fire as can reasonably be achieved. Edgeborough School recognises its duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

Edgeborough School is committed to complying with all relevant fire safety legislation and, in particular, the Regulatory Reform (Fire Safety) Order 2005. The School will also act with due regard to the guidance contained in the HM Government Fire Safety Risk Assessment guides relating to Educational Premises, Sleeping Accommodation, Offices and Shops, Small and Medium Places of Assembly, and Theatres, Cinemas and Similar Premises.

The School recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

The School will take all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
- managing and maintaining its premises so as to adequately control the risk from fire;
- maintaining adequate fire precautions, with reference to:
  - means of detection and giving warning of fire
  - provision of means of escape
  - means of fighting fire
  - training of staff
- providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work;
- making adequate provision for the control of fire in work processes, including the control of hot working;
- keeping suitable and sufficient records;
- providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- making adequate resources available to meet the requirements of this Policy.

**Surrey Fire & Rescue Service enforces fire precautions legislation in this area. It is important that Fire Risk Assessments for all the School premises are available on site for inspection by an Enforcing Officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not to be suitable and sufficient.**

## Policy Aims

The aims of this policy are:

- to establish and maintain consistency across the School in the management of fire safety and fire precautions;
- to set minimum standards of fire safety, to control the risk from fire;
- to describe the School's arrangements for managing fire safety in the workplace.

To achieve these aims the School will implement a system involving:

- policies and procedures that are clear and safe;
- allocation of responsibilities;
- fire safety audit;
- fire risk assessment;
- communication of safe procedures to staff;
- establishment, operation and maintenance of effective monitoring and review systems;
- provision of appropriate information, instruction and training.

This policy will be reviewed annually (or sooner if necessary) and any necessary revisions will be notified to all relevant persons.

## Organisation and Responsibilities

Role	To include	Responsibility
<b>Fire Safety Policy Makers</b>	Headmaster and Governing Body	<ul style="list-style-type: none"> <li>• Overall responsibility for Fire Safety at Edgeborough is vested in the Governing Body of Charterhouse School</li> </ul>
<b>Fire Safety Managers</b>	Senior Deputy Head  Estates Manager  Bursar	<ul style="list-style-type: none"> <li>• Fire risk assessment and its review</li> <li>• Fire safety policy</li> <li>• Fire procedures and arrangements</li> <li>• Ensure that induction training for all new staff is carried out</li> <li>• Training records</li> <li>• Inspection of escape routes</li> <li>• Fire practice drills</li> <li>• Certificates for the installation and maintenance of alarms, detectors, emergency lighting, firefighting systems and equipment.</li> <li>• Ensuring that records are kept of any potential or actual fire,</li> </ul>

		<p>hazardous situations or near misses</p> <ul style="list-style-type: none"> <li>Ensuring that, as far as is practicable, signing in and out of all guests, visitors and contractors and other safety procedures are adhered to</li> </ul>
<b>Fire safety implementers</b>	<p>Estates Manager</p> <p>Senior Deputy Head</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>Responsible for implementing the day-to-day management of their respective areas</li> </ul>
<b>Fire Safety Assistants</b>	All staff	<ul style="list-style-type: none"> <li>All staff are responsible for co-operating with the fire safety arrangements and the fire safety management at the school</li> </ul>

### Responsibilities of Fire Safety Policy Makers

- Strategic implementation, enforcement, and regular review of this policy
- Making sure that this policy is considered, as appropriate, when organisational decisions are made
- Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing, and monitoring the Fire Safety Policy
- Establishing strategies to implement policy and integrating these into general business activity.
- Ensuring that responsibilities for managing fire safety are properly assigned, understood, and implemented
- Agreeing plans for improvement and reviewing progress of the Fire Safety Policy
- Ensuring that, at Governing Body level, there is full consideration of the resource provision necessary across the School for the implementation of the Fire Safety Policy and that there is sufficient information available for legal responsibilities to be carried out
- Ensuring that this policy is strictly observed and monitored by way of consultation between employee and School management representatives at School Health & Safety Committee meetings
- Ensuring that the performance of the School in relation to fire safety management is audited and that appropriate action is undertaken
- Seeking advice from the Estates Manager on all aspects of fire safety at the School
- Receiving reports from the Estates Manager as and when appropriate, and acting as necessary
- Ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy

### **Responsibilities of Fire Safety Managers**

- bring to the attention of the Headteacher and Governing Body, any aspect of the Policy that is not achievable together with the reason(s), in order that appropriate action can be determined and undertaken
- arrange for employees to be provided with adequate information, instruction and training that will be:
  - given at regular intervals adapted to take account of any significant changes in the type of work carried out or methods of work used;
  - appropriate to their role, as identified by their training needs
- provide adequate resources from allocated budgets to meet their responsibilities under this policy

### **Responsibilities of Fire Safety Implementers**

The Estates Manager will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety. The Responsible Person will:

- Assume responsibility for the Fire Risk Assessment process and
  - ensure that Fire Risk Assessments are undertaken and reviewed annually or sooner if there are significant changes to the premises, occupancy or work practices that could impact upon fire safety and the means of escape
  - the significant findings are recorded appropriately
  - An action plan is produced, arising from the significant findings of the Fire Risk Assessment. The Estates Manager as Responsible Person will ensure that all findings are actioned as far as is reasonably practicable
- manage (including fire safety arrangements) all buildings within the School
- seek assistance from additional staff when necessary to implement this policy
- maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required
- implement all relevant fire safety legislation and guidance within the School
- manage the development and maintenance of all fire safety information to include:
  - details of the fire alarm and records of testing and maintenance
  - records of routine fire safety monitoring checks
  - records of fire drills and staff training
  - records of testing and maintenance of fire-fighting equipment
  - records of testing and maintenance of emergency lighting
- manage the development of an Emergency Plan specific to the School, test the effectiveness of that plan and ensure staff are made aware of its contents
- be accountable for the implementation of this Policy, and arrangements made under it.
- ensure that responsibilities for fire safety are properly assigned and understood by employees

- provide employees and non-employees with the necessary information to ensure their safety from fire
- ensure that there is communication and participation at all levels in fire safety matters
- monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained
- ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the School
- provide information to emergency services in relation to hazardous materials or processes on site, as appropriate
- receive reports of fire incidents and near misses; investigate and report findings to the Health & Safety Committee as required
- inform the Senior Deputy Head, Bursar and the Health & Safety Committee of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation

### **Responsibilities of All Staff / Fire Safety Assistants**

All staff will be responsible for:

- implementing the day-to-day management of their respective areas
- providing feedback to the Estates Manager in relation to near misses, fire drills, and issues/ concerns with the policy
- take reasonable care of the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work
- co-operate with the School with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with
- not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc.
- have a particular duty to other persons (e.g. students, staff, visitors) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise means of escape or security
- draw the attention of the Estates Manager without delay to any work situation which might present a serious and imminent danger to themselves or others
- ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety
- conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others
- report (on an Accident Report Form) all incidents and any near misses, which result in the potential outbreak of fire
- assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire
- attend all training courses / briefings covering fire safety as requested

- report unsafe conditions, methods of work, practices, tools, plant, premises, or equipment to the Estates Manager
- wear/use protective clothing and equipment as directed

## **General Fire Safety Management Procedures**

A copy of this Fire Safety Policy will be kept on the R drive (:R/Policies/Policies 21-22). It will also be referred to in staff briefings and INSET, when appropriate.

### **Fire Drills/Practices**

At least one Fire Practice is held every term in accordance with current fire safety legislation. These are held during normal operating hours.

If the alarm is sounded prior to registration (usually before 8.40am) the school buildings will be evacuated but a roll call will not be taken. Any cars arriving will be asked to clear the driveway to allow access for the emergency services. Records of all Fire Practices are kept by the Estates Manager and reported to the health and safety committee.

Separate fire practices for the Boarding House are held at times when the House is occupied. A roll call is used to account for all boarders who should be present in the House at the time of the drill. The Head of Boarding and/or the Assistant Housemaster will make best efforts to ensure that every boarder has experienced at least one fire drill over the course of an academic year.

### **Fire Assembly Point**

The Fire Assembly Point for the Prep School is at the half-way point on the Astro Court. This is a suitable distance from all buildings.

The Fire Assembly Point for Pre-Prep, Pre-School and Nursery is at the end of the Astro Court (nearest the Nursery carpark).

A "Fire Action" sign is positioned near to a final exit door in each School building and by each fire alarm call point stating the procedure to adopt on hearing the School fire alarm. It is the responsibility of each person using the room or area to be familiar with these instructions and the exit routes available. If any of these signs are missing or unreadable, the Estates Manager should be notified immediately

The normal route for leaving the building will not be appropriate if the exit is blocked by fire – in this case, leave by the nearest safe exit. Primary Routes are shown in Appendix A.

A roll call system is used to account for all pupils, staff, visitors, and contractors. Please see Appendix B for a full list of those responsible for the accurate identification and counting of persons on site.

The Estates Manager's assistance will be needed to check where the fire is located using the main alarm board and to direct the Fire & Rescue Service to the area of the fire

All students are reminded regularly that if they are out of the classroom at the time of a fire alarm, they should leave the building by the nearest safe exit and **proceed to the Fire Assembly Point**.

Other adults, who are in School on a regular or casual basis, including peripatetic teachers, are made aware of the procedures for evacuation of the building by the teacher responsible for them.

### **Fire Safety Audits**

The Estates Manager and Caretaker make regular checks of fire control panels and the operation of emergency lighting as per of their Weekly Fire Safety Audits. These are recorded in the fire log book.

### **Arson Prevention Strategy**

Appendix C details our Arson Prevention Strategy. This strategy is implemented for all school buildings.

### **Extinguishing Fires**

This should not be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must, when possible, inform another adult of their intention to fight the fire.

### **Fire Alarm System**

The fire alarm system (including detectors and call points) is tested by an independent company on a quarterly basis. These checks are currently carried out by ARC Fire Safety. In addition, each panel has a daily visual check whilst call points, sounders and automatic fire door releases are checked weekly on a rolling basis throughout the school by the Estates Department.

### **Emergency Lighting**

A weekly rolling check is carried out by the Estates Team. Six-monthly tests are carried out by an independent contractor, currently ARC Fire Safety.

### **Fire Extinguishers**

A weekly rolling inspection is carried out by the Estates Team. An annual check is carried out by an independent contractor, currently Hampshire Fire & Safety.

### **Personal Emergency Evacuation Plans**

Personal Emergency Evacuation Plans (PEEPs) are drawn up as and when required to meet the needs of the person on site in order to ensure their safe evacuation in the event of an emergency

### **Visitors and Contractors**

All official visitors and all contractors are required to sign in and out at the Reception via the Inventory system. Instructions on the procedures to follow in the event of an emergency evacuation are shown when signing in. Visitors will be informed upon arrival if we are expecting the weekly test to take place.

### **Training and information**

All staff receive training in safe evacuation through the performing of Fire Practices (Drills). Staff are asked to complete the EduCare online training module "Fire Safety in Education".

Training in the use of fire extinguishers and fire blankets is not given as the School does not wish to encourage the use of this equipment. The primary concern of every person at the School in the event of a fire is to safely leave the building, not to try to tackle a fire.

Fire Safety information is displayed in each School building. An example of the school Fire Safety Responsibilities can be found as Appendix D.

### **Use of School Facilities under a Letting Agreement**

In the interest of security, fire safety and energy conservation, only those parts of the School in use during a letting are unlocked. Users must be aware of the means of escape available to them at any time. A copy of this policy will be provided as part of the information provided to each letting.

Any electrical equipment brought onto School premises must comply with current safety requirements and must only be used by competent people.

### **School events**

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- Be identifiable
- Ensure no overcrowding
- Keep exits and gangways clear
- Be aware of the needs of those with additional accessibility needs

The School operates a strict no smoking policy, including when there is use of the School during an event or under a lettings agreement.

## Appendix A – Primary Evacuation Routes

**Nursery 1 (Staff Kitchen & classroom):** Proceed to the foyer and leave by the main entrance double doors into the front playground

**Nursery 1 (Dining Hall):** Proceed down the stairs and exit the building by the main double entrance doors into the front playground

**Nursery 1 (Cloakroom Corridor):** Exit the building via the single exit/entrance door located next to the fire alarm panel

**Nursery 2 (Classrooms & Toilets):** Exit the building via the single exit/entrance door located at the front of the building

**Nursery 2 (1<sup>st</sup> Floor):** Proceed to the office and exit at the rear of the building and down the emergency escape stairs

**Pre-Prep (1TM & Hawkes):** Exit through the single emergency exit doors at the back of the rooms & proceed to the assembly point by walking round (externally) to the front of the building

**Pre-Prep (Lodge Hall):** Exit through the double emergency exit doors into the rear playground & proceed to the assembly point by walking round (externally) to the front of the building

**Pre-Prep (Lower Ground Floor Cloakroom & Toilets):** Exit through the double doors at the front of the building (opposite Hawkes)

**Pre-Prep (Hub, Staff Kitchen & Toilets):** Exit through the double doors at the front of the building (opposite the Pre-Prep library)

**Pre-Prep (1<sup>st</sup> floor classrooms & toilets):** Evacuate down the main stairwell, through The Hub and exit through the double doors at the front of the building (opposite the Pre-Prep library)

**Pre-Prep (Library):** Evacuate through the double doors at the front of the building

**Pre-Prep (Reception Classrooms):** Exit through the single emergency exit doors at the back of the rooms & proceed to the assembly point by walking round (externally) to the front of the building

**Pre-Prep (Reception cloakroom & toilets)** Exit through the single entrance door and into the front playground

**Upper Prep (1<sup>st</sup> Floor – Latin, Geography & French 1 Classrooms + Office):** Exit via the main stairwell and out through the single door opposite Lower Prep

**Upper Prep (1<sup>st</sup> floor – Maths & French 2 Classrooms):** Turn right out of the classroom and exit building via the external emergency staircase. Proceed to the Assembly Point by taking the path between Upper Prep and the Punshon Hall

**Upper Prep (Ground Floor – Reprographics, JH's Office & Pupil WC's) –** Exit the building via the single door opposite Lower Prep

**Upper Prep (Ground Floor Classrooms) –** Exit the building via the main classroom door

**Punshon Hall (Sports Hall) –** Exit via any of the 3 double emergency exit doors & proceed to the front of the building

**Punshon Hall (PE Office, Gallery or Storeroom) –** Exit the building via either the single side door or the main entrance double doors

Once outside follow the footpath between Lower Prep/Millennium/DT and Punshon Hall/Upper Prep to get to the Astro

**DT (Workshop) –** Exit via the double emergency exit doors

**DT (Classroom) –** Exit via the single entrance door opposite the Millennium Building

**DT (1<sup>st</sup> Floor – Drama & DT Store) –** proceed down the staircase and exit building via normal entrance/exit door

**DT (Maths) –** Exit via the single normal entrance/exit door. Once outside follow the footpath between Lower Prep/Millennium and Punshon Hall/Upper Prep to get to the Astro

**DHT (Foyer, WCs & Green Room) –** Exit via the front of the building opposite Frensham Place

**DHT (Theatre) –** Use the nearest of the 3 emergency exit doors (into the foyer, opposite the astro or the Dance Studio entrance). **Do not use the single door towards the Boot Room or the double doors to the Green Room**

**DHT (Girls Changing Room)** – Exit via either of the single doors (opposite the staffroom or opposite the astro) at either end of the room

**DHT (1<sup>st</sup> Floor - Boys Changing Rooms)** - Exit via either of the single doors (opposite the staffroom or opposite the astro) at either end of the room and down the stairs

**DHT (1<sup>st</sup> Floor – Dance Studio and Light & Sound Room)** – Down the main stairwell and exit via the double doors opposite Frensham Place

**Frensham Place (Ground Floor – Foyer, Main Office, Old Library, Senior Deputy and Headmaster’s Office)** – Exit the building via the main front entrance to Frensham Place

**Frensham Place (Ground Floor - Buns Corridor, Finance Office, Bursar’s Office, Reception)** – Follow the direction signs to exit the building from the door at the front of the building between Upper Prep & Frensham Place

**Frensham Place – (Ground Floor – Dining Room)** – Exit via the double exit doors opposite Prep-Prep

**Frensham Place – (Ground Floor – Kitchens)** – Move through the corridor and towards the Domestic Bursar’s office. Exit building via the single exit door opposite the Domestic Bursar’s office

**Basement (Music Rooms)** – Exit via the single door at the front of Frensham Place

**Basement (Boiler, Archives & Drum Room)** – Proceed towards the stairs that take you up to the boarding stair well. Once at ground floor level exit via the single door between the kitchens and the dining room

**Basement (Catering Corridor)** – Exit via the door that leads to the external stairwell into the kitchen car park

**Frensham Place (1<sup>st</sup> Floor – Boarding Office & Boarding Kitchen)** – Exit via the door onto the metal staircase at the far side of the boarding kitchen

**Frensham Place (1<sup>st</sup> Floor – Boys/Girls Shower Room, Common Room, Girls bathroom, Kidd, Churchill, WC & Laundry Room)** – Proceed down the main staircase into the foyer of Frensham Place & exit via the main front doors

**Frensham Place (1<sup>st</sup> Floor – Nightingale, Teresa, Diana/Sick Room, Girls Shower Room)** – proceed into Diana dorm & exit via the emergency exit stairwell into the buns corridor. Once there exit via the main front doors to Frensham Place

**Frensham Place (2<sup>nd</sup> Floor- All dorms)** – proceed down the corridor to the stairwell. Once at 1<sup>st</sup> floor level exit the building via the single exit door at the far side of the Boarding kitchen and down the metal staircase

**Lower Prep (Ground Floor – 3OR, 3H, Y3, Art Room)** – Exit fire the main doors into the Stable Courtyard and proceed round to the path between the Millennium Building & the Punshon Hall

**Lower Prep (Ground Floor – Library)** – Exit via the door opposite Science 1

**Lower Prep (Ground Floor – LEAP)** – Exit via the door between LEAP & the library

**Lower Prep (Ground Floor – Staffroom)** – Exit via the doors opposite the DHT

**Lower Prep (1<sup>st</sup> Floor – 5G & 4D)** – Proceed through the corridor and down the main stairs. Exit via the double doors opposite the DHT

**Lower Prep (1<sup>st</sup> Floor - 4I & 4K)** – Exit the building via the metal emergency exit staircase in 4I & then proceed to the assembly point

**Millennium Building (1<sup>st</sup> Floor – School Listener, Resource Room, IT Suite, Science 2)** – Proceed down the corridor towards the staircase that brings you outside opposite Upper Prep

**Millennium Building (Ground Floor – Science 1)** – Exit via the single door that brings you out opposite the Library

## Appendix B – Fire Procedure - Staff

### Edgeborough School - Fire Procedure

1. If the alarm sounds, evacuate the building immediately. The maintenance team will locate the fire and inform the fire brigade
2. Move the children quickly and quietly to the astro. Prep School pupils to use the gate nearest to Frensham Place (if there are parked cars – take care) and the Pre-Prep & Nursery to use the gate at the Pre-Prep end of the astro

Prep School to assemble at the Prep School end of the astro (in line with the fire notice). Pre-Prep & Nursery to line up at the Pre-Prep end of the astro. **Please line up in form groups**

3. Pupils to register in form groups by the form teacher. Paper registers will be supplied
4. Staff/Adults who are not form teachers to assemble in their designated groups with the member of staff responsible for registering staff
5. If the driveway is blocked by cars, traffic will be directed (by the maintenance team) to the Woodlands field and Hillside field

#### Staff Roles

1. **Form teachers** (If a form teacher is absent - Ellie Buckey/Camilla Hooper) will assign another member of staff to look after that form)

Record a paper register who is present/absent. Once you have registered your form, stay with them.

Jo Hendriksen (Prep) or Jayne Symons (PP & N) will come to you to record who is missing

Children should remain quiet until Rob Smith has informed the school of the next move.

2. **Rob Smith (Reserve = Dan Thornburn)**

To liaise with the appropriate staff to establish if anyone is missing

Liaise with the maintenance team and fire brigade

Inform the school of next steps

**3. Jo Hendriksen & Phill Jeanmonod (Reserves = David Jones & Cheridah Fleming/Andrea Durrant)**

To record the Prep School children and to report any missing children to Rob Smith

**4. Jayne Symons (Reserve = Camilla Hooper)**

To record the Pre-Prep, Pre-School and Nursery children and report any missing children to Rob Smith

**5. Ellie Buckey (Reserve = David Jones)**

To record all Prep School teaching, maintenance, and admin staff and to report any missing staff to Rob Smith

**6. Kate Harris (Reserve = Lou Norbury)**

To register any visitors and to report any missing visitors to Rob Smith

**7. Kate Davies (Reserve = Helen Pasley)**

To register peripatetic staff and to report any missing peripatetic staff to Rob Smith

**8. Sue Wright (Reserve = Ramesh Bade)**

To register catering and cleaning staff and to report any missing staff to Rob Smith

## Appendix C – Arson Prevention Strategy

### Arson Prevention Strategy

Recent studies show that the majority of property fires in the UK are often found to have been started deliberately. All premises can be targeted either deliberately or just because they offer easy access.

Many businesses never recover from an Arson attack.

There are a number of strategies that can be adopted to try and minimise the risk to arson of your premises.

You should be aware of any other deliberately set fires in your area which may act as an indicator of increased risk to your premises and you should also be aware of any small 'accidental' fires on your own premises and investigate them fully. They should be reported to your local authority Fire and Rescue Service for investigation and if necessary you might consider bringing in a specialist fire investigator. Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk reduction measures, the most benefit may come from efforts to reduce the threat from arson.

#### **Measures to Reduce Arson:**

1. Ensure that the outside of the premises is well lit and, if practical, secure the perimeter of the premises.
2. Thoroughly secure all entry points to the premises, including windows and the roof, ensuring that the 'means of escape' is not compromised, in particular making sure that any people working alone still have adequate means of escape.
3. Make sure that combustible rubbish is cleared regularly.
4. Do not place rubbish skips adjacent to the building. Large waste bins should be in a secure compound separated from the building.
5. Encourage staff to challenge people acting suspiciously.
6. Remove automatic entry rights from staff who have been dismissed.
7. Ensure that any security/fire alarm is monitored and acted upon.
8. Secure flammable materials and substances so that intruders cannot use them.
9. Fit secure metal letterboxes on the inside of the mail flaps to contain any burning materials that may be pushed through.
10. Deter any unauthorised entry on site and also control entry of all other persons coming on site.
11. Take positive steps to reduce opportunities for arson attempts.
12. Reduce the scope for potential fire damage.
13. Reduce the subsequent losses and disruption resulting from fire by preparing a recovery/disaster plan.
14. Maintain security of the main access door in the event of a fire.
15. Recognise and resolve security/means of escape issues and conflicts.
16. Small rubbish bins used within the building should be made of metal, NOT plastic or wicker

## Appendix D – Fire Safety Information Sheet



# Fire Safety Responsibilities

Under The Regulatory Reform (Fire Safety) Order 2005 both employers and employees are responsible for reducing the risk of injury or death in the event of a fire.

The following guidelines must be followed

### Employers Responsibilities

- To maintain all escape routes and emergency exits
- To ensure that regular maintenance is carried out on all fire safety and emergency equipment and any faults reported are rectified as soon as is practicable
- To carry out regular risk assessments and make their content known to all employees
- To remove hazards where possible, where not practicable, to put into place procedures to reduce the likelihood of injury
- To provide staff with emergency evacuation procedure training and good housekeeping
- To supply adequate signing of escape routes and firefighting equipment
- To supply adequate methods of alerting people to a fire

### Employees Responsibilities

#### ENSURE YOU KNOW:-

- Where all fire exits are (**DO NOT ASSUME THAT YOUR USUAL ESCAPE ROUTE WILL NOT BECOME BLOCKED**)
- Where all fire fighting equipment is and how to use it
- Where all the fire alarm call points are

**IF YOU DISCOVER A FIRE, SOUND THE ALARM IMMEDIATELY**

**IMMEDIATELY YOU HEAR THE FIRE ALARM:-**

- Ensure any children, members of staff and any visitors / contractors are able to leave the building
- If due to a disability a person is not able to leave the building, they should be placed in a refuge point as far from the fire as possible. They should not block any exits, and a member of staff should remain with them. Once they arrive, the Fire & Rescue Service must be informed of any such people
- Evacuate the building in an orderly fashion. Avoid running as a fall is the commonest reason that exit routes become blocked
- Do not make any attempt to protect or remove any property as this may endanger your safety and / or impede others from leaving safely.



**NEVER RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.**

## Appendix E – Emergency Contact List

**Police:** (9) 999 or (9) 101

**Fire & Rescue Service:** (9) 999

**Ambulance Service:** (9) 999

\*Out of Hours Emergency Contact

**Estates Manager (Mon-Fri)/Duty Mobile (Weekends):** Mobile: 07437 442006

**Caretaker:** Mobile: 07824 558341

\*Those living on site should familiarise themselves with the Duty and Caretaker Mobile number