THE
KING'S SCHOOL
CANTERBURY

Fire Safety Policy & Procedures

Responsible person: Busar

Reviewer: Head of Security

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1. Scope

1.1. For the purposes of this policy, 'The School' will refer to the King's School Canterbury, Junior King's School, The Sports Centre and the International College.

1.2. This policy is applicable to all premises under the control of the School and details the measures in place to minimise the risk to life and property from fire.

2. Objectives

2.1. To ensure that risks from fire are identified and that arrangements are in place to control those risks.

2.2. To enable the School to comply with its duties under fire safety law including the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3. Responsibilities

3.1. The Whole School Strategic Group (WSSG) is responsible for:

- Ensuring competent staff are appointed and provided with the necessary resources to implement and maintain fire safety systems, policies and procedures.

3.2. The Bursar is responsible for:

- The overall management of fire safety;
- Ensuring arrangements are in place for fulfilling the requirements of fire safety systems, policies and procedures.

3.3. The Premises Director is responsible for:

- Ensuring refurbishments are compliant with Building Regulations including the requirement for fire compartmentation;
- Ensuring new builds are compliant with Building Regulations including the requirement for fire compartmentation;
- Ensuring suitable procedures are in place for managing hot works including risk assessments method statements (RAMS) and permits for contractors;
- Retaining certificates relating to the installation of fire alarm systems;
- Ensuring procedures are in place and records maintained for:
- Fire Alarm and Detection Systems Testing;Emergency Light Testing;
- Fire Door Checks;
- Fire Extinguisher Checks;
- Hard Wire Testing;

- Fixed Appliance and Portable Appliance Testing;
- Lightning Protection Testing.

3.4. The Director of Compliance is responsible for:

- Ensuring this policy is maintained up to date;
- Providing advice and guidance regarding fire safety;
- Working with the Deputy Bursar to ensure improvement works recommended by the Fire Risk Assessments are reviewed, implemented and recorded;
- Inspection and audit of fire safety management systems.

3.5. The Deputy Head of Compliance (Fire)

- Co-ordinating Fire Risk Assessments with the assistance of external competent persons;
- Working with colleagues listed below to assist with the provision of information and training;
- Ensuring at least one fire drill is conducted annually for key buildings;
- Working with colleagues listed below to review fire drills and identify lessons learnt;
- Monitoring and investigating incidents;
- Liaising with the local Fire and Rescue Authority;
- Ensuring that Kent Fire & Rescue Service (KF&RS) Site Specific Risk Information (SSRI) files are in place for The Precincts, St Augustine's, Malthouse Campus and Junior King's School;

3.6. The Heads of Departments (HODs) and Support Services Managers are

responsible for:

- Ensuring staff in their teams are informed of where to view a copy of this policy.
- Ensuring staff in their teams are provided information on how to raise the alarm, the action to be taken when hearing the alarm, the escape routes and the location of the fire assembly point for their main work area;
- Ensuring their staff are competent to fulfil their fire safety responsibilities by providing information, instruction and training; ensuring staff complete the on-line Fire Awareness training where appropriate;
- Ensuring a PEEP (Personal Emergency Evacuation Plan) is in place for staff who have a permanent or temporary impairment that may affect their ability to escape the building in the event of a fire. See the Health and Safety Team for the PEEP template.
- Ensuring suitable procedures are in place for managing hot works including risk assessments method statements (RAMS) and permits for contractors.

3.7. The Housemasters / Housemistress (HSMs) / Houseparents / Principals with the

support of Matrons / Pastoral Care Assistants are responsible for:

- Ensuring sufficient Fire Wardens are in place to assist the effective evacuation of their Boarding / Day House in the event of a fire;
- Ensuring fire drills are regularly (at least once per term) carried out in 'boarding time';
- Ensuring that at least one drill per year is carried out overnight (ie after midnight and before 7am);
- Briefing students within their house of the fire prevention measures and actions to be taken in the event of a fire (drill);
- Ensuring a PEEP (Personal Emergency Evacuation Plan) is in place for pupils who have a permanent or temporary impairment that may affect their ability to escape the building in the event of a fire. See the Health and Safety Team for the PEEP template.

3.8. Academic Staff are responsible for:

- Ensuring the pupils under their charge are familiar with the fire prevention measures and actions to be taken in the event of a fire (drill) within the relevant teaching space;
- For conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the IncidentController (eg Fire Warden or representative of the Fire and Rescue Service).

3.9. The Human Resources Department is responsible for:

- Maintaining records of fire safety training including that completed by Fire Wardens.

3.10. The CCF Detachment Commander is responsible for:

- Ensuring weapons and ammunition used by the CCF are kept separate and in securely locked, fire resistant storage that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

3.11. Fire Wardens are responsible for:

- Completing the Fire Warden on-line training;
- Conducting regular inspections (formal and informal) of their building to ensure fire safety measures are maintained;
- Working with colleagues including HSMs / Principals/Matrons / Pastoral Care Assistant and Academic Staff to co-ordinate fire drills within their building and reviewing the outcomes of the practice;

Assisting the Incident Controller as instructed in the event of a real fire situation.

3.12. All staff are responsible for:

- Ensuring they familiarise themselves with the fire evacuation routes and fire assembly points for the area(s) they work in;
- Briefing visitors and contractors for whom they are responsible of the fire safety procedures including the no-smoking / vaping policy and the location of the fire assembly point;
- Ensuring fire exit routes and doors remain clear;
- Ensuring flammable substances / oxidising agents are stored, used and disposed of in line with the recommendations of the Safety Data Sheets / COSHH Assessments / CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) Guidance;
- Identifying, reporting and if they can do so safely, eliminating any actual or potential fire hazards.

4. Procedures

4.1. Fire Risk Assessment

- The School premises are subject to fire risk assessment. This may be conducted by an external consultant or other competent person.
- The fire risk assessment will be reviewed internally at least annually. If any significant changes are made to the use, fabric of the building, or after a significant fire incident, a full fire risk assessment will be conducted by a competent external contractor.
- Copies of the fire risk assessment reports are available on the Premises Drive and employees' attention brought to any hazards listed in the assessment.
- Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Detailed fire compartmentation surveys are included as appropriate.

4.2. Fire Detection

- The School premises have a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.
- The detection equipment is installed, upgraded, maintained and regularly checked by competent persons (suitable BAFE or equivalent certification).

4.3. Fire Alarms

- The panel for each alarm system shows the location of a fire and is fitted with an uninterrupted power supply (UPS).
- Each of the School premises has a suitable means of raising the alarm in the event of fire.

- The fire alarm system in each location is tested weekly with the date and time made known.
- The alarm is activated using a different activator point each week, where this is practicable.
- Each fire alarm system is serviced quarterly by a competent contractor (suitable BAFE or equivalent certification).
- Records of these tests and the servicing are maintained by the Premises Department.

4.4. Fire Fighting Equipment

- The fire risk assessment determines the minimum level of fire fighting equipment which must be present in the School premises.
- The School expects staff, pupils, visitors and contractors to use fire extinguishers ONLY where the fire is preventing their safe egress.
- Fire extinguishers and other fire suppressant systems will be serviced by a competent contractor at least annually and the service date recorded.

4.5. Emergency Lighting

- Emergency lighting is installed in The School where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
- Emergency lighting is tested monthly and a full discharge test completed annually.
- Records of testing and servicing of emergency lights are maintained by the Premises Department.

4.6. Notices

- No Smoking signs are displayed at appropriate locations.
- Fire Action Notices are displayed in each building. These notices will detail the action to be taken in the event of a fire and the fire assembly point.
- Means of escape are clearly signed with pictograms.

4.7. Fire Emergency Procedures

- Fire Safety Plans document the essential information, key contact details and action to be taken on discovering a fire / hearing the fire alarm.
- Where disabled persons use the premises, specific arrangements are made to ensure they can escape in an emergency. For staff and pupils there is a Personal Emergency Evacuation Plan (PEEP) in place where required.
- Suitable roll calls are documented for each Boarding House / Day House and these are referenced when accounting for pupils in the event of a fire. Housemasters / Housemistress (HSMs) / Houseparents / Principals / Matrons / Pastoral Care Assistants

/ Tutors are responsible for checking the roll call on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Incident Controller. It is the responsibility of the

- Incident Controller to ensure that this information is passed to the Fire and Rescue Service as soon as they arrive.

- Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Incident Controller. It is the responsibility of the Incident Controller to ensure that this information is passed to the Fire and Rescue Service as soon as they arrive.

- The Incident Controller is responsible for ensuring the Fire and Rescue Service has been called.

4.8. Fire Drills / Practices

- Fire drills are conducted at least annually for key buildings.

- For Boarding Houses, fire drills are regularly (at least once per term) carried out in 'boarding time'; at least one drill per year is carried out overnight (ie after midnight and before 7am).

- Written records of fire / evacuation drills are maintained.

4.9. Fire Information, Instruction and Training

- Fire Wardens complete at least the on-line Fire Warden training package which should be refreshed every three years.

- Staff are informed in relation to:-

(a) Causes of fires and precautions to prevent fires starting;

(b) Action to take if they discover a fire, including how to activate the fire alarm;

(c) Fire safety signage;

(d) Action to take on hearing the alarm, including location and use of exits and escape routes; and

(e) Location of the fire assembly point.

- Pupils are informed of:

(a) Causes of fires and precautions to prevent fires starting;

(b) Action to take if they discover a fire, including how to activate the fire alarm;

(c) Fire safety signage;

(d) Action to take on hearing the alarm, including location and use of exits and escape routes; and

(e) Location of the fire assembly point.

- On arrival at the School, visitors and contractors receive a briefing to ensure that they are aware of the relevant fire safety procedures and assembly points.
- For events, such as open days and concerts, attendees are informed of the fire evacuation arrangements by verbal announcement or written instruction on the programme. Fire Wardens are assigned to the event as appropriate.

4.10. Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the School:-

- Ensures building design and refurbishment meets the legal requirements including Building Regulations and the associated Approved Document B;
- Complies with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including ammunition and hazardous substances);
- Enforces the site wide No Smoking Policy;
- Ensures that new furniture is safe and compliant with fire standards (ref Furnishings (Fire Safety) Regulations);
- Ensures that programmes of servicing, inspection and testing are carried out in line with legal requirements including: annual inspection of lightning conductors; periodic hard wire testing, regular testing of portable appliances (eg hair dryers); and regular testing of fire alarm systems;
- Maintains awareness through training and refresher training of the preventative steps that need to be taken;
- Consults regularly with the Health & Safety Committee and Fire Wardens;
- Includes fire prevention and evacuation procedures during the induction process with new starters;
- Monitors the activities of contractors as appropriate, particularly during maintenance and building works; and
- Regularly inspects areas to ensure fire safety prevention measures and precautions are being implemented.

4.11. Fire Records

- Fire Risk Assessments are retained electronically on the Premises Drive;
- Fire Safety Log Books contain records of weekly fire alarm tests and provide direction to other key documentation;
- Detailed records of the requirements for system maintenance, inspection and testing are retained by the Premises Department.

4.12. Residential Properties

- Residential properties (owned, leased or rented by The School) are subject to fixed wire testing and have appropriate smoke / heat detectors installed.

4.13. Site Specific Risk Information (SSRI)

- Kent Fire & Rescue Service (KF&RS) have prepared SSRI folders of key information, working with a representative of The School.
- SSRIs for The Precincts, St Augustine's, Malthouse Campus and Junior King's School are held at each location and electronic versions of the information is held centrally by the Fire Service.

5. Communication

5.1. Communication to the Governing Body

- This is carried out at least annually in a H&S Report to Governors.

5.2. Communication with Fire and Rescue Authority / Building Control

- This is carried out on a case by case basis as buildings are constructed and / or refurbished or the use of the building changes.

5.3. Communication with Kent Fire & Rescue Service (KF&RS)

- Regular contact is maintained with the local fire and rescue service including through familiarisation visits.

5.4. Communication with Parents

- Fire Risk Assessments and Fire Safety Plans are made available to parents on request.