



CONCORD  
COLLEGE

# FIRE SAFETY POLICY AND PROCEDURES

APRIL 2017  
DOCUMENT UNDER CONSTANT REVIEW, UPDATED REGULARLY AND CHANGES IMPLEMENTED

THE BELL CONCORD EDUCATIONAL TRUST LIMITED

## CONTENTS

SECTION	TITLE	PAGE
1	Environmental Context	3
2	Legislative Context	3
3	Policy Rationale	4
4	Policy Statement	4
5	Policy Scope	4
6	Responsibilities for Implementation	5
6.1	The Board of Trustees	5
6.2	The College Principal	6
6.3	The Risk Manager (Bursar)	6
6.4	The Maintenance Manager	7
6.5	The Health & Safety/Fire Safety Officer	7
6.6	The Duty Fire Officer	8
6.7	Fire Wardens	10
6.8	All Staff	11
7	Training	12
8	References	14
Appendix 1	List of Competent Persons	16
Appendix 2	Map of College indicating Fire Assembly Points	17
Appendix 3	Staff Fire Response Flow Chart	18
Appendix 4	Maintenance Request Form	19
Appendix 5	Fire Alarm Incident Report Form	20

# FIRE SAFETY POLICY AND PROCEDURES

## 1 Environmental Context

- 1) Concord College is situated in a rural location. It comprises many buildings spread over a site of some 80 acres. Some buildings are modern and built to current fire standards. The Main Hall, however, is some 200 years old and in parts consists of five floors including the basement.
- 2) The College is residential and some 480 students live on site during term-time and summer school. The College is exposed to fire risk from people and systems for 24 hours per day.
- 3) In the event of fire, the emergency services would be called from Shrewsbury, some 7 miles distant by slow and narrow roads. The College cannot rely on a swift response and its location therefore provides a fire risk in itself.

## 2 Legislative Context

Concord College Fire Safety Policy is predicated on two factors being:

- 1) A Fire Risk Assessment which the College Management is required by law to undertake at regular intervals and which identifies the changing hazards the College Management needs to address in this policy and subsequent Fire Safety Procedures, and
- 2) Statute Law and other Regulations that govern the operation of Colleges, including:
  - The Health and Safety at Work Act 1974;
  - The Management of Health and Safety at Work Regulations 1999;
  - The Management of Health and Safety at Work Regulations 1992;
  - The Building Regulations 2000, amended 2006;
  - The Regulatory Reform (Fire Safety) Order 2005;
  - The Education Act 1996;
  - The Education (School Premises) Regulations 1996;
  - The Educational Premises Guide and Sleeping Accommodation Guide to the Regulatory Reform (Fire Safety) Order are both used to interpret the law.

### **3 Policy Rationale**

- 1) The Board of The Bell Concord Educational Trust Ltd recognises that it is responsible for the safety of all staff and students and that it needs to establish and maintain high standards of fire prevention and swift and effective response should a fire emergency occur. The facts that staff and students are on-site 24 hours per day during term-time and summer school and that the College is a considerable distance from emergency services are key drivers for constantly monitoring the standard of fire prevention and the capability to fight or contain small fires and evacuate any building at any time of the day or night.
- 2) This policy is based on the rationale that all activity in the College should be designed to prevent a fire starting but that, should a fire start in any location at any time, then it will be quickly detected, contained and extinguished. By logical extension of this, to ensure the safety of all people on site, be they students, visitors, staff or contractors, emergency evacuation systems and staff skills should be maintained as an integral part of core procedures and duties.
- 3) Furthermore, the policy is based on the rationale that an effective Fire Safety Policy is strategically and tactically cost-effective. A reputation for safety is closely allied to a reputation for teaching quality and the avoidance of even minor fires saves business disruption costs or loss of confidence in College competence.
- 4) The College Management takes the view that best practice should be identified and pursued from both statutory bodies and independent fire advisors.

### **4 Policy Statement**

The Fire Safety Policy of the Trust's Board is to:

- Provide and maintain the high level of management commitment, professional competence and relevant resources and systems that fire safety requires;
- Integrate the Fire Safety Policy within a wider Safety Risk Management System;
- Ensure that the College meets its legal and contractual obligations and service quality targets;
- Provide evidence that obligations for fire safety are continuously met; all by undertaking the activities in the attached Fire Procedures Document.

### **5 Policy Scope**

- 1) This policy applies to all premises and grounds within the control of the Trust.
- 2) This policy also applies away from College premises where staff and students are involved in any activities, or using any premises, where fire risks may present.

3) This policy will be effected by undertaking and maintaining an ongoing Fire Risk Assessment and Maintenance Programme and, in the light of that:-

- Improving resources or procedures to enhance fire prevention or response capabilities including the routine inspection and maintenance of:
  - Means of escape and protected routes;
  - Static fire systems including fire alarm systems linked to automatic fire detection, fire alarm call points and automatic door releases;
  - Emergency lighting systems;
  - Fire action notices and fire escape route plans;
  - Fire fighting equipment;
  - Staff and student fire safety training plans, material, delivery and competence;
  - Fire compartmentation.

## **6 Responsibilities for Implementation**

### **6.1 The Board of Trustees**

The Board is responsible for the fire security of College resources and all people on its site or within its care as part of its corporate, academic and pastoral duties. The Board has a strategic duty to ensure that:

- Effective fire safety policy and procedures are communicated and implemented to all people on the site;
- All staff are competent to implement them and an audit history of competence and implementation is maintained.

To discharge that duty, the Board will direct and enable the continuous implementation of fire safety policy by providing and maintaining:

- Fire training in precautions and emergency response for all members of staff according to their roles and responsibilities (Refer to Section 7 Training).
- Fire safety information for staff, students, contractors and visitors through handbooks, notices, leaflets and web-site;
- Fire prevention and protection (passive and active structural design: fire barriers and automatic door closers);
- Fire detection resources (smoke and heat detectors, automated alarms and emergency lighting);

- Fire fighting resources (fire extinguishers and blankets);
- Fire evacuation facilities (fire escapes and protected routes);
- Fire risk assessments and policy reviews to ensure that procedures continue to meet the changing needs of the College and the law.

## 6.2 The College Principal

The College Principal, acting on behalf of the Board, has operational responsibility for the performance of the College, including fire precautions and fire safety and is therefore personally responsible for ensuring the College meets its legal obligations. Whilst still retaining responsibility, the College Principal may appoint a Risk Manager to undertake policy and procedure implementation on his and the Board's behalf, delegating the resources and authority necessary to do so.

## 6.3 The Risk Manager (Bursar)

The Risk Manager will undertake the following responsibilities:-

- Organise and lead annual reviews of the College's fire risk management systems, including fire risk assessments and fire safety policy and procedures;
- Supervise the effective day to day upkeep of this policy and procedures via the action below:-
  - Ensure that all staff and managers participate regularly in fire safety training and fire exercises appropriate to their roles;
  - Assist the Duty Fire Officer (when not assuming both roles) with the co-ordination and direction of staff actions in the event of a fire emergency during normal day time incidents (0845 to 1645 hours);
  - Monitor the adequate provision, siting and effective maintenance of all fire fighting equipment, alarm systems, fire safety signs, notices etc. in conjunction with the Maintenance Manager and Health and Safety/Fire Safety Officer;
  - Monitor the recording and audit trail of fire prevention procedures;
  - Receive reports of all fire incidents, advise the College Principal of their contents and arrange for any recommendations to be acted upon;
  - Prepare an annual report for the Board, advising on the current state of fire safety in all premises;
  - Liaise with the local Fire Service during inspections;

## **6.4 The Maintenance Manager**

The Maintenance Manager is responsible for the maintenance of the College's fire prevention and response facilities. She will organise inspections and upkeep of these and provide an audit trail of the inspections and work done, including:

- Daily response to maintenance request forms;
- Weekly fire alarm tests for each building;
- Planning and implementing work required as a result of periodic fire risk assessments and Boarding Parents checklists, including the upkeep of fire compartmentation and fire doors;
- Briefing contractors (and staff, where relevant) of fire risks in areas they are required to work; issuing and controlling hot work permits where required and advising teaching and other staff of the presence of contractors in their area of responsibility;
- Monthly inspections of fire fighting equipment;
- Annual servicing by an external contractor of fire fighting equipment;
- Annual servicing of fire alarm systems, including fire panels, fire curtains, break-glass call points, emergency door releases, smoke and heat detectors, sounders and visual alarms and emergency lighting;
- Portable appliance testing of the College's and students' electrical equipment at the start of each term or summer school;
- Annual testing by an external contractor of lightning conductors and generator;
- Annual service and maintenance of all boilers by an external contractor;
- Maintenance of refuges for disabled people where required;
- Arson prevention and allied security measures.

## **6.5 The Health and Safety/Fire Safety Officer**

The Health and Safety/Fire Safety Officer will advise the Risk Manager, where required, on technical fire matters and the implementation, monitoring and control of fire safety procedures within the College premises. This will include: -

- Advice on the interpretation and application of fire safety legislation and other official guidance relevant to independent school premises;
- Participation in the risk management audit process to identify areas of concern and non-compliance, using a risk assessment procedure to identify degrees of risk and to provide a measure of performance;

- Liaison with staff, other specialist providers, local authority building control and/or the Fire Service, in the specification of safety systems in new and existing buildings;
- Liaison with the Risk Manager in preparing and presenting annual fire safety training programmes;
- Assisting Duty Fire Officers and Fire Wardens in the implementation of fire safety procedures;
- Developing and delivering fire safety training for the changing needs of all staff.

## 6.6 The Duty Fire Officer

The Duty Fire Officer (DFO) is responsible for the College's response to a fire emergency. There will be a DFO on duty 24 hours per day (Refer to Appendix 1). The DFO must ensure that all Department Managers and Fire Wardens know who the DFO is at any time.

The DFO will carry a two-way radio and pager whilst on duty. The pager will relay a fire alarm from the main fire panel and a message of the fire location on its screen.

In the event of fire alarm activation, the DFO will:

- Communicate immediately by two-way radio with duty staff informing them that a fire alarm has been activated and in which building;
- If the DFO is close by or in the Main Hall, then the main fire panel must be checked to confirm the source of the alarm corresponds with the pager message. If the alarm is for a satellite building, then the main panel can be silenced by pressing '2' followed by '2222', then 'Enter' then 'Silence/Resound'. Before going directly to the affected building, the DFO collects the master keys and the fire emergency pack from the staff room;
- If the DFO is too far away from Main Hall, then the DFO must go directly to the affected building. The DFO instructs duty staff by two-way radio to go the main fire panel, confirm the source of the alarm and providing the alarm is for a satellite building, then the main panel can be silenced by pressing '2' followed by '2222', then 'Enter' then 'Silence/Resound';
- If the DFO has gone directly to the affected building, the DFO may request duty staff to collect the master keys and the fire emergency pack from the staff room and to meet them outside the affected building;
- Ensure everyone is evacuating the building;
- Investigate the cause of the alarm.

**If it is a false alarm situation:**

- If, after all persons have been accounted for out at the Assembly Point and a full search of the affected area has confirmed that no fire is present, the DFO can silence the alarm and then permit re-entry to the building;
- If smoke is the cause, the smoke detector will show a red light, which will go out when the system has been reset;
- If a call point has been triggered accidentally this will need to be reset or the glass replaced before the fire alarm system can be reset;
- The DFO alone has the authority to silence or reset the alarm;
- The DFO and Fire Warden to check all final fire exits to ensure the building is secure, doors are closed, emergency door release points are checked and where necessary reset and any broken break glass bolts replaced;
- If the incident occurs in a boarding residence, after room check, then the DFO and Fire Warden to check and where necessary reset magnetic locks;
- If, after silencing an alarm, a fire is found then the alarm should be resounded (a further fire will automatically over-ride the silencer and sound the alarm again) and the Fire Brigade called immediately;
- The DFO and Fire Warden must report any fault indication using the Maintenance Request Form and complete a Fire Alarm Incident Report Form.

**If it is a real fire situation:**

- Ensure the Fire Brigade has been called and the alarm is left ringing;
- Ensure roll calls are taken. Identify missing or trapped people, try to establish location of missing or trapped people;
- Ensure that all members of Senior Management Team are informed;
- Escort students to safe refuge (Theatre, West End or Sports Hall);
- Ensure safe fire-fighting is undertaken;
- Ensure the On-Call Maintenance Person is contacted and instructed to ensure that electricity and gas supplies are turned off at the mains and oil supplies to boilers are isolated;
- Ensure Fire Brigade is met and directed to the fire;
- Advise Fire Brigade of incident history and status on arrival;

- Ensure Fire Wardens receive regular communication on the incident status: **in particular staff and students in all buildings must be warned of an alarm within other buildings and instructed not to enter that building;**
- Ensure Fire Wardens and Department Managers if present, receive assistance to manage the situation;
- The DFO alone has the authority to silence or reset the alarm, but after a real fire **the alarm must only be reset with permission from the Fire Brigade.**
- Complete a Fire Alarm Incident Report Form jointly with the Fire Warden immediately after the event;
- If the fire is small and safely contained and extinguished (e.g. in a waste paper bin), the alarm may be silenced after a search as mentioned above, but must be reset only on instruction from the Fire Brigade;
- If there has been any fire-spread at all (e.g. discoloured furnishings, woodwork, paintwork, plasterwork or electrical fittings), leave the alarm sounding and do not re-enter the building. The Fire Brigade will ensure there are no smouldering or heat retention in roof voids or other locations and no damage to electrical wiring.

Re-entry to a building after a small fire, subject to the actions mentioned above, may be granted by the DFO to students under staff supervision only, until the Fire Brigade inspect the building.

**If a real fire occurs at night, Night Security personnel will:**

- Ensure that all members of the Senior Management Team are informed;
- Prepare emergency, temporary shelter for evacuees either in the Sports Hall, in the Theatre or the West End. An emergency supply of bedding is held in the laundry and the key is located in the key cabinet in the staff room; disposable cups for drinks are kept in the kitchens in the Theatre and in the West End, and in the pantry in the Main Hall; drinking water is available in the Sports Hall, the Theatre and in the West End; keys for the Theatre, the West End and Sports Hall are located in the key cabinet in the staff room; master keys are also held by Night Security personnel.

## **6.7 Fire Wardens**

Any member of staff taking responsibility for other staff and/or students in any building, or part thereof, is the Fire Warden for that area and, in the event of a fire, should carry out the following Fire Wardens' emergency duties.

**On discovering a fire:**

- Raise the alarm using a break-glass call point;
- Call the Fire Brigade;

- Instruct everyone to start evacuation;
- If it is safe to do so, fight fire with correct equipment;
- If it is safe to do so, close fire doors.

**On hearing the alarm:**

- Instruct everyone to prepare for evacuation if fire is not in immediate zone;
- Turn off equipment, close windows and fire doors if safe to do so;
- Collect student registers/lists, staff lists, and lists of any contractors or visitors on site in affected area.
- Evacuate everyone to the designated assembly point. Ensure that any persons with physical or mental disabilities are assisted during evacuation;
- Take roll call; Identify missing or trapped people, try to establish location of missing or trapped people;
- Call the On-Call Maintenance Person to arrange for the electricity and gas to be switched off, if relevant and safe to do so;
- Bar entry to fire zone;
- Report status to DFO and/or Fire Brigade on arrival.
- Escort students to safe refuge (Theatre, West End or Sports Hall);

**Fire Wardens should:**

- Know all the means of escape;
- Know operation of emergency exit devices on all fire escape doors;
- Know the principles of operation of automatic fire detection equipment and any automatic extinguishment;
- Know how to read and operate the fire panels;
- Ensure fire escape routes are clear;
- Ensure fire exits are available for use;
- Report anyone acting suspiciously or signs of forced entry to the Maintenance Manager, Health and Safety/Fire Safety Officer, Weekend Duty Porters or if out of hours to Night Security personnel;

- Ensure all class room windows are closed at the end of each day or shift;
- Ensure electrical equipment is switched off when not in use;
- Ensure rubbish has been disposed of safely;
- Ensure self-closing doors and other fire doors operate correctly;
- Ensure fire signs and notices are visible.

## 6.8 All Staff

All staff are responsible for ensuring that they comply with safe working practices under the acts and regulations noted in Section 2 and in accordance with the training and instruction provided for them.

It is essential that every member of staff:-

- Understands the character of fire, smoke and toxic fumes;
- Knows the fire hazards and fire zones of their working environment;
- Practices and promotes fire prevention; and knows the right action to take if fire breaks out.

It shall be the duty of every employee while at work: -

- To take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions at work;
- With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with;
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions;
- To report any work situation that represents a serious and immediate danger and/or a shortcoming in the protection arrangements for safety. Maintenance Request Forms are available to all staff in the form shown on page 19.

Any member of staff who discovers a fire should:-

- Raise the alarm using a break-glass call point;
- Call the Fire Brigade;
- Instruct everyone to start evacuation;

- If it is safe to do so, fight fire with correct equipment;
- If it is safe to do so, close fire doors;
- Report the location of the fire immediately to the DFO/Department Manager/Fire Warden;
- Carry out instructions of the DFO/Department Manager/Fire Warden, e.g. notifying the Maintenance Department to isolate services.

## 7 Training

To meet legal and fire safety policy requirements, the following courses will be provided:

- **Risk Assessment:** assessing fire and health and safety risks in the workplace;
- **Evacuation Exercise:** to test system, equipment and competence;
- **Duty Fire Officer:** competence in allocated fire procedures;
- **Fire Warden/Department Manager:** competence in allocated fire procedures;
- **Fire Awareness and Extinguisher Foundation Training:** all staff not included above and who have not received fire training before;
- **Fire Awareness and Extinguisher Training - Refresher:** all staff not included above;
- **Induction training for Fire and Health & Safety**
- **Site Orientation:** to test knowledge of site locations, hazards, gas controls, fire panels, zones, call points, equipment, exits, escape routes and fire action notices;
- **Manual Handling:** for the handling of furniture and equipment;
- **Control of Substances Hazardous to Health (COSHH:** for dangerous chemicals and other substances.

## 8 References

**Alarm Testing:** logged weekly tests by Maintenance Department.

**Automatic Fire Detection:** smoke or heat detectors that trigger the Fire Alarm.

- |   |   |
|---|---|
| <b>1 Concord College address:</b> <sup>1</sup><br>Acton Burnell Hall, Acton Burnell,<br>Shrewsbury, SY5 7PF | <b>Concord College telephone:</b><br>01694 731631   |
| <b>2 Acton Pigot address:</b><br>Acton Pigot Bed & Breakfast, Acton<br>Burnell, Shrewsbury, SY5 7PH         | <b>Acton Pigot telephone:</b><br>01694 731209<br>Exts: 650 & 660                          |
| <b>3 Art School address:</b><br>Old School, Acton Burnell, Shrewsbury,<br>SY5 7PG                           | <b>Art School telephone:</b><br>01694 731744<br>Exts: 602 & 603                           |
| <b>4 Burnell Residence address:</b><br>Acton Burnell, Shrewsbury, SY5 7PQ                                   | <b>Burnell Residence telephone:</b><br>01694 731770<br>Exts: 242, 604, 605, 606, 614, 615 |
| <b>5 The Orchard (known as Cherry Orchard)<br/>address:</b><br>Acton Burnell, Shrewsbury, SY5 7PA           | <b>Cherry Orchard telephone:</b><br>01694 731813/731832<br>Exts: 612 & 613                |
| <b>6 Old School Residence address:</b><br>9 Acton Burnell, Shrewsbury, SY5 7PE                              | <b>Old School Residence telephone:</b><br>Exts: 625 & 623                                 |
| <b>7 The Smithy address:</b><br>Acton Burnell, Shrewsbury, SY5 7PA  | <b>The Smithy telephone:</b><br>Exts: 636 & 608   |
| <b>8 The Warren address:</b><br>Acton Burnell, Shrewsbury, SY5 7PE  | <b>The Warren telephone:</b><br>Exts: 626 & 622   |

**Fire Action Notices:** these give instructions of what to do in the event of a fire; they should be of a standard design and are required to be positioned at prominent positions throughout all buildings including student and staff accommodation.

**Fire Alarm:** continuous bell or siren in the zone of activation.

**Fire Assembly Points:** are listed on local Fire Action Notices, generally they are the open spaces at the front of each building; on completion of roll call students are accompanied to a safe place.

**Fire Doors:** doors to classrooms, students' rooms, kitchens and fire zones, which must be kept clear of obstructions at all times: fire doors should never be held or wedged open to any room and left unattended;

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<sup>1</sup> National Grid Reference for the Main Hall is SJ 53598 02052 or for the Main Entrance Gate is SJ 53540 02406.

**Fire Escape Routes:** routes from classrooms and bedrooms via corridors, stairwells and **Fire Doors** to a **Fire Exit** they must be kept clear at all times. These are **Protected Routes** in that all doors opening on to them must be **Fire Doors** that are kept shut thus ensuring protection from fire whilst moving through a building to a **Fire Exit**. All **Fire Escape Routes** are marked by Green "Running Men" **Fire Exit Signs**, with arrows pointing in the direction of escape.

**Fire Exits:** doors to enable escape from the building; these must be kept clear at all times.

**Fire Extinguishers:** fire blankets and portable extinguishers provided to fight small fires. Each member of staff must be trained in their use annually where detailed information is provided.

## APPENDIX 1

### LIST OF COMPETENT PERSONS

1	Risk Manager Maintenance Manager Health and Safety/Fire Safety Officer	Mrs Barbara Belfield-Dean Mrs Sarah Darrall Mrs Lesley Carter
2	Duty Fire Officer (DFO) (24 hour cover, 7 days per week)	Night Security Prep Duty Staff Weekend Day Porters Mrs Lesley Carter Mrs Sarah Darrall Receptionist
3	Fire Wardens	Night Security Boarding Parents Teaching Staff Head of Departments

### DUTY FIRE OFFICER (DFO)

Day	Receptionist	Maintenance Manager H&S Officer	Prep Duty Staff	Weekend Duty Porters	Night Security
Monday-Thursday	07:00-08:00	08:00-17:00	17:00-19:00		19:00-07:00 (next day)
Friday	07:00-08:00	08:00-17:00	17:00-19:00		19:00-08:00 (Saturday)
Saturday				07:00-19:00	19:00-09:00 (Sunday)
Sunday				07:00-19:00	19:00-07:00 (Monday)

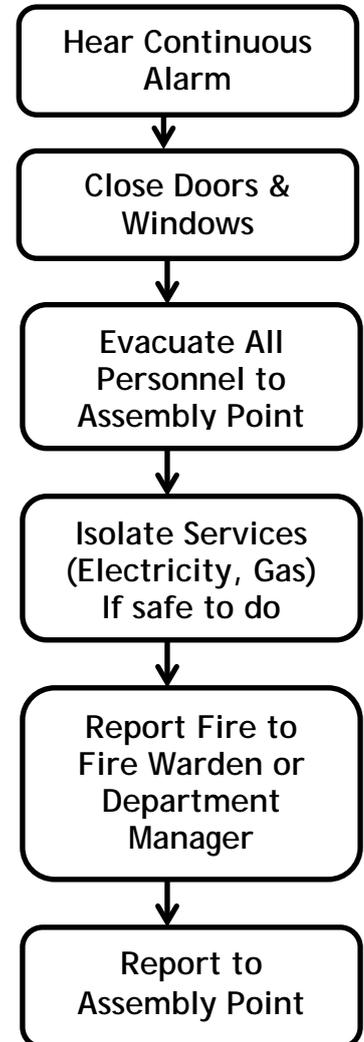
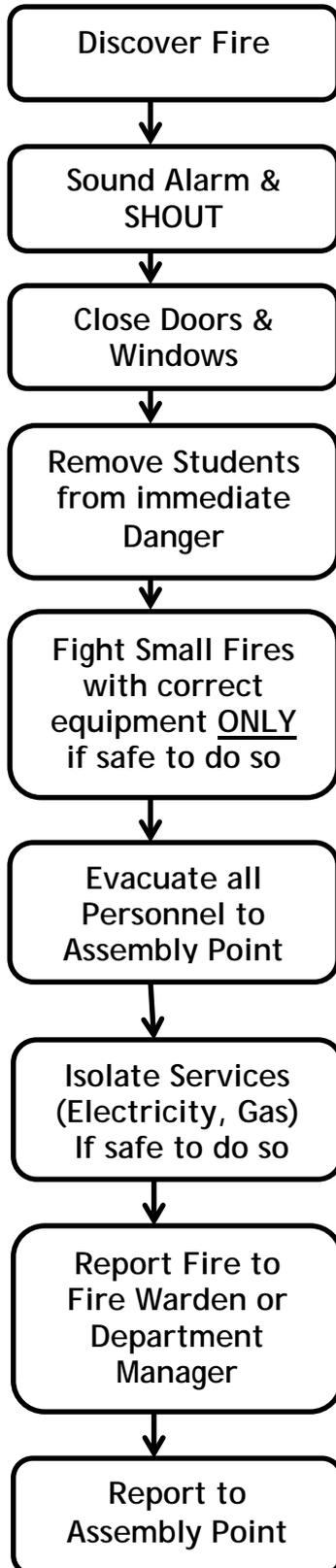
## APPENDIX 2 - MAP OF COLLEGE INDICATING FIRE ASSEMBLY POINTS

REFER TO SEPARATE HANDOUT

## APPENDIX 3

### ALL STAFF FIRE EVACUATION PROCEDURE

OR



## APPENDIX 4

 <p>CONCORD COLLEGE</p>	<b>MAINTENANCE REQUEST FORM</b>
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Please complete and return the Maintenance Request Form to the Maintenance Manager.

<b>Date</b>	<b>Defect Address</b>
<b>Your Name</b>	<b>Room number or description of the area</b>
<b>Is this a Health and Safety Issue?</b>	
<b>Description of Defect</b>	

Please provide as much detail as possible

## APPENDIX 5

 <b>CONCORD</b> COLLEGE	<b>FIRE ALARM INCIDENT REPORT FORM</b>
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Please complete this form immediately following a fire alarm incident and leave in the Health and Safety/Fire Safety Officers pigeonhole.

Date of incident:	
Time of incident:	
Building(s) affected:	
Area, zone or room number affected:	
Please indicate if false alarm, fire drill, system fault or real fire:	
If a fire drill, please record evacuation time:	
Cause:	
Details of any injuries sustained:	
Details of any damage:	
Action taken: (continue overleaf if necessary)	
Name:	Signature:



## FIRE ALARM INCIDENT REPORT FORM

Please use either as a continuation sheet for 'action taken' or for noting any comments or concerns as these will help us to address issues as they arise.

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### For official use only

Date form received:

Fire incident type code:

Fire incident number:

Detail any further action taken:

Signed:

Date:



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