



Fire Safety Policy and Procedures

Updated:	February 2024
Reviewed by:	Allison Christie, Health, Safety & Fire Officer
Approved by:	Trustees' Compliance and Health & Safety Committee, March 2024
Next review date:	February 2025

1. Policy Statement

The Board of The Bell Concord Educational Trust Ltd ('the Trust') recognises its duties as the Responsible Person under the Regulatory Reform Fire (Safety Order) 2005 (as amended by the Building Safety Act 2022) and the Fire Safety (England) Regulations 2022.

We aim to provide an educational and work environment that is as safe from fire as is reasonably practicable, and to maintain high standards of fire prevention and effective emergency response should a fire occur.

We are committed to meeting all legal and moral responsibilities and will also act with due regard to the National Minimum Standards for boarding schools, (September 2022) and guidance contained in the HM Government Fire Safety Risk Assessment guides relating to Educational Premises and Sleeping Accommodation.

Our priority is to take all reasonable steps to minimise the risk to life and to reduce injury through the implementation and review of a suitable and sufficient fire risk assessment, fire safety management plan, and the provision of information, instruction, and training to all relevant persons.

The Board will ensure a high level of management commitment, professional competence and resources are given to those duty holders who share responsibility for ensuring that its obligations for fire safety are met through following the fire safety arrangements contained in this policy.

This policy will be regularly monitored, reviewed, and updated to ensure it reflects current legislation and best practice.

On behalf of the Bell Concord Educational Trust, Board of Trustees

2. Scope

This policy applies to all premises and grounds within the control of the Trust, which specifically includes the campus of Concord College..

3. Roles and responsibilities

3.1 The Board of Trustees

The Bell Concord Educational Trust is the 'Responsible Person' on whom duties are imposed under the Fire Safety (England) Regulations 2022 ('the Regulations'). The duties in the Regulations supplement those imposed by the Regulatory Reform (Fire Safety) Order 2005 (as amended.) 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 duty to ensure that effective fire safety policy and procedures are communicated and implemented to all people on the site, specifically regarding information to residents.

Fire safety instructions must be displayed in a conspicuous part of the building and be in a comprehensible form that residents can reasonably be expected to understand. These instructions must be provided directly to new residents as soon as reasonably practicable after they move into their accommodation (or if there are any alterations to the building) and reissued to all existing residents at periods not exceeding 12 months.

3.2 Duty Holders

To discharge this duty, the Board will engage other duty holders to undertake the day-to-day fire safety management on campus.

Summary of duties

Duty Holder:	Responsible for:
Principal	Overall fire safety management
Bursar	Day to day operations, monitoring, and compliance
Health, Safety and Fire Officer (Competent Person)	Fire safety policy advice, implementation, incident investigation, audits, inspections, records, reporting and training
Estates Manager	Specialist services, fire safety systems and equipment maintenance, permits, testing and inspection
All staff	Under fire safety legislation, all employees in a workplace must take reasonable care for their own safety and the safety of other people who could be affected by the things they do or do not do.

4. Fire safety arrangements

4.1 Overview

Concord College is situated in a rural location. It comprises many buildings spread over a site of some 80 acres. Most buildings are modern and purpose-built to current fire standards. The Main Hall, however, is some 200 years old and in parts consists of five floors including the basement.

The College is residential, and some 495 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.

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 presents a fire risk in itself. It is essential that the college maintains suitable and sufficient procedures for:

- Carrying out a fire risk assessment
- Preventing fires
- Evacuation in the event of a fire
- Maintaining and checking all fire detection, alarm, and firefighting systems

The Fire Safety Policy is part of the overall health and safety management plan and will be reviewed regularly in consultation with employees as an item on the Health and Safety Committee agenda.

4.2 Fire risk assessment

To eliminate or reduce the risk of fire, hazards have been identified by means of a fire risk assessment.

The school has engaged Fire Safe International Ltd. to undertake its fire risk assessment (FRA). This external fire risk assessment will be undertaken every three years or when there is a significant change to a building or the way it is used, or where there have been changes in the type of process or materials being used or where there have been significant extensions or conversions within the buildings.

An annual internal review of the fire risk assessment will be conducted by the Health, Safety and Fire Officer.

A copy of the fire risk assessment report will be available on site via SharePoint and employees' attention brought to any hazards found in the assessment.

All significant findings identified within the assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Date of last external fire risk assessment: Vital Safety Ltd., August 2005

Date of last internal review of the fire risk assessment: February 2023

Date of last external audit by the Shropshire Fire and Rescue Service: February 2023

Date of last insurance review: Ecclesiastical, August 2022

Date of last site familiarisation visit by the Shropshire Fire and Rescue Service response team: February 2024

4.3 Preventive and protective measures

The College 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.

All staff are responsible for following safe working practices and complying with basic fire safety rules:

- No smoking except for designated areas. The smoking shelter is located at the perimeter of the site, by the contractor's gate across from Carr-Taylor's boarding residence.
- Maintain awareness through attending fire training and refresher training.
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely, or if retained, kept tidily in designated storage areas.
- All corridors, stairways, entrances and exits must be kept clear. Particular attention must be given to designated fire exits and escape routes which must be always kept clear without exception.

Housekeeping and storage

Control of combustible materials should be achieved through attention to good housekeeping principles. By carefully considering the type of material, the quantities kept and the storage arrangements, risks can be significantly reduced. Appropriate practices include:

- Not storing combustible materials in plant rooms, boiler rooms, storerooms or cupboards or where electrical boxes are located.
- Regular checks and cleaning to remove and prevent the accumulation of waste in spaces such as plant rooms, entrance routes, cupboards, and fat residue in kitchen filters.
- Control and frequent disposal of packaging, waste, and other combustible rubbish.
- Loose storage, bins, and waste external to the building, sited securely and well away from the building so that any fire cannot affect external walls or overhanging eaves.
- Regular building checks to ensure compliance with safe storage arrangements.

Electrical safety

Electrical installations and electrical equipment can be a significant cause of fire. Possible causes include:

- Equipment faults.
- Overheating cables and equipment due to overloading or loose connections; incorrect installation, use or maintenance of the installation or equipment; damaged or inadequate insulation on cables or wiring.
- Combustible materials placed close to electrical equipment which may give off heat.
- Arcing or sparking; and modifications to an installation by unskilled/incompetent persons.

- Unsafe/non-compliant products purchased online which are not manufactured to UK standards for electrical safety might lack safety-critical elements such as fuses or contain faulty batteries.

To prevent fire from electrical hazards, staff should take the following precautions:

- Only correctly wired and fused extension leads and plugs should be used; all electrical equipment must be regularly maintained and serviced in accordance with the manufacturers' guidance.
- Electrical equipment should only be used for its designed purpose.
- Sockets and extension leads must not be overloaded, a “daisy chain” of extension leads must not be used; and maintenance of installations and equipment should be done only by persons competent to do so.
- Where portable electrical equipment is used, including items brought into the premises by staff, it should be maintained (this is likely to include portable appliance testing at suitable intervals.)
- Students are encouraged to ensure that any electrical items purchased online contain the UKCA or CE mark of conformity and are available for portable appliance testing (PAT).
- Consumer warnings which may be relevant to staff and students are communicated and dangerous items are withdrawn as soon as possible.

Laundry

Laundry fires can occur for several reasons including electrical faults, the ignition of lint build up in tumble drying machines and from ‘spontaneous combustion’ of laundry that has not been thoroughly cleaned, which is then dried and packed or stacked whilst still hot.

Chefs whites, aprons and tea towels are often impregnated with cooking oils which can self-ignite if they are not fully cleaned and are then dried and stored without allowing sufficient time to cool.

To minimise the risk of fire in the laundry the College will:

- Ensure wash temperatures and detergents are suitable for the removal of all fats, grease, and oils likely to be encountered.
- Train laundry staff to be aware of any residual smells, especially oily, fatty odours on processed items and to return them for re-wash if still contaminated.
- Allow laundry to complete the cooling cycle in the dryer (do not remove items early).
- Ensure stacks or piles of laundry are well ventilated.
- Don't place warm damp laundry in polythene bags or containers in poorly ventilated areas.
- Clean lint filters and traps after every use.
- Never leave laundry appliances running unattended or overnight
- Ensure the laundry appliances are not overloaded.
- Ensure appliances are electrically tested and serviced regularly by a qualified engineer. (See schedule below)
- Ensure staff are fire trained and know not only where the fire extinguishers are, but which type they should use for the different types of fire.
- Maintain automatic fire detection in the room.

Storage and use of dangerous substances

Certain substances and materials are by their nature, flammable, oxidising or potentially explosive. These substances are controlled by legislation, in particular the Dangerous Substances and Explosive Atmospheres Regulations 2002. The principles of safe handling and storage are:

- Avoid the use of flammable materials and liquids wherever possible or substitute flammable substances and materials with those that are preferably non-flammable or with those that are less flammable.
- Reduce the quantity of dangerous substances to the smallest reasonable amount necessary for use.
- Correctly store dangerous substances, for example in a fire-resisting metal enclosure. All flammable liquids, aerosols and gases should ideally be locked away, and segregated, if necessary, to reduce the chance of them being involved in a fire or used in deliberate ignition.
- Ensure good ventilation is provided by way of high- and low-level vents to allow any flammable vapours to be dispersed; and ensure that all staff are aware of the fire risk of dangerous substances present and the precautions necessary.
- Hot works must be controlled through risk assessments and competent persons used to carry out the works.

General

- All furniture and furnishings purchased will comply with the relevant British Standards for ignition resistance.
- Science and Art departments: chemicals are kept in a locked cupboard and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel.
- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriately secured location.
- The kitchen extraction system is cleaned to the TR19 standard at least every 12 months or more frequently if there is evidence of excessive dirt or grease build-up.
- The deep fat frying equipment is routinely cleaned and maintained.
- Electricity and gas services within the kitchen are regularly checked.
- Electricity and gas services within the Science labs and prep rooms are regularly checked and are equipped with emergency shut off switches.
- Oxygen cylinders are stored on site, which have been marked on the campus map to inform firefighters who attend in an emergency.
- Chimneys for open fires and woodburning stoves will be swept on an annual basis and inspected once every 3 years to ensure the liner and brickwork remain in good condition.
- There is a register of all fires across the estate building stock to ensure fire safety procedures are in place where appropriate.
- The college has two fire hydrants on campus primarily for use by the Fire & Rescue Service (FRS) to rapidly secure a water supply to extinguish a fire in the vicinity. These are tested annually to ensure they are fully operational, and the water pressure is sufficient to be used by the FRS if needed. The information has been communicated to the Shropshire Fire and Rescue Service.
- Every boarding residence is equipped with a student kitchen. Students receive instruction on kitchen safety and must stay in the kitchen whilst cooking. Hotplates and pans must not be left unattended, and all appliances must be switched off before leaving the kitchen. All kitchens are equipped with portable firefighting equipment and fire detection. Boarding parents check the kitchens each night before locking them.

Maintenance

The Estates department is responsible for the maintenance of the College's fire protection and response systems and equipment. Activities associated with this include:

- Responding to regular maintenance requests
- Conducting weekly fire alarm tests
- Planning and implementing work required as a result of periodic fire risk assessments and Boarding Accommodation Monthly Fire Safety Checks, 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 firefighting 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.

Records of all maintenance activities are held within the Estates department.

5. Fire safety systems

Construction and fire divisions

All buildings on site have a good standard of fire compartmentation and are maintained in a good condition.

Fire Safety Signage

Appropriate signage is provided and maintained throughout the College and is in accordance with BS 5499 2002. Understanding of signage is the subject of regular staff training and monitoring of signage is carried out as per the schedule below.

Fire Warning System

An automatic fire detection and alarm system is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises.

Emergency Escape Lighting Systems

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1.

Firefighting equipment- portable

Appropriate fire extinguishers and fire blankets are sited and maintained in accordance with BS 5306. The use of firefighting equipment is the subject of regular staff and student training, and maintenance is carried out as per the schedule below.

Firefighting equipment- fixed installation

There is a fire suppression system installed in the main kitchen which is maintained and tested according to the schedule below.

5.1 Schedule of inspection and testing of fire safety systems and equipment

Fire Doors	Monthly- included in Boarding Accommodation Monthly Fire Safety Checks (MS Form- available on SharePoint)	
Escape Routes, Fire Exit Doors	Daily- staff ensure by visual inspection that exit routes are kept clear, doors are not wedged open and that no combustible waste has accumulated.	
	Monthly- by the Estates Team and in Boarding Accommodation Monthly Fire Safety Checks (MS Form- available on SharePoint)	
Fire Safety Signs	Monthly- included in Boarding Accommodation Monthly Fire Safety Checks (MS Form- available on SharePoint)	
	Routine inspections carried out termly by Estates	Six month and annual service of illuminated signage by competent electrical engineer in accordance with BS 5266- records held in Estates office
Fire Alarm System	Daily- DFO checks that the fire alarm panel indicates no faults	
	Weekly- internal fire alarm tests carried out and recorded by the Estates team.	
	Annually- external service and inspection by Safeguard Ltd.	
Emergency Lighting	Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. (See maintenance and service information for generators below.)	
	Battery operated emergency lighting will be tested monthly (charge and illumination) and an annual full discharge test by a competent contractor.	
Firefighting Equipment	Monthly- by the Estates team and as part of the Boarding Accommodation Monthly Fire Safety Checks	
	Annual service carried in accordance with BS 5306 out by Central Fire Control	
Portable Electrical Equipment	Annually	
Fixed Wire Testing	Every five years, inspected, tested, and maintained in accordance with the requirements of the IET Wiring Regulations.	
Lightning conductors	Annually by J. Lacey: Steeplejacks & Lightning Surge Protection	
Evacuation chairs	Annually by Estates team	
Boilers	Annually by Hartshorne	
Chimneys	Swept annually and inspected once every 3 years by a HETAS registered chimney engineer.	
Fire hydrants	Testing carried out annually in accordance with BS 750-2012	
Laundry equipment	Annually- WASHCO	
Generator	6 monthly- Green Phase	

Records of testing, servicing and maintenance are held in the Estates department.

Fixed fire detection systems- out of service

If the fire detection system must be isolated for any reason, the activity must be carried out under the College's permit to work system. All staff in the area affected should be informed and alternative means of raising the alarm must be put in place.

If a fire detection system is isolated for any reason, the Health, Safety and Fire Officer must be informed.

Plans of all fire safety systems are held in the Estates department.

Use of doorstops/door wedges

Small wooden or rubber doorstops are used temporarily around the College in classrooms, along corridors and in student's bedrooms for a variety of reasons including:

- to aid ventilation.
- for ease of access for housekeeping cleaning purposes.
- for ease of manual handling, manoeuvring, and moving equipment and furniture.
- for ease of any maintenance work being carried out.
- for ease of access and egress at the start and end of lessons.
- to monitor student behaviour during prep; and
- for safeguarding reasons when staff are seeing or working with students on a one-to-one basis.

Smoke can spread rapidly along corridors and into rooms if fire doors are left open. If doorstops are not removed when the corridors, offices, work areas and classrooms are left unattended, it can place everyone at risk in the event of a fire.

The college has implemented a roll out plan to fit fire door closers or wireless, battery-operated auto release units to existing fire doors not currently fitted with these types of mechanisms to avoid the use of door stops. However, the college recognises that doorstops are likely to be used for the reasons previously stated, in the absence of other means, and so must mitigate the risk associated with their use.

It is therefore part of this Fire Policy to make clear that it is the responsibility and duty of all employees to ensure doorstops are removed when staff and/or student areas are left unattended, be it for a few minutes or longer.

If a member of staff finds a door propped open and the area unattended, it is their duty to remove the doorstop so the door can close properly.

Failure to comply with these requirements may constitute a disciplinary offence for employees resulting in formal action.

6. Incident and near-miss reporting

It is the duty of all employees to report any work situation that presents a danger and or shortcoming in safety arrangements in the workplace.

A record will be kept of any incident related to fire via the online Fire Alarm Incident Report form, available on SharePoint.

This will capture the details of any type of fire alarm activation to include false alarms, fire drills and actual fires, the location of the activation and the cause (e.g. fault, power cut, student or staff triggered). All incidents will be investigated by the Health, Safety and Fire Officer and findings communicated to the Bursar and other relevant parties.

Any maintenance issues will be reported to Estates via the Fixflo system and logged as an unsafe condition or near miss on the Accident and Near Miss Report form, also available via SharePoint.

7. Information, instruction, and supervision

In the event of fire, it is essential for everyone to know what they would need to do in an emergency and be evacuated safely.

Staff and Students

All staff and students will receive an induction which includes information about the fire safety policy and procedures.

Visitors

All visitors will register on arrival and be given a visitors badge on a red lanyard. Emergency plan information will be provided for them. Visitors should be always accompanied whilst on site and escorted to the assembly point in the event of an emergency.

Contractors

All contractors will register on arrival and be made aware of the emergency procedures for the area in which they will be working and location of designated fire assembly points.

People with special needs

A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals who may require extra assistance to ensure they can escape in an emergency. Suitable evacuation procedures will be established in consultation with the disabled person and with the support of the Health, Safety and Fire Officer, in line with the HM Government Fire Safety Risk Assessment guidance relating to the means of escape for disabled people.

Significant hazards

The Shropshire Fire and Rescue service has been informed of significant hazards at the College that may require special procedures for rescue work and firefighting, including chemistry lab storage, radioactive materials, and various fuel tanks across site. This information was originally provided via a 72d risk assessment in 2014 and was last reviewed and updated in 2023.

8. Staff fire safety training

All staff are required to attend site specific basic fire awareness training, organised by the Health, Safety and Fire Officer. Key personnel will receive additional training including the practical use of fire extinguishers. All training will be recorded.

The training programme will include:

- Induction training for fire and health & safety.
- Risk Assessment: assessing fire and health and safety risks in the workplace.
- Evacuation exercise: to test systems, equipment, and competence.
- Duty Fire Officer: 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.
- Site Orientation: to test knowledge of site locations, hazards, gas controls, fire panels, zones, call points, equipment, exits, escape routes and fire action notices.
- Control of Substances Hazardous to Health (COSHH: for dangerous chemicals and other substances).

9. Fire drills

The College will ensure that alerting systems are accessible and there are clear evacuation plans for everyone, subject to their needs. Fire drills are carried out at least once per term, in 'boarding time', including overnight drills where applicable. Additional fire drills will be carried out to ensure any pupils with flexible boarding arrangements know what to do in an emergency.

Fire drills for teaching blocks, offices and other non-boarding areas are held during normal school hours. As a roll call system may not be reliable to account for all occupants of these areas, a system of 'sweeps' by trained fire wardens is applied. The fire wardens search all areas within their area of responsibility and reports their area 'clear' to the Designated Fire Officer.

Records of these drills will be kept and monitored regularly to identify whether a review or change in practice is required. Records are kept via a Microsoft Form and are accessible via SharePoint.

10. Fire safety procedures

10.1 Raising the alarm

The alarm signal will be a continuous siren in the zone of activation. Any member of staff taking responsibility for other staff and/or students in any building, or part thereof, in the event of a fire, should carry out the following emergency duties.

Any member of staff who discovers a fire should:

- raise the alarm using a break-glass call point.
- call the Fire Brigade on 999 or 112- "Fire at Concord College, Acton Burnell Hall, Acton Burnell SY5 7PF, 01694 731 631" (or give relevant location information)
- 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:

- a) instruct everyone to prepare for evacuation if fire is not in immediate zone.
- b) turn off equipment, close windows, and fire doors if safe to do so.
- c) collect student registers/lists, staff lists, and lists of any contractors or visitors on site in affected area.
- d) evacuate everyone to the designated assembly point. Ensure that any persons with physical or mental disabilities are assisted during evacuation.
- e) take roll call; identify missing or trapped people; try to establish location of missing or trapped people.
- f) call the On-Call Maintenance Person to arrange for the electricity and gas to be switched off, if relevant and safe to do so.
- g) bar entry to fire zone.
- h) report status to DFO and/or Fire Brigade on arrival.
- i) escort students to safe refuge (Theatre, West End or Sports Hall).

All staff 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.
- ensure fire escape routes are clear.
- ensure fire exits are available for use.
- report anyone acting suspiciously or signs of forced entry to the Estate Manager/Assistant Manager (Estates), Health, Safety and Fire Officer, Weekend Duty Porters or if out of hours to Night Security personnel.
- ensure all classroom 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.

All staff are responsible for ensuring that they comply with safe working practices and in accordance with the training and instruction provided for them.

10.2 Escape routes and the use of fire exits

There is adequate means of escape for all occupants of the school premises. Means of escape throughout the college have been clearly identified with fire exit signs and pictograms.

The means of escape will be regularly inspected to ensure they are kept clear of obstructions and tripping hazards.

Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

10.3 Arrangements for fighting fire

Tackling fires will always come secondary to the evacuation of the premises.

Firefighting equipment is provided in accordance with BS 5036 (2000) and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so. Firefighting equipment is sited throughout the buildings in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors.

The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route.

'IF IN DOUBT, GET OUT'.

10.4 Fire Assembly Points

Fire action notices are positioned near to a final exit door in all buildings and will include the location of the nearest fire assembly point. It is the responsibility of each person using the building or area to be familiar with the exit routes available and where to muster in the event of an evacuation. Students and visitors should be led to the relevant fire assembly point, then on completion of a roll call, students can be accompanied to a more permanent place of safety if required.

10.5 Emergency Response

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, and the role will be covered by Reception Staff, Estates, Health and Safety, Prep Duty Staff, Weekend Duty Porters, and Night Security.

Typical DFO cover schedule:

Day	Receptionist	Assistant Manager (Estates) & H&S Officer	Weekend Duty Porters	Night Security
Monday-Friday	07:00-08:00	08:00-17:00		17:00-07:00 (next day)
Saturday			07:00-19:00	19:00-07:00 (Sunday)
Sunday			07:00-19:00	19:00-07:00 (Monday)

The DFO should:

- a) 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.
- b) know the name and location of all buildings.
- c) know where every fire panel is in each building.
- d) know how to read and operate the fire panels.
- e) know all the means of escape.
- f) know the operation of emergency exit devices on all fire escape doors.
- g) know the principles of operation of automatic fire detection equipment and any automatic extinguishment.
- h) know how to reset a call point or emergency door release point.
- i) check the security of the building following an alarm activation and where necessary reset magnetic locks.

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.
- the DFO must go to the affected building, collecting the master keys and fire emergency pack, and ensure everyone is evacuating the building.
- the DFO will investigate the cause of the alarm.

If it is a false alarm:

- if all persons have been accounted for 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 a smoke detector has been activated by something other than fire related smoke (such as steam or an aerosol) 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 duty staff must 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 boarding parents must 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, duty staff and/or boarding parents must report any fault indication using the Fixflo and complete a Fire Alarm Incident Report Form.

If it is a real fire:

- ensure the Fire Brigade has been called and the alarm is left ringing; DO NOT SILENCE THE ALARM.
- ensure roll calls are taken. Identify missing or trapped people, try to establish location of missing or trapped people.
- ensure that all members of the Concord Senior Team (CST) are informed.
- escort students to safe refuge (Theatre, West End or Sports Hall).
- ensure only safe firefighting is undertaken; NO ONE SHOULD PUT THEMSELVES AT RISK.

- 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 the Fire Brigade is met and directed to the fire.
- advise the Fire Brigade whether all persons have been accounted for, details of the incident and its status on arrival.
- ensure CST, duty and boarding staff receive regular communication on the incident status: **staff and students in all buildings must be warned of an alarm within other buildings and instructed not to enter that building.**
- ensure staff 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 immediately after the event. if the fire is small and safely contained and extinguished (e.g. in a wastepaper 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 is no smouldering or heat retention in roof voids, wall cavities 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 CST are informed.
- prepare emergency, temporary shelter for evacuees either in the Sports Hall, Theatre or West End.
- An emergency supply of bedding is held in the laundry and the key is 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 pantry in the Main Hall.
- Drinking water is available in the Sports Hall, Theatre and the West End, the keys of which are in the key cabinet in the staff room.
- Master keys are also held by Night Security personnel.

11. Monitoring and review of policy and arrangements

The monitoring and review of this policy and arrangements may be both proactive and reactive with any findings used to develop appropriate preventive or corrective actions and may take place:

- As part of any accident or incident investigations involving fire or fire safety systems and procedures
- At Health and Safety Committee meetings
- As part of the Fire Risk Assessment
- During any external Health and Safety audits or inspections
- During a visit by the Shropshire Fire and Rescue Service
- As part of Insurance Risk Management Surveys
- During an inspection by the Independent Schools Inspectorate
- As part of the regular policy inspection schedule.