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FIRE SAFETY & PREVENTION POLICY

1.0 Introduction & Scope

- 1.1 The Governors of Warwick Schools Foundation (“WSF”, “Governors”) recognise their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
- 1.2 This Policy applies to all staff working for WSF on the Myton and Leamington sites and visitors/contractors/agency workers/volunteers and informs them of the provision for and their responsibilities toward fire safety and fire prevention.
- 1.3 The Governors have employed a Health & Safety Manager (HSM), a Facilities Manager (FM/SM), a Site Manager (SM) and a Director of Facilities (DoF) to assist them in meeting the requirements of the legislation. The Head for each School is deemed to be the “responsible person”, assisted by the HSM, Deputy Heads, and Heads of Department (HoDs) where applicable.
- 1.4 The primary emphasis is always on ensuring the safety of staff, pupils, contractors and visitors rather than prevention of damage to property.
- 1.5 This Policy will be reviewed annually by the HSM, or more frequently if required.

2.0 The Basics

What’s included in this Policy	<ul style="list-style-type: none"> • General information applicable across WSF • Fire Safety & Prevention Generic Risk Assessment (Appendix 1) • Ministry of Defence (MOD) Standing Orders for Combined Cadet Force (see Section 15)
Other Policies you might need to refer to (Portal)	<ul style="list-style-type: none"> • Contractors • Permit to Work • School-specific fire procedures

3.0 Who this Policy applies to

Person(s) Responsible:	Responsible for:
Governors / School Heads / Foundation Principal, Foundation Bursar	Overall responsibility for fire safety and fire prevention compliance within the schools and to provide necessary resources.
Health & Safety Manager	Updating the policy every 2 years. Organising Fire Risk Assessments for each building across WSF sites.

Person(s) Responsible:	Responsible for:
	<p>Liaising with enforcement authorities.</p> <p>Arrange fire safety training as required.</p>
Facilities Manager (Myton); Site Manager (Leamington)	Organising testing and maintenance of systems and equipment for fire detection/ fighting/ safety and maintaining appropriate records.
Deputy Heads/ Schools' Responsible Person	Ensuring that school-specific fire procedures are updated annually (or more often if required), and as a result of Fire Risk Assessments. Arrange termly fire drills.
Heads of Department (HoDs)/ Line Managers including Head of Food Operations; Head of Foundation Boarding	Ensuring staff are familiar with the policy and its contents including school-specific procedures.
Head of Foundation Boarding	Ensure Boarding House (BH) fire procedures are updated annually (or more often if required). Ensure that BH staff and boarders are familiar with BH fire procedures and arrange fire drills at least once per term, at various times of day/night.
CCF Leaders/Head of Dept	Ensuring all Standing Orders from the MOD and associated checks are up to date and compliant.
Staff	Ensuring that they follow fire safety and prevention measures at all times. Report any concerns to HoD.

4.0 Policy

- 4.1 Adequate and appropriate resources must be provided so that the requirements of this Policy and its associated legislation are met.
- 4.2 WSF has a Foundation Health & Safety (H&S) Committee and each School has a H&S Committee that meets termly, of which the HSM is a member.

5.0 Fire Risk Assessments

- 5.1 The HSM will ensure that formal Fire Risk Assessments (FRAs) are carried out for all buildings on the School sites. These assessments must consider:
- The safety in case of fire of all staff, pupils and visitors on site, paying particular attention to young persons and those with mobility issues (temporary or permanent) or other disabilities, and taking into account any dangerous substances liable to be on the premises.
 - The fire hazards in terms of sources of ignition, fuel and oxygen and identify those people at risk in every location.
- 5.2 The HSM will maintain the FRAs, and the FM/SM will arrange for remedial works to be carried out as recommended by the FRAs. The FRAs are reviewed regularly as required and if major structural alterations or significant changes in usage are made to the building.
- 5.3 Prioritised action plans are in place to help implement and monitor improvements.

5.4 The HSM will ensure that the generic Fire Safety & Prevention Risk Assessment (see Appendix 1), which is applicable across all WSF buildings, is regularly updated and reviewed.

6.0 Fire Protection Equipment

6.1 Adequate fire protection equipment is provided in all buildings and this is regularly checked, maintained and serviced as organised by the FM/SM.

6.2 Appropriate staff will be trained in the safe use of fire extinguishers, protective equipment (e.g. fire blankets) and evacuation equipment such as EVAC chairs in order to ensure all may be used without injury. Training is arranged by the HSM when required, details of those who have been trained are kept by the HSM and circulated to the Schools. Training is refreshed as required. Basic information is included during new starter induction.

7.0 Fire Alarm and Detection System

7.1 The FM/SM will ensure that an effective fire alarm system is installed in each School premises to enable evacuation of staff, pupils and visitors in the event of a fire. This system incorporates smoke and heat detection devices where necessary to provide early warning and, where required, automatic fire door closure devices to restrict the spread of smoke and door security lock release switches to facilitate evacuation.

7.2 The fire alarm systems will be checked weekly by WSF Estates & Operations (E&O) to ensure that they are in full working order, and records of the checks are kept.

7.3 The FM/SM will arrange for the fire alarm and fire detection system, including emergency lighting, to be inspected and maintained by qualified engineers on a scheduled basis and records kept. This includes smoke detectors, fire alarm panels and any other associated equipment.

7.4 Any staff aware of faults with the fire alarm system must report these immediately to E&O for remedial action to be taken as a priority.

8.0 Enforcement Visits

- The HSM will be the contact person between Warwickshire Fire and Rescue Service (WFRS) and WSF.
- The HSM/FM/SM will organise inspections at the request of WFRS, informing the Deputy Head, and relevant HoD's of when visits are due to take place.
- Information regarding any requirements as a result of these visits will be fed back to those responsible by the HSM and a report included to the termly relevant H&S Committees and Governor Meetings.

9.0 Emergency Evacuation Procedures / Fire Drills

9.1 Suitable escape routes, including alternatives where appropriate, are identified for all buildings.

9.2 The HSM and FM/SM will ensure that notices and signs are displayed to identify escape routes in an emergency.

- 9.3 The School's Responsible Person will ensure that an Evacuation Plan/Fire Procedures document detailing the escape routes, each building's Assembly Point and individual responsibilities in the event of a fire alarm activation is available and updated annually or more often if necessary.
- 9.4 Evacuation Procedures will be communicated to all staff and pupils by the School Heads/Deputies, with practice fire taking place at least once per term.
- 9.5 The Deputy Head within each school is responsible for ensuring the drills take place and completing any actions that are required as a result. At Warwick School, individual drills for each building are carried out on a rotating basis, due to the nature of the fire alarm installation and separation of buildings. In addition, Warwick School Boarding Houses carry out fire drills at least once every term at various times of day/night.
- 9.6 The Assembly Points for the WSF School Buildings are as follows:-

King's High School Main Building King's High School St Nick's including Bridge Sports Hall King's Prep Music Building	Banbury Road Cricket Field (in front of King's High School)
Boarding (Way House)	Front of Junior School Assembly Hall
Boarding (School House)	Edward the Confessor Statue; Front of Curriculum Support
Shared Sixth Form	1 st XI Cricket Outfield (by The Limes)
Warwick School (all Senior School buildings) Warwick Junior School	1 st XI Cricket Outfield (by The Limes)
Warwick Prep School	WPS Playground (opposite Music School)
Warwick Prep Nursery	Nursery Garden
The Kingsley School	Tennis Courts on Beauchamp Avenue (across road from Main School Building)
Facilities Department (Estates & Operations)	Front of CCF Hut
Facilities Department (Grounds)	Next to 3G Pitch

- 9.7 For events that take place outside of school hours, the Events/ Front of House team may arrange an Event Assembly Point, such as the Piazza in front of Warwick Hall, Stevens Quad for Theatre events or the garden in front of Kingsley School Hall. An Assembly Point sign will be put in place, and details of the location and evacuation procedures will be included in the Events/ Front of House documentation, and shared with those involved in running the event including external hirers using the school buildings. Fire Action Notices will be changed dependent on the event requirements.

10.0 **GEEPs and PEEPs**

- 10.1 WSF recognises the importance of ensuring that everyone on site can evacuate the building safely if there is a fire or emergency; this includes those at additional risk, such as the disabled, vulnerable and mobility impaired.

- 10.2 Each school will create a GEEP (General Emergency Evacuation Plan) - a plan that highlights the evacuation procedures, equipment and methods of communication used in an emergency. While useful for all visitors, GEEPs are designed to give visitors with restricted mobility, or those who are unable to evacuate unaided, the information they need to do so safely and effectively.
- 10.3 A Personal Emergency Evacuation Plan (PEEP) is a bespoke escape plan for individuals who may not be able to reach a point of safety unaided, or within an adequate amount of time during an emergency. It is specific to a pupil or member of staff who may have short-term or long-term mobility issues, and will detail the plan for escape, and identify people/equipment needed to assist with the evacuation.
- 10.4 A PEEP will be written by the Head of Section/Head of Department in conjunction with the pupil or member of staff (support is available from the HSM if required) and, once completed and agreed, the PEEP will be shared with all involved with the person's evacuation and records kept. The PEEP should be regularly reviewed and updated to reflect any changes. For WSF pupils, details of the PEEP will be discussed and agreed with the parents/guardians, and details will be recorded on the pupil's iSAMS record.
- 10.5 Individual School's Fire Procedures are available on the WSF Foundation Hub and school shared drive(s), these are reviewed and updated annually.

11.0 Safety of Staff and Others on School Premises

- 11.1 Health & Safety information for visitors and contractors is available at each School's Main Reception and is brought to the attention of all visitors when signing in at the School Office or Estates Hub.
- 11.2 Contractors are required to adhere to the WSF Contractors' & Permit to Work Policies and to undergo an induction process. They must produce suitable and sufficient Risk Assessments and Method Statements (RAMS) for the work they are undertaking. Hot Works Permits are used when required.
- 11.3 Safety building checks take place each half term across the Schools and include a system for the maintenance of fire routes, exit signs and notices etc. Records of these checks are kept by the FM/SM and made available.

12.0 Smoking

- 12.1 All WSF School sites are No Smoking for staff, pupils, visitors and contractors. Smoking, including e-cigarettes, vape pens and other vaping devices, is not permitted anywhere in the grounds or buildings. Appropriate signage is in place.
- 12.2 Outside normal school hours, exceptions can be made to the above for events only if agreed in advance with the Head/Deputy Head/Foundation Bursar. This must be strictly controlled with appropriate signage and an external designated smoking/E-cigarette area provided. The person responsible for the event is responsible for ensuring the area is suitably sited so that it does not cause a fire risk or discomfort to others and is left in a clean and tidy state. The area and safeguards should be included as part of the event risk assessment. This agreement can be reviewed and permissions withdrawn at any time. Events held on site during school hours must be strictly No Smoking.

13.0 Elimination and Reduction of Dangerous Substances

- 13.1 Where dangerous substances are present, the HoD, upon advice from the HSM, will take reasonable steps to eliminate or reduce the risk.
- 13.2 The HoD will ensure a less hazardous substance is sourced if practicable. Use of the substance will be limited and controlled, appropriate storage will be sourced and labelled. High standards of housekeeping will be maintained. There will be a separation of combustible materials and sources of ignition.
- 13.3 The following departments/areas are specifically noted as using potentially dangerous substances:
- Estates & Operations – maintenance, grounds, caretaking, cleaning
 - Science
 - Art
 - Design & Technology (DT)
 - Bridge House Theatre - technical department
 - Warwick Hall – drama and technical departments
 - Sports Centre – swimming pool chemicals
 - Catering
 - Food Technology
 - Boarding House / Laundry
 - Boiler Rooms
 - LEV Equipment
 - Combined Cadet Force (CCF) – see Section 15.0
- 13.4 Where Propane Gas bottles are used and stored on site, a suitable external gas storage cage is available and in use by Catering/WSEL Events departments. Where a WSEL client is using Propane Gas, quantities must be minimised and advice on storage should be sought from the WSF Event Supervisor. Where gas canisters are used in productions, a storage cage is available in the secure area behind the Bridge House Theatre. Use of gas cannisters will be documented within the relevant Risk Assessment and all staff involved sign to confirm they have read and understood.

14.0 Fire Prevention in Specific Areas

Estates & Operations

- 14.1 Appropriate Risk Assessments (RAs) will be in place for any activity that may pose a fire risk including the use of machinery; these should be regularly reviewed and all staff involved will have read and understood the RAs and signed to confirm.
- 14.2 All equipment is checked prior to use by the user/s and the FM/SM is responsible for ensuring all appropriate annual testing and inspection of machinery and equipment takes place by qualified and competent engineer/s, and records are kept.
- 14.3 The FM/SM is responsible for ensuring the testing and inspection of fixed gas installations and pipework. HoD's for specialist areas such as Catering, Art/DT, Food Tech, Science are responsible for the equipment/appliance servicing and maintenance in accordance with current regulations and guidance.
- 14.4 Flammable substances are stored appropriately in a lockable, flammables cupboard which is clearly labelled. COSHH information is available via SEVRON data.

Science

- 14.5 All hazardous substances are stored in original packaging and in appropriate storage such as flammables cupboards. Science staff follow the guidance as issued by CLEAPSS, and appropriate risk assessments are in place. COSHH information, including fire fighting and storage details, is available and followed.
- 14.6 Radioactive substances are stored appropriately in lockable cupboards and signed in and out when used. Warwick School, King's High School and The Kingsley School each have a designated Radiation Protection Supervisor (RPS) and use the service of an external Radiation Protection Adviser (RPA). Regular testing and inspection of radiation equipment at both schools is carried out by the RPA, and records kept. Details of the location of these substances are indicated on the plans available for the fire service in the event of an emergency.

Art

- 14.7 The Art Departments may use a number of potentially flammable substances which are kept in a locked flammables cupboard which is clearly marked. Appropriate risk and COSHH assessments are in place.
- 14.8 High attention to housekeeping, particularly regarding sources of ignition, is maintained with minimum levels of combustible materials kept.
- 14.9 The kilns are operated by trained operatives and a record of training is kept by the HoD/ FM /SM. An independent company is employed to inspect and service the kilns on an annual basis. No combustible items should be kept in the kiln rooms or areas where the kilns are located.

Design & Technology (DT)

- 14.10 The DT Departments may store some flammable substances (in suitable storage) and utilise equipment which may pose a fire risk.
- 14.11 The HoDs within each School are responsible for ensuring that the appropriate risk assessments are in place for such equipment and that any annual checking and maintenance of equipment is carried out and recorded.
- 14.12 Oxyacetylene gas cylinders must be secured to the wall by way of a chain and a gas isolation switch should be clearly marked for easy identification. Procedures for what to do in case of fire in the proximity of the cylinder should be incorporated into the school-specific fire procedures document as required. Where a fire occurs, or is suspected, in a building where cylinders are not removed as part of the evacuation procedure, WFRS may impose a 500m exclusion zone.

Bridge House Theatre & Warwick Hall technical departments

- 14.13 The Performing Arts Manager manages the technical departments with the support of the Performing Arts Technical Manager and Front of House staff. They ensure that all equipment is serviced and maintained and that only competent staff are allowed to use any hazardous substances and/or equipment.
- 14.14 All flammables are stored in an appropriate flammables cupboard which is clearly labelled.

- 14.15 Any hot works carried out in the design of a set must have a Risk Assessment and Hot Works Permit issued.
- 14.16 When these venues are hired out for external bookings, the lead hirer will be fully briefed on school fire procedures before the event by the WSF Event Supervisor, as part of the event contract. The client is responsible for maintaining accurate delegate attendance lists and should advise the WSF Event Supervisor and/or WFRS of any persons unaccounted for in the event of a fire alarm evacuation.

Warwick School Sports Centre – swimming pool

- 14.17 All Sports Centre staff undergo the Pool Plant Operators course, renewable every five years, which is organised by the Sports Centre Manager.
- 14.18 All chemicals are appropriately stored as per the manufacturer's guidance and chemicals which may react are stored separately.
- 14.19 The Sports Centre Manager ensures that high levels of housekeeping are maintained.
- 14.20 All Sports Centre staff must adhere to the Pools Emergency Operating Plan.

Catering

- 14.21 The WSF Head of Food Operations (HFO) is responsible for the equipment/appliance servicing and maintenance in accordance with current regulations and guidance, and for keeping records of these checks.
- 14.22 The HFO is also responsible for ensuring all catering staff have received relevant training in use of hotholding equipment, use of barbecues, kitchen/washing-up equipment and use/storage of cleaning products and have read, understood and signed all Risk Assessments relevant to the equipment they are using.

Boarding House / Laundry

- 14.23 Warwick Schools Foundation has two Boarding Houses (School House and Way House) as well as a Laundry within the main school building.
- 14.24 The Head of Foundation Boarding (HoFB) is responsible for arranging fire drills in both Boarding Houses at least once every term, both during the day and at night, and for keeping records of these drills. The HoB is also responsible for ensuring that all staff who work in the Boarding House are familiar with the fire evacuation procedures and assembly points.
- 14.25 The HoB will ensure that all Laundry staff have received relevant training on the use of Laundry products and equipment, and have read, understood and signed all Risk Assessments relevant to the area in which they work.

Boiler Rooms

- 14.26 The FM/SM is responsible for ensuring the testing and inspection of equipment in the boiler rooms by competent staff, record keeping and the provision of appropriate safety devices.

14.27 No combustible items are stored in the boiler room and appropriate fire extinguishers are in place.

15.0 Combined Cadet Force (CCF)

15.1 CCF is based at Warwick School and has its own Risk Assessments, policies and procedures in place which are regularly reviewed and updated. All staff working in this area will have read, understood and signed the RAs.

15.2 The HSM arranges for Fire Risk Assessments to be carried out on the CCF hut and CCF garages, and recommendations are reviewed and works carried out by the E&O Maintenance Team or an appointed competent contractor.

15.3 The CCF leader at Warwick School arranges for the Ministry of Defence (MOD) 5010 Fire Risk Assessment to be carried out on the CCF Rifle Range and Armoury. which includes safe storage and use of CCF ammunition. Routine inspections are carried out by a Senior Ammunition Technical Officer from the Royal Logistic Corps EOD (Explosives, Ordnance & Disposals) Division. All records of the risk assessments and inspection reports are kept in the CCF office.

15.4 A competent Fire & Security contractor is appointed by the MOD to service and repair the Fire Alarm System, Intruder Alarm System and all fire extinguishers and fire-fighting equipment throughout the CCF complex.

16.0 Local Exhaust Ventilation Equipment

16.1 Local Extract Ventilation (LEV) Equipment is found in DT, Art, Science, Catering and Maintenance Departments. Each HoD is responsible for arranging suitable and sufficient cleaning of the equipment, as well as annual servicing and maintenance by a qualified and competent engineer. Records of this must kept within their department.

17.0 School-Specific Fire Procedures

17.1 Please refer to the individual School's Fire Procedures document for specific arrangements pertaining to each School and a list of emergency assembly points for each school building including shared buildings.

18.0 Contractors – Hot Works

18.1 All contractors commissioned by WSF Estates & Operations Department and all other departments (such as Food Operations, Catering, Bridge House Theatre etc) are required to provide documentation on their Safe Systems of Work (SSOW), including Risk Assessments and Method Statements (RAMS) prior to any works commencing on the WSF site.

18.2 The SSOW material will be reviewed by the HSM, FM/SM or DoF, who will sign to confirm they have read and approved the SSOW.

18.3 Any Hot Works that are intended to be carried out by the contractor, such as flame cutting, Oxyacetylene welding, electric welding, use of grinding equipment and any other equipment that produces a flame must be detailed on a WSF Hot Works Permit form; this will be reviewed and authorised by the HSM, FM/SM or DoF who will sign the permit along with the contractor on site.

- 18.4 The responsible person from WSF who is authorising the Hot Works Permit will advise if a Fire Watch is required (e.g. the works area should be monitored for 30 minutes after completion of the works.
- 18.5 Once works have been completed to an appropriate standard, the contractor and the WSF Responsible Person will review the works carried out and the area, and then will sign off the Hot Works Permit,

Legislation and Definitions that apply to this Policy

Legislation/guidance applying to this policy	<ul style="list-style-type: none"> • The Regulatory Reform (Fire Safety) Order 2005 • Current Education (Independent School Standards) Regulations 2014 (EISSR) applicable to Fire Safety • Ministry of Defence (MOD) Safe Systems Compliance • Standard Operating Procedures with regards to General Orders and Standing Orders for CCF (see section 15.0) • Hot Works Permit (see section 18.0)
Definitions	<ul style="list-style-type: none"> • <i>Fire</i> – process in which substances combine chemically with oxygen from the air and typically gives out bright light, heat and smoke. Requires heat/ignition source, fuel and oxygen to start and sustain a fire. • <i>Flammable</i> – easily set on fire. • <i>RIDDOR reportable</i> – any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours.

Summary of Changes to this Policy Version 1.5 from previous Version 1.4

<u>Location</u>	<u>Change/Process</u>	<u>Reason</u>	<u>When Implemented</u>	<u>Reviewed by</u>
Whole Policy	Inclusion of The Kingsley School procedures	Changes to Warwick Schools Foundation	Feb 2024	KR

See Appendix I **Fire Safety & Prevention Generic Risk Assessment v1.6**