



MILLFIELD

Fire Safety Policy and Procedures

Contents

Fire Safety Policy Statement

1 Introduction

1.1	Duties Under Law.....	7
1.2	Principal Objectives	7
1.3	Terminology.....	7
1.4	Responsible Person	8
1.5	Duties of a Responsible Person	8

2 Organisational & Control

2.1	Schools Responsible persons.....	9
	(i) Board of Governor.....	9
	(ii) H&S Committee.....	9
	(iii) Senior Management Team.....	9
	(iv) Estates Manager.....	9
2.2	Competent Persons	
	(i) Duties of Health and Safety Advisor.....	10
	(ii) Electrical Engineer and Maintenance Manager.....	10
	(iii) Head of Department (HoD) / Manager.....	11
	(iv) Duties of Area Fire Officer (AFO) / Fire Officer (FO).....	12
	(v) Duties of the Fire Warden.....	13
	(vi) Staff & students responsibilities (including student brief).....	13
	(vii) Housemasters/mistresses	14
2.3	Enterprises.....	15
2.4	Contractors.....	15
2.5	Visitors.....	15
2.6	Calling the Fire & Rescue Service.....	16

3 Staff Fire Safety Training

3.1	Statutory Requirements.....	16
3.2	Staff Fire Safety Training.....	16
3.3	Area Fire Officer Training / Fire wardens.....	16
3.4	Fire Extinguisher Training	17

4 Fire Safety Provision

4.1	Fire Safety Risk Assessments.....	17
4.2	Fire Safety Audits.....	18
4.3	Emergency Procedures.....	19
4.4	Hazardous Substances	20

4.5	Dangerous Conditions.....	20
4.6	Alarm Activation & Incident Reporting.....	20
4.7	Unwanted Fire Alarm Signals (UFAS)	20
4.8	Fire Action Plans.....	20
5	Fire Safety Management	
5.1	Fire doors	21
5.2	Fire exit routes.....	21
5.3	Fire warning systems	22
5.4	Fire fighting equipment.....	23
5.5	Emergency lighting.....	23
5.6	Structural alterations.....	23
5.7	Fire Compartmentation	24
5.8	Occupancy Restrictions	24
5.9	Electrical Safety	24
	(i) Testing	
	(ii) Portable appliance test (PAT)	
	(iii) Adaptors	
	(iv) Extension leads	
	(v) Boarding Houses	
5.10	Gas safety.....	25
	(i) Fixed installations	
	(ii) Gas Bottles	
5.11	Prevention of Arson.....	26
6	Arrangements	
6.1	External Waste Containers & Refuse Bins	26
6.2	Furniture	26
6.3	Electrical Equipment in Corridors	26
6.4	Electrical Equipment in Offices and Classrooms	27
6.5	High Fire Risk Activities	27
6.6	Pyrotechnic Displays.....	28
6.7	Use of Lifts.....	28
6.8	Refuge Points / Safe Area	28
6.9	Evacuation Chairs / Sledges	29
6.10	Personal Emergency Evacuation Plans (PEEPs)	29
6.11	People with Restricted Vision.....	29
6.12	People who are Deaf or Hard of Hearing.....	30
6.13	People with Restricted Mobility.....	30
6.14	Portable heaters	31
6.15	Smoking.....	31

6.16 Skips.....31

6.17 Gas BBQs31

6.18 Photocopiers32

6.19 Fairy Lights32

6.20 Plant rooms.....32

Appendices

Appendix 1 – Fire Action Sign

Appendix 2 – Calling the Fire and Rescue Service (Grab Sheet)

Appendix 3 – Guidance on the Placement and Use of Notice Boards

Appendix 4 – Fire Risk Category of Buildings

Appendix 5 – Fire Inspection Checklist

Appendix 6 – Skip Placement

Appendix 7 – Example of Personal Emergency Evacuation Plan

Appendix 8 – Balls and Events

Appendix 9 - Fire Warden requirement

Appendix 10 - Hot Works Permit

Appendix 11 – Visual Inspection procedure for electrical equipment

Appendix 12 – Visual Inspection logbook

MILLFIELD SCHOOLS FIRE SAFETY POLICY STATEMENT

THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EYFS), (TOGETHER REFERRED TO IN THIS POLICY AS “MILLFIELD”).

The risk that fire presents to staff, student and visitor safety in Millfield as well as the risk it represents to the school's properties and business continuity is recognised. Fire management arrangements for a complex site such as Millfield require strategic planning and financial decisions to be made at the highest level within the organisation. The school is committed to maintaining the highest of standards in fire safety in order to protect its employees, students and visitors who may be affected by its activities. The school will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks. The school seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and students.

It is the school's policy, so far as is reasonably practicable to:

Provide and maintain places of work, accommodation and recreation that have adequate structural protection and adequate means of escape for any building occupants in the event of a fire.

Provide, test and maintain suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.

Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by the school staff and that provide adequate details to the emergency fire services.

Provide suitable and sufficient information and instruction on fire safety to school staff, students and visitors.

Provide management arrangements for identifying and controlling fire risks.

Provide effective management procedures to respond to and deal with the aftermath of a fire.

Executive responsibility for fire safety lies with the Board of Governors, who are deemed as the principal 'Responsible Person' for the school, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to administrative officers throughout the school; the Headmaster /Headmistress, Bursar, Head of Estates, Health & Safety Advisor and Heads of Departments. In addition, all school managers, supervisors and designated Fire Officers have duties as the 'Responsible Person' to the extent to which they have control of the buildings, and the activities operating within them.

All school employees have a duty to observe and comply with the school's fire safety policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the school premises. Students and visitors are also required to comply with the fire safety policy.

The fire safety policy identifies the responsibilities and procedures in relation to fire safety that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficient.

1 Introduction

Millfield School is committed to providing a safe environment for its staff, students, visitors and contractors. It is the school's responsibility to provide and manage fire safety systems and procedures. All members of the school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities. The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Millfield Community and to protect the school's assets.

1.1 Duties under Law

- (i) Principal legislation covering fire safety at Millfield School is the Regulatory Reform (Fire Safety) Order 2005, the requirements of the above legislation include:
 - a. Fire risk assessment
 - b. Fire precautions to minimise the risk of fire
 - c. Design and maintenance of buildings to prevent the spread of fire
 - d. Means of detection and giving warning in the event of fire
 - e. Provision and maintenance of means of escape
 - f. Emergency evacuation procedures
 - g. Means of fighting a fire
 - h. The training of staff in fire safety
 - i. The management of fire safety

1.2 Principal objectives:

- (i) The principal objectives of the Fire Safety Policy are:
 - a. To safeguard all personnel who may be affected by the outbreak of fire at any of the school's premises
 - b. To safeguard the physical assets of the school, its staff, students, visitors and contractors
 - c. To reduce the incidence of fires
 - d. To minimise the potential for fire to disrupt the work of the school
 - e. To minimise the incidence of unwanted fire alarm signals and malicious false alarms
 - f. To protect the environment
 - g. To minimise the possibility of arson

1.3 Terminology

This document is designed to assist the Responsible Person in the control of the risk of fire, by prevention and carrying out the correct procedures when a fire alarm activates or a fire is identified.

- (i) The Fire Policy is reviewed every two years and is communicated to school staff as follows:
 - a. A summary of duties is communicated to Heads of Departments

- b. The Fire Policy is placed on both the school Health and Safety and Policies section of the school's Xtranet
 - c. The Fire Policy is presented during induction and fire training sessions
 - d. Any changes to the Fire Policy following a review are to be communicated as above
- (ii) Fire Legislation sets general objectives, and places the onus on the Responsible Person to demonstrate that the goal has been achieved. The levels of duty are indicated using the following terminology:
- a. **Absolute Duty:** There is no choice but to take the actions specified. The terminology used to convey this duty is **shall** and **must**
 - b. **Practicable:** The requirement must be carried out so far as can be achieved within the current state of knowledge and intervention - even though implementation may be difficult and costly. The terminology used to convey this duty is **practicable, should** and **may**
 - c. **Reasonably Practicable:** The responsible person can balance the cost of remedy against the benefits in the reduction of the risk. If the benefit to risk is minimal when compared to the cost, they do not have to do it (Cost 'v' Risk). The terminology used to convey this duty is **reasonably practicable**

1.4 Responsible Person

- (i) **Definition:** Fire Legislation identifies the key position of a 'Responsible Person' and states that they are responsible for fire safety in the organisation. The definition of the Responsible Person is:
 - a. **The employer**, if the workplace is to any extent under his control. Where the buildings are a workplace, the responsible person must ensure that any duty imposed by the Fire Legislation is **complied with in respect of those buildings**.
 - b. Any duty imposed by the Fire Legislation on the responsible person in respect of buildings shall **also be imposed on every person**, other than the responsible person, who has, to **any extent, control of those buildings** so far as the requirements relate to matters within their control.
 - c. Where a person has, by virtue of any **contract or tenancy**, an obligation of any extent in relation to **maintenance or repair** of any buildings, including anything in or on buildings, or the safety of any buildings, that person is to be treated as being a person who has control of the buildings that their obligation so extends.

1.5 Duties of the Responsible Person

- (i) Regulatory Reform (Fire Safety Order 2005) lists the duties of the Responsible Person as being to:
 - a. Reduce the risk of fire and its spread in buildings and mitigate the effects of a fire
 - b. Ensure that suitable and sufficient means of escape are available and can be safely and effectively used at all material times
 - c. Ensure that suitable fire actions instruction and training are provided
 - d. Carry out a suitable and sufficient Fire Risk Assessment (FRA) and record any significant findings and review it as required
 - e. Have fire safety arrangements
 - f. Eliminate or reduce the risks from dangerous substances and have additional emergency measures in place for them
 - g. Ensure there are procedures in place for incidents involving serious and imminent danger and for dangerous areas

- h. Ensure fire-fighting and fire detection equipment is suitable and sufficient
- i. Ensure maintenance is carried out and recorded as necessary
- j. Ensure suitable safety assistance is available (competent people)
- k. Provide information to employees, employers and the self-employed from outside undertakings
- l. Co-operate and co-ordinate
- m. To follow the school fire policy and procedures

2 Organisation and control

2.1 Schools Responsible Persons

The Fire Safety Policy applies to all buildings and activities falling under the school's control. The policy sets down the framework by which the school and all members of the school's community are expected to undertake their relevant duties. The main responsibility for managing and supervising statutory compliance with the Regulatory Reform (Fire Safety) Order 2005 regulations sits with the Governing Body, who will ensure that the requirements of the following duty holder's responsibilities in respect of the undertakings required to meet compliance are diligently met.

(i) Board of Governors

Are to ensure the following is considered:

- a) Act as the school's principal 'Responsible Person' by managing and/or ensuring is managed, those duties identified in paragraph 1.5 to any extent as is under their control.
- b) Appoint adequate numbers of competent people to assist in the management of fire safety in the school, as detailed at Appendix 9
- c) Ensure that sufficient resources in terms of time, finance and facilities are allocated to ensure the fire safety of the school is maintained.

(ii) Health and Safety committee

The school Health and Safety Committee are to determine the content of the school fire policy, with final approval given by school governors

(iii) Senior Management Team

To ensure that all duties that are imposed on the governing body are carried out in timely manner and within current legislation.

(iv) Estates Manager

Ensure arrangements are made in respect of the maintenance of fire safety provision for the relevant buildings, this will include;

- a) To assist the Governing Body with their fire safety duties as outlined in paragraph 1.5
- b) To ensure that new building design and old building refurbishment complies with Building Regulations, and other relevant regulatory requirements
- c) Ensure that all contractors are aware of and understand their responsibilities by providing induction training and briefings

- d) To ensure so far as reasonably practicable that the building design will minimise the need for fire risk management arrangements
- e) Fire warning and detection systems are maintained in accordance with the relevant standard
- f) Firefighting equipment, including fixed installations and specialist systems, are subjected to a maintenance programme in accordance with the manufacturer's guidelines
- g) Means of escape are inspected and maintained as required
- h) Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard
- i) Electrical installation tests are undertaken in line with BS7671
- j) Ensuring that any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently and sufficient resources in terms of time, finance and facilities are allocated
- k) Liaising with the Health and Safety Advisor on all matters likely to impact on the fire safety provision for the relevant building
- l) Ensuring that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where "hot works" are to be carried out, that the appropriate approval is completed

2.2 Competent Persons

(i) Duties of the Health and Safety Advisor (H&S Advisor)

- a) To assist the governing body with their fire safety duties as outlined in paragraph 1.5.
- b) To advise the Health and Safety Committee and Senior Management Team on their statutory fire safety duties.
- c) Support the Heads of Department and Estates Manager, to meet, deliver and maintain statutory fire safety obligations.
- d) Support the Area Fire Officers in their role and provide access to adequate training to maintain competence.
- e) Ensure initial fire risk assessments are carried out for existing and new premises and remedial actions are completed in a timely manner.
- f) Ensure a Fire Warden training programme is provided as required and retain records of training.
- g) Review all fire safety risk assessments as necessary in accordance with Table 1 (page 18).
- h) Liaise with Local Authority Fire and Rescue Service (FRS) on all statutory fire safety matters.
- i) Ensure all fire incidents and dangerous occurrences are investigated, monitored and documented and appropriate remedial actions are taken.
- j) Arrange for fire audits to be undertaken by Fire Officers on an annual basis.
- k) Ensure that fire prevention and fire precautions are implemented.
- l) Ensure that all staff receive adequate training and instruction in fire safety and retains training records.
- m) Ensure that there are sufficient numbers of competent persons to maintain the schools fire safety arrangements.
- n) Ensure that the fire risk assessment is reviewed when there are any material changes to the school.
- o) Monitor and supervise the servicing and maintenance requirements of fire extinguisher and fire fighting equipment and ensure records are kept.
- p) Liaise with Human Resources with regard to special needs of students and staff who may have difficulty evacuating buildings and advise on personal emergency evacuation plans (PEEP).

(ii) Electrical Engineer and Maintenance Manager Responsibilities:

- a) To assist the Governing Body to comply with its Fire Safety duties identified in paragraph 1.5.
- b) To liaise with the Estates Manager to ensure that a suitable and sufficient integrated fire alarm monitoring and communication system is available and maintained.
- c) To liaise with the H&S Advisor on all matters relating to fire alarm systems in new builds, renovations and alterations and the installation and alteration of fire detection and prevention equipment.
- d) To ensure agreed Safe Systems of work are adhered to.
- e) To ensure all contractors are aware of and understand their responsibilities by providing induction training and briefings.

(iii) Head of Departments (HoDs) / Manager Responsibilities

As with all health and safety responsibilities the HoDs/Manager(s) can delegate the role of Fire Officer to another member of staff, however they still retain the responsibility for the day to day running of their department and must ensure that their staff have received training and information.

HoDs sharing a building (ie A block), need to ensure that they are fully conversant with the issues that have been raised on all the fire risk assessments (FRA's) relevant to the departments within the building and this is communicated to all their staff members.

They are to ensure the following arrangements are made in respect of the maintenance of fire safety provision for the relevant premise; this will include:

- a) Each building has either a Fire Officer (FO) or Area Fire Officer (AFO). There may also be a requirement for a Deputy Fire Officer and Fire Wardens and all names are to be communicated to the H&S Advisor on a termly basis or whenever a change occurs.
- b) If the appointment of a FO / AFO is not filled, the HoD will fill the post by default. Appointment of an AFO and Deputy AFO is required for each school-managed building where buildings are occupied by more than one department.
- c) Assessing the need for the appointment of fire wardens to assist with the fire safety provision; see Appendix 9 for further guidance.
- d) Ensure that a Fire Risk Assessment (FRA) has been carried out for your building / department and is reviewed once a year or after an incident, change of process or structural layout to the building. The FRA template can be found on the xtranet and a hard copy is provided annually. Once complete, this is required to be returned to the H&S Advisor for appraisal. This will then be returned for HoDs to retain.
- e) Risk assessments and any recommendations arising from them applicable to the area of responsibility are carried out diligently.
- f) All staff receive fire safety training on induction and at regular intervals thereafter.
- g) Adequate records are maintained in relation to:
 - Storage and use of dangerous substances (DSEAR & COSHH)
 - Fire Alarm testing (weekly)
 - Fire Alarm faults
 - Fire drills (termly)
 - Electrical portable appliance register

- Staff fire safety training
- h) To liaise with the H&S Advisor on all relevant matters likely to impact on the fire safety provision for the relevant building.
- i) It is the responsibility of the HoDs to ensure (if delegated) that FOs carry out their responsibilities with due diligence and as scheduled in the buildings fire logbook.

(iv) Duties of the Fire Officer (FO) /Area Fire Officer (AFO)

HoDs must liaise with one another to make the appointment of an AFO. Only one person may be appointed to act as AFO / FO, however, it is permissible to appoint several Deputy AFOs who may represent different parts of the building, or can stand-in for the FO / AFO during periods of absence. The duties which are expected to be undertaken by the FO / AFOs are:

- a) Liaise with school H&S Advisor and other school safety personnel regarding fire protection requirements, highlighting any concerns.
- b) Maintain the building Fire Log Book to include the following
 - Fire Drill - All staff to carry out one drill per term and names recorded
 - Training of staff and recording information
 - Fire alarm test – weekly (If applicable)
 - Reporting of fire alarm faults – indent to electrical supervisor
 - Fire Doors (termly)
 - Fire Extinguishers (termly)
 - Electrical equipment - Ensure all staff carry out a visual inspection of their work area - termly and information is recorded and faults reported
 - Emergency systems (if applicable)
- c) Ensure that new members of staff are given instruction on fire emergency procedures.
- d) Each area for which they are responsible maintains a team of Fire Wardens, where appropriate.
- e) To ensure that all fire incidents and fire alarms are reported to H&S Advisor and Electrical Manager via online incident report.
- f) Ensure that with the cooperation of other staff members, the emergency services are called.
- g) Assist in the development of appropriate arrangements for aiding the evacuation of sensory or mobility impaired occupants.
- h) Liaise with the Fire Brigade with the support of the Fire Wardens in the event of an evacuation and arranges for all information regarding missing persons, COSHH and asbestos to be relayed to them.
- i) Ensure the posting of appropriate warning fire signs and notices and report deficiencies to the H&S Advisor.
- j) Inform the H&S Advisor of any person who may require a personal emergency evacuation plan (PEEP).
- k) Make regular inspections to ensure that all corridors and final escape routes are free from obstructions.
- l) Proactively monitor waste and waste storage ensuring it is stored away from buildings and within designated containers .
- m) Ensure that all staff are fully informed and conversant with fire procedures and changes in process.
- n) In the event of a fire there is a requirement to provide the Emergency Services with the asbestos and COSHH registers (if applicable).

Duties of the Fire Warden

In some of the larger or more complex buildings fire evacuation can be achieved more easily with the support of a team of staff who are routinely familiar with the building. In such buildings, Fire Warden Teams, chosen from resident staff who occupy the building, can be utilised to support safe and efficient evacuation procedures. These individuals will provide assistance and support to the FO / AFO.

When considering the appointment of fire wardens the size, complexity, number of personnel, entry routes should be taken into account.

Fire Warden training is provided by FO / AFO / H&S Advisor and warden duties include:

- a) To be familiar with all exit routes and fire equipment within their building in which they normally work
- b) To advise others on exit routes
- c) To prevent re-entry into the building
- d) To deputise for the AFO if not present
- e) To ascertain if fire is genuine or false in accordance with training provided
- f) Reporting any deficiency or obstruction of routes and equipment within their designated building
- g) Instruct personnel in the area in which they find themselves to vacate the building pausing only to make any equipment safe
- h) Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes
- i) Instruct personnel outside the building to clear the approach roads and to congregate in the recognised assembly areas and not to re-enter the building until so instructed by the Fire Rescue Service
- j) Should any person refuse to co-operate with the Fire warden, to warn such persons and note the incident for reporting to the HoD / H&S Advisor
- k) Report the successful evacuation of their area of responsibility to the senior staff member present who is responsible for evacuation
- l) The school has appointed and trained a number of fire wardens; these can be located on the xtranet. These competent persons assist in taking preventive and protective measures
- m) Fire wardens who are also teaching staff, should have a designated person who will relieve them of their form duties
- n) Where feasible they should also:
 - Check their building/floor to ensure everyone has left and closed doors where necessary
 - Assist other staff in evacuating the buildings by ensuring that they use the best available fire exit
 - Use firefighting equipment where it is safe to do so
- o) The minimum number of fire wardens required for each building is located in Appendix 9.

(vi) Staff and student responsibilities

Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- a) Observing all instructions, information and training intended to secure fire safety
- b) Co-operating with the school on all matters relevant to fire safety

- c) Not interfering with any building fabric or equipment provided in connection with assuring fire safety
- d) Reporting any obvious defects or short-comings in the school's fire safety provision, arrangements or procedures
- e) Complying with the conditions of any lease agreement for rented accommodation
- f) Attend fire training sessions as required by the school
- g) Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions
- h) Report any defects to the Estates Department which may affect the fire safety of the building
- i) Ensure they have received a fire safety brief regarding their place of work

Example of a student brief:

It is essential that everyone is familiar with the fire procedure and fire exit routes in this building; therefore:

If you hear a loud siren it means the Fire Alarm has activated and that we must evacuate the building by the nearest exits immediately, which are (Closing all doors behind us).

If this happens the Lecture/Seminar/Meeting will be stopped immediately and we will go to the nearest assembly point which is Please do not return to the building until permission has been given by the Fire Service or Fire Officer for the building.

If you have a condition that affects your ability to evacuate the building, please ensure that you make it known so adequate provision can be made to assist you.

NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.

**In the case of staff, whilst residing in school accommodation, a report may be forwarded to the Bursar recommending termination of lease, where any lease agreement has been breached.*

(vii) Housemasters/Housemistresses

Ensuring arrangements are made in respect of the maintenance of fire safety provision for the relevant building, this will include:

- a) Carrying out the duties of the Fire Officer.
- b) The induction of new boarding staff in all matters relating to fire procedures.
- c) Arranging for at least one termly fire drill to be undertaken during boarding time, and occasionally whilst sleeping, and documents and actions any findings of the drill. These include any false alarms (ISI).
- d) Instructing Matrons, Assistant Housemasters/mistresses and other staff on the use of the fire panel and the grab sheet system.
- e) Ensuring that a fire risk assessment is completed and fire logbook maintained.
- f) Inspecting fire appliances, fire doors and fire call point system in line with fire logbook.
- g) Reporting any defects to the Estates Department that may affect the fire safety of the building.
- h) Ensuring that all staff (including part time staff) have received a fire safety brief regarding their place of work and have carried out a termly fire drill and this is recorded within the logbook.

Note: the fire safety logbook is intended to be a single file to record all necessary fire safety provisions within the relevant building. It will include copies of the fire risk assessment, fire action plans, records of all tests carried out on the fire safety equipment and record all drills and training provisions applicable to staff.

2.3 Enterprises

Millfield School's commercial arm, Enterprises, utilise all the facilities to run courses for external students throughout the year. Enterprises must ensure the safety of all staff and students attending courses and consideration should be given to other personnel on the campus when carrying out these activities.

Enterprise staff, including Locums, must receive a full induction onto the campus and carryout training to ensure they fully understand their responsibilities as Fire wardens / House parents outlined in 2.2 (vi,v,vii). They are to receive the following training:

Personnel	Training	Remarks
All Staff	General fire awareness	At Induction
All Staff / Students	To complete a fire drill	Training to be recorded
House parents / personnel in charge of buildings	Logbook, risk assessment and fire panel training	Training to be recorded

On arrival all students /staff **must** carry out a fire drill and this must be recorded.

2.4 Contractors

Where contractors are on site it will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement or risk assessment.

Where such works are likely to impact on the existing fire safety provision, notification must be communicated to the H&S Advisor for his/her consideration. Contractors must sign in and out at the Estates office, grounds and gardens, housekeeping or at the relevant building. They should be made aware of the Fire Action Plan relevant to the area they are working in or are likely to attend.

Where any work requires to be undertaken that is likely to involve the application of a naked flame or mechanically induced heat source a "Hot Work Permit" must be acquired and agreed prior to the commencement of such works (see Appendix 10).

Information on the mandatory fire safety requirements applicable to contractors is available within the Outside Providers & Contractors Information Booklet.

2.5 Visitors

Members of the public or other visitors are required to be informed of the evacuation plans for any relevant premise they access. To ensure this is accomplished, adequate "Fire Action Notices" require to be displayed at prominent locations. Where possible, all buildings which the public have access to, such as galleries, should be managed in such a way as to ensure that staff can account for all visitors within the building at any given time to ensure safe evacuation. If staff have organised speakers, they are to direct them to the main entrance where they will sign in and then they are to escort the visitor at all times around the campus until they depart.

2.6 Calling the Fire and Rescue Service

There are standing instructions in the form of grab sheets at the entrance of every building which have the emergency contact numbers and instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their departmental induction and should familiarise themselves with the ones in their immediate work area (Appendix 2).

The Emergency Service procedure has been produced and provides a step by step procedure for calling the Fire Rescue service. The Fire Service may contact the Millfield Community Officers for assistance; therefore every effort should be made to inform them of all requests for emergency services.

All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring. If a fire is suspected, they are to call 999 immediately.

The Community Officers provide a manned security service 24hrs a day all year. They should be informed in the event of a fire or planned fire evacuation.

Community Officer's contact numbers

Contact no: Ex 6507 Mobile: 07976 533897

3 Staff Fire Safety Training

3.1 Statutory Requirements

The Regulatory Reform (Fire Safety) Order 2005 Part 2 Fire Safety Duties Article 21 – Training

The Responsible Person must ensure that their employees are provided with adequate safety training at the time when they are first employed and on them being exposed to new or increased risks. This should include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises.

To comply with this statutory requirement HoDs shall ensure that all employees within their management control receive regular fire safety training and all new employees undertake fire safety training as soon as is practicable after commencement of employment.

Account must also be taken of circumstances that may impact on fire safety provision such as the introduction of new work equipment, new technology, new or changed risks etc;

3.2 Staff Fire Safety Training

All new employees must be informed of the fire safety provisions that are relevant to the workplace this is carried out on the initial induction. The HoD / Line Manager is responsible for ensuring that arrangements are made to ensure new employees are advised of the following within their immediate work area:

- a) Fire action arrangements, including the Fire Safety Policy / Fire Duties
- b) Means of escape within the premise
- c) Location of fire exits
- d) Location of firefighting equipment

- e) Assembly point
- f) Details in relation to relevant findings of the fire risk assessments and dangerous substances.
- g) Online fire safety training (Fire Wardens) if applicable

All personnel are to carry out termly fire drills; this information is to be recorded within the department's Fire Safety Logbook and the names of all attendees are to be recorded.

3.3 Area Fire Officers / Fire Wardens

Training will be provided via online courses and refresher training will be conducted every three years and will include;

- a) General fire safety awareness
- b) Means of escape
- c) Fire extinguisher awareness
- d) Raising the alarm and personal safety
- e) Fire prevention
- f) Signage
- g) Fire logbook
- h) Fire risk assessment

They must undertake training on the fire alarm system; this training will be conducted by the Estates Department and can be booked through the H&S Advisor / Electrical Supervisor.

3.4 Fire extinguisher training

There are a number of departments where training in the use of fire extinguishers may be applicable due to the nature of their processes, or department being of a higher risk, and those have been identified below:

- a) Science departments (MFD / MPS)
- b) Chartwells - Catering (MFD / MPS)
- c) Minibus compound
- d) Theatre
- e) Community Officers

These departments will be provided with a more in-depth training package to include a hands-on approach, which will allow them to experience a practical demonstration

4. Fire Safety Provision

4.1 Fire Safety Risk Assessment

The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to a relevant premise and the fire hazards within.

The Regulatory Reform (Fire Safety) Order 2005 places a statutory duty on each employer to carry out an assessment of the workplace for the purpose of identifying any risks to the safety of the employees, students, visitors and others in respect of harm caused by fire.

All of the school premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with HoDs. FOs / AFOs are to undertake internal fire risk assessments of their buildings on an annual basis and ensure that fire checks are carried termly.

- a) The fire risk assessment will be reviewed by the FO / AFO or other competent person and updated every year or in the event of significant changes to the buildings or their usage.
- b) A copy of the external fire risk assessment report will be available on the xtranet and employees' attention brought to any hazards found in the assessment .
- c) Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- d) Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards and fire equipment is operational (Appendix 5).

To facilitate the risk assessment process, all relevant premises within the school's estates will be categorised based on the risk posed to life and property. These buildings will be assessed for the risk of fire and also for the fire precautions /warning systems fitted in the building by specialists in this area.

The property will be assessed in accordance with the categorisation shown in Table 1. Additionally, risk assessments must be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision. Risk assessments will be completed for all relevant premises and reviewed in accordance with the target frequency shown in column 3 of the table below.

Risk Category	Building Type	Target Review Frequency
A	All Sleeping, Risks Buildings with high usage, public areas and storage of dangerous substances	2yrs
B	All other buildings not falling within Cat A or C	3yrs
C	Storage Premises, Unoccupied Buildings, Buildings with less than 5 employees	4yrs

Table 1

Fire risk assessments and reviews will be the responsibility of the H&S Advisor. A report will be produced with specific recommendations for the improvement of fire safety provision within the relevant premises concerned. These will include actions required to be undertaken by the HoDs for the building (e.g. improving housekeeping) as well as actions which will possibly require structural modifications to the buildings which will the responsibility of the Estates Manager. These recommendations will be prioritised in terms of urgency of action P1 - P3, with P1 having the highest priority. Notification of the risk assessment findings will be forwarded to the HoD, Estates Manager and the nominated FO / AFO. A copy of the fire risk assessment for every building will be held on the xtranet. A list of categorised buildings can be found in Appendix 4.

4.2 Fire Safety Audits

Fire safety audits will be carried out in conjunction with the general Health & Safety Audit. These will be conducted annually by Fire Officers for the relevant building.

Departments should undertake fire safety inspections of their building on a regular basis, at least every term, and reports retained. These fire inspections should use an appropriate checklist (see Appendix 5) to ensure:

- a) There is a good housekeeping
- b) Fire escapes including corridors / stairways (inside and outside) are not blocked
- c) There is no excessive amounts of highly flammable materials being stored in work areas
- d) All significant ignition sources are properly managed
- e) All fire doors are in good condition
- f) All compartments are not breached

4.3 Emergency Procedures – Fire Drills

In consultation with the H&S Advisor, where required, FO / AFOs will ensure that fire evacuation drills are carried out termly and when the buildings are occupied. It is accepted that drills should be avoided at certain times, such as exams and conferences, however, consideration should be given to ensuring advantage is taken of peak occupancy times and ensure that all fire exits are utilised.

Fire drills are to be carried out in accommodation buildings regularly, and (at least one per term) carried out in 'boarding time'.

'Boarding time' refers to any time outside normal school day, after lessons and formal activity ceases. These drills should be logged and inspected for frequency and timings. Houses should include occasional drills during a time when most boarders are sleeping. Arrangements should be made for those pupils who are flexi boarders or arrive mid-term (ISI).

Community officers are to be informed that a fire drill is taking place.

Contact no: Ex 6507 Mobile: 07976 533897

The HoD / Line Manager will ensure that the fire alarm for their building is tested weekly using a different break glass call point each week. This can be delegated to other staff in the building. The purpose of this Fire Drill is to ensure that:

- The alarm can be heard throughout the building
- Staff are able to distinguish what the alarm sounds like
- Staff are made aware of alternative exits
- Staff know where their assembly point is
- Staff understand their roles in the event of a fire

A fire drill should be carried out for a building at least once a term. Buildings should be completely evacuated within 3-4 minutes in a fire drill. If the evacuation time is longer than this, then it is vital to determine why it has taken so long and try to rectify this. Where significant delays in evacuating a building have been identified and rectified, then the test should be repeated.

All fire alarm tests and fire drills must be recorded in the Fire Safety Log Book. HoDs and Line Managers should ensure that all members of staff understand the fire procedures from the building.

4.4 Hazardous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used within the school, particular attention should be given to the safe use and storage guidance supplied with the substance's safety data sheet.

All flammable substances such as science chemicals, fuel and maintenance products are stored in 30 minute fire resistant cabinets or lockable cages.

All departments with hazardous substances must try to eliminate, substitute or reduce their chemicals that they hold within their areas wherever possible. Departments need to hold an up to date COSHH register and upload this to the xtranet every 12 months, or when there is a significant change. This should also be made available to the fire service on arrival.

Students and employees should only be exposed to dangerous substances in an appropriately controlled and supervised environment.

4.5 Dangerous Conditions (Fire Safety)

Where, in the opinion of any student or member of staff, a dangerous condition exists that is likely or has the potential to compromise the safety of any person in the event of fire, the condition should be brought to the attention of the relevant FO / AFO. In the first instance, the FO / AFO should investigate the concerns and, where necessary, implement the appropriate means to negate the risk. Where the FO / AFO cannot resolve the concern, they must bring the matter to the attention of the H&S Advisor as soon as is practicable.

4.6 Alarm Activations and Incident Reports

In the event of a fire or an alarm activation within a relevant premise where the Fire Rescue Service have been called, an Incident Form must be completed by FO / AFO. This process enables the H&S Advisor to be aware of all incidents where the Local Authority Fire and Rescue Service has been summoned to the school but, more importantly, allows for investigations to be carried out where necessary. Where a small fire has occurred and was subsequently extinguished without activating the fire warning system, an incident report must be completed and forwarded to the H&S Advisor.

4.7 Unwanted Fire Alarm Signals (UFAS)

Unwanted fire alarm signals are activations of the fire warning system that are activated by any effect other than fire. These signals ultimately have a negative effect on the school's core business and also encourage complacency, as well as eroding user confidence. It is the intention of the school to strive towards zero tolerance of UFAS, whilst recognising the importance of fire detection systems in protecting staff, students, visitors and the build environment from the effects of fire. These should be reported to the electrical supervisor and recorded in the fire logbook.

4.8 Fire Action Plans

Fire action notices are located at various points within all premises detailing the relevant information from the fire action plans. All employees are required to be familiar with these notices as well as the detail within the fire action plans. Each notice will clearly indicate the following:

The actions to be taken on emergency occurring and the assembly point.

Fire action plans are required to be adaptable to accommodate all known hazards or risks that are likely to impact on evacuation. These will include details of isolation procedures for processes and equipment as well as information sharing with the fire and rescue service when in attendance. The fire action plan will also detail the relevant evacuation procedures that are to be adopted for persons with impairments. The H&S Advisor must be consulted prior to implementing a Fire Action Plan.

5. Fire Safety Management

All of the school's premises have a number of fire safety provisions incorporated within them. These provisions are often referred to as either an active provision, examples of which can be fire safety systems and smoke extraction; or a passive provision, examples of which can be fire doors or intumescent treatments, etc. Irrespective of the provision, it is necessary to recognise the importance of such features and ensure that their function is not compromised, as to do so will ultimately impact on the operational capability of the provision and ultimately effect the safety of occupiers and the integrity of the building itself.

5.1 Fire Doors



Fire doors are doors that are designed to restrict the spread of fire and the products of combustion. All fire doors are marked as a fire door and should be kept closed at all times. All emergency exit doors must be clearly identified and should open in the direction of travel (where possible) and should not require a key to open them. The use of wedges and other items as hold open devices is not permitted within any of the school's premises and must be positively discouraged. Gaps around the fire doors should not exceed 3mm.

Fire doors in corridors must provide at least 30 minute smoke and fire protection, while the doors on Protected Escape routes should provide 60 minute fire and smoke protection. Some fire doors have automatic closures to ensure they are closed in the event of a fire. It is therefore vital that fire doors are not wedged open. Where fire doors or gates are held open or closed by MagLocks, these locks are designed to release the door in the event of a fire alarm activation. This should be checked during the fire alarm test for the building.

It is the responsibility of all occupants to ensure that all means of escape are kept clear and do not pose a fire risk due to poor housekeeping. The general fire safety inspection should ensure this is done through appropriate questions on a checklist. An example of such a checklist is given in Appendix 5.

5.2 Fire Exit Routes



All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure. All exits must be maintained clear, free from any obstruction, and all final exit doors are required to be easily and immediately openable from the direction of travel. Additionally, the surface finish to wall linings within stair

enclosures and protected routes should be maintained free from any form of combustible wall decorations. Notice boards will be accepted in such areas as long as they are enclosed and effectively managed. Further guidance for notice boards is provided as Appendix 3.

Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or ignition should not be located within escape routes; such items include portable heaters, cooking appliances, upholstered furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display or exhibition material.

5.3 Fire Warning System



The fire warning system is a system designed to provide an audible alarm and may include activation by means of detecting the elements of combustion. In all cases, the alarm can be activated by means of a manual alarm call point. Manual alarm call points are

normally situated in exit routes and at final exits. Where fire is known or suspected, the alarm should be raised immediately, utilising a manual call point (MCP). On hearing an alarm, all occupants of a premise (employees, students, contractors and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point, with the exception of authorised persons for specific tasks, such as alarm investigation or PEEP implementation.

No system on campus will directly alert the Fire Rescue Service (FRS) or Alarm Receiving Centre (ARC). Systems on the estate are of a standalone nature.

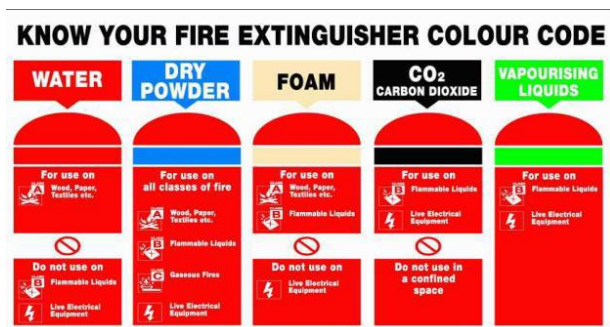
The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the FO / AFO for the relevant building. The alarm will be activated using a different MCP each week and recorded in the fire logbook.

There may be areas within the campus that do not have an MCP system and they will utilise manual systems; these are to be tested weekly to ensure operational effectiveness.

There may be a requirement in some areas to have visual alarm devices within high noise areas or where personnel have hearing impediments; these areas will be identified. It is recommended that these use white light.

The fire alarm system will be tested weekly by the relevant departmental staff and six monthly by a competent contractor (eg ISO 9001 / BAFE) Records of these tests and servicing are held by the Electrical Supervisor.

5.4 Fire Fighting Equipment



Fire fighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers, etc. The extinguishers are provided for use by personnel but should only be used when it is safe to do so and the escape route from the seat of fire is not compromised. Under no circumstances should a fire be confronted without first raising the

alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

All firefighting equipment will be serviced by an external contractor every 12 months and checked termly by FO / AFOs. Where any firefighting equipment has been used or is deemed unsatisfactory, the H&S Advisor should be informed to facilitate replacement or investigation as necessary. All records of inspections are held by the H&S Advisor.

5.5 Emergency lighting

Emergency lighting is lighting for an emergency situation when the main power supply is cut and any normal illumination fails. The loss of mains electricity could be the result of a fire or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic.

Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely.

Testing of systems will be carried out by a competent contractor every three months in accordance with BS 5266-1: 2011, which provides the emergency lighting designer with clear guidelines to work towards, and will include the following:

2 x 1 hour discharge test

2 x functional tests

Records of testing and servicing of emergency lights will be maintained by the Electrical Supervisor.

5.6 Structural Alterations

Where any structural or material alterations are carried out within a relevant premise that are likely to impact on the fire safety provision, it will be the duty of the Estates Manager, as appropriate, to ensure that a copy of the proposal is made available to the H&S Advisor for his/her attention. Thereafter, it will be incumbent on the H&S Advisor to ensure that a review and, if deemed necessary, a fire safety risk assessment is carried out.

5.7 Fire Compartmentation

The main control of the spread of fire and smoke is the compartmentation of buildings, which include the walls and doors. Fire doors in corridors should provide 30-minute fire protection and fire doors to Protected Escape routes should provide 60 minute fire protection. Such doors should also include intumescent stripes or smoke seals, which will stop the spread of smoke.

All walls, floors and ceilings to compartments should be sealed to form protection against the spread of fire and smoke. Where there are penetrations to such compartment walls (eg to run IT cabling or other piping), these should be fire sealed after the work is completed. Staff who notice such penetrations should raise the issue with the contractor before they leave, or with the Estates department.

5.8 Occupancy Restrictions

The maximum occupancy for a room with only one exit is 60 people, regardless of the activity. Where it is proposed to use a room that has two or more escape routes from it for a specific event, the maximum occupancy of the room will depend on the floor area and the activity taking place.

For further guidance, contact the H&S Advisor

5.9 Electrical Safety

(i) Testing

At present, Millfield utilises a combination of in-house and external engineers to maintain all electrical services. Fixed electrical installations are periodically tested in line with BS7671 and electrical regulations. 20% of the fixed wire installation will be tested yearly. Some areas, such those which allow access to the public, will be tested annually.

(ii) Portable Appliance Testing (PAT)

It is not a legal requirement to PAT test but it is seen as best practice when in conjunction with a visual inspection. All school portable electrical equipment is subject to a minimum of a yearly portable appliance test by an external contractor. HoDs are to ensure that Estates are informed of any additions or deletions in regards to electrical equipment that might have occurred within the 12 month period. Departments are to make all equipment accessible so that the contractor can inspect.

Staff are required to carry out visual inspections of leads and equipment before and after use within their departments. Pupils' equipment is to be visually checked at least termly by Housemasters/House Mistresses and these checks are to be recorded. Qualified electricians are used for any remedial works that may be required.

There is no requirement to PAT test new equipment within the first 12 months, however proof of purchase must be retained. No electrical equipment is to be used on site without being PAT tested.

(iii) Adaptors

Students should be encouraged to bring equipment with a UK plug fitted. If this cannot be achieved then only school authorised adaptors are allowed in the boarding houses; these can be purchased through the school shop or xtranet. Accommodation areas should be checked every term by the matrons and Housemasters/mistresses to ensure non-compliant adaptors are not being used. All other adaptors that are on site should be of a recognisable quality (i.e. BS rated); further details can be found under Electrical Safety.

(iv) Extension leads

Extension leads are only allowed in boarding houses where the pupil has less than two twin sockets available to them, the extension should be no greater than one metre in length this will help to minimise the possibility of damage. Staff are not allowed to bring in extension leads to use on campus. If they require additional sockets they are to indent for the works to be carried out.

Overloading of extension leads can be caused by plugging too many items into the extension bar or plugging one extension lead into another ("daisy chaining"). Never lose sight of the fact that these leads ultimately plug into a wall socket that is rated at a maximum of 13 amps or 3kW. Using all the available sockets and overloading the system can cause the extension to overheat; this is particularly prevalent in systems with coiled cables. There is a chance that in fault conditions and with added resistance due to multiple fuses and heavy duty cables in the system, the fuse will not activate until a fire is well alight.

(v) Boarding Houses

All electrical items within the accommodation requires to be examined termly through a visual check and all equipment that is non-compliant requires to be removed from rooms. The results should to be recorded (see Appendix 12), For further guidance, contact the H&S Advisor .

5.10 Gas safety

(i) Fixed installations

All gas equipment is subjected to an annual inspection by a Gas Safe registered engineer. All boilers are inspected by external contractors on an annual basis. Millfield does employ Gas Safe engineers to work on the pipework. Millfield staff should be trained in accordance with gas regulations. Areas of high risk such as catering and chemistry will have isolation valves within their department which will be incorporated into their emergency action plan.

(ii) Gas bottles

Gas cylinders are inherently safe and the gas industry has a low incident rate. All gas cylinders are to be stored in accordance with current legislation, codes of practice and guidance notes. Gas cylinders on Millfield should either be stored in a cage or if stored internally they should be secured with a chain. If gas cylinders are being stored by departments a safety datasheet should be made available and uploaded to the xtranet, and appropriate signage displayed. Only suitable trained or experienced staff are to change, handle and transport gas cylinders. A list of all trained personnel is held by H&S Advisor. Advice on BBQ gas bottles can be found in section 6.17.

5.11 Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson (see the school's Arson policy for further guidance). This includes:

- a. Supervision of pupils
- b. Security lighting on all entrances, footpaths and building facades.
- c. Close down procedures for the school site.
- d. School entrance doors being on key pad.
- e. Ensuring that internal waste bins are emptied on a daily basis.
- f. Ensuring the Bin Compound areas are free from combustible items.
- g. Maintaining the Security Gates.

6 Arrangements

6.1 External Waste Containers & Refuse Bins

External waste containers, refuse bins and industrial skips are a potential fire hazard to all buildings. Fires often occur in such receptacles and where they are placed in close proximity to a building, the potential for fire spread through radiated and convected heat currents is a realistic possibility.

To ensure this risk is eliminated, all such receptacles must be placed a minimum of 5m from any building. In all cases, no receptacles should be placed directly adjacent to or below any window, door or other openings of a building. If placed within 5m of a building they must be of a lockable nature. All bins are required to be emptied regularly.

Where, due to operational reasons, a waste skip has to be placed within 6m of a building, it must be of the enclosed type and sited with the access doors facing away from the building. See Appendix 6 for further guidance.

6.2 Furniture

All upholstered furniture / bedding within buildings within the school should be labelled as fire resistant as required by the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as modified in 1993. Furnishings which do not meet this standard should be removed from the school and suitably disposed of. No personal furniture should be allowed into school that does not meet with this standard.

6.3 Electrical Equipment in Corridors

Various electrical appliances are being used within corridors and escape routes in school premises. As faulty electrical equipment has a high potential for starting a fire and spreading the fire, it is necessary to ensure a level of proportionate controls which ensure that such equipment is well managed and not likely to start or spread a fire. The broad term 'electrical appliances' covers a wide variety of apparatus which operate at mains voltage and includes:-

- a) Refrigerators, photocopiers, computers, soft drinks dispensing machines, cookers, heaters, kettles, etc.

- (i) **Protected escape routes** - Protected escape routes are stairs/corridors entered by fire doors and which lead to the open air. The location of any electrical appliances within protected escape routes shall not be permitted under any circumstances.
- (ii) **Unprotected escape routes** - Unprotected escape routes are normally corridors linking parts of a building sometimes connecting to protected escape routes. The location of electrical appliances in unprotected escape routes is generally highly undesirable.

The location and use of electrical appliances such as refrigerators, photocopiers and soft drinks vending machines may be approved in these areas providing all the following criteria are met:

Does the appliance have to be there? Can it be moved to a more suitable location within a room (it should not be put in the corridor for the sake of convenience)?

Escape route obstruction and width: The appliance must not obstruct the escape route. The minimum escape route width must be maintained (this width varies in different premises, but generally is between 1-2 metres)

6.4 Electrical Equipment in Offices and Classrooms

All electrical equipment powered by mains electrical supplies must have been Portable Appliance Tested (PAT); this is to be carried out annually and all records are maintained by the Electrical manager. FO / AFO are to ensure that visual inspections of staff work areas are carried out termly. FO / AFO are to ensure that the electrical supervisor is made aware of any additions or deletions to the electrical register. Staff are not allowed to bring in personal items from home (eg fans of any type, kettles, desk lamps, coffee machines etc). The only exception to this is that kettles (cordless) and coffee machines may be used as long as there are kitchen facilities and the equipment is PAT tested and entered onto the electrical register. If unsure, seek advice from the H&S Advisor.

6.5 High Fire Risk Activities

High risk activities using ignition sources (eg naked flames, lasers etc) and those with high fuel loads (eg areas storing highly flammable materials) must be carefully managed.

Where it is reasonably practicable, naked flames or other potentially high-risk ignition sources should be replaced by alternative means which do not pose a risk of fire. Where this is not practicable, all hot work must be controlled by a 'Permit to Work' system (Appendix 10). Contractors and Estates staff must get the appropriate 'Permit to Work' from H&S Advisor / Estates department before commencement of works.

All equipment to be used in residences which has the potential to act as an ignition source or contains flammable materials can only be used with the approval of the Health and Safety Advisor.

All other high risk activities which involve ignition risks must be controlled by suitable and sufficient risk assessments and appropriate method statements.

No more than 50 litres of highly flammable liquids/solids should be stored in a laboratory or work area within the school. Where more than 50 litres of such materials need to be stored, then they must be kept in an appropriately Zoned Store under the Dangerous Substances and Explosive Atmospheres

Regulations 2002. These zoned areas should have 'Intrinsically Safe Electrical Systems' which will be maintained by the Estates Department.

Where there is a potential for chemicals to react to initiate a fire (eg work with organic peroxides, solid sodium etc), these reactions must be carefully assessed for the risk of fire and appropriate measures taken to minimise the risk of a fire starting and spreading. Such assessments must be made available to all relevant staff including maintenance and cleaning staff.

6.6 Pyrotechnic Displays

Any outdoor pyrotechnic display must be approved by the H&S Advisor and any event must be kept at a suitable distance from any building (as a minimum 15 metres) such that it does not pose a significant risk to that building. Weather conditions and the size of display must be taken into account. All displays must be risk assessed and then sent to H&S Advisor for approval.

Indoor pyrotechnic displays of any size are banned, unless specific approval from the school is obtained through the Financial Controller / H&S Advisor. Such displays will only be allowed if run by a professional organisation who can show, through a very detailed risk assessment, that the pyrotechnics do not pose a significant risk to the occupants or the buildings or neighbours etc.

All high risk indoor pyrotechnic activities should be undertaken in areas with appropriate physical fire protection which includes 30 minute fire doors, fire compartmentation and areas where penetrations of compartment walls have been suitably fire stopped.

6.7 Use of Lifts

The use of lifts during a fire or an alarm activation is strictly prohibited. Under no circumstances should lifts be operated.

6.8 Refuge Points /Safe Area

In many existing school buildings, construction and provision of refuges is not practically possible. In these circumstances, safe areas must be provided in appropriate locations usually a protected stairwell. These areas should comply with the physical provisions detailed below:

- a. An automatic fire alarm system must be provided
- b. Fire compartmentation of the building and separation within the compartment must be of a high standard. This will be confirmed by asking Estates or H&S Advisor
- c. Safe areas should be within a 30 minute fire resisting enclosure, ideally within a staircase enclosure
- d. Provision of appropriate signage
- e. Provision of Fire Action Notices
- f. Provision of emergency contact numbers
- g. Provision of Evac-Chairs in appropriate location

6.9 Evacuation Chairs / Sledges

Evacuation chairs are provided at various locations and training in their application and use may be coordinated through H&S Advisor on request.

Special chairs (Evac-Chairs) which can be used to transport persons requiring assistance down a stair are available on request from the H&S Advisor. The Fire Officer and Fire Wardens should be involved in making arrangements for assisting disabled persons to use an Evac-Chair in the event of a fire or other emergency. The H&S Advisor on request will conduct training. Chairs / Sledges are currently located in the following areas:

- MPS – Main Teaching Block (Sledge)
- MPS - Sports Pavilion (Evac- Chair)
- Millfield – Meyer theatre (Evac – Chair)

6.10 Personal Emergency Evacuation Plan (PEEPs)

It is recommended that Personal Emergency Evacuation Plans (PEEPs) are produced for all those who declare an impairment which may affect their ability to egress a building during an emergency. Students or staff, who may require assistance to evacuate, should discuss their concerns and needs with their Head of Department so that any necessary individual arrangements can be put in place in advance. Consideration should also be given to the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary.

Examples

- a) Anyone who could have difficulty in evacuating in an emergency
- b) Persons with temporary mobility impairments, i.e. Pregnancy, injuries, broken leg etc
- c) Persons with long-term impairments, i.e. hearing, sight, ambulatory, cognitive
- d) Others (e.g. children, elderly).

An example of a PEEP form can be found at Appendix 7.

Where it is not practicable to produce an individual PEEP as the person may only be visiting a building, it may mean that generic Building Emergency Evacuation Plans (BEEPs) for specific common impairments should be produced and made part of the evacuation management plan. Such generic BEEPs can be produced on request from the H&S Advisor.

It is essential that wherever possible, Security and Fire Wardens are aware of staff, students, visitors or contractors to the building who have specific emergency evacuation needs.

6.11 People with Restricted Vision

Fire Safety Signs:

People with restricted vision or colour perception may have trouble in seeing or recognising fire safety signs which will include fire exit signs. Additional fire safety signs may be required that are sufficiently large and well designed with a good, clear typeface and sited so that they can be seen easily and can be readily distinguishable. If such signs are required then these should be requested from Estates.

Familiarity with Escape Routes:

Departments should take time with a person who has restricted vision to familiarise the person with all possible escape routes, especially those that are not in general use.

Egress from a Premise:

Where practicable, a sighted person should lead those members of staff with restricted vision to safety. This could be one of the duties of a nominated 'Buddy' to do this or a duty of a Fire Warden. It is recommended that a sighted person should lead, inviting the other person to grasp their elbow, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc. Similar assistance should be offered to guide dog owners, with the owner retaining control of their dog. A sighted person should remain with staff with restricted vision at the assembly point until the emergency is over.

6.12 People who are Deaf, Hard of Hearing or Work in High Noise Environments

Whilst it is possible that some people who have a serious hearing impairment can make their way to a place of safety independently, difficulties may be encountered in identifying the fire alarm. Consideration should therefore be given to the following:

- a) Is the person a lone worker, work in noisy environment or 'out of hours' worker (identifying the need for specialised equipment e.g. flashing lights inter-linked to the fire alarm)?
- b) Is it always possible for a colleague or other member of staff to ensure that the person has been alerted?
- c) If in sleeping accommodation, is there a need for additional specialised equipment to wake the person?
- d) Does the person use a different form of communication e.g. sign language?

Some public areas of the buildings have hearing loops which allow those who have suitable hearing aids to allow these people to listen to lectures. Such loops can also be used to inform people with hearing impairments that the fire alarm has been activated and that they should go to the assembly point.

The following buildings have hearing loops installed

- Science lecture theatre
- Johnson concert hall

Buildings which have hearing loops should ensure that they are suitably maintained and should provide instruction on their use to all those using these facilities.

6.13 People with Restricted Mobility

Person with walking aids/restricted mobility. Consider:

- a) Introducing a 'Buddy System' where a friend, colleague or member of staff will accompany the person to a refuge or safe area
- b) Being prepared to allow able bodied persons to egress from the premises first

- c) Being prepared to travel at a rate that is comfortable to the person with impaired mobility
- d) Assessing the need for specialised equipment

Wheelchair Users. Consider:

- a) Identifying locations for wheelchair refuges and means of communication from refuges
- b) Identifying if a wheelchair user can reach the refuge unaided. If not, consider the introduction of a 'Buddy System'
- c) Identifying the best method of egress or if there is a need for the provision of specialised equipment (e.g. Evac-Chair / Bariatric Evacuation Sledge)
- d) As wheelchair users are experienced in transferring from the wheelchair to other forms of seating, they should be allowed to determine the method for transferring from the wheelchair to the specialised equipment
- e) Exit routes from the building

6.14 Portable heaters

Any type of portable heater must be used with extreme caution. Heaters should be positioned to allow free flow of air, and not in close proximity of curtains or furniture. They must not be covered and must be kept at least one meter clear of any combustible items. Portable heaters ideally should be the electric oil filled radiator type. All heaters must be switched off and unplugged before leaving them unattended. Only portable heaters that are supplied by the Estates department are to be used. Portable fan heaters are not permitted for use on campus.

6.15 Smoking

Millfield School and Millfield Prep School has a 'No Smoking' policy (this includes vaping) throughout its grounds and a 50m exclusion zone from any entrance onto the campus is to be adhered to. Personnel caught smoking may be disciplined. See No smoking policy for further details.

6.16 Skips

A large amount of construction work takes place on the Millfield estates, therefore a lot of waste is produced and as such consideration needs to be given to how that waste is stored within skips. Please see Appendix 6 for further guidance.

6.17 Barbecues

- a) All Barbeques should be inspected every 12 months by estates staff and before use to ensure they are in good working order. These records should be kept for a minimum of three years
- b) The gas cylinder should be connected by a competent person
- c) Barbecues should be placed on a firm base and at least 5m away from open windows, sheds, fences and foliage.
- d) A fire extinguisher and fire blanket should be located nearby in case of emergencies
- e) Keep children, pets and garden games well away from cooking area
- f) When finished ensure that the gas tap is fully engaged in the off position and all embers are extinguished fully.
- g) Gas bottles should not be left unattended at anytime

6.18 Photocopiers

Photocopiers present a significant fire hazard and may compromise escape if they are located on evacuation routes. Photocopiers are not permitted to be located in the following areas

- Under stairs
- On fire evacuation routes
- Protected Stair wells

Photocopiers should be located as far as reasonably practicable in a well ventilated room within a room which has a designated fire door. Located near the machine should be a 2kg CO2 fire extinguisher and a separate smoke detector.

6.19 Fairy Lights

Only battery-operated fairy lights are allowed within boarders' rooms and classrooms. Mains operated lights are permitted within communal areas. However, they are required to be inspected before use and a log of this inspection is to be recorded within the fire logbook. All lights in communal areas are to be turned off during silent hours.

6.20 Plant rooms

There is to be no storage of any items within plant room. There must be free restricted access at all times. Only authorised personnel are allowed to hold a key and may enter the plant room. Contractors may require a permit to work. If an alarm is activated within the plant room the emergency services must be called.

References:

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September 2016 version. (www.isi.net).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)

C. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)

D. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

Policy owner	Mark Suddaby
Reviewed on	August 2018
Review by date	August 2019
Audited by Governor Committee	Building & Finance
Audited on	March 2019
Audit by date	February 2022
Publication	Xtranet, Website, Parent Portal