



Cothill House Policy Documents

ISSR 12 Fire Prevention Policy

NMS for Boarding: 7.1, 7.2

Date: March 2021
Next review: December 2021

This policy and its implementation are in accordance with The Regulatory Reform (Fire Safety) Order 2005 which requires the school and its Trustees to take such fire precautions as will ensure, as far as is reasonably practicable, the safety of staff or anyone else legally on the premises.

Further non-statutory guidance can be found at: [Making your premises safe from fire](#)

Fire Risk Assessment

A fire risk assessment of the premises has been carried out by specialist contractors. This risk assessment has been formally recorded and is regularly reviewed in order to keep it up to date. For further information, please refer to the Fire Risk Assessment

Elimination/Reduction of Risks

- The school will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises.
- These general fire precautions will be implemented on the basis of the following principles from [Part 3, schedule 1 of the Order](#):
 - avoiding risks
 - evaluating the risks which cannot be avoided
 - combating the risks at source
 - adapting to technical progress
 - replacing the dangerous by the non-dangerous or less dangerous
 - developing a coherent overall prevention policy which covers technology, organization of work and the influence of factors relating to the working environment
 - giving collective protective measures priority over individual protective measures
 - giving appropriate instructions to employees.
- The school will implement, so far as is reasonably practical, the general precautions listed in [Article 4 of the Fire Safety Reform Order](#):
 - measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
 - measures in relation to the means of escape from the premises
 - measures for securing that, at all material times, the means of escape can be safely and effectively used
 - measures in relation to the means for fighting fires on the premises
 - measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises

- measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - measures relating to the instruction and training of employees and
 - measures to mitigate the effects of the fire.
- All school buildings are maintained to a standard that will not be adversely affected by fire for at least sufficient time to allow all occupants to vacate in safety. Ongoing preventative maintenance in line with the school's Health and Safety Policy, as well as regular reviews of the Fire Risk Assessment, ensures that appropriate measures are in place to ensure the elimination or reduction of risks from dangerous substances.

Fire Procedures - to ensure the safety of those legally on the school premises

Fire procedures are developed and reviewed each term by the Health and Safety Committee. Trustees monitor the policy and its implementation at the termly LAG meetings as well as at the meetings of the Full Board of Trustees.

[The Health & Safety at Work Act](#) imposes a duty on everyone at work:

- to take reasonable care for the health and safety of other persons who may be affected by their actions, or lack of them
- to cooperate with their employer to ensure that they comply with any action the employer takes to protect the health and safety of employees
- not to intentionally or recklessly interfere or misuse any thing or procedure provided in the interest of health and safety.

All staff and visitors to the school must acquaint themselves with Fire Evacuation Procedures which are displayed in prominent locations around the school.

Disabled and non-ambulant pupils, staff and visitors

- The school is responsible for making suitable arrangements for the safe evacuation of disabled and non-ambulant persons during any emergency. Appropriate risk assessments will be in place where necessary to aid the safe evacuation of disabled or non-ambulant persons.
- All visitors to the school are made aware of the Fire Evacuation Procedure and where the assembly point is.

Staff Training

- All staff receive training as part of their induction and this may be completed through the Educare Online Platform. This training is updated at least every two years as well as regular updates/e-bulletins/reminders on good housekeeping etc.
- The school operates a system of fire wardens with responsibility and oversight for different areas of the premises
- A log of all staff training is kept in the school office.

Organisation

The Trustees of the Cothill Trust have oversight of the policy and implementation of fire safety procedures in the school. These are reviewed at termly LAG meetings as well as meetings of the Full Board of Trustees.

The Head

- The Head is the dedicated 'responsible person' who keeps records of the following:
 - the Fire Prevention Policy;
 - fire procedures and arrangements;
 - training records;
 - records of inspections of escape routes;
 - fire practice drills;
 - certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire fighting systems/equipment.
- The Head also ensures all new infrastructures/buildings and alterations to buildings are designed and built and all existing buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety.

The Health and Safety Committee

- The Health and Safety Committee will assist the 'responsible person' in carrying out their duties including staff induction and good housekeeping. The Health and Safety Committee have oversight for risk assessments of key areas of the school and line manage staff in their areas.

All Staff

- All staff are required to have received appropriate fire safety as part of their induction, or at the very least to have signed an acknowledgement that they have read and understood the information in the Fire Prevention Policy and the Health and Safety Policy.
- All staff have a legal responsibility under [Section 7 of the Health and Safety at Work A \(1974\)](#) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.
- [Regulation 14 of the Management of Health and Safety Regulations \(1999\)](#) requires all employees to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation. All staff are responsible to ensure that:
 - buildings are kept free of rubbish
 - fire exits are not blocked
 - fire fighting equipment is not used to prop doors open
 - fire doors remain shut as required
 - good housekeeping is maintained in their areas.

Fire Drills and Contact of Emergency Services when necessary

- [Legislation](#) requires that fire drills are carried out at least once per year although guidance for schools is that they are carried out termly and at different times of the day. The school is aware of the need for regular drills, particularly when new pupils and staff have started the school.
- Drills are also carried out at least once per term in boarding time. This refers to any time outside the normal school day, after lessons and formal activity periods cease. Occasional drills will also occur when boarders are asleep. (NMS 7.1 and 7.2)
- A log of all drills is kept with any comments or action taken.

Calling the Fire Brigade

- The Fire Brigade is called by the person discovering the fire or the person to whom the fire is reported.
- Dial 999 and ask for the Fire Brigade.
- When the operator answers, state:
"FIRE AT Cothill House School, Cothill, OX13 6JL"
- Do not replace the receiver until the address has been repeated back to you.

The Responsible Person

- The school has appointed Headmaster, Duncan Bailey as the 'responsible person' to ensure preventative and proactive measures are taken to ensure fire safety.
- The responsible person has appropriate training, knowledge and experience to carry out their role (including firefighting and evacuation).
- The responsible person will:
 - provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures that have been taken to prevent fires, and how these measures will protect them if a fire breaks out
 - consult colleagues about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions. A system of fire wardens is in place for designated areas of the school
 - ensure that non-employees, such as pupils and temporary or contract workers, are appraised of the relevant risks to them, and provide them with information about the fire safety procedures for the premises
 - consider the presence of any dangerous substances and the risk this presents to relevant persons from fire
 - establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances
 - provide appropriate information, instruction and training to employees, when they start working and periodically throughout the period they remain in employment
 - ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state and in good repair.
- The responsible person will keep records of the following:
 - the fire risk assessment and its reviews
 - the fire prevention policy
 - fire procedures and arrangements
 - training records
 - records of inspections of escape routes
 - fire practice drills
 - certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

Provision and Maintenance

- The school has a thorough system for the provision and maintenance of the following:

- emergency exits - ensuring routes and exits are clear and any external fire escapes are regularly checked and cleaned of debris
- signage/notices - regular checks to ensure that the signage is clear and in a good state of repair
- emergency lighting - monthly check by the occupier and a check/servicing every 6 months by a 'competent person'
- fire detectors/alarm system - a weekly test of the alarm by the occupier and then a full system test and servicing every 6 months by a 'competent person'
- extinguishers - visual check each month by the occupier and then an annual check and service /replacement by a 'competent person'
- A log of all the above checks and servicing is maintained and ready for inspection by the fire service or any other inspecting body.

* A 'competent person' is someone with the appropriate qualifications and training to carry out the role, for example ISO9001 certified or BAFE approved.

Overview

The main school site is separated into five alarm zones. The Lead Members of staff (see below) should ensure that they know the geography of the zones as well as their control panels and that they understand the operation of the control panels. The zones are:

1. *The Main Building.* The control panel is situated in the foyer of the hall.
2. *The classroom Complex.* The control panel is located in the front of the Complex, adjacent to the Library stairs.
3. *The design/art/music practice block.* The control panel is located halfway up the music practice room stairs.
4. *Jackson's.* The control panel is in the front hall on the ground floor.
5. *Bowlers.* The control panel is by the main entrance at the front of the building on the ground floor.

Fire Alarm Control Panels

Main Building: The code to access the fire control box (located in the foyer of the New Hall) is 22222.

Complex: The code for the Complex alarm (located in the front of the Complex, adjacent to the Library stairs) is 2113.

Music, Art & Design: The alarm (located halfway up the music practice room stairs), is controlled by a key.

Jackson's: The code for the alarm (located in the front hall on the ground floor) is 22222.

Bowlers: The alarm (located by the main entrance at the front of the building on the ground floor), is controlled by a key.

Fire Safety Information - What to do in the event of a fire

Procedures in case of fire

- In all cases, the primary objective is to ensure the safety of all on site and to preserve life.
- Fires should only be tackled with great caution and generally only to ensure safe evacuation of staff and boys.

In the event of a fire alarm being raised anywhere on the campus:

- The Lead Member of staff will cause the Yard bell to be rung: a continuous ringing for 5 seconds followed by a 5 second silence.

During the daytime (8am - 8pm), he/she will ensure alarms are sounded in all five zones. The Bowlers phone number is : 01865 594751

- All boys, employees and visitors will move to their assembly points.

- **The Lead Member of staff / Houseparent will alert the emergency services if necessary.**

Bells and alarms will only cease once the Lead member of staff is satisfied that everyone is accounted for / any false alarms have been determined / emergency services have arrived.

- **The Lead Member of staff / Houseparent will liaise with teachers, clerical staff, domestics, etc, to ensure that all boys, staff and visitors are accounted for.**

- **The Lead Member of staff / Houseparent will liaise with the emergency services as required to determine the subsequent course of action.**

1. Daytime procedure (see Fire Drill notices)

This procedure will be followed between 8am and 8pm, i.e. when boys are NOT 'upstairs'.

Boys will line up in class groups in the locations shown by labels on the side of the tennis courts. Staff from all five zones will congregate in the same area, as indicated by signage.

*If the Main Building or Pike Building are on fire - or in the event of inclement weather - the assembly point becomes the Complex, where, **under current Covid prevention protocols**, boys will assemble by Bubble, as they would during a night-time drill. When this is the case, staff will station themselves with their class / in classrooms to ensure a calm and orderly atmosphere. Domestic & administrative staff, peripatetics and any visitors will assemble in the front corridor of the Complex.*

The Domestic Bursar provides staff lists for grounds staff, maintenance staff, kitchen & domestic staff. Individuals within these four groups are named as team leaders who will account for members of their team & report to the Lead Member of staff.

Senior staff will direct boys, staff & visitors as necessary.

- During lessons, subject teachers will accompany boys to the fire assembly point and ensure that each member of the class (form) is accounted for.
The teacher will indicate any unexplained absences to the Lead Member of staff.
- Boys not in lessons will assemble with their class and be registered by the first available member of staff.
- Class and staff lists are contained in boxes by the entrance to the maintenance shed or in the staff room. They are also available on the school intranet.
- The duty matron will have a list of absent boys to assist in accurate registration. A *handheld device can also access the iSAMS database for the latest information on absentees.*
- Permanent members of music staff, the Domestic Bursar and Jane (or her deputy) will advise the Lead Member of staff regarding other people on site.
Sign in sheets / tablets can be brought to the assembly point.
- **In all cases, the primary objective is to ensure the safety of all on site and to preserve life.**

2. Night time procedure (see Fire Drill notices)

Main Building

This procedure will be followed between 8pm and 8am, i.e. when boys are 'upstairs'.

In the event of the alarm sounding in the main building:

- All boys will exit the building via the escape routes described on the fire drill notices. If primary routes are not possible, additional staircases can be found at the far end of the New Hall, next to the Surgery & in the Headmaster's house.
- The lift should **not** be used in the event of a fire.
A matron from a New Hall flat will take a key and go straight to the Complex and unlock the door.
- If safe so to do, matrons should check the dormitories for which they are responsible to ensure all boys have woken up and left.
- Matrons should bring their Complex keys.
- *Under current Covid prevention protocols*, the most senior boys in each Bubble will begin checking that all boys are present, although an adult member of staff will also take a register as soon as possible in each room.
- *Under current Covid prevention protocols*, all boys should assemble in their **Bubble classrooms in the Complex. Fire Drill notices detail these rooms. The Lead Member of staff will advise regarding adults on site.**
- Class and staff lists are held in the classrooms acting as Fire Assembly Points.
- The matron in charge should bring a list of boys absent from school to assist with Registration. Failing this, a handheld device can access the iSAMS database for the latest information on absentees.
- **In all cases, the primary objective is to ensure the safety of all on site and to preserve life.**

3. Bowlers night time procedure

This procedure will be followed between 8pm and 8am i.e. when boys are 'upstairs'.

In the event of the alarm sounding in Bowlers:

- All boys will exit the building via the escape routes and assemble on the gravel area, outside the front of the building.
- Class and staff lists are held at the Fire Assembly Point.
- In the event of a fire when the building cannot be re-entered, boys will be conducted to the Complex where a roll call will be taken by the Houseparents. The Fire Brigade and Headmaster will be immediately alerted if there is a fire.
- **In all cases, the primary objective is to ensure the safety of all on site and to preserve life.**

Annex A follows:



COTHILL HOUSE

Fire Drill Report

Please underline the following general information

Day **Night** **Planned** **Unplanned** **Real fire**
Bowlers **Main School** **Complex** **Other**

Date:	
Time:	
Weather:	
Preparation:	
Time taken:	
Notes:	
Action taken:	
Signed:	
Dated:	

Annex B

Cothill House

Fire Drill Responsibilities

Overall lead in the event of a fire or fire drill: DMB (EAB in his absence)

Daytime drill when the alarm sounds

DMB - confirming if a fire/calling fire brigade if necessary - checking offices/dining areas on way out. Responsible for opening red gates and directing fire engine in. Also responsible for timing the evacuation

EAB - responsible for roll call/ensuring yard bell run and any other necessary alarms sounded (also check through art/pottery and DT as near yard bell)

KML - to check the complex for staff/boys

REMW - to check Jacksons for staff/boys

KPS - to ensure bursary area, kitchen and dining areas/laundry clear; also check music rooms

Duty Nurse - check A and B corridor dorms and sickbay; gappy/staff flat plus associated bathrooms

Duty Matron - to call Bowlers (ALL staff must assemble in a day time drill, even if a main building alarm). Also responsible for checking dorms on long corridor/new hall dorms and associated bathrooms; also staff flats

Other duties:

Jack Smith will account for maintenance but will also call grounds to ensure all grounds team accounted for. In his absence KPS to do this.

Ruth Hogg to confirm all boarding staff and nurses accounted for. In her absence MB to do this.

Jo Colcutt to confirm all domestics present. In her absence KPS to do this.

Ricardo Grech to confirm all catering accounted for. In his absence Jason to do this.

Jane, Karen, Jack and Sophie to confirm all visitors accounted for

KPS responsible for writing up the day time (weekday) report

Evening Drill when alarm sounds

Bowlers - REMW to lead at Bowlers drill/alarm. Calling fire brigade if necessary and overseeing roll call. Sergio to support

Main School - DMB to lead main school drill/alarm. Confirm if a fire/call fire brigade if necessary. Responsible for timing the drill/evacuation/opening red gates and directing fire brigade in.

Gappies in top flat: take key, go straight to the Complex and unlock the door

REH: evacuate top floor dorms 10, 11, 12 and lead to the Complex via the New Hall Stairs

Charelle : evacuate main corridor dorms 1, 2, 3, 4, 5, 6, 7, 8, 9 and lead to the Complex via the Fire Exit Stairs

Gappies in the front flat : evacuate A & B corridor dorms 1A, 2A, 4A, 1B, 2B, 5B, Sick Bay and Overflow Sick Bay and lead to the Complex via the Front Stairs and Dexters. Also check staff flat.

Kyle Langman and Alex Kidd to support the drills but they won't necessarily be about for the real fire or night time false alarms