



THE ORATORY

Fire safety policy

1. Purpose of the policy

This policy recognises and interprets our responsibility under The Regulatory Reform (Fire Safety) Order 2005 The Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022.

2. Overall approach / Policy objectives

The School will ensure, in accordance with the regulations, the safety of our students, employees, volunteers, visitors and contractors in relation to fire.

The key objectives of this policy are to:

- Maintain a framework that guides and supports everyone in fulfilling their responsibilities for the control of fire;
- Outline the clear responsibilities and arrangements we have for complying with our fire obligations and to practise them;
- Endeavour to comply with all our relevant fire legal duties;
- Identify and prioritise areas of fire risk and plan for their effective management;
- Seek competent professional advice, guidance and support;
- Undertake regular reviews of fire performance across all operational areas;
- Learn from relevant fire incidents and drills;
- Consult with those in our schools and others on matters affecting fire safety;
- Provide information, instruction and training which enables those in our schools, employees, visitors and contractors to undertake their tasks safely;
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire safety;
- Provide sufficient resources to enable the standards outlined in this policy to be met;
- Review and if necessary amend this policy annually or more often when significant changes occur.

3. Scope of the policy

This fire safety policy document applies to all students, employees and other personnel, visitors, volunteers and contractors of the school.

We are determined that all students, employees, volunteers and contractors can work safely.

Failure to comply with these fire safety guidelines may jeopardise the safety of students, personnel, volunteers, contractors and those who visit/use our premises, and may lead to disciplinary action.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your teacher, housemaster, line manager or contact the Estates Manager or Bursar.

4. Responsibilities

The key responsibilities are detailed below:

Board of Governors

The Board of Governors has the overall strategic and financial responsibility for fire safety. They oversee the implementation of the fire framework as well as supporting the Senior Leadership in their endeavours to provide a safe environment. Trustees delegate operational responsibility for the competent management of fire practice through the existing management structure and check that sufficient resources are made available.

The Bursar

The Bursar is responsible for the management of fire safety. The Bursar is required to set a positive example and provide support and guidance to staff and in particular the Estates Manager who has operational responsibility, to enable him and the staff to maintain good standards of fire safety. The Bursar will report to the Board of Governors with regard to fire safety.

The Bursar will also ensure a suitable Fire Risk Assessment is carried out and reviewed at least annually or if the buildings are subject to any materials change.

The Estates Manager

The Estates Manager is required to implement the management arrangements described in this policy for fire safety and to advise, as appropriate, the Bursar of any issues or concerns. The day-to-day management of these issues (such as the issuance of hot works permits) are delegated to the Estates manager.

The Transport & Compliance Manager will ensure fire risk assessments are reviewed at least annually to ensure it is a 'working document' and to review in response to an accident or incident related to fire safety.

The Transport & Compliance Manager is also required to:

- Identify and take preventative action and report any serious hazards associated with the buildings and activities;

- Review all Fire Risk Assessments and to ensure that all recommendations and follow-up actions are completed;
- Remove or reduce these hazards where possible;
- Implement precautions deemed necessary to reduce the potential harm of any hazards that cannot be removed;
- Inform, instruct and arrange training for employees and other personnel, and to ensure that suitable arrangements are in place for staff visitors and families;
- Keep records of the above;
- Ensure appropriate fire detection and fire equipment is in place, that it is regularly tested, serviced and maintained in accordance with best practice guidelines;
- Keep records of the above;
- Encourage and monitor good housekeeping practices and safe storage;
- Regularly review the external lighting to ensure it is adequate and sufficient for safe evacuations in the dark;
- Ensure an up to date localised emergency fire evacuation plan is in place for both the schools and the boarding houses.

External Health and Safety Advisers

Previously PiB Risk Management liaised with the Estates Manager/Bursar to provide support and guidance with regard to appropriate fire safety requirements that the schools are required to consider. These duties are now being carried out by The Culham Consultancy, our new external Health & Safety advisors.

Employees and other personnel

Everyone including staff, residents and volunteers has a fire safety responsibility and each is asked to:

- Co-operate on fire safety matters;
- Undertake their duties with due regard for the safety of the other people in their working environment;
- Take care of their own areas safety;
- Report fire concerns as soon as possible; and
- Comply with the fire information, instruction, training, notices, policies and procedures applicable to their work or living area.

In addition, personnel are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire safety, and any failure to do so may lead to disciplinary action.

5. Implementation

Implementation of the fire safety policy has four strands: Planning, Control, Monitoring and Induction and Training.

5.1. Planning

- Fire safety arrangements are established for each of the premises;
- All new joiners are provided with an induction that includes fire safety procedures and how to respond to a fire emergency;
- Fire safety systems such as alarms and equipment including fire extinguishers are located in each building;
- A fire detection system is installed throughout the estate which is determined by the relevant risk assessment for each building or in the case of a new build by the building inspector or fire safety officer;
- Building construction will aim to mitigate the extent of any fire occurring including in high risk areas e.g. laundry, kitchen;
- Fire escape routes are identified in each building and lead to a place of safety, with directional signs showing routes to final exits;
- Emergency lighting is in position in each building and particularly where there is a sleeping risk;
- A documented local fire emergency evacuation plan is in place in each location that outlines what action to take in an emergency, with designated responsibilities. This should include arrangements for those requiring assistance due to mobility, sensory or other aspects such as lack of comprehension. Individual PEEPs will be completed when appropriate;
- A fire zone plan (diagram) highlighting any risks on the premises such as diesel storage or compressed gases will be displayed by the main fire panel in any area where this is appropriate;
- A fire escape plan (diagram) will be displayed in rooms where visitors, guests or anyone unfamiliar with the building is sleeping overnight, and in boarding houses;
- Fire action notices highlighting what to do in a fire emergency and what to do when discovering a fire will be displayed throughout each building.

5.2. Control

- A fire risk assessment will be carried out by a competent staff member or company for each premise. The Transport & Compliance manager will be responsible for monitoring the implementation of any recommendations;
- In boarding houses sounders positioned throughout the building to achieve a minimum of 65dB(A) throughout the building and 75dB(A) at the bedhead due to sleeping risk – also to be determined by localised fire risk assessments;
- The fire alarm system will be checked by a fire alarm service company half-yearly;
- A fire alarm test will be conducted on a weekly basis from a different call point and recorded to demonstrate that the fire alarm is functioning effectively in each premises. The call points will be numbered to permit

easier identification. This will include an audibility test to ensure it is audible in all parts of the buildings and in particular in boarding houses. Evidence of testing is to be kept on site;

- Where battery operated smoke detectors are installed, they should be tested weekly on a rotational basis and, as best practice, the battery replacements should be logged so that batteries can be changed every 12 months;
- The fire extinguishers in each building will be checked by a specialist company annually and internal visual checks will be conducted periodically;
- All fire doors will be checked for integrity and operation weekly. Auto-closing doors (automatically close in response to the fire alarm) should be checked by rote when the fire alarm is tested. No fire doors should be wedged open at any time;
- Emergency lighting will be function-tested monthly on a rota system by a responsible person on site and also at least annually by an external service company to perform a 'drain' test;
- A 'fire log' or fire file will be kept on site with evidence of the above, to include internal monitoring and checks;
- All doors on escape routes leading towards a final exit should be quick and easy to open without the need for a key.

5.3. Monitoring

- The Estates manager or the Transport & Compliance Manager will carry out a periodic fire safety check of equipment (to include fire doors, fire equipment etc) to ensure any defects are dealt with appropriately. This should be documented as evidence that a proactive monitoring system is in place;
- The above monitoring should not deter anyone from reporting defects or concerns in respect of fire safety or equipment as each individual has a responsibility for working in a safe environment;
- A system of 'reporting' or highlighting defects or concerns is in place so that action can be taken as soon as possible to mitigate or reduce risk;
- Fire extinguishers will be checked monthly to ensure they have not been tampered with, removed or have defects;
- Regular checks will be conducted of each premises to ensure that fire escape routes, including final exit doors provide clear egress;
- A fire drill will be conducted termly (more often for the boarding houses which will normally conduct a day and night drill per term) and will include all relevant personnel who are to be made aware of the procedures to follow. All drills undertaken will be recorded;
- Fire doors will be checked monthly to ensure they are not regularly propped open;
- The fire risk assessment is to be reviewed at least annually to ensure recommendations are considered and actioned where necessary. A fire

risk assessment should be renewed at least every 3 years and/or when there are changes to building structure, the use of buildings and following upgrades or changes to fire equipment and following a fire.

5.4. Induction and training

- All students and personnel will be provided with an orientation and induction that includes how to raise the alarm and the available escape routes;
- Boarding house personnel will receive instruction/training on fire safety and evacuation on a periodic basis
- Where there is increased risk such as a larger, complicated building or where people are unfamiliar with the building, where there are vulnerable people who may require assistance to evacuate, including the boarding houses, an appropriate number of staff will be given enhanced training as Fire Wardens.