



Wychwood School

Fire Risk (Prevention) Policy

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Date of next Review: November 2020

1. Introduction

- 1.1. The Board of Governance have adopted this Policy to ensure that the School has a clearly defined structure for the prevention of fire and consequent loss of or injury to human life and the buildings and property of the School and to ensure the School meets its statutory obligations.
- 1.2. This Policy is supported by a Fire Risk Assessment that identifies areas and people at risk and defines ways in which the risk is reduced to an acceptable level.

2. Responsibilities

- 2.1. The Board has ultimate responsibility for ensuring the Policy and its implementation satisfies all statutory requirements.
- 2.2. In practice the Board give authority to the Head to delegate operational implementation of the Policy and associated procedures to the Bursar as Fire Supervisor.
- 2.3. The Bursar will:
 - 2.3.1. write and review the Policy, Fire Risk Assessment and associated procedures for their implementation
 - 2.3.2. supervise the day to day implementation of the Policy
 - 2.3.3. organise fire safety training for staff
 - 2.3.4. organise and keep records of evacuation exercises
 - 2.3.5. devise and maintain written records of servicing to fire safety equipment
 - 2.3.6. liaise with the local authority fire officer and any other inspecting bodies
 - 2.3.7. communicate this Policy to all those at the School.
- 2.4. The Health and Safety Committee will satisfy itself that this Policy and associated procedures are being implemented.

3. Structural Fire Integrity

- 3.1. This Policy recognises the need for the structural fire integrity of the building to be maintained to the appropriate regulations and standards particularly when making any alterations to the building fabric.
- 3.2. Automatic closing fire doors are fitted throughout two main houses and will be checked regularly when the alarm system is tested and will be maintained by a specialist contractor.

4. Means of Escape

- 4.1. All buildings will have clearly labelled means of escape with distances of travel conforming to appropriate guidance.
- 4.2. All signage will be up-graded to those made of photo-luminescent materials when due for replacement.

- 4.3. Staff will be advised of the necessity and their responsibility to ensure that all means of escape are kept clear of combustible materials and allow unimpeded access at all times.

5. Fire Procedures

- 5.1. Fire Action notices will be displayed conspicuously.
- 5.2. All staff, pupils and visitors are required to evacuate the buildings immediately the alarm sounds. Staff are responsible for their visitors.
- 5.3. Evacuation exercises will be held each term during the day and night to ensure staff and pupils are familiar with the evacuation procedure
- 5.4. This Policy gives the immediate evacuation of all pupils, staff and visitors as the first priority and fighting the fire, if safe and necessary, as the second priority
- 5.5. Lists will be maintained of all pupils and staff staying overnight and at weekends during term-time and holiday periods to ensure all persons are accounted for in any evacuation.
- 5.6. Resident staff will be responsible for ensuring their visitors are aware of this Policy and associated fire procedures.
- 5.7. Fire Procedures will be published in the Staff, Boarders and Gap Assistant Handbooks.

6. Fire Detection and Warning

- 6.1. An automatic fire detection and warning system is installed in all main buildings. The system is linked, with the Hall, Art and Stable blocks being connected through to the panel in the Centenary Building which, in turn, is connected through to the main panel in the Reception of 74 Banbury Road.
- 6.2. The system will be the subject of an annual maintenance contract with a specialist contractor. Faults and tests will be recorded.
- 6.3. The call point and bell system will be checked regularly throughout the year, by Facilities Staff, and the results will be recorded.
- 6.4. Nominated staff cover core buildings on a rota basis. These staff are trained in the use of the fire panel and are in possession of all the information they need to discharge their duties, including having access to the boarding door codes.

7. Emergency Lighting

- 7.1. Emergency lighting is installed in all main buildings.
- 7.2. The lights will be checked regularly throughout the year and will be the subject of regular long discharge tests by a competent external contractor.

8. Fire fighting equipment

- 8.1. The number, type and size of fire extinguishers and blankets have been previously advised by specialist contractors and agreed with the Fire Officer.
- 8.2. The equipment will be the subject of an annual maintenance contract with a specialist contractor whose advice will be sought regarding any changes necessary to the provision.

9. Reduction in risk of fire

- 9.1. To reduce the risk of fire:
 - 9.1.1. All gas fired equipment will be checked annually for safety by Corgi qualified engineers and any defects made good
 - 9.1.2. The Fixed Electrical Installation will be periodically inspected and any defects made good
 - 9.1.3. The No Smoking Policy of the School will be enforced
 - 9.1.4. Pupils will not be allowed to use naked flames except when directly supervised by staff

- 9.1.5. All Portable Electrical Equipment will be tested (PAT) at intervals appropriate to the equipment and its usage
- 9.1.6. Staff will be trained in procedures for shutting off electricity and gas supplies
- 9.1.7. Notices on boards in fire exit routes will be kept to a minimum and be of low flammability and toxicity
- 9.1.8. Curtains and other soft furnishings will be of flame retardant materials when possible and re-treated as necessary .
- 9.1.9. Yellow 'flammables' cupboards will be used for the storage of highly flammable materials.
- 9.1.10. Staff in high risk of fire areas, such as the main kitchen, will be trained in particular procedures to minimise the risk of fire.

10. Floor Plans

- 10.1. The floor plans supplied by Oxfordshire Fire Service will be maintained as a record of structural fire precautions.

11. Staff Training

- 11.1. All Staff will receive basic training in the prevention of fire, the fire procedures and this policy at induction and as a refresher annually. All key members of staff are expected to complete on-line Fire Training and records of this are maintained centrally.
- 11.2. Boarding Staff and other appropriate Staff will receive training in the use of fire extinguishers and other fire-fighting equipment.
- 11.3. Records of all training will be kept by the Bursar.

List of current (and trained) Fire Wardens (November 2018):

All full time teaching Staff and all office staff

All full time members of staff as well as key catering staff and Gap Assistants are all trained in the use of different fire extinguishers and courses are provided when appropriate (last course January 2017 – next one January 2019)