

Liverpool College

Fire Safety Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values


We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

We believe that the development of character, creativity intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life.

This is a whole school policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.

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| Approved Date | 7 th November 2023 |
| Review Date | 7 th November 2024 |
| Principal |  Mr H vM Broekman |

Fire Safety Policy

Introduction

This Fire Safety Policy forms part of the College's Health and Safety Policy

Liverpool College is committed to providing a safe environment for its pupils, staff and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the college, 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 college. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise the normal college activities.

The College 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 (RRFSO), and any other relevant legislation that may impact upon it.

Aim

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

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions, which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the college complies with the Regulatory Reform (Fire Safety) Order 2005 and Building Safety Act and Fire Safety Regulations 2022 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Objectives

The objectives of this policy are to:

- safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- minimise the risk of fire and to limit fire spreading

Roles and Responsibilities

Governing Body

Has the responsibility for:

- All matters that concern fire safety within Liverpool College

Principal

Has the responsibility for:

- ensuring this policy is implemented.

Vice Principal (Operations)

Has the responsibility for:

- effective management of fire safety in compliance with this Fire Safety Policy
- monitoring the use of outside agencies

Head of Boarding

Has the responsibility for

- the safe operations within boarding
- ensuring all team members receive basic fire awareness training, fire marshal training and refresher training as appropriate.
- conducting a fire evacuation drill once a term

Boarding Staff

Have responsibility for:

- assisting the head of boarding with fire safety operations
- fire marshalling
- assisting with the fire evacuation drill.

Heads of Faculty

Have the responsibility for:

- the safe operations within their faculty
- ensuring all team members receive basic fire awareness training and refresher training as appropriate.

College Staff

Have the responsibility for:

- ownership of general housekeeping to reduce the risk of fire
- Keeping fire exits and escape routes clear
- Evacuating college buildings.

Estates Team (under guidance from Estate Manager)

Has the responsibility for:

- compliance with college fire safety management standards and processes relating to access/egress, circulation, means of escape, building structure, roadways, open spaces and interconnections between buildings.
- co-ordination of emergency procedures in liaison with the Health and Safety Officer.
- control and supervision of contractors.

College Fire Safety Officer

Has the responsibility for:

- weekly testing of the fire safety systems including but not exclusively the alarms, doors, blankets and extinguishers
- maintaining records, in the compliancy software 'Smartlog', of fire alarm tests and fire drills

- developing and delivering basic Fire Safety Awareness training including fire prevention and fire safety management systems.
- identifying and arranging Fire Marshal training at least every 3 years. A record of which is kept in Smartlog.
- ensuring Personal Emergency Evacuation Plans (PEEPs) are written before a disabled pupil or employee begins school/work, and to arrange provision of special equipment as identified by the PEEP
- maintenance of fire alarm systems
- monitoring and reviewing fire safety legislation, and if necessary, amending this fire safety policy
- ensuring Fire Risk Assessments are in place, up to date and conducted by a competent professional
- providing advice and guidance on fire safety issues
- carrying out fire safety audits
- acting as the Officer-In-Charge of the fire drill/evacuation. In the case of a drill/evacuation will relay when staff and pupils can re-enter the buildings. In the case of a real fire, they will liaise with the fire brigade and relay appropriate information to staff and pupils.
- Determining Evacuation Strategies and Muster Points
- Ensuring Statutory Fire Signage is in place
- Ensuring annual checks with the Local Fire Brigade?
- Requesting Risk Assessment Method Statement (RAMS) from Contractors prior to commencing on site
- Maintaining an up to date set of fire strategy documents for each building including compartmentation plans
- Checking fire doors, closers, smoke curtains and any other elements that form part of the fire strategy for the buildings
- Ensuring that any works to fire compartments within buildings are completed to Part B Building Regulations standards including fire stopping.
- Hazardous materials on site eg Estates / Labs
- Maintaining clear access for Emergency Vehicles to access site
- ensuring catering kitchens have fire suppression systems, which are maintained and checked.

Senior Fire Marshal

Has the responsibility for:

- acting as Officer-In-Charge, in the absence of the College Fire Safety Officer.

Fire Marshalls, in the event of a fire alarm

Have the responsibility for:

- evacuating their designated area of responsibility
- reporting to the Officer-In-Charge that their area is clear of people or advise if someone remains in the building
- guiding people away from their area to the assembly point.

A named list of appropriately trained marshals and their designated areas will be held on Smartlog'.

Fire Marshalls, day to day role

Have the responsibility for:

- monitoring their designated area and reporting poor housekeeping and any cases of inappropriate storage in escape routes to the Estates Helpdesk system, if they themselves cannot immediately rectify the issue
- monitoring fire doors and closers for correct operation, removing door wedges and reporting defects to Estates via the Helpdesk system.

Contractors:

Have the responsibility for:

- complying with legal responsibilities regarding fire safety
- complying with this Fire Safety Policy
- Providing Risk Assessments for review by the College prior to commencement of any works on site.

Pupils:

Have the responsibility for:

- complying with this Fire Safety policy and to act in a “Fire Safe” manner

Monitoring

The College utilises the services of various outside agencies to carry out effective monitoring:

- The College fire detection and alarm system is maintained and checked by AinsCo and maintained to current standards
- the College emergency lighting is checked twice yearly by S. Bresweth
- extinguishers are replenished annually by Brunswick Fire Limited

A Fire Logbook is maintained and stored on ‘Smartlog’

These issues include:

- fire drills;
- hot work permits, etc;
- The storing of hazardous materials stored in the Science Laboratories and Estate Maintenance areas;
- the inspection and testing of:
 - fire detection and alarm systems
 - emergency lighting systems
 - fire-fighting equipment
 - staff training records

Fire Risk Assessment

The main purpose of the fire safety risk assessment process in each building, is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of fire safety provision.

Fire Risk Assessments are carried out by an external agency in accordance with Regularity Reform (Fire Safety) Order 2005 and Building Safety Act and Fire Safety Regulations 2022 be within British Standards PAS 79: 2020 Fire Risk Assessment.

Fire Risk Assessments at Liverpool College are carried out by an external company called SafePoint.

Risk assessments are reviewed annually or whenever changes are made that affect fire safety provision e.g. a change of use of a building.

All Fire Risk Assessments are stored on 'Smartlog'.

Fire Safety Training

All staff should receive basic fire safety induction training from the Health and Safety Officer and attend refresher sessions annually during CPD sessions. Key staff in the individual college buildings receive instruction that is more detailed.

Fire Marshalls attend a training course every three years, which includes fire extinguisher training.

Pupils should be given instruction on the correct course of action in the event of a fire. Fire drills are carried out annually to practice and evaluate the effectiveness of the College's evacuation procedures. The findings from the drills are reported to staff in the weekly bulletin. Any conclusions and remedial actions are recorded and implemented.

Boarding House – Beechlands

As well as being an all-through school, Liverpool College also has a boarding provision. The boarders are housed in a separate building, called Beechlands, within the grounds of the College.

During the day, the boarders are in school and will follow college fire evacuation procedures. During out of hours the boarding house has its own fire evacuation procedures that are outlined in the appendices below.

A fire evacuation drill is carried out at least once a term to ensure that all boarders are familiar with the evacuation procedures.

In case of a fire/fire alarm in Beechlands when college is in session, staff and boarders (who are not in college) and are in the house, will follow the Beechlands fire evacuation procedures.

Out Of Hours activities (including hiring of buildings).

In the case of fire/fire alarm, persons within the buildings are to follow college evacuation procedures.

Liverpool College Enterprises has their own fire evacuation plans.

Godwyn House – Residential Flat

The fire alarm and detectors in the Godwyn House flat are linked to the Pavilion side of the campus. Within school hours, in the case of a fire/fire alarm, the occupants must follow the college fire evacuation procedures.

In the case of a fire/fire alarm out of college hours the flat occupants must exit the building by the safest route and if appropriate, call the fire brigade.

Evacuation procedures

The evacuation procedures are included in the appendices.

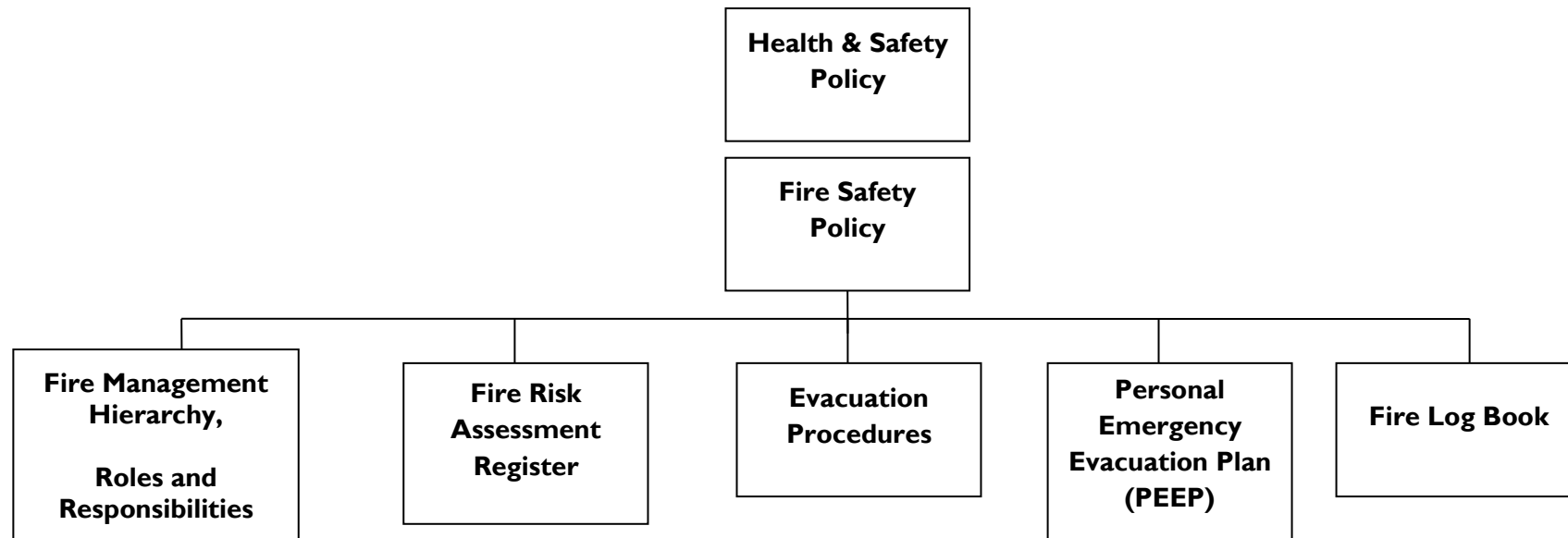
Appendices

Appendix A: Fire Safety Policy and its relation to other Fire Safety and Health and Safety Documents.

Appendix B: Fire Management Hierarchy

Appendix C: Evacuation Procedures.

Appendix A: Fire Safety Policy and its relation to other Fire Safety and Health and Safety Documents.



1. **Fire Management Hierarchy, Roles and Responsibilities.** People at all levels within the College have roles and responsibilities for fire safety as described below. Those people considered “Responsible Persons” under the Fire Safety Officer (FSO) are identified.
2. **Fire Risk Assessment (FRA) Register.** It is College Fire Safety Officer’s responsibility to complete the FRA register. It comprises of two main headings; prevention and fire safety management systems.

The Fire Service needs information to help them decide how to tackle a building fire. Completion of the FRA and activities recommended in the Fire Policy will contribute towards the overall College fire risk management and will provide the relevant information to the Fire Service.

3. **Evacuation Procedures.** There is a bespoke evacuation plan for each of the college’s two sites.

Appendix A: Fire Safety Policy and its relation to other Fire Safety and Health and Safety Documents.

4. **Personal Emergency Evacuation Plan (PEEP).** This is a bespoke 'escape plan' in the event of an emergency, for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time.

PEEPs may be required for pupils and staff with:

- mobility impairments
- sight impairments
- hearing impairments
- cognitive impairments
- other circumstances

A temporary PEEP may be required for:

- short-term injuries (e.g. broken leg)
- temporary medical conditions
- those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can the person evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

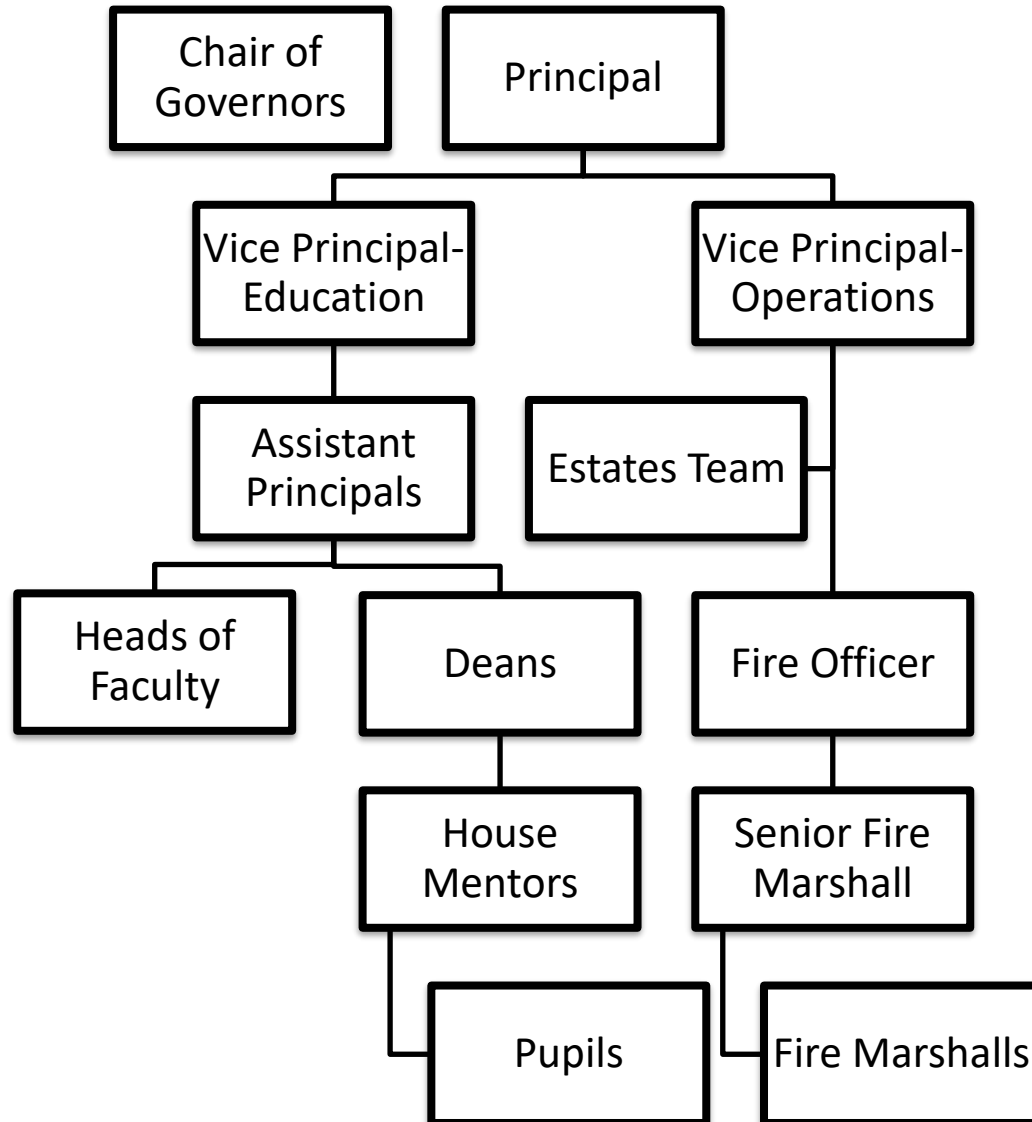
PEEP – Staff Members - If a member of staff needs assistance evacuating from a building, even temporarily, it is the member of staff's responsibility to inform and complete a PEEP in conjunction with the Health and Safety Officer, who should then ensure that the relevant line managers are informed. The completion of the PEEP will outline the best escape plan in an emergency. This PEEP should be reviewed on termly basis or when there is a change of circumstances.

PEEPs- for pupils are organised by the SENCO. If pupils feel they need a PEEP and have not already got one in place, should contact the SENCO or talk to their Form Tutor, who will pass the information to the SENCO.

Appendix A: Fire Safety Policy and its relation to other Fire Safety and Health and Safety Documents.

- 5. Fire Logbook.** A Fire Logbook, contains records of fire safety issues. It is maintained by the Health and Safety Officer and is located within Smartlog.

Appendix B: Fire Management Hierarchy



Appendix C

LIVERPOOL COLLEGE – FIRE DRILL EVACUATION - PAVILION SIDE

Assembly Point – In front of Pavilion

ON HEARING THE FIRE ALARM

If the alarm sounds you are to exit your classroom and escort the pupils to the **Pavilion**.

Do not run.

You must line up your class, in alphabetical order, in front of the Pavilion. Collect the class register and take the register. Once complete return it to a member of support staff and await instructions. Make sure your class remains in silence.

If the Alarm rings during Break or lunch you must make your way to the Pavilion and organise the class from **your LAST lesson**, in a line, in alphabetical order, in front of the Pavilion.

If the alarm rings at the change of Lesson, Staff are to register the class from **your LAST lesson**. Pupils moving across the bridge from the MV, are to be stopped and sent back to class in the MV to their **LAST** lesson. Pupils moving over to the MV from the Pavilion side are to be stopped and sent to the Pavilion to line up in their **LAST** lesson class order.

Staff who are not teaching, are to make their way to the Pavilion and report to Susan Bamber/Sally Loveridge.

Support staff are to make your way to the Pavilion and report Susan Bamber/Sally Loveridge.

If you are hosting visitors, you must escort them to the Pavilion and report to Susan Bamber/Sally Loveridge

Specific instructions – Exit routes

These are the preferred routes. If it is not safe to use the specified route, use the best available route.

Godwyn House

If safe, use the side pedestrian gate, cross the staff car park and make your way to the Pavilion

Imagineering

If safe, use the back-fire exit, then go along the road and make your way to the Pavilion.

C-Block & Gladstone

If safe, you are to head via the side pedestrian front gate, across the staff car park and make your way to the Pavilion.

Science, Selwyn's and Holland Block

If safe, you are to head via the CCF square and along the road by the side of the Astro and to the Pavilion.

LIVERPOOL COLLEGE – FIRE DRILL EVACUATION - MV SIDE

Assembly Point – In front of Chapel

ON HEARING THE FIRE ALARM

If the alarm sounds you are to exit your classroom and escort the pupils to the **Assembly Point**.

Do not run.

You must line your class up in alphabetical order. Collect the class register and take the register. Once complete, return it and await instructions. Make sure your class remains in silence.

If the Alarm rings during Break or lunch you must make your way to the **CHAPEL** and organise the class form **your LAST lesson**, in a line, in alphabetical order.

If the alarm rings at the change of Lesson, Staff are to register the class from **your LAST lesson**. Pupils are to be stopped moving across to the Pavilion side and sent to the **CHAPEL**. Pupils moving across the bridge from the Pavilion side, are to be stopped and sent back to line up in the CCF yard, in class order form their **LAST lesson**.

If you are not teaching, you are to make your way to the assembly point and report to the English Faculty

All support staff: make your way to the assembly point and report to the English Faculty

Specific instructions – Exit routes

These are the preferred routes. If it is not safe to use the specified route, use the best available route.

MV building

If safe to do so, follow the highlighted exit routes and use the nearest fire exit out of the MV building, then using the usual route make your way to the Chapel.

Art Block

If safe to do so, follow the highlighted exit routes and use the nearest fire exit out of the Art Block, then using the usual route make your way to the Chapel.

LIVERPOOL COLLEGE - FIRE EVACUATION - PRIMARY

Assembly Points – Prep playing field and Preprep old tennis courts.

Order of Priorities: -

- Alarm and Evacuation.
- Call the Fire Brigade.
- Assembly and Roll Call.

If You Discover a Fire: -

- Ring the nearest Fire Alarm
- Evacuate the building.
- Telephone the Fire Brigade (999) and tell the Caretaker (Fire Officer) that you have done so.

If You Hear the Alarm, React Immediately.

- Teachers should take the class they are with out to the relevant Muster Point.
-
- Teaching staff in the **new build** classrooms must assemble with the remainder of prep at the relevant muster point.
- The class must leave the room immediately. **WALK IN SINGLE FILE** - this is vital.
- Try to close all doors and windows but quick evacuation is a priority.
- Leave loose items (books, bags etc) and assemble by class on the appropriate playground.

- The Secretary is responsible for bringing Registers, Form Lists, the In/Out Book and the Late Book from the Office. If the secretary is off-site, then the Head will be responsible for this.

Teachers Not Teaching

When you hear the fire alarm, call the Fire Brigade (999). If another member of staff is taking your class, join your class on the playground and check names against the Register.

Please ensure you have told anyone taking your class the number of children in on that day.

Class Teachers

- Take roll calls of your class.
- Report whether or not pupils are missing to the Secretary/ Head
- Keep control of your form until they are dismissed.

Pupil

- If a pupil sets off an alarm by accident and he/she is responsible then he/she must tell a teacher who will inform the Secretary/Head. Genuine accidents will not be punished.
- Pupils need to be aware that malicious or inappropriate abuse of the fire alarms may result in prosecution by the Fire brigade. They must understand that they must not play with the Fire Alarms.

Tackling Fires (In the Event of a Minor Outbreak Only):

Pupils should not attempt to put out a fire. Teachers should use common sense, but evacuation and prevention of injury or loss of life are obviously the first priorities.

Fires, False Alarms, Fire Drills - Please Note:

- Staff and pupils will be informed in advance of fire drills and the Fire Brigade should not be contacted.
- There will be a Fire Practice annually. One will be a normal evacuation; the second will set up a barrier in some part of the building.
- If you have not been informed of a fire-drill, assume that the alarm is genuine and follow the required procedures regarding evacuation, telephoning the Fire Brigade and Assembly/Roll Call.

Non-Teaching Staff

- The Secretary/Head must account for their whereabouts during drills or in the event of an alarm.

After School Club

The Breakfast Club and After School Clubs adhere to all Liverpool College policies and procedures and the EYFS Welfare requirements.

LIVERPOOL COLLEGE – FIRE EVACUATION-

Beechlands

Assembly Point – The front of the house, on the grassed area.

ON HEARING THE FIRE ALARM

Boarding - General instructions

If the alarm sounds you are to exit the Boarding House via the safest exit and wait on the grassed area to the front of the house.

Do not run.

You must line up in alphabetical order in front of the boarding house. Staff, where possible, are to collect the house register and take the register. Make sure all pupils remain in silent whilst the register is completed.

If you are hosting visitors, you must escort them to the front of the boarding house as well.

Specific instructions – Exit routes

These are the preferred routes. If it is not safe to use the specified route, use the best available route.

