



SHEBBEAR COLLEGE

FIRE SAFETY POLICY

Whole School Policy

Last Reviewed and Updated: May 2026
Reviewed and Updated by: A Gould
Next Review: May 2028

Policy Review at Shebbear College

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1.1 Scope

This policy and guidance is applicable to all premises under the control of Shebbear College and details the approach to the control of risk from fire.

1.2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable Shebbear College to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

1.3 Guidance

- 1.3.1 The College has in place procedures for:-
- (a) carrying out fire risk assessments;
 - (b) preventing fires;
 - (c) evacuation in the event of a fire;
 - (d) maintaining and checking all fire detection, alarm and fighting systems.

- 1.3.2 The Governors are responsible for the fire safety policy. They monitor the effectiveness of this Policy statement. They review the policy annually and revise it when required.
- 1.3.3 The School Operations Manager, as the schools designated Fire Officer, in consultation with the Head, has responsibility for maintaining and ensuring the local implementation of the fire procedures on site and implementing the following:
- a) ensuring the fire alarm system is maintained and zone charts are clearly displayed next to fire panels;
 - b) Procedures for emergency evacuation are regularly tested and recorded;
 - c) ensuring all pupils, employees, contractors and visitors, are aware of the fire evacuation procedure;
 - d) providing a trained Fire Warden in every building and boarding house. All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training;
 - e) ensuring all staff receive Fire awareness training and receive regular refresher training. Records of training are to be kept;
 - f) fire risk assessments are in place and regularly reviewed and updated;
 - g) fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- 1.3.4 The Deputy Head is responsible for ensuring that, in the event of an evacuation, all members of the College are accounted for. In their absence a member of the Senior Leadership Team will assume responsibility.
- 1.3.5 The School Operations Manager is responsible for obtaining, interpreting and disseminating all relevant fire safety information. The School Operations Manager will ensure that:
- The College's Fire Safety policy is reviewed at least annually and updated where necessary.
 - As far as is reasonably practicable the College is compliant with the Regulatory Reform (Fire Safety) Order 2005 (FSO).
 - Assume control of Fire Risk Assessments throughout the College, ensuring that they are undertaken as necessary and regularly updated.
 - Instruction and training is provided to College staff as necessary.
 - Undertaking the review of the College's compliance with COSHH regulations.
 - Maintain the Fire Service briefing pack at each Fire Panel.
- 1.3.6 The School Operations Manager is responsible for the following:
- Liaising with the Fire Department during visits and inspections, making available all documentation requested by the Department.
 - All fire safety systems (alarms, emergency lighting, evacuation routes and extinguishers) are provided and maintained to the required standards.
 - Carrying out regular call point testing and recording compliance.
 - Keeping all relevant records up to date and available for inspection if required.
 - Undertaking routine inspections of all fire equipment including doors, routes and extinguishers, and reporting breaches of Regulations to the Fire Officer.

- Purchasing/replacing fire equipment including fire extinguishers as necessary.
- 1.3.7 The Boarding Housemasters/Housemistresses are responsible for the following duties in relation to fire:
- Overnight cover for the College site.
 - Responding to out of hours incidents.
 - Provide suitable instruction and training to staff housed on the College site.
- 1.3.8 The College Receptionist (in his/her absence - a member of the administration team) is responsible for the following duties in relation to fire:
- Ensuring visitors to the College are signed in so that they can be accounted for in the event of an emergency.
 - Ensuring that visitors are provided with fire safety information.
 - Ensuring that absenteeism relating to pupils is recorded and the information is available in the event of an emergency.
 - All Employees. All members of the College staff are responsible, through the College's Fire Officer, for the following in relation to fire:
 - Taking reasonable steps to ensure that they do not place themselves or others at risk of harm by their acts or omissions.
 - Co-operating fully in complying with all fire prevention and evacuation procedures as laid down in this policy and Fire Risk Assessments. Failure to comply or to misuse fire safety equipment may lead to disciplinary action.
 - Ensuring that they familiarise themselves with the layout of buildings and evacuation routes.
 - Ensuring that fire prevention equipment is used correctly and to report any misuse to the College's Fire Officer.
 - Ensuring that all fire exits and evacuation routes are clear at all times and that no ignition sources or combustible materials are stored in corridors, on stairways or under stairs.
 - Visitors & Contractors.
All Visitors & contractors to Shebbear College must sign in at reception and confirm they will follow the College safety procedures and are fully informed of the relevant fire assembly point. (Appendix 1).

1.4 Fire Risk Assessment

- 1.4.1 All of the College premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person..
- 1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- 1.4.3 A copy of the fire risk assessment report will be available on site and employees' attention brought to any hazards found in the assessment.

- 1.4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 1.4.5 Regular assessments will be made by staff, including the Fire Wardens, to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.5 Fire Detection

Each of the College premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

1.6 Fire Alarm

- 1.6.1 Each of the College premises has an adequate means of raising the alarm in the event of fire.
- 1.6.2 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 School Operation Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.6.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)
- 1.6.4 Records of these tests and servicing are maintained in a fire log book kept by the main Fire Panel.

1.7 Fire Fighting Equipment

- 1.7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the College premises.
- 1.7.2 Fire extinguishers, and other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system.

1.8 Emergency Lighting

- 1.8.1 Emergency lighting must be installed in the College where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 1.8.2 Where emergency lighting is mains electricity powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme will be arranged by the School Operation manager.
- 1.8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent person
- 1.8.4 Records of testing and servicing of emergency lights will be maintained..

1.9 Emergency Procedures

- 1.9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire. Staff are given training during induction which includes lock-down procedures.
- 1.9.2 Notices will be displayed in each building of the College premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 1 to this guidance
- 1.9.3 There must be adequate means of escape for all occupants of the College premises. These means of escape will be clearly signed with pictograms.
- 1.9.4 The means of escape will be regularly inspected by the Fire Wardens/School Operation Manager to ensure they are kept clear of obstructions and tripping hazards.
- 1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the School Operations Manager when notified. Example arrangements are included at Appendix 2 to this guidance.
- 1.9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Deputy Head.. It is the responsibility of the Deputy Head to pass this onto the School Operations Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.9.7 **SUMMONING THE FIRE BRIGADE:**
- The College Office is manned between 8.00 and 17.00 during weekdays in term-time and between 9.00 and 13.00 during half terms, apart from the Christmas and Easter close downs.
 - The master panel showing the location of all the alarm call points on the networked alarm system in the College buildings, is located in the building entrances for each building.
 - The College Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.
 - The fire alarm system is set up with a dialler that phones through to a monitoring station, this is to ensure that in the event that no one is on the premises the school is notified that the alarm is sounding and need to investigate.
 - The dialler is set up to call the following: Head of Boarding, Main school, Boarding House mobiles, School Operations Manager.
 - The School Operations Manager is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the College Office is staffed, (unless warned of a planned fire practice).

- 1.9.8 Fire drills will be held every term at the College. We also practice an evacuation of boarding houses every term which includes a night-time evacuation at least once a year.
- 1.9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the main school fire panel.

1.10 Fire Training

- 1.10.1 Staff will be informed in relation to:-
(a) action to take if they discover a fire, including how to activate the fire alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb alert.
- 1.10.2 Pupils will be informed of exits and escape routes
- 1.10.3 Fire Wardens will be trained in:-
(a) emergency evacuation procedures;
(b) use of fire extinguishers; emergency procedures; and
(c) how to spot fire hazards.
- 1.10.4 Visitors and contractors:-
(a) on arrival at the College will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

1.11 Fire Prevention

The College takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the College will:-

- 1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- 1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 1.11.4 Consult regularly with the Fire wardens;
- 1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

- 1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

1.12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on Beckly Field.
3. If you are teaching a class, do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The College Office during College working hours, or the Boarding Housemaster/Housemistress out of College hours, or the School Operations Manager when the College is closed will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her Carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Deputy Head, during College working hours, or the Boarding House Staff outside of College working hours, who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Appendix 2: Disabled Staff, Pupils or Visitors

We have designated safe refuge points on every accessible floor in each building, located next to lifts. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service.

The teacher will ensure that the name of the disabled person and his or her carer together with the location of their safe refuge point, are passed to the Senior Deputy Head which is then passed onto the School Operations Manager or Boarding House staff as soon as he or she reaches the assembly point.

It is the responsibility of the School Operations Manager or Boarding House Staff to ensure that this information is passed as soon as possible to the Fire and Emergency Service.