

## **Fire Risk (Prevention)**

### School Purpose Statement

#### Inspiring Education for Life

**Caterham School is one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all. We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it**

the safety and wellbeing of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

### Communication

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification badge and supervised by a member of staff at all times.

### Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

a FRA has been carried out by FCS-Live and this is available to view via the web at <https://www.compliance-audit.com> (For inspectors this is to be accessed at School where the login is available.) The findings of the FRA have been used to develop appropriate control measures to ensure the elimination or reduction of risk from dangerous substances to a level as low as is reasonably practicable. The FRA is reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it

a Responsible Person (RP), the Estate's Bursar, Peter Curtis has been appointed and authorised to complete their duties

the fire evacuation procedure is practised at least once a term, while the procedure for boarding houses is practised at night and during sleeping hours. The results are recorded in the fire log book

all employees receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details retained on the employees' personnel files (or the fire log book)

any employees with additional fire safety duties, i.e. fire marshals or their deputies, are given training on appointment to their specific duties and refresher training on an annual basis

any other person identified to be at risk will receive training on the fire evacuation procedure

all exits and emergency routes are kept clear at all times. These routes are properly signed, adequately lit, regularly inspected and fitted with the relevant standard of fire doors, alarms, extinguishers and fire detectors, which is overseen by the Estates Bursar

**the premises has appropriate firefighting equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis as defined in the fire log book**

**the premises is equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting is tested on a regular basis as defined in the fire log book**

**the School is monitored by a fully addressable, remotely monitored fire alarm system. In the event of alarm activation during school hours the monitoring service will contact the school to ensure we are aware of the activation. Marshals will check the cause of activation and if necessary call the fire brigade. The monitoring service will automatically contact the fire brigade to attend the School in event of a fire alarm outside school hours. The other emergency services will be contacted following School procedure as set out in our Health and Safety Policy**

**There are appointed competent fire marshals, who have experience and knowledge to assist in taking preventative and protective measures, including firefighting and evacuation; these are named as fire marshals and should refer to the Fire Marshal Instructions**

**the fire alarm is tested on a set day and time each week from a different call point which is be communicated before testing. Records are kept in the fire log book**

**all electrical equipment is maintained in accordance with the manufacturer's instructions and routinely tested. Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested**

**this policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.**