



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## Fire Risk Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

St Joseph's College will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with Statutory Instrument 2005 No. 1541 - The Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

The policy should be seen within the context of the College Mission Statement; the College Health and Safety Policy; the Board of Governors' Risk Management Summary; the College Fire Risk Assessment; Critical Incident Policy; Personal Emergency Egress Plan, and Fire Notices. The purpose of this Policy is to ensure that the College develops and maintains robust policies, procedures and practices which seek to minimise the likelihood of a fire, to ensure safe escape from the buildings in the event of a fire taking place, and to assist in identifying weaknesses which need to be addressed.

### Aims

The Fire Risk Policy is intended to:

- To ensure compliance with all relevant legislation
- To ensure effective liaison with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessments of all premises and activities within the College's premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To conduct regular fire evacuation drills and testing of emergency equipment
- To conduct regular fire safety inspections

### Responsibilities

- The Board of Governors will ensure that the appropriate policies, procedures and checks are in place and reviewed from time to time
- The Heads and Bursar will ensure that these policies and procedures are implemented and adhered to
- The Health and Safety Committee will ensure that an appropriate system for carrying out fire risk assessments is in place
- The Bursar will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises. These RAs will be checked and audited by the Assurance Consultant
- The Bursar, as the appointed and suitably trained Fire Safety Officer, will provide all new members of staff with a fire safety briefing as part of their induction procedure, and ensure annual fire safety training is undertaken by the whole staff. Fire Safety instruction



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READING • BERKSHIRE

is provided on the Educare online service to which all staff will be directed, automatically, annually

- The Office Manager will ensure that non-school hirers of the College premises receive fire safety instructions prior to the commencement of hiring
- The Bursar, Deputy Head Prep and Deputy Head Pastoral will ensure that fire practices are conducted, to effectively prove evacuation procedures, at appropriate intervals, but at least termly and are recorded and retained
- Heads of Department will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented, that fire escape routes within their areas of responsibility are kept unobstructed, and that control measures for controlling the risk from fire are maintained
- Those with pastoral responsibility for any site users with disabilities will ensure that appropriate Personal Emergency Egress Plans have been prepared and disseminated as required
- The Estates Bursar will ensure that inspections and tests on fire detection and alarm systems are carried out termly, on contract and recorded on control measures to ensure their continued effectiveness
- The Estates Bursar will carry out a weekly test of the Fire Alarm system at 0745hrs each Wednesday
- The Estates Bursar will ensure that fire fighting equipment is adequate, and is regularly inspected and maintained on an annual basis, and those inspections recorded. All fire fighting equipment is to be labelled with the date of last inspection
- Employees, pupils, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards. Emergency procedures are detailed on the rear of all visitors passes issued on arrival

### Procedures

The following procedures should be followed by all occupants in the event of a Fire or Emergency:

- If you discover a fire or emergency situation, it is important to spread the word urgently, but calmly. Shout FIRE or EMERGENCY until you have set off the alarm by breaking the glass of one of the red boxes on the walls of the College. The whereabouts of the nearest call point is detailed in most rooms. This will sound the alarms throughout the College. The alarm may also sound automatically, as a result of the automatic detectors installed throughout the College. The alarm system will automatically inform the Fire Brigade.
- Vacate the building by the nearest safe escape route and assemble on the Athletics Field to the West of the campus. This is the single official assembly point for the entire site, and is automatically illuminated during an emergency evacuation. Hirers/contractors should assemble in separate groups in the vicinity of the area designated for 'staff and visitors'. If it is safe to do so, make sure that any electrical power point switches and light switches are switched off, and close any doors and windows, since this will delay the spread of fire. Those responsible for leading children across the front of the Senior School building and Broad Oak House should be reminded of the need to be aware of vehicles entering the front gate. Gates will be manned by Fire Wardens.



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READING • BERKSHIRE

- All students will be registered by their Form Tutors, who will report to the Deputy Head Prep or Deputy Head Pastoral as appropriate. All non-teaching staff, visitors and contractors will be accounted for by the Office Manager from staff registers and Visitors book. The Bursar, or Estates Bursar in his absence, will coordinate the registration of occupants and report to the Fire Service as appropriate.
- No-one is to re-enter the building until authorised to do so by the senior member of College staff present, or in their absence by the Fire Brigade.
- Fire Evacuation Procedures are implemented and followed in accordance with Appendix 1 to the Critical Incident Policy.