



# Llandoverly College

CO-EDUCATIONAL DAY AND  
BOARDING SCHOOL FOR BOYS AND GIRLS AGES 3 - 18  
SITUATED IN THE TOWN OF LLANDOVERLY  
IN RURAL CARMARTHENSHIRE

## FIRE AND EVACUATION POLICY

Rev: 1121



## **Introduction**

The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the College in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. This policy, procedures and risk assessment at Llandovery College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

## **Role of the Fire Safety Officer**

The Operations & Facilities Manager (or in his absence the Deputy Warden) is the designated School Fire Safety Manager, who is responsible for ensuring that:

- the fire safety policy is kept under regular review by Governors and the SLT
- the fire safety policy is promulgated to the entire school community
- everyone in the College (including visitors) are given clear evacuation instructions
- fire induction training is given to all staff and pupils
- procedures for emergency evacuation are regularly tested and lessons absorbed
- fire risk assessments are regularly reviewed and updated
- fire prevention measures are meticulously followed
- records are kept of all fire practices
- certificates for the maintenance of fire-fighting systems and equipment are kept.

## **Emergency Evacuation Notice**

1. All staff, pupils and visitors are shown nearest alarm points
2. If you are responsible for a class, make pupils leave quietly and in an orderly fashion
3. Shut doors and windows behind you and proceed to the nearest Assembly Point
4. Summon the Emergency Services if necessary
5. Wait at Assembly Point for further instruction.

*On no account should anyone return to any burning building until given permission by the Fire and Emergency Services.*

## **Briefing new Staff and Pupils**

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the College's emergency evacuation procedures. Emergency exits and escape routes are highlighted and Assembly Points explained. Fire action notices are displayed on the walls of rooms and in corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike - is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

## **Summoning the Fire Brigade**

The main Reception is staffed between 8.30am and 5pm Monday-Friday and 8.30am and 12pm Saturdays in term-time and weekdays during half terms and holidays apart from the Christmas and Easter public holidays.

There are fire control panels in the following locations:

- Main Building
- Llanofor
- Prep School
- Science Block

Appropriate staff are always given advance warning of fire practices/testing. If the fire alarm goes off for any other reason, the staff have standing instructions to clear the buildings and summon the Emergency Services if so required.

The Operations & Facilities Manager ensures that at least one member of the team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The agreed stand-in member of staff has instructions to summon the Emergency Services if the alarms go off outside the hours that the Reception is staffed (unless warned of a planned fire practice).

## **Visitors and Contractors**

All visitors and contractors are required to sign in at the main Reception, where they are issued with a visitor's badge as well as standard Fire Safety and Emergency Procedures. The badge should be worn at all times that they are on College property. When large numbers of visitors are at the School for Open Days, plays, concerts, exhibitions for example, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. The College has one to one induction on fire safety for any disabled visitors

## **Fire Practices**

The College holds at least one fire practice every term for the main College, Prep school and all boarding Houses (night-time evacuation). This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens throughout the buildings helps to ensure that the College can be safely evacuated in the event of a fire.

## **Fire Prevention**

We have the following fire prevention measures in place at Llandovery College:

### Escape Routes and Emergency Exits

- Unless regulations state otherwise there are at least two escape routes in all buildings
- Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells
- On professional advice extinguishers and detectors are installed throughout the campus
- Alarms sound in most parts of the buildings
- Staff are allocated responsibility to ensure that escape routes are clear
- Testing all fire alarms takes place on a weekly basis
- An ISO9001 certified/BAFE approved contractor carries out:
  - o Six monthly professional checks
  - o An annual service of all fire prevention equipment
- Records of all tests are kept in the Operations & Facilities Manager's office
- Plans showing the location of gas and electricity shut off points have been given to the fire service, who have visited the College with fire crews to walk through operational procedures. The College has made, and continues to make its buildings and premises available to the fire service for training purposes.

### Electrical Safety

- The College has current electrical test certificates for all new electrical work carried out
- Regular portable appliance testing takes place
- Records of all tests are kept in the Operations & Facilities Manager's office
- Appropriate staff check that all equipment is switched off at the end of the school day

### Lightning Protection

- Lightning protection and earthing on the main building that houses sleeping accommodation conforms to BS 6651-1999. It is tested by a specialist contractor

### Gas Safety

- All gas appliances are regularly and professionally serviced
- Landlord's gas safety certificates are held as necessary
- All kitchen equipment is switched off at the end of service
- Records of all tests are kept in the Operations & Facilities Manager's office

### Safe Storage

- flammable materials are stored and secured appropriately
- weapons and ammunition are stored and secured appropriately

#### Rubbish and Combustible Materials

- flammable rubbish is stored away from buildings in the secured rubbish compound
- combustible materials are stored appropriately

### **Letting or Hiring the College**

Standard contractual terms used for letting and hiring the College cover fire safety and specifies that the hirer should certify that they have read and understood this policy. There is a designated on duty/call person when the College is let or hired for an outside function or event.

### **Fire Risk Assessment**

The College's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

Llandovery College has an independent Fire Risk Assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

A copy of Llandovery College's Fire Risk Assessment is on the College's network and held at the Reception also. Any comments or suggestions for improvement are always welcome. All staff should ensure that they read the sections that are relevant to them.

## EVACUATION

When fire alarms are activated (during normal school day working hours) the immediate response is to follow a **evacuation procedure**

1. Everyone must know that they need to evacuate the building(s) (staff available should do their best to ensure rooms/buildings are cleared) through all available fire escape routes and congregate at the assembly point (Astro turf in designated area) **Mobile contact needs to be made with House mobiles and the Prep School notifying them of a whole school evacuation and alarms should be raised in all Houses and other areas with alarm systems. Runners must be sent to all outlying buildings as necessary and (if safe) alarms activated in all buildings.**
2. Reception staff will bring all roll call and visitor lists, high visibility jacket and mobile phone and will issue to the most senior member of staff available (**it could be you**). This person will then assume control of the situation (the jacket may be passed to more senior individuals as personnel become available). All staff to take instruction from the designated person in charge wearing the high visibility jacket
3. Priority of action by the person in charge is to establish (as soon as possible) that the building to the best of their knowledge has been cleared and to also ensure that no one else enters the building apart from any assigned or designated personnel (Fire Wardens). The best way to do this is to assign other responsible adults to check the building (but do not put anyone else in danger) and to assign staff to the entrance preventing re-entry
4. Roll calls taken on the Astro, the objective being to account for as many individuals as possible.

**All instruction and control is given by high visibility jacket wearer. The order to disband or return to normal can only be given by this person.**