12a and 12b Fire Risk Assessment and Fire Procedures Policy
Truro School and Truro School Prep

A copy of this policy is published in the following area:
The school's website

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Created by: Charles Fraser Operations Manager
Reviewed by: Kieran Topping Chief Operating Officer

1.   Scope

1.1   This guidance is applicable to all premises under the control of the Schools and details the approach to the control of risk for fire.

2.   Objectives

2.1   To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the Schools to comply with their duties under the Regulatory Reform (Fire Safety) Order 2005.

3.   Responsible Person

3.1   The Responsible Person for Truro School and Truro School Prep is the respective Head.

3.2   As the Responsible Person they will, either directly or through appropriate staff members on their behalf:

Ensure a Fire Risk Assessment of the premises is carried out and reviewed regularly

Tell staff about the risks which have been identified

Put in place, and maintain, appropriate fire safety measures

Plan for an emergency

Provide staff with information, fire safety instruction and training

4.   Guidance

4.1   The School has in place procedures for:
- carrying out fire risk assessments.
- preventing fires.
- evacuation in the event of a fire.
- maintaining and checking all fire detection, alarm and fighting systems.

The Operations Manager and Support Services Manager have responsibility for maintaining and ensuring the local implementation of the School's fire procedures.

5.   Fire Risk Assessment

5.1   All of the Schools premises will be subject to a fire risk assessment. This will be conducted by an external consultant. The person undertaking the assessment will liaise closely with Heads of Department and Subject Co-ordinators.

5.2   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.

5.3   A copy of the fire risk assessment report will be available on site (from the Operations Manager and Support Services Manager) and employees' attention brought to any hazards found in the assessment.

5.4   Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

5.5   Regular assessments will be made by staff, including the Fire Marshals, Director of Estates Manager, Facilities Manager, Support Services Manager and Operations Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

6.   Fire Detection

6.1   Each of the School premises have adequate means of fire detection. The detection equipment will be maintained and regularly checked by an external consultant.

7.   Fire Alarm

7.1   Each of the School premises has an adequate means of raising the alarm in the event of fire.

7.2   The fire alarm system in each school is tested weekly with the date and time made known and recorded. This will be managed by the Director of Estates and Support Services Manager. The alarm will be activated using a different call point each week.

7.3   The fire alarm system will be serviced biannually by a competent contractor.

7.4   Records of these tests and servicing are maintained in a fire log book held by the Director of Estates and Support Services Manager.

8.   Fire Fighting Equipment

8.1   The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

8.2   Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system.

9.   Emergency Lighting

9.1   Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

9.2   Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test will be conducted by a competent electrician.

9.3   Records of testing and servicing of emergency lights will be maintained by the Director of Estates and Support Services Manager.

10.   Emergency procedures

10.1   Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and are accessible on the school intranet.

10.2   Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

10.3   There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

10.4 The means of escape will be regularly inspected by the Director of Estates and Support Services Manager to ensure they are kept clear of obstructions and tripping hazards.

10.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff, pupils and visitors a Personal Emergency Evacuation Plan will be developed by the Operations Manager as notified.

10.6 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 Senior Fire Warden and Deputy Head of Prep in line with the School's fire evacuation plan. It is the responsibility of the Fire Officer (Operations Manager and Support Services Manager) to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

10.7 The Truro School Office is staffed between 8.00am and 5.00pm during weekdays throughout term time and 8.00am to 4.00pm during non term time less public holidays and Christmas closedown. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located outside the school office, in the Graham Smith block, Burrell Theatre, Assembly Hall and the SBA. The alarm is linked directly to, and monitored by, an Alarm Monitoring company who will contact the Caretaker or key holding company when an alarm is activated and Cornwall Fire and Rescue Service if they get no response from either of these. They are always given advanced warning of fire practices. A Caretaker or a key holding company is on duty or on call 24 hours a day, 7 days a week, including public holidays.

10.8 The Truro School Prep School Office is staffed between 8.00am and 4.30pm during term time and only occasionally during school holidays. The master panel that shows the location of all the alarm call points on the networked alarm system is in the entrance to the Main School building. There are also panels in the Pre Prep, Millennium building and Lovett Hall. The alarm is linked directly to, and monitored by, an Alarm Monitoring company who will contact the Caretaker or key holding company when an alarm is activated and Cornwall Fire and Rescue Service if they get no response from either of these. They are always given advanced warning of fire practices. A Caretaker or a key holding company is on duty or on call 24 hours a day, 7 days a week, including public holidays.

10.9 Fire drills will be held at the beginning of every term at each School. Boarding Houses will conduct separate fire drills at the beginning of each term with one each year being during 'silent hours'.

10.10 Written records of fire evacuation drills will be maintained in the fire log book which is kept by the Operations Manager and Support Services Manager.

11. Fire Training

11.1 Staff will undertake Fire Safety Awareness on an annual basis and Fire Warden training every 3 years which will include:
- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes.

11.2 Where applicable Boarding staff and Caretakers will receive specialist training on the use of fire extinguishers.

11.3 Pupils will be informed of exits and escape routes.

11.4 Fire Wardens will be trained in:
- emergency evacuation procedures.
- use of fire extinguishers.
- emergency procedures.
- how to spot fire hazards.

11.5 Visitors and contractors:
- on arrival at either School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- for events with large numbers of attendees, such as open days and concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

12. Fire Prevention

12.1 Both Schools 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 Operations Manager, Director of Estates, Support Services, Heads of Department and Subject Co-ordinators will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials and hazardous substances.

- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.

- Maintain awareness through training and refresher training of the preventative steps that need to be taken.

- Consult regularly with the Fire marshals.

- Include fire prevention and evacuation procedures during the induction process with all new starters.

- Pay close attention to the activities of contractors as appropriate.

13.   Fire Records

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