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SHERBORNE

Fire Safety Manual

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1. Introduction

(The term Sherborne School includes Sherborne International, Sherborne School (Trading) Ltd, Sherborne School (Leisure) Ltd and Sherborne Preparatory School.)

This manual is the comprehensive guide to fire safety arrangements at Sherborne School, it sets out the arrangements in place to ensure compliance with the Regulatory Reform (Fire Safety) Order (RR(FS)O) 2005 and other fire safety requirements specific to education and sleeping accommodation.

Relevant parts of this manual appear in, The School Staff Handbook, School Health & Safety Policy and Building Fire Safety Logbooks.

1.1 Policy

As a School we must ensure that all staff and pupils are aware of the importance of fire safety. The School has a responsibility to put in place fire precautions which will ensure, as far as is reasonably practicable, the safety of staff and ensure that our pupils, visitors, and contractors are included in these arrangements. In the event of fire, the highest priority will be given to the safeguarding of life.

All staff with must read, understand, and demonstrate compliance with this policy, commensurate with their level of responsibility.

1.2 General Principles

Heads of Departments, Line Managers and all those with a supervisory role are to instruct and supervise their staff to ensure that:

1. All employees are provided with and understand the relevant Fire Plan of action attached at the annexes when they start their employment.
2. Have an appropriate knowledge of this policy.
3. They are proactive in responding to fire risk by referral to their supervisor.
4. No waste material is burnt on the premises.
5. Highly flammable liquids are stored & used in compliance with legislation.
6. Smoking in School Buildings is not permitted.
7. All visitors and any others for whom they are responsible for when working on the School premises, are to be provided with the relevant fire safety information when they arrive.
8. All visitors observe school safety precautions and disabled visitors are accompanied at all times.
9. No pupil may use a naked flame unless under direct and close supervision by a member of staff whilst on school premises.

2. Responsibilities and Actions Required

2.1 Governors

The Chairman of the Board of Governors is the `Responsible Person` with regard to Fire Safety. The Governors direct that the Headmaster shall ensure that the arrangements in this manual are carried out.

2.2 Headmaster / Chief Executive Officer

The Headmaster is responsible through the School Safety Officer (Bursar) for ensuring that the School Fire Safety Officer's instructions are carried out by all persons at the School.

2.3 Bursar

The Bursar as School Safety Officer and Chair of the School Health & Safety Committee will receive reports on fire safety from the School Fire Safety Officer. The committee will act as a forum for consultation on Fire Safety Matters. The Bursar will ensure that all persons with responsibilities referred to in this manual have the necessary resources to fulfil their duties.

Important Note: School Holidays - as detailed in the [Schools Critical Incident plan](#), during School holidays, it might be necessary for the Bursar or appointed Deputy to take control of a major fire incident, co-opting senior academic assistance as available and appropriate. Before the start of each main holiday period the Bursary Manager will coordinate the compilation of a schedule of senior staff availability and contact numbers, which will be available in the Bursary and in the Lodge.

2.4 Director of Operations / Director of Short Courses

The Director of Operations and the Director of Short Courses will ensure that fire drills are conducted to a predetermined programme agreed with the School Fire Safety Officer.

2.5 School Fire Safety Officer

The Operations Bursar is appointed as School Fire Safety Officer to Sherborne School; they will promote an active and effective fire safety culture in the School. They have executive authority within the School and are responsible to the School Safety Officer. In practice this means that the School Fire Safety Officer can take action to prevent danger when there is an immediate serious risk to life or property.

They shall liaise with the Fire Service and maintain this manual in accordance with their recommendations and all relevant legislation. The Estates department will maintain up to date scale drawings of all premises showing fire safety arrangements and ensure that fire risk assessments are prepared and regularly reviewed (as suitable to risk level and use) for all School Buildings, to satisfy the needs of the Fire Service.

Particular duties of the School Fire Safety Officer are:

- In the event of a fire to appoint a member of their team as Fire Incident Controller to organise assistance and provide salvage advice to the Fire Service.
- To prepare a fire safety training syllabus and training programme for all School Staff, and to see that it is delivered
- To arrange and control adequate means of detection, alarm, escape, firefighting equipment, emergency lighting and signs on all School premises. These arrangements are to be inspected, maintained, and tested in accordance with the requirements of the School insurers, best practice, and the relevant British Standards. (Copies of these standards are kept at Sherborne Schools Estates)
- To nominate other persons to take fire safety responsibilities
- To provide reports on fire safety to the Health & Safety Committee and ensure that the Headmaster is informed on Fire Safety matters
- To view and audit records of Fire Logbooks, drills, and inspection, maintenance, and testing documents.

The Fire Safety Officer is also to ensure that.

- All building work carried out by the Estates department or contractors is carried out without causing fire.
- All hot work is controlled through use of a hot works permit.
- Adequate fire safety measures are taken during special events and lettings
- Building work complies with the Fire Safety requirements of the Building Regulations by consultation with West Dorset Building Control and Building Completion Certificates issued by them.

2.6 Health and Safety Advisor

The Health and Safety Advisor is required to support the School Fire Safety Officer, School Safety Officer, Operations Director, and Director Short Courses in fulfilling their duties with regards to School fire arrangements. The nature of these duties will be determined by the level of risk posed and likely assistance required in any given situation. The Health and Safety Advisor will also ensure suitable and sufficient arrangements are in place with regard to fire safety for any special event held by the School (other than Offsite activities – these are the responsibility of the event organiser)

2.7 Fire Marshals

Each building within the School (except for very small, low risk or intermittently used buildings) will have at least one designated fire marshal.

Fire marshals are specifically trained in fire safety awareness, fire prevention and protection measures and are familiar with the differing types of fire extinguishers / fire blankets found within the School.

Fire marshals will also complete regular fire evacuation practices within their respective buildings and will, after hearing the alarm, gather their tabard, sweep the building along with other trained staff and make their way to the designated assembly point to wait for occupants to report to them.

Actions in the event of an unexpected alarm

In addition to the above, in the event of an unexpected alarm sounding, where there are no signs of fire or smoke, the fire marshal will check the fire alarm panel, if safe to do so, to confirm the zone location and to see whether it is a single or multiple point activation.

Single point activation

- Check zone and which point has activated on the fire panel, dependent on type this might be indicated by lights or text.
- Confirm location on zone chart next to fire panel
- Proceed with **caution** to the zone, checking as you go for signs of a fire. – If call point activated this will be easily identifiable by looking at call point, if detector has been activated, a small flashing red diode/strobe or flashing light will be visible.
- If you are able to confirm there is **NO** fire, once all occupants have exited safely reset the call point if this was the activation, silence the alarm at the panel, silence the panel buzzer then reset the panel.
- Confirm false alarm to HoD and Custos and allow building to be occupied.

Note: If at any point a fire is suspected, withdraw to a safe location, and call the fire service.

Multi Point Activation

- Confirm fire panel is showing multiple fire activations.

Note: Due to the risk of being cut off by fires whilst investigating multipoint activations within the same building, they should be treated as real fires until confirmed otherwise.

Actions in the event of a real fire, the fire marshal should:

- Sound the fire alarm if not already sounding.
- Gather their tabard, sweep the building along with other trained staff.
- Fight the fire **only if safe to do so** or / then
- Leave the area quickly, 'sweeping' for occupants (to ensure that the building is empty) and closing doors as they go.
- Ensure pupils are evacuating the building in silence so they are able to follow instructions given by adults.
- Check fire zone and which points have been activated on the fire panel, dependent on type this might be indicated by lights or text.
- Confirm locations on zone chart next to fire panel.
- The Fire Service will wish to see fire plans of the building and hence **if safe to do so**, the fire log should be picked up as the building is exited.

- Call the fire service at the **first safe moment once out of the affected building**.
- Make their way to the designated assembly point to wait for occupants to report to them.
- Call Custos / Estates Department to inform them of a fire and of the necessity to bring plans (if the fire log is not present)

Note: In the case of a major fire it is probable that the Schools Critical Incident Plan will be activated. The Operations Bursar or their nominated deputy will then attend site and assume the role of Forward Control at the Scene of Incident and liaise with the local authority emergency services.

The fire marshal / Forward Controller should report to all staff members at the assembly point and decisions should be made on the most sensible course of action for the evacuated staff and pupils. Every effort should be made to account for all possible pupils, staff and visitors who may have been in the building as this will have to be reported to the Fire Service upon arrival.

The fire marshal should remain in place until the Fire Service has arrived. The fire alarm must be left sounding until the Fire Service has confirmed an all clear.

2.8 Lead Fire Marshal (Nominated Managers)

This role normally falls to the Head of Department or their nominated deputy. Lead Fire marshals are responsible for completing the Fire Log for each building which includes regular and specific checks of our main fire protection and prevention systems, including periodic visual checks to ensure that:

- Fire Panel is functioning correctly.
- Fire Extinguishers are in place and not tampered with.
- Fire Escape routes are kept clear and free of flammable materials.
- Fire Doors are all fully self-closing or where appropriate locked shut.
- Fire Escape Stairs, including any external stairs are safe and kept free of slipping or tripping hazards.
- Security against arson is maintained
- Any evidence of smoking is reported.
- There are no obstructions that would prevent any electro-magnetic door holders closing properly.
- Escape lighting is functioning correctly.
- Electrical appliances are unplugged where appropriate.

The log should also contain the evacuation plan and drawings of the building layout. These logs are audited, depending on risk level (between every 6 and 12 months) by the School Fire Safety Officer or Health and Safety Advisor to ensure that checks are being completed and that fire marshals are able to carry out their role with confidence.

Lead Fire marshals should also complete regular fire evacuation practices within their respective buildings in accordance with the predetermined programme as directed by the School Fire Safety Officer and the Director of Operations / Director of Short Courses.

2.9 Housemaster / Housemistress

The Housemaster / Housemistress is the person with overall responsibility for fire safety in each House. They are to instruct the pupils in his / her House on fire safety precautions and actions in the event of a fire. They also required to set a leading personal example with regard to fire awareness and prevention and protection measures and is to ensure that all staff members attached to the House follow this lead.

Each Housemaster / Housemistress is to conduct fire drills in his / her House during the first week of each term. During the first term of the academic year the drill is to take place at night or early in the morning. He / she shall ensure that matters which prevent the efficient evacuation of the House are resolved immediately. Each Housemaster / Housemistress is to ensure that the House fire log is maintained by the lead fire marshal.

For specific duties over and above those already listed in this Policy please see Annex C Housemasters' / Housemistress Fire Safety Code.

2.10 Housekeeper / Matron

The Housekeeper / Matron or their nominated deputy is normally selected as the lead fire marshal within each house. In addition to the responsibilities already listed against this role they are also to instruct House domestic staff on fire safety precautions and actions in the event of a fire.

For specific duties over and above those already listed in this Policy please see Annex C Housemasters' / Housemistress Fire Safety Code.

2.11 Heads of Departments and those Responsible for School Activities

Heads of Department and school activities are responsible to the Headmaster for ensuring that the work of their department or activity is carefully controlled to reduce the risk of fire to the lowest reasonable level. This includes all matters related to fire, including issues such as storage, the use of chemicals, portable room heaters and heat producing processes.

They are also responsible for ensuring that the building fire log is maintained by the lead fire marshal, and that regular fire evacuation practices are taking within their respective buildings, in accordance with the predetermined programme as directed by the School Fire Safety Officer and the Director of Operations/ Director of Short Courses.

Note: Where buildings are shared by more than one department it is important that close liaison is maintained and areas of responsibility are clearly understood, particularly in the event of a building evacuation.

2.12 Teaching Staff

At all times, when responsible for pupils whether on School premises or off site, all teaching staff are to:

- Be familiar with the Fire Notices and any arrangements specific to their department or activity, i.e., escape routes and assembly points.
- Instruct the pupils as to the location of the assembly point and the fire exits.
- Indicate the location of Fire Alarm call points, explain when and how to use them.
- Respond instantly to any fire drill or alarm - set an exemplary personal example.
- Minimise the risk of fire.
- Report anything likely to cause fire, which in your opinion is not being controlled, to the School Fire Safety Officer if on site, or the relevant person if off site.

Note: In the event of a fire, teaching staff must follow the guidelines shown under Annex A

2.13 Support Staff

Support staff should:

- Be familiar with the Fire Notices and any arrangements specific to their department or activity, i.e., escape routes and assembly points.
- Be aware of the location of the assembly point and the fire exits.
- Be aware of the location of Fire Alarm call points and how to use them.
- Respond instantly to any fire drill or alarm.
- Minimise the risk of fire.
- Report anything likely to cause fire, which in your opinion is not being controlled, to the School Fire Safety Officer.

Note: In the event of a fire, support staff must follow the guidelines shown under Annex B

2.14 Events Manager

The Events Manager shall ensure that appropriate fire safety arrangements are in place for the hire of School facilities including the letting of boarding houses outside of term times. They will liaise with the School Insurers and ensure that their recommendations are implemented.

The Events Manager will coordinate fire safety briefs prior to the handover of buildings, commensurate with the level of risk. For overnight accommodation this should include operation of the fire alarm system, actions in the event of an alarm activation or fire, safe evacuation routes and the location of the fire assembly points.

2.15 Head of HR

The Head of HR shall be informed of all recorded fire safety training of staff to ensure that records are up to date.

3. Staff Training

The Regulatory Reform (Fire Safety) Order (RR(FS)O) 2005 places a requirement for adequate training in Fire Safety on the employer. Appropriate training / information is to be given to all staff and pupils in our buildings.

In building / house initial and refresher Fire Safety Training delivered by the Lead Fire Marshal / Nominated Manager or their nominated deputy, shall include the following matters:

- Location of the Assembly Point.
- Location and method of operation of Fire Alarm Call points.
- Action to be taken on discovery of Fire.
- Action to be taken on hearing the fire alarm.
- Care of Visitors.
- How to call the Fire Service.
- Fire Escape Routes.
- How to operate first aid firefighting equipment (this training not to be given to pupils).
- The various methods for opening fire doors.
- The importance of not propping open fire doors.
- The importance of keeping fire exits clear.
- The building rules for use of electrical equipment and naked flames.
- The need for vigilance against arson.
- If applicable, power isolation, equipment, gas cylinder / supply or hazardous process shut down (this training not to be given to pupils).

Note: All new staff should receive initial fire safety training on their first day of their employment as part of their health and safety induction.

In addition to the practical training describe above all staff are also required to complete the iHasco Fire Awareness Training in Education Module which covers the following:

- Fire in Schools
- Fire Safety Signage
- Fire Hazards
- Emergency Procedures and Fire Action Plans
- Different Classes of fire and Which Fire Extinguishers are Used for Each Class.

Heads of Department / Line Managers are responsible for identifying those staff that need initial and refresher training and where necessary will be expected to re-organise working hours to enable staff to complete it.

The HR department along with the Health and Safety Advisor will coordinate the delivery of the online fire awareness training and will record completion.

3.1 Additional Training for Fire Marshals

Staff selected as Fire Marshals receive additional theory and practical training. They are required to initially complete the iHasco Fire Warden Training in Education Module which covers the following:

- Background into How Fire Spreads and How to Reduce the Risks
- Fire Prevention and The Role of The Fire Marshal and Fire Risk Assessments

- Fire Evacuation Including Human Behaviour and Importance of Planning and Conducting Fire Evacuation Drills
- Fire Extinguishers and How to Operate Them
- Legislation Including The (RR(FS)O) 2005

Heads of Department / Line Managers are responsible for identifying those staff that need initial and refresher training and where necessary will be expected to re-organise working hours to enable staff to complete it.

The HR department along with the Health and Safety Advisor will coordinate the delivery of the online fire marshal training and will record completion.

Records of initial fire safety induction training and refresher training for Fire Marshals delivered by the Lead Fire Marshal / Nominated Manager, Fire Safety Officer or the Health and Safety Advisor should be recorded in the building fire safety logbook. Evidence of training should include participation in fire evacuations, conducting periodic tests, fire panel familiarisation, staff fire safety briefings, evaluation of fire drills etc.

3.2 Additional Training for Lead Fire Marshals

As previously stated, Lead Fire Marshals or their nominated deputies have additional responsibilities including completing the Fire log and conducting fire evacuation drills. They are normally trained by the outgoing Lead Fire Marshal, if for whatever reason a direct handover of responsibilities is not possible then they should contact the Fire Safety Officer or the Health and Safety Advisor for advice.

4. Associated Documents

- Fire Safety logbooks.
- Fire plans and fire risk assessments held by Estates department.
- Fire systems test, inspection and maintenance records held by the Estates department.
- Copy of fire training records held by HR.

ANNEX A - FIRE PLAN OF ACTION FOR TEACHING STAFF

Any member of staff conducting a class or activity with a group of pupils will automatically assume the role of **Fire Marshal** for that group. He / she will be responsible for checking the membership of that group at the start of the class or activity.

- Any staff and pupils can activate the fire alarm system, if necessary, e.g., by breaking the glass on a call point, to alert occupants to the presence of fire.
- Staff who are trained to use a portable fire extinguisher / fire blanket, **without the risk of causing personal danger** to staff or pupils, may do so. However, safe evacuation of the pupils under your care should be your first priority.
- Everyone must be familiar with the escape routes from rooms or departments and with the normal assembly point after evacuation.

IF YOU DISCOVER A FIRE

1. Sound the nearest fire alarm immediately.
2. Organise the evacuation of the room and close the door behind you.
Do not try to collect personal possessions. Do not take risks.
3. Proceed with the group to your assembly point, ensuring that you conduct a 'sweep' as you leave the building, checking for persons in rooms and closing doors and windows as you go if safe to do so.
4. Evacuate to the designated assembly point for the building and summon the Fire Service at the first safe moment out of the affected building, by dialling 999 and asking for the Fire Service.
When they reply advise that there is a fire at and give precise and relevant information.
5. You should then call the School Custodians on **07785 568450** and report the fire.
6. Call the roll.
7. Do not re-enter the building until given permission to do so by the Fire Service or The Schools Incident Officer.

IF YOU HEAR A FIRE ALARM:

1. Immediately organise the evacuation of the group from the room and close the door behind you.
Do not try to collect personal possessions. Do not take risks.
2. Proceed with the group to your assembly point, ensuring that you conduct a 'sweep' as you leave the building, checking for persons in rooms and closing doors and windows as you go if safe to do so.
3. Evacuate to the designated assembly point for the building. Establish whether a member of the group has called 999 to report a fire. If no evidence of fire is discovered, please call the School Custodians on **07785 568450**.
4. Call the roll.
5. Do not re-enter the building until given permission to do so by a fire marshal.

ANNEX B - FIRE PLAN OF ACTION FOR SUPPORT STAFF

IF YOU DISCOVER A FIRE

1. Sound the nearest fire alarm immediately.
2. If the fire is small enough to tackle and you have been trained to do so, attack the fire using the appropriate fire-fighting equipment provided. However, your safety should be your first priority.
3. Evacuate the building taking visitors with you to the designated assembly point. **Do not try to collect personal possessions. Do not take risks.** If you are fire marshal trained conduct a 'sweep' as you leave by checking for persons in rooms and closing doors and windows as you go if safe to do so.
4. Summon the Fire Service at the first safe moment out of the affected building, by dialling 999 and asking for the Fire Service. When they reply advise that there is a fire at and give precise and relevant information.
5. You should then call the School Custodians on **07785 568450** and report the fire.
6. Do not re-enter the building until given permission to do so by the Fire Service or The Schools Incident Officer.

Note: It could be that other staff have already called the fire service, but this might not always be the case, and it is better to over report than not report at all.

IF YOU HEAR A FIRE ALARM:

1. Evacuate the building taking visitors with you to the designated assembly point. Do not try to collect personal possessions. Do not take risks. If you are fire marshal trained conduct a 'sweep' as you leave by checking for persons in rooms and closing doors and windows as you go if safe to do so.
2. Establish whether a member of staff has called 999 to report a fire. If no evidence of fire is discovered, please call the School Custodians on **07785 568450**.
3. Do not re-enter the building until given permission to do so by a fire marshal.

ANNEX C

Housemasters' / Housemistress Fire Safety Code

[The Regulatory Reform \(Fire Safety\) Order 2005](#) has made fire risk assessment a legal requirement. Fire risk assessments (FRAs) are designed to ensure that controllers of buildings, such as Sherborne School have looked carefully at the management of fire prevention and protection in their buildings. Within buildings such as Boarding Houses, we take extra care to ensure that the level of risk is met with an increased protection level. We aim to prevent fires from starting and to protect against the effects of fires should they break out.

Boarding House Fire Risk Assessments are organised by the Schools Fire Officer and are completed by either an external Fire Safety Consultant or the Schools Health and Safety Advisor. The results of these [FRAs are published on SharePoint](#) along with recommended remedial [Action Plans](#). It is important that Housemasters familiarise themselves with the outcomes of these assessments and liaise with the Schools Fire Officer to ensure that any remedial action that is deemed necessary by the School is completed in a timely manner.

The School bases its Fire Safety ethos on "Life Risk First", and that is why we focus on our automated fire alarm systems for early notification of a problem, allowing safe and rapid, fire evacuations in a matter of minutes in the event of the alarm sounding. Many of the recommended actions in the Boarding House FRAs Action Plans relate to reducing "Property Risk" which although still very important, to reduce any costs, or any interruption to education, associated with a fire, it is secondary to Life Risk.

The purpose of this code is to complement the Fire Risk Assessments and the [Schools Fire Safety Manual](#) and also to draw attention to some particular areas of concern that have been noted in the past.

The Housemaster is the person with overall responsibility for fire safety in each House. They must ensure that the following procedures are strictly enforced.

Fire awareness for new pupils and staff

New staff and pupils must be alerted to fire exit routes and fire precautions upon first entry into the House. Fire evacuations should be held within the first few days of each term to ensure that all new pupils and staff are aware of how to evacuate the Boarding House safely and as a refresher for those returning. In the Michaelmas term the evacuation should be planned to take place during silent hours between 22.00 – 07.00. These evacuations should not be conducted without notice as this introduces its own health and safety risks, pupils and staff should be notified a test will be taking place at some point, but the specific time can be withheld.

High risk items

Certain items are not allowed to be brought into Boarding Houses by pupils for personal use – these are as follows:

- Kettle / Coffee machines
- Rice cooker
- Iron

- Fridge
- Mini fridge
- Toaster
- Heater
- Fan
- Electric blanket
- Microwave oven
- Non-British standard transformer

Pupils, where age appropriate, are provided with toasters, kettles, and microwaves within kitchens to ensure that more extensive cooking of food does not occur. Other items on the list are included due to their increased fire risk, either from electrical issues due to their likely placement within rooms (such as fridges within wardrobes) or from their tendency to be left on (electric blankets). This list of prohibited items is not exhaustive and should be added to if any worrying items are found. Advice can be taken from the Health and Safety Advisor or the Estates Department.

Visual checks on pupils permitted electrical items.

The school trains our Housemen to carry out visual checks on permitted personal electrical items as they enter the school. These checks should be completed at the beginning of term and whenever pupils bring in new electrical items. Pupils should be reminded of the importance of showing any new items brought into the Matron, for the Houseman's attention.

Restrictions on the use of multiple plug sockets.

Multiple electric socket adaptors which allow two or three plugs to use a single socket must not be used. Instead, additional plugs are more safely provided by means of a short multi-socket extension lead, which ensure that only a single plug attaches to the wall and is not likely to work itself loose. Connecting more than one extension lead to another is not good practice as it encourages people to plug in more and more items. In this case, a longer extension lead should be used, or alternatively an additional plug socket fixed.

Door wedges

Boarding Houses are considered to be higher risk buildings due to their residential nature. Fire doors are one of the main protective devices used to prevent the spread of fire and smoke, but they will only work if they are closed, or can close in the event of a fire. Door wedges therefore may only be used with the following controls:

- The Services Manager, Housekeepers, Matrons, Housemasters, Assistant Housemasters, Assistant Matrons and Resident Tutors are the only staff permitted to issue door wedges. All wedges must be assigned to a 'competent person' and that person's name noted on the wedge. The above-named staff are responsible for ensuring that the use of door wedges is kept to an absolute minimum and their proper use monitored.
- A door wedge should only be used out of necessity and as a temporary measure, e.g. to hold open a door for ease of floor cleaning. Once the person leaves the immediate area, the wedge must be removed.

- The 'competent person' must remove the wedge immediately after use and not leave open doors unattended at any time.
- They are to be removed immediately if the fire alarm sounds prior to vacating the building.

Draped clothing / material

- Must not fall in front of or sit on top of electrical appliances, sockets, wiring or equipment such as lights, desk lamps, or musical equipment.
- Must never be placed next to a heat source.
- Must not be attached to walls (except on a pinboard) or ceilings.

Fire Safety logbooks

Fire safety checks are completed by House staff and recorded in the fire safety logbooks contained within the Fire Safety documents cabinet. These checks are completed by various trained fire marshals within the building, including Housemen, in order to ensure that management control remains in place. Fire evacuations are also recorded in this logbook.

Although the responsibility for completion and recording of the fire safety checks can be delegated by the Housemaster, they remain accountable for the oversight of them, and therefore should periodically check that they are being completed correctly. In addition, the Fire logbooks are subject to an internal audit every 6 months by either the Operations Bursar (as School Fire Officer) or by the Health and Safety Advisor.

Reviewed by the Fire Safety Officer February 2023

ANNEX D

Fire Safety Briefing Document for Partners of Resident Staff

1. Aim

This document is aimed at partners of Housemasters / Housemistress` and Resident Tutors who live in boarding house accommodation. It sets out to provide you with practical advice on how to maintain fire safety within your accommodation.

2. Systems

All boarding houses are equipped with various means of alerting the occupants of a fire situation, either automatically or manually. These include, manual call points, smoke and / or heat detectors and audible and / or visual sounders. These are in place to ensure that everyone is alerted as soon as possible to any danger, so that they can evacuate to a place of safety at the earliest opportunity. You must make sure that you are familiar with the systems within your private accommodation and the location of your fire assembly point.

4. Calling the Local Authority Fire and Rescue Service

None of the systems will automatically call the local authority fire and rescue service. The person who first discovers the fire must do that, stating clearly where and what they have seen. These details are on the emergency notices displayed around the boarding house.

4. Fighting the Fire

There are various types of extinguishers and fire blankets in the boarding house, and some might be located in your private accommodation. They are provided only for persons who have been trained to use them, and only then, to tackle a fire in its very early stages and always ensuring they put their own and other people's safety first. If there is the slightest doubt or uncertainty about tackling the fire evacuate the building immediately and call the local authority fire and rescue service.

5. Fire Evacuation

If you discover fire or smoke, or if the fire alarm goes off, for example during an evacuation drill or real fire (but not during a planned fire alarm test) please gather those you are responsible for and leave by the safest and quickest route, closing all doors behind you. Once outside go straight to the fire assembly point and wait for further instructions. You must wait there until you have been informed that it is safe to return to your residence, either by the one of the Schools' fire marshals or the local authority fire and rescue service.

6. Your responsibility

If you have children, they are of course your main responsibility, together with any visitors you may have. Your support in monitoring general fire safety during lettings and at other times is appreciated, please inform your partner if you see any risk.

7. Reducing the risk

- Unplug electrical items such as TVs overnight.

- Avoid using the washing machine / dishwasher / tumble drier unattended or during the night.
- Do not smoke inside the property.
- Ensure that you check your own electrical items regularly for possible damage to the item, cord, or plug. Use fused extension leads not multi adaptors. Electrical items owned by the School will be PAT tested through Sherborne Schools' Estates.
- Keep flammable items such as cooking oil containers and tea cloths away from the cooker.
- Do not leave candles unattended or place on vulnerable surfaces such as loudspeakers. Please refrain from using tea lights as these pose a significant fire hazard.
- Operate BBQs at least 3m from fences, and structures, and seek advice on storage of BBQ gas if required.
- Never leave matches or other fire lighting items near children.
- Do not leave young children unattended in kitchens.
- Do not obstruct or tamper with any fire safety systems, such as sensors or sounders.

8. Plan an escape route

- Plan an escape route and make sure everyone knows how to escape.
- Count how many doors you might need to go through to escape. It can be hard to see in smoke and you might become confused about where you are.
- Keep all exits clear, even communal areas.
- Keep fire doors closed. They help to slow down the spread of fire and will give you extra time to get out.
- Keep door and window keys where everyone can find them.

9. Further questions

If you have any questions or concerns, please contact the Health and Safety Advisor (Sherborne Group) or the Operations Bursar.

Reviewed by the Fire Safety Officer April 2023

ANNEX E

Use of Door Wedges in Boarding Houses

Boarding Houses are considered to be higher risk buildings due to their residential nature. Fire doors are a really important element of the Schools' fire safety strategy. Used correctly, they stop fires from escalating, giving people time to escape and the local authority fire and rescue service time to attend and potentially save our building.

They are designed to automatically close behind you and are one of the main protective devices used to prevent the spread of fire and toxic smoke into escapes routes, corridors, stairwells and other rooms within the house.

They are manufactured to withstand fire for a minimum of 30 minutes, but they will only work if they are closed, or can close in the event of a fire. Door wedges therefore may only be used with the following controls:

Housekeeper / Matrons, Housemasters / Housemistress`, Assistant House Matrons and Resident Tutors and the Services Manager are the only staff permitted to issue door wedges. All wedges must be assigned to a 'competent person' and that person's name noted on the wedge.

- The above-named staff are responsible for ensuring that the use of door wedges is kept to an absolute minimum and their proper use monitored.
- A door wedge should only be used out of necessity and as a temporary measure, e.g. to hold open a door for ease of floor cleaning. The wedge must be removed if the person leaves the immediate area.
- The 'competent person' must remove the wedge immediately after use and not leave open doors unattended at any time.
- They are to be removed immediately if the fire alarm sounds, prior to vacating the building.

Note: In this instance a 'competent person' is deemed to be someone who has the training, skills, experience, and knowledge to perform the task safely.

Reviewed by the Fire Safety Officer April 2023

ANNEX F

Commercial Lets

Training of Personnel On arrival at Sherborne School, the two nominated 'Responsible Persons' for each boarding accommodation or building will receive a fire brief from either the School Fire Safety Officer, School Health and Safety advisor or an authorised trained person from Sherborne's Events Team.

For boarding accommodation, the school will require these nominated persons to have completed Fire Marshal training prior to arriving at the school or on arrival. The school will require to see their certification/ask them to sign the fire marshal training record before the start of the let. On their arrival at school, they will be made aware of the following:

- **The action to be taken in the event of a fire.**
- **The action to be taken in the event you are aware of a false activation.**
- **The sound and operation of the alarm system.**
- **Assembly points.**
- **Actions to be carried out on meeting the Fire Service.**
- **Daily checks to ensure fire escape routes and final exits are kept clear.**

A fire drill will be carried out by the School Fire Safety Officer or nominated School representative during the first 24hrs of the group arriving. A record is to be kept of this fire briefing and the drill carried out.

Full details can be found in the "Commercial Let's Fire Safety Manual

ANNEX G:

Fire Assembly Points at Sherborne School

These are all to be used in the event of an evacuation. In the event of a real fire, persons should be prepared to move away from these areas to allow for firefighting and extended safe distances.

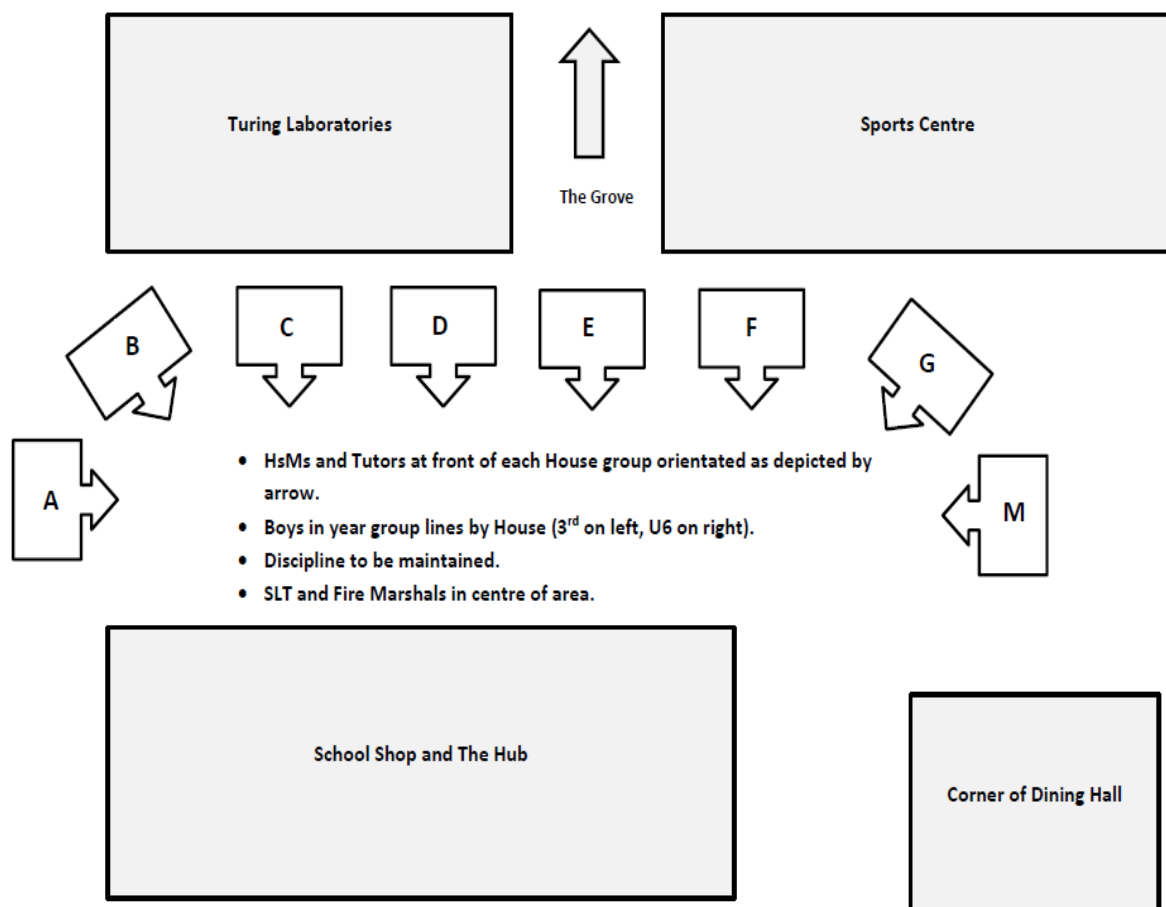
Note One: During construction works additional temporary fire assembly points might need to be created, staff will be informed of any changes to their normal assembly points via the appropriate channels.

Note Two: During out of term time Boarding House lets additional temporary fire assembly points and alternate fire escape routes might need to be created in some Houses, due to restricted access to some parts of the building and grounds. The person in charge of the let is to ensure that any changes to the normal escape routes are communicated to the occupiers and that fire action notices within the property are updated to indicate the new temporary fire assembly point location.

Building / area at SS	Assembly point
Bursary	In front of the Sports Centre
Sports Centre	The Courts (Sports staff assemble separately)
Medlycott	In the Courts in front of the BSR
The Music School	In front of the Sports Centre
Powell Theatre	In the Courts in front of the BSR
BSR	In front of the Sports Centre
Courts (north side)	In front of the Sports Centre
The School Shop/The Hub	Lawn In front of The Grove
Pilkington	Far end of the Minibus Carpark
D&T	Far side of Devitt Court
Carrington	In front of the Sports Centre
Turing	In front of the Sports Centre
HM Block	In the Courts in front of the BSR
Library	In the Courts in front of the BSR
Chapel	In front of the Sports Centre
Bow House	In the Courts in front of the BSR
English	In front of the Sports Centre
Dining Hall	The Courts (catering staff assemble separately)
The Grove	In front of the Sports Centre
West Lodge	Far end of the Minibus Carpark
Old Art School	Grassed area to the rear of Abbots Acre
Health Centre	Grassed area to the rear of Abbots Acre
Custos	In front of the Bursary
Estates	Grassed area to the rear of Abbots Acre
Hyle Farm Units	In the Hughie Holmes car park
Upper Pavilion / Buildings	Grassed area at the far end of the carpark
Careys Pavilion	On the field in front of the Pavilion
Abbots Acre	In front of the Music School

Drama School	Abbots Acre car park
School House	In the Courts in front of the BSR
The Green	Front Lawn
Abbey House	Powell Theatre Garden
Abbeylands	Abbeylands garden
Cutlers	Outside of the Powell Theatre
Harper House	House Lawn
Wallace House	Front Lawn
Lyon House	Barge Yard
The Digby	Main Lawn

In the event of a mass practiced evacuation, there may be less space than would usually be available in the event of a real individual building fire. The schematic below shows an example of how a whole School evacuation could be organised using the Assembly Point in front of the Sports Centre. The actual configuration will be dependent on circumstance and the number of people involved.



ANNEX H

Fire Assembly Procedures at Sherborne International

For all fire drills / evacuations on the International campus, pupils must walk in silence to the basketball court.

A fully up to date attendance list will be kept with the fire logs.

If the fire alarm goes off in lesson time, teachers must accompany the class they are teaching onto the basketball court. Teachers must stand facing them. The first of the Academic Manager / Pastoral Lead / Director of Short Courses / Senior Tutor (Short Course Leads) to arrive on the basketball court will hold the overall responsibility for checking off the register.

If the fire alarm goes off during house time and there is no (Short Course Lead) present, the most senior member of the boarding staff will take responsibility.

All staff who are in school whenever the fire alarm goes off must assemble on the basketball court, not outside the classroom block. They must place themselves with classes or do anything else necessary to ensure that everything proceeds in the right way.

Separate arrangements are made for members of staff or pupils who are physically unable to go onto the basketball court.

If an exam is taking place when the fire alarm goes off, candidates must evacuate the exam room in silence. It is therefore important that all pupils, not just those coming from the exam, be silent. All fire drills, regardless of whether or not they coincide with exams, must be conducted in silence. Staff must enforce this and also set an example by being silent themselves. Similarly, mobile phone use is not permitted. Pupils are informed of this system as part of their induction.

ANNEX J

Fire Assembly Procedures at Sherborne Preparatory School

Fire Drills

A fire drill will be carried out in the boarding house during the first week of every term, one of these drills must be during the hours of 21.00-07.00.

Fire Plan of Action

Actions to be carried out by the Assistant Bursar / Deputy Head (Co-Curricular) on hearing the fire alarm during the hours of 08.15 – 17.00hrs: -

1. On hearing the fire alarm, the Assistant Bursar / Deputy Head (Co-curricular) moves to the Upper Netball Court.
2. They should bring with them the clipboard with a current list of class timings, a class list, a room use timetable, and the table of mains gas taps and electricity switches help in their office.
3. During the school day the School Receptionist will hand out accurate registers to the teacher's responsible for the forms / classes at the assembly point so they can account for every pupil.
4. If there are any signs of a fire, they should call 999 emergency services followed by Custos.
5. When everyone is accounted for, the drill is complete and only then does the Assistant Bursar / Deputy Head Co-curricular instruct that the alarm is to be switched off (assuming it to be a planned drill or it is established that there is no fire).
6. The Assistant Bursar / Deputy Head Co-curricular takes notes of timings and action points and includes them in the Fire Logbook for Acreman which s/he records promptly.
7. If a drill or false alarm, that the alarm be switched off and the all-clear to return to classrooms.

Area	Supply	Mains Switch Location
Netherton House	Electricity	Girls' Changing Rooms: section nearest to kitchen
	Gas	Girls' Changing Rooms: section with toilets off
Pre-Prep	Electricity	Pre-Prep Boiler Room (or same as Netherton)
	Gas	Pre-Prep Boiler Room (or same as Netherton)
Nursery	Electricity	Store cupboard in Nursery classroom
	Gas	Pre-Prep Boiler Room
Science and D&T	Electricity	Science Prep Room above shelves opposite windows
	Gas	Science Prep Room cupboard to right of boiler
Acreman House	Electricity	Power Room / Cleaning Store
	Gas	Meter cupboard under kitchen window (outside access)
North Wing	Electricity	Junior Science end wall (sub-main fed from Nursery)
Sports Hall	Electricity	Sports Hall Boiler Room (sub-main)
	Gas	Meter cupboard inside fenced area

Action on hearing the alarm between the hours of 17.00 and 08.15

The Director of Boarding will act as the School Fire Officer until the Assistant Bursar / Deputy Head Co-Curricular or the Group Fire Safety Officer arrives:

Need to include that this will be delegated at times to Deputy HM on a Tuesday as this is HMs day off

1. On hearing the fire alarm, The Director of Boarding (DOB) / Resident staff member (RS) checks each dorm and ensures each bed is empty closing the doors behind.
2. Pupils make their way to the assembly point in silence and stand in dorm groups.
3. DOB/RS accounts for all pupils.
4. If there are any signs of fire dial 999 for emergency services and then Custos.
5. If safe to do so they should check the fire panel and investigate
6. If a drill or false alarm, take notes of timings and action points to record in the fire logbook and inform the Assistant Bursar within 24 hours.

Assembly Points at SPS

Building / area	Fire Marshal	Assembly Point
Acreman	Director of Boarding	Upper Netball Courts Line up in Form groups, alphabetical order Year 8 to the East
Pre-Prep	Head of Pre-Prep	Upper Netball Courts
Nursery	Nursery Teacher	Upper Netball Courts
Science & DT	Head of Science or DT	Upper Netball Courts
Netherton	Head of Music	Upper Netball Courts
Bursary	Assistant Bursar	Upper Netball Courts