



Rossall

INSPIRING EXCELLENCE

FIRE POLICY

SLT Lead: Director of Operations	Date Reviewed: Lent 2024
Circulation: Council, SLT and Common Room	Next Review: Lent 2025
Requirement: Mandatory	Revision/ New policy: New Policy
Ratified by Council	Date:

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Section 1: Policy Statement

**The safe evacuation of all staff, pupils and visitors is the main priority.
Protection to property is secondary.**

The safety of students, staff, visitors and contractors working at the School is of paramount importance to Rossall School and is given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur; our staff are well trained in procedures for safe evacuation and the mitigation of damage.

Rossall School recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all reasonably practicable steps to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Rossall School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This policy document covers all properties owned and managed by Rossall School, excluding domestic residential properties on the site.

Rossall School is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005 including amendments to Article 24. The School will also act with due regard to the guidance contained in the HM Government Fire Safety Risk Assessment guides relating to: Educational Premises, Sleeping Accommodation, Offices and Shops, Small and Medium Places of Assembly; and Theatres, Cinemas and Similar Premises.

At the same time, the School recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

Rossall School will take all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- establishing and managing a fire risk assessment
- managing and maintaining its premises so as to adequately control the risk from fire;
- maintaining adequate fire precautions, with reference to:
 - means of detection and giving warning of fire
 - provision of means of escape
 - means of fighting fire
 - training of staff
- providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work;
- making adequate provision for the control of fire in work processes, including the control of hot working;
- keeping suitable and sufficient records;

- providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- making adequate resources available to meet the requirements of this policy.

Enforcement

Lancashire Fire and rescue service enforce fire precautions and legislation in this area. It is important that Fire Risk Assessments for all school premises are available on site for inspection by an Enforcing Officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not be suitable and sufficient. Last visit was July 2023.

Policy Aims

The aims of this policy are:

- to establish and maintain consistency across the School in the management of fire safety and fire precautions;
- to set minimum standards of fire safety, to control the risk from fire;
- to describe the School's arrangements for managing fire safety.

To achieve these aims the School will implement a system involving:

- policies and procedures that are clear and safe;
- allocation of responsibilities;
- fire safety audits
- fire risk assessment;
- communication of safe procedures to staff;
- operation and maintenance of effective monitoring and review systems;
- provision of appropriate information, instruction and training to staff, pupils and visitors.

This policy will be reviewed annually

Section 2: Responsibilities

Fire Safety Policy Makers

The Head, Director of Operations, Bursar, H&S committee and Council have overall responsibility for:

- Strategic implementation, enforcement, and regular review of this policy.
- Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- Establishing strategies to implement policy and integrating these into general business activity.
- Ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- Agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- Ensuring that, at Council level, there is full consideration of the resource provision necessary across the School for the implementation of the Fire Safety Policy and that there is sufficient information available for legal responsibilities to be carried out.

- Ensuring that this policy is strictly observed and monitored by way of consultation between employee and School management representatives at School Health & Safety Committee meetings.
- Ensuring that the performance of the School in relation to fire safety management is audited and that appropriate action is undertaken.
- Seeking advice and receiving reports from the Head of Site Management & Safety as appropriate, and taking action as necessary.
- Ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.
- Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.
- The Director of Operations is required to report to the Council as necessary on fire safety matters.
- Provide adequate resources from allocated budgets to meet their responsibilities under this Policy
- Review performance and audit the Fire Safety Policy.

Fire Safety Manager (Responsible person)

The Head of Site Management & Safety is the designated School Fire Safety Manager, who is responsible for ensuring that:

- Manage (including fire safety arrangements) all buildings within the School.
- Ensure everyone in the school (including visitors and contractors) is given clear instructions on where they should go in the event of a fire.
- Ensuring procedures for emergency evacuation are regularly tested and alterations are made if deemed necessary.
- Ensuring Fire risk assessments are undertaken, reviewed and updated at least annually. If there are significant changes to the premises, occupancy or work practices that could impact upon fire safety and the means of escape the RA will be updated.
- Ensure fire prevention measures are meticulously followed
- Bring to the attention of the Head, Director of Operations, Bursar and Council, any aspect of the Policy that is not achievable together with the reason(s), in order that appropriate action can be determined and undertaken.
- Ensure records keeping is completed for all matters relating to Fire Safety.
- These include records of:
 - ✓ details of the fire alarm and records of testing and maintenance
 - ✓ records of routine fire safety monitoring checks
 - ✓ records of fire drills and staff training
 - ✓ records of testing and maintenance of fire-fighting equipment
 - ✓ records of testing and maintenance of emergency lighting
 - ✓ records of monthly fire audits
- Ensure the 'fire map' of the school premises, showing places of high risk and the precautions put in place by the school. Copies of these maps are brought to the attention of all employees and others who may be affected by:
 - posting a copy of the fire map on notice boards by the fire panels;
 - bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;

- Ensuring at least one trained Fire Marshal in every building and boarding house.
- Maintain staff's level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required
- Implement all relevant fire safety legislation and guidance within the School.
- Manage the development of an Evacuation Plan specific to the School, test the effectiveness of that plan and ensure staff are made aware of its contents.
- Be accountable for the implementation of this Policy, and arrangements made under it.
- Ensure that responsibilities for fire safety are properly assigned and understood by employees.
- Ensure that there is communication and participation at all levels in fire safety matters.
- Ensure that fire safety audits are carried out, with results being acted upon appropriately.
- Monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- Receive reports of fire incidents and near misses; investigate and report findings to the Health & Safety Committee and Council as required.
- Interpret fire safety legislation in the context of the School and provide pertinent and meaningful guidance, information and advice on fire safety issues.
- Liaise with the Fire and Rescue Service and other appropriate bodies as necessary.
- Inform Council and the Health & Safety Committee of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

Fire Marshals

The school will ensure that a sufficient number of staff are designated Fire Marshals. All Fire Marshals are 'competent persons' who have been trained to provide assistance in evacuating buildings in the event of a fire; they may have specific duties for evacuating pupils and are not responsible for fighting fires.

There should be at least one trained Fire Marshal for every area of the school. Fire Marshals will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers
- how to spot fire hazards.
- the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive annual refresher training. A list of trained Fire Marshals, and their allocated areas is can be found in Appendix A

All Staff

Employees will:

- Not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc.
- Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety.
- Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others during a fire emergency..
- Report (on an Accident Report Form) all incidents and any near misses, which result in the potential outbreak of fire.

- Assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire.
- Attend all training courses / briefings covering fire safety as requested.
- Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the School.

Additional Roles within the school

Maintenance, House Parents, Head of Departments:

- Assist in routine testing of fire safety equipment (e.g. fire alarms and emergency lighting), and provide information and guidance as required.
- Undertake Fire Safety Audits (see example as Appendix B to this Policy) and identify further measures required to adequately control risk from fire.

Section 3 FIRE SAFETY PROCEDURES

PROCEDURE IN THE EVENT OF A FIRE

The following advice is given to all staff, pupils and visitors.

1. If you discover a fire, operate the nearest fire call point by breaking the glass.
2. If you hear the alarm, leave the building by the nearest exit and make your way to the assembly point.
3. If you are responsible for pupils, evacuate the building in silence, escort them to the assembly point, and take a register.
4. Fire wardens will sweep the area.
5. Close all doors and windows if practical.
6. The Head of Site Management & Safety or a member of SLE will summon the emergency services as necessary.
7. Remain at the assembly point until the all-clear sign is given.
8. DO NOT attempt to extinguish the fire unless the fire is blocking your exit.
9. DO NOT re-enter the building until it is advised that it is safe to do so.
10. ALWAYS KNOW:
 - i. Your evacuation route and nearest fire exit.
 - ii. The nearest fire alarm point.
 - iii. The nearest fire extinguisher.
 - iv. The assembly points.
11. A summary of the Evacuation Procedure is contained in the Evacuation Notices located throughout the school

Only the buildings which have alarms going off need to evacuate.

WRITTEN EMERGENCY PROCEDURES

Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

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. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix C

The school makes sure there is adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

BRIEFING NEW STAFF AND PUPILS

All new staff (teaching, maintenance and support staff) and all new pupils are given a briefing on the school's emergency evacuation procedures as part of their induction into the school. They are shown where the emergency exits and escape routes are located, together with the assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors. All new staff and pupils are made aware of these notices and the action they should take on hearing an alarm. All staff will be given annual fire awareness training.

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 Director of Operations at the evaluation point. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor/contractor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice on the back of their badge.

When large numbers of visitors are at the school for events such as open days, plays, concerts, exhibitions, 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 and the assembly area.

DISABLED STUDENTS AND STAFF

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Head of Site Management & Safety when notified.

FIRE DRILL PRACTICES

Fire practices are held at least termly. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals, helps to ensure the school can be safely evacuated in the event of a fire.

Fire Practices for Boarding Houses are held during times when full occupancy of the House can be assured. A 'roll call' is used to account for all boarders who should be present in the House at the time of the drill.

In addition to the termly practises an annual fire practise will happen during sleeping hours for boarders. Attendance will be recorded for the afterhours fire practices to make sure that those flexi/weekly boarders who were not in attendance are informed of the process and issues that arose from the practice. The date will be chosen with the highest number of boarders possible in attendance.

Fire alarms and drills are recorded in the appropriate fire registers held by the Head of Site Management & Safety in their office. Action where appropriate will be taken on issues which arise as a result of a fire, fire alarm or drill.

ASSEMBLY POINTS

A plan of all Rossall School Fire Assembly Points (see Appendix D) is positioned near to a final exit door in each School building. In the same area is a 'Fire Action' sign stating the procedure to adopt on hearing the School fire alarm. It is the responsibility of each person using the room or area to be familiar with these instructions and the exit routes available. If any of these signs are missing or unreadable, the Health & Safety Manager should be notified immediately. Students and visitors should be led out to muster at the relevant Fire Assembly Point.

Nursing staff will check that students in the Medical Centre are evacuated. The Catering Manager or Supervisor in charge will check off personnel on duty at their Fire Assembly Point.

The School Matron and Caretakers should report directly to the Head of Site Management & Safety, as their assistance will be needed to check where the fire is from the main alarm board in the building the fire is within or to direct the Fire & Rescue Service to the area of the fire.

All students are reminded regularly that if they are out of the classroom at the time of a fire alarm they should leave the building by the nearest safe exit and **proceed to the Fire Assembly Point for the building that they were in at the time of the alarm.**

Other adults, who are in School on a regular or casual basis, including peripatetic teachers, are made aware of the procedures for evacuation of the building by the teacher responsible for them. The Deputy Head keeps all supply teachers informed.

SUMMONING THE FIRE BRIGADE

The Head of Site Management & Safety and Senior Executive Leadership Team are always given advance warning of Fire Practices, during which the Emergency Services must not be summoned.

During the normal school day, in the event of a fire, it is the duty of the Head of Site Management & Safety/Member or SLE to summon the Emergency Services. Overnight and at weekends, this duty is performed by the on duty member of SLE or the Caretaker.

The school office is staffed between 8.00am and 6.00pm during weekdays during term time. In the half term and other holidays, apart from the Christmas holidays, the office is staffed 9am – 5pm.

The school is aware that the armoury is linked to the armed police. If this is activated the Armed response force will be notified immediately.

FIRE RISK ASSESSMENTS

The school has started a rolling program where at least every three years a site fire risk assessment is conducted by an external fire consultancy. The first buildings were completed in January 2024. These are reviewed by the Head of Site Management & Safety and the Director of Operations and any remedial actions identified, costed and recorded against the school's programme of works. All of the school premises will be subject to a fire risk assessment.

Risk Assessments for all school buildings are reviewed on an annual basis by the Head of Site Management & Safety and the Director of Operations or in the event of significant changes to the building or their usage.

Reports on Fire Risk Assessments are made to the Governors via the Health and Safety Committee. A copy of the fire risk assessment reports can be found on the Shared drive and an annotated version can be found in the Head of Site Management & Safety's office of the Risk Assessments. Any hazards found in the assessment are brought to the attention of the employees.

The School's Fire Risk Assessment will:

- Identify people at risk – pupils, staff and visitors.
- Identify hazards, including sources of ignition, fuel, flammable materials
- Assign levels of fire risk severity (low/medium/high) to every part of the school
- Review fire protection measures, such as extinguishers, lighting and alarms
- Review Fire Safety Procedures and Arrangements
- Check testing and maintenance of fire equipment etc.
- Review Fire Practice reports
- List recommendations to reduce/eliminate risks and actions required
- Ensure the provision of adequately trained staff
- Records and reports findings.

The fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementation control measure and safe systems of work.

Nightly and morning checks are done by the boarding staff, caretaker and security to ensure that the walkways are kept clear of obstructions and tripping hazards.

The Fire Risk Assessment for each building and the site was carried out by the Head of Site Management & Safety on 30 July 2023.

Section 4 Fire Prevention Measures

In addition to the Fire Risk Assessments above, the school has the following fire prevention measures in place. The detection equipment is maintained and regularly checked by a competent person.

Fire Alarms and Call Points

All of the fire panels are fitted with an uninterrupted power supply (UPS) and indicates the location of an activated fire detection device or alarm. None of the fire panels are linked with the fire services.

Boarding Houses

Each Boarding house has a fire panel within their building connected to call points across the house. Pelican house is linked to Golf, and Wren is linked to the Kitchen Dining room.

Prep School and Pre Prep

Each building is fitted with a fire panel located on the wall by the front entrance.

CCF and Swimming Pool

The fire panel is located just inside the main entrance of CCF. If the armoury is alarmed, when the panel activates, the sounds and vibrations will set off the armoury alarm which will mean an emergency response team will be sent to school.

Museum Theatre and Music

The fire panel located in the entrance of Museum Theatre

Chapel is link to Rossall Kitchen

The chapel is linked to the Rosskitchen panel which is located outside the toilets

Farrell Building/Jackson/Science/The Hall

These buildings have their own panel.

Testing and Servicing of alarms and call points

The fire alarm system will be serviced six monthly by a competent contractor (e.g., ISO 9001 / BAFE). Records of these tests and servicing are maintained in a fire log book held by the Head of Site Management & Safety

The fire alarm system in each location is to be tested weekly with the date and the time known. This will be managed by the Head of Site Management & Safety. The alarm will be activated using a different activator point each week, where this is reasonably practical. Records of these tests are held by the Head of Site Management & Safety

Maintenance and Caretaking

The School 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 Bursar, Maintenance, Head Caretaker and Heads of Department will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

- 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; and
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

Monthly Fire Safety Audits

Houseparents / Heads of Department make regular checks of fire control panels and the operation of emergency lighting as part of their Monthly Fire Safety Audits (Appendix B)

Emergency Lighting

- All stairs, passages and emergency exits are illuminated by emergency lighting.
- All areas of the school have emergency lighting in place
- Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Head of Site Management & Safety.
- Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- Records of testing and servicing of emergency lights will be maintained by the Head of Site Management & Safety, by way of monthly audits.

Escape Routes and Emergency Exits

- Escape routes and emergency exits are clearly marked throughout the school buildings and are regularly checked to maintain access.
- All boarding areas, and most other areas located above ground level, have at least two escape routes.

Fire Extinguishers, Heat/Smoke Detectors, Door Closers & Call Points

- Appropriate Fire extinguishers, smoke/heat detectors, fire hose and call points are located in every building in accordance with the recommendations of our professional advisors. This is determined from the fire risk assessment.
- Heat/smoke control systems are located in all boarding accommodation.
- Automatic door closures activated by fire alarms are fitted on doors in or leading onto escape routes.
- Fire extinguishers and detectors will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

Fire Notices

- Fire notices and evacuation signs are displayed in every classroom, common rooms and corridors.
- Standard notices are fixed above all fire extinguishers describing the type.

Keeping fire routes and exits clear at all times

- All staff are responsible for ensuring that escape routes and exits are kept clear at all times.
- The Head of Site Management & Safety and Caretaker are responsible for reporting and acting on any obstructions.

Displays, Rubbish and Combustible Materials

- Displays in corridors, classrooms and boarding should not pose a fire risk.
- Flammable rubbish is stored in designated areas.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in secure conditions.
- Boarding staff are responsible for regular checks of boarding areas.

Smoking

- A no smoking policy applies to the whole of the school site.

Service Testing and Record Keeping

The Head of Site Management & Safety is responsible for the maintenance, servicing and testing of the following:

- Fire Alarm system and call points
- Heat/Smoke detectors
- Automatic door closures
- Fire Extinguishers, fire hoses and fire suppressant systems
- Emergency lighting
- Monthly audits

All maintenance, service and testing records are kept by the Head of Site Management & Safety.

Section 5: Additional Management Information

Use of School facilities under a lettings agreement

A copy of this policy will be provided as part of the information provided to each letting. During the induction process the fire procedures will be explained.

Any electrical equipment brought onto School premises must comply with current safety requirements and must only be used by competent people. PAT testing can be done by a member of the maintenance team if required.

Events held at the School

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- Be identifiable
- Ensure no overcrowding
- Keep exits and gangways clear
- Be aware of the needs of the disabled.

The School operates a NO SMOKING policy, including when there is use of the School during an event or under a lettings agreement.

Insurance cover

The school is insured. Insurance issues are to be raised with the Bursar's Department. The Head & Bursar will liaise with the loss adjuster to organise the settlement of any insurance claim.

Historic Buildings and Artefacts

The Head of Site Management & Safety will liaise with Officers of Lancashire Fire & Rescue Service regarding the school buildings and artefacts within the School that are regarded as being of historical importance.

Lancashire Fire & Rescue Service holds an inventory of these items and in the event of a fire they will attempt to preserve as many of these as they can. The preservation of historical items is considered to be of secondary importance; the preservation of life and safeguarding against injury is, of course, considered to be the primary concern. An extract of the HM Government guide on Fire Risk Assessment relating to Historic Buildings can be found in Appendix E.

Training and information

All staff receive training in fire awareness and safety. This training covers:

- Actions to take if you discover a fire
- Action on hearing an alarm
- Awareness about fire and fire prevention within the school.

This training is given through staff professions development program, online courses and through the performing of Fire Practices (Drills).

Pupils receive training on their exits and escape routes from their teachers and Boarding house parents.

Fire Wardens receive training in the safe performing of their responsibilities. Their training will include:

- 1) emergency evacuation procedures
- 2) use of fire extinguishers; emergency procedures; and
- 3) how to spot fire hazards
- 4) the provision of "safety assistance" in the event of a fire.

This training will be updated annually.

Appendix A - Fire Marshals

		Area	HOD & HSP's
			Fire Marshall ANNUAL
WRIGHT, Sharon A	SENFT	Dolphin	30/10/2023
WINCHESTER, Carla G	SENFT	Pelican	28/07/2023
WALKER, Christine J	SENFT	Science	14/09/2023
WALKER-REID, Rebecca A	TEACHSUP	Pool/CCF building	09/10/2023
TURNER, Matthew J	JUNFT	Prep School	31/10/2023
TURNER, Gemma M	MEDICAL	Medical and Porritt	13/09/2023
TRIPPIER, Alison	INFFT	Nursery and Pre Prep	14/11/2023
SMITH / PERCIVAL, Sarah L	SENFT	Science	26/08/2023
SIMPSON, Alexandra I	NURSY	Nursery and Pre Prep	13/09/2023
SCHWAB, Melanie	REL	REL/Estates/Data	01/11/2023
ROWE, Jacqueline (Bud)	SENFT	Wren/Library	17/09/2023
ROWE, Charles E	SENFT	Wren	17/09/2023
ROBINSON, Sophie	SENFT	Sports Hall	19/09/2023
ROBERTSON, Nicholas J	SENFT	Dragon	11/07/2023
ROBERTS, Sam	SENFT	MF	15/09/2023
QUARTERMAIN, Jeremy	G ADMIN	The Hall	18/08/2023
POWELL, Ben	SENFT	Farrell / Richardson rooms	22/10/2023
PENTELOW, Nicola R	SENFT	SE	27/11/2023
PEARSON, Victoria	LABS	Science	13/09/2023
MOORE, Jennifer L	SENFT	Science	27/08/2023
MILLINGTON, Andrew D	SENFT	Science	14/09/2023
MALLABAND, Philip H	SENFT	Farrell / RS	17/09/2023
MAIDMENT, Jessica E	SENFT	Dragon/Dolphin	28/08/2023
MADDOCK, Tanja	TEACHSUP	Anchor	30/08/2023
MADDOCK, Marcus	TEACHSUP	Anchor	09/11/2023
LOUGHRAN, Heather	H CAT	Dinning room/Kitchen	23/11/2023
LISTER, Nick	Astronomy	Astronomy	16/09/2023
LEUNG, Lizzie	SENFT	Music	14/07/2023
LEACH, Kirsty A	SENFT	Farell/Maths	23/09/2023

KELLY, Michael J	SENFT	Sports Hall	14/09/2023
JAMES, Clare L	SENFT	RossKitchen	29/08/2023
HUTCHINSON, Ky M	SENFT	Science	29/08/2023
HOLDSWORTH, Michael	SENFT	Museum Theatre	03/11/2023
HEMMINGS, Stuart	TEACHSUP	Golf	13/11/2023
HEAP, LAURA	SENFT	Art/Jackson	01/09/2023
HAYES, TIMOTHY R	PROP GRD	Grounds	02/11/2023
HALLAS, Nichola A	SENFT	DT/Jackson	27/08/2023
GAIR, Lee	SENFT	Anchor	27/09/2023
GAIR, Helen L	TEACHSUP	Anchor	12/10/2023
FLETCHER, Timothy	H CAT	Kitchen/Dining Room	03/10/2023
FITZHERBERT-BROCKHOLES, Hugh	SENFT	Jackson	27/08/2023
FAIRHURST, Joanne	ISCFT	Farrell/ EAI	18/09/2023
FAIRHURST Anthony	SENFT	Hall	18/09/2023
DIXON, Mark I	SENFT	Pelican	22/11/2023
CROSSLEY, Doreen	H HOUSE	Housekeeping	19/10/2023
CROPPER, Jack F	SENFT	Sports Hall	22/11/2023
CRADDOCK, Kieran L	SENFT	Dragon	19/08/2023
COLLINS, William G	SENFT	Farrell	30/10/2023
CLARKE, David	SENFT	History/Farrell	01/09/2023
CAWKWELL, Adam	MARK UK	Music	16/09/2023
CASSIDY, Samuel	SENFT	MF	27/08/2023
CASSIDY, Elizabeth F	SENFT	Learning Support	02/11/2023
CAPSTICK, STEPHANIE R	G ADMIN	Hall	03/11/2023
BROADHEAD, Nicholas W	SENFT	Farrell /Eco Bus	14/10/2023
BRADBURN, Jill	SENFT	Rose	30/10/2023
BARNES, Oliver W	SENFT	SE	28/08/2023
BAKER, Simon J	SENFT	MC	30/10/2023
ANDERSON, Elizabeth	LABS	Science	14/9/2023
COX, Lee	MAN	Maintenance	29/9/23
JOHNSON, Valerie	HH HOUSE	MF	17/01/24
BAINES, Tina	HH HOUSE	Pelican	17/01/24
EGAR, Heather	HH HOUSE	MC	15/01/24

WHITELEY, Dawn	HH HOUSE	SE	17/01/24
KEENAN, Lisa	HH HOUSE	Rose	17/01/24
STEVENS, Julie	HH HOUSE	Wren	12/01/24
ECCLESHARE, Carol	HH HOUSE	Dolphin	17/01/24
BENNETT, Sarah	HH HOUSE	Dragon	15/01/24
HENIGAN, Michaela	HH HOUSE	Anchor	13/01/24
Currently Retraining			
Lindsay, David	CCF	CCF	
KIRKBRIDE, Sean	H HOUSE	Square House	
SMITH, Katharine	H HOUSE	Housekeeping	
BRADBURN, Peter	SENFT	Rose	
DIXON, Kerstin	SENFT	Pelican	
CROMBIE, Nick	SENFT	6th form	
GOODES, Ellie	SENFT	Rose	
GERGORY, James	SENFT	MF	

Appendix B - Fire Safety Audit Template

	Health, Safety and Fire Monthly Audit Sheet	Controlled Document Issue: 6 Section: 3.13 Page: 1 of 3 Appendix O
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Department / House:	Date:
Name of Person Completing audit:	

Please check and ensure that the following points are answered, any discrepancies to be reported in the comment section & once completed this form is to be sent to Estates H&S Dept. immediately.

Fire Safety ISI Requirement

Has a fire evacuation taken place this term?	
Have you carried out an emergency evacuation during the past month?	
If you have answered yes above, have you submitted appropriate form?	

Fire extinguishers ISI Requirement

Extinguishers are housed in appropriate locations & are of good state of repair? <i>(i.e. is needle on gauge in green zone, pins/seals unbroken, cover on correctly)</i>	
Extinguishers are easily accessible and are unobstructed in any way?	

Fire Escape Routes ISI Requirement

Emergency exit routes are clearly signposted and free from obstructions?	
Fire doors close fully and there are (flush) and no gaps are on the door frame?	
Fire doors are kept closed at all times (not wedged open)?	
Final Fire doors on all escape routes, are kept secure at all times?	

Fire Safety Signs & Notices ISI Requirement

Ensure Fire Safety notices & signs are clearly visible and not defaced or obscured?	
'Fire Action' notices in place and do they indicate the location of Fire Assembly Point?	

Fire Exits ISI Requirement

Final exits from buildings clear of obstructions, both inside and outside the building?	
Can emergency exits be opened without the use of a key?	
Do Fire Exits lead to a place of safety?	
Fire Assembly Point is clearly identifiable & is it in a clear safe area away from traffic?	

Emergency Lighting ISI Requirement

Is all emergency lighting working correctly?	
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Smoke & Heat Detection Equipment

All smoke and or heat detection equipment is free of obstructions?	
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Health, Safety and Fire Monthly Audit Sheet

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Appendix O

Heating Equipment

Are heaters, flues, vents and hot pipes clear of furniture, clothing, paper or other combustible materials?	
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Electrical Equipment

All electric cables tidy, of good repair and free from trip hazards?	
All extension cables fully extended (uncoiled) and routed safely?	
Is there evidence of multi electrical adaptors from one socket outlet?	
Has any portable equipment requiring a PAT been identified this month? <i>(Please provide description and location on a maintenance request).</i>	

General Housekeeping

Ensure all flooring is in good state of repair and no trip hazards.	
Ensure all work, recreational areas are kept with a good state of repair.	
Is the no smoking policy seen to be working?	
Are packing and stationery materials securely contained and stored?	
Are flammable materials stored in a secure and appropriate location?	
Is combustible waste safely stored away from heat sources and disposed of regularly?	

Accident Reporting

Have any accidents occurred within this area during the past month?	
If so How many? <small>(Place number in Box)</small>	
Have these accidents been reported and have you completed the accident form?	
If you answer NO to the above question please ensure you complete an accident form.	
Have these accidents been investigated & the report submitted to health & safety dept.?	

Maintenance Repairs

Ensure that any repairs or general maintenance requests required within this area have been submitted online. maintenance@rossall.org.uk	
Are all window restrictors in place correctly functioning? <i>(Please note room number of any missing restrictors on a maintenance request).</i>	

Form completed by:		Position:		Date:	
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The Estates Department will keep a copy of this form for their records. The auditor should forward the completed form, signed* and dated to The Estates Department; healthandsafety@rossall.org.uk

Ref: W14.1

Please highlight any issues or concerns you have in the 'comments' section below.

Appendix C: Evacuation Notices

WHAT TO DO IN CASE OF FIRE

On hearing the Fire Alarm

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**
3. **LEAVE** room as directed by staff
(closing windows and doors where possible if safe to do so).
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK** to assembly area by a safe route.
6. **ASSEMBLE** in form / house groups to await further instruction.

SHOULD YOU DISCOVER A FIRE

REPORT IMMEDIATELY to the nearest House parent and/or the school office.



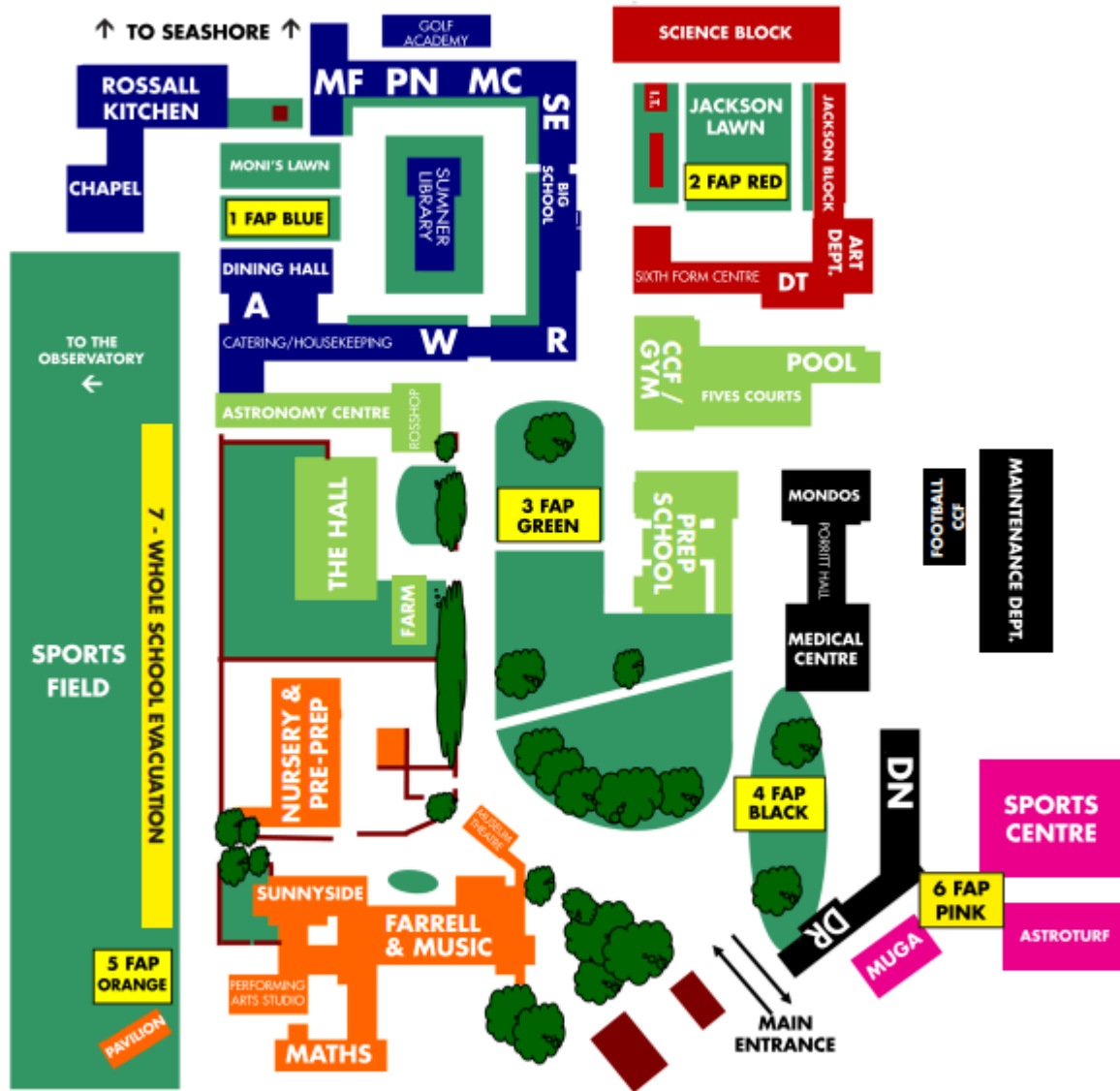
The sign features a blue circle with a white exclamation mark at the top. Below it is a blue banner with the text "Fire Action" in white. The sign is divided into five horizontal sections, each with an icon on the left and text on the right. The first three sections have blue backgrounds, while the last two have red backgrounds. The icons are: a hand pointing to a fire alarm pull station, a person running, and two people standing with arrows pointing to an assembly point. The last two sections have a red background with a white circle and a diagonal line through it, indicating a prohibition.

	
Fire Action	
	Raise the alarm
	Leave the building by the nearest exit
	Report to assembly point <input type="text"/>
	Do not return to the building until authorised to do so
	Do not take any risks

Appendix D Fire Assembly Points



FIRE ASSEMBLY POINTS



KEY TO HOUSES:

MF MITRE FLEUR DE LYS	W WREN
PN PELICAN	R ROSE
MC MALTESE CROSS	A ANCHOR
SE SPREAD EAGLE	DR DRAGON
DN DOLPHIN	

FAP (FIRE ASSEMBLY POINTS)
1 = BLUE BUILDINGS
2 = RED BUILDINGS
3 = GREEN BUILDINGS
4 = BLACK BUILDINGS
5 = ORANGE BUILDINGS
6 = PINK BUILDINGS
7 = WHOLE SCHOOL EVAC