



ROYAL HIGH SCHOOL  
BATH  
GDST

**FIRE SAFETY/FIRE RISK MANAGEMENT [SIMON BUTCHER] 2021-22**

Various changes have been made during the Covid-19 Emergency to do with assembly on the Senior School's Chapel Field. These are to ensure the school complies with social distancing rules.

**This policy applies to all GDST schools and all phases: Senior, Prep and EYFS**

**Information that is particular to RHSB is given in *italics***

**I. GDST FIRE SAFETY POLICY**

1.1. It is the policy of the GDST to ensure, as far as is reasonably practicable, the protection of people, GDST property and the environment from the effects of fire. The GDST is also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises' and 'Sleeping Accommodation'.

1.2. The GDST recognises its duties to users of and visitors to its premises under the requirements of the Health & Safety at Work etc. Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and reviewed regularly in the light of any changes, or fire related incidents that occur in the school.

1.3. Through risk assessment and construction design, suitable fire precautions will be built-in to GDST premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises the GDST will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current Building Regulations.

1.4. In order to minimise the risk of fire starting, spreading and disrupting normal school activities, and to safeguard staff, students, visitors and contractors from injury or death in the event of fire, each school and Trust Office will maintain high standards of fire safety by:

- Regularly maintaining, inspecting, testing, checking all passive and active fire precautions, e.g. fire compartmentation, escape routes, alarm systems, emergency lighting, emergency fire-fighting equipment and where necessary, making repairs and replacements
- Appointing Competent Persons and Key Duty Holders and providing staff, students, visitors and contractors with appropriate fire safety information, instruction, training and practice emergency evacuations
- Acting promptly on any fire safety recommendations made by the Fire and Rescue Service, external Fire Risk Assessors or H&S Auditors and GDST Advisers and Surveyors

1.5. This document forms the 'Fire Safety/Fire Risk Management Policy and Procedures' for RHS Bath which reflects the GDST policy and guidance, and local circumstances.

## 2. ROYAL HIGH SCHOOL BATH: LOCAL FIRE SAFETY POLICIES AND PROCEDURES

2.1. RHS Bath has specific local procedures to ensure compliance during ISI inspections with DoE Standard 3.13 'The school ensures that the Regulatory Reform (Fire Safety) Order 2005 is complied with'.

## 3. FIRE SAFETY RISK ASSESSMENT (FRA)

3.1. The Regulatory Reform (Fire Safety) Order 2005 requires a suitable and enough fire safety risk assessment to be undertaken of all occupied GDST premises and for these risk assessments to be regularly reviewed. At RHSB, this is conducted by the Fire Protection Association (FPA). The frequency will be on a risk-based approach:

- Annually for *boarding houses and senior school buildings* with integral occupied staff or student residential accommodation
- Biennially for the *Prep School buildings*, including detached residential accommodation for staff.

3.2. The purpose of the FRA is:

- To identify the fire hazards – sources of ignition, fuel and oxygen
- To identify the people at risk and any people who are particularly vulnerable
- To evaluate the risk of a fire occurring, and the risks, particularly to people, if a fire occurred
- To identify if the controls in place eliminate the risks, or reduce them to an acceptable level
- Where controls are not in place, or are inadequate, to enable a prioritised action plan to be produced
- The fire safety risk assessments include a site survey and a review of each building to:
  - Compare standards with existing Fire RA and current requirements as set down in the Regulatory Reform (Fire Safety) Order 2005
  - Establish its fire risk profile, considering its structural form, occupancy and use
  - Assess the integrity, stability and suitability of passive fire precautions, e.g. compartmentation and fire escape routes
  - Assess the suitability and efficiency of active fire precautions, e.g. alarm systems, emergency lighting and emergency firefighting equipment
  - Assess the suitability and effectiveness of fire safety management arrangements including maintenance regimes, evacuation routines and local fire safety competencies

3.3. The fire risk assessment report considers life safety requirements, property protection and corporate governance issues, however it is a snapshot of the conditions.

3.4. **Fire Risk Assessment Report and Action Plan.** Following the site surveys, (FPA) produces reports and action plans. *The latest site visits are:*

- For senior and boarding was in June 2021 report and action plan received July 2021 For Prep School June 2021, report and action plan received in July 2021.

3.5. The recommendations in the FRA report are implemented within a timescale that has due regard to life fire risk. *Priorities and timescales for remedial action are indicated as follows:*

A: *Immediate action required*

B: *Action required in the short term (within 3 months)*

C: *Action required in the long term (but within 12 months)*

3.6. The DFO implements a management plan to mitigate the fire safety risks, with actions to implement the recommendations within the time periods identified. Specific actions include:

- Action any 'quick fixes' e.g. removing fire hazards such as combustibles in boiler rooms or excessive displays, replacing signage, minor repairs, implementing checks and testing records, and completing training
- Arrange to meet the GDST Estates Surveyor/Estate Manager and H & S Adviser within a month to go through the report in detail to:
- Agree who is responsible to action each item (school or Trust Office Estates department) and timescales for completion
- Identify any issues that require further investigation, e.g., additional surveys
- Document a prioritised Action Plan for completing all recommendations. As a general guide prioritise:
  - Areas where the occupants are at greater risk, (e.g., there is sleeping accommodation, early years' students are present, people who are unfamiliar with the building are present such as visitors and lets), or
  - Areas where the risk of a fire starting or spreading is greater (e.g., boiler rooms, catering departments, science/technology departments, drama departments, ICT suite/server rooms, maintenance workshops)
  - Work from the ground floor up (as most escape routes will pass through this area) and concentrate on escape routes
  - More costly work is prioritised in the following order:
    - Preventing a fire starting or warning if a fire has started, e.g., installing gas proving equipment on boilers, installing fire alarms
    - Stopping the spread of smoke throughout the building, e.g., by installing effective compartmentation and fitting / refurbishing fire doors
    - Enabling people to escape quickly, by fitting emergency lighting on main escape routes and in areas used by people who are unfamiliar with the building layout, e.g., visitors and lets

- Enabling people to escape quickly, by fitting emergency lighting in areas used by people who are familiar with the building layout
  - Installing compartmentation that is primarily designed to ensure building (not life) safety
- Regularly review Action Plan progress with their Surveyor, H&S Adviser and report to the school's H&S Committee (*meetings held termly*);
  - Update the fire risk assessment action plan as the recommendations are completed.

**3.7. Review of Biennial Fire Risk Assessment.** The Fire Risk Assessments for all buildings falling into the biennial categories will be reviewed in-house annually *in parallel with any annual FRA reports produced with the DFO, Facilities Manager and H & S Coordinator*, and will particularly consider:

- Changes to the use of the building, activities taking place in the building, or the way the activities are organised, including the introduction of new equipment
- Alterations to the building(s), including the internal layout
- The introduction, change of use or increase in the storage of hazardous substances
- The failure of fire precautions, e.g. fire detection and alarm systems or sprinkler systems
- Significant changes to the type and quantity and/or method of storage of combustible materials
- Significant changes in the occupancy levels
- A significant change in the mobility level or other factors influencing the response of students, visitors, or staff in an emergency
- Changes to the management of the organisation

#### **4. FIRE RISK FROM DANGEROUS SUBSTANCES**

4.1. *The fire risks from dangerous substances are eliminated or reduced to an acceptable level through the conduct of the FRA and individual departmental risk assessments and SEFs.* The key factors to be considered by departmental Heads and H&S staff include:

##### **4.2. The Golden Rules of Fire Safety:**

- **Ignition sources and combustible materials** must be kept segregated as far as is practicable
- **Combustible rubbish** and waste are well managed: not allowed to build up, and carefully stored until it is disposed of
- **Internal storage** - Waste bins are emptied daily. Waste bins should not be in stairwells or along escape routes
- **External storage** - Large capacity bins are kept locked and secured in a designated space away from the buildings. Regular collections are arranged. Skips are not be placed immediately adjacent to buildings. *RHS bins are 6m away from major buildings.*

- **Combustible materials** such as fabrics, paper/card artwork or mobiles, etc. must never be hung from light fittings or electrical equipment, e.g., white board projectors, or other sources of ignition, nor should they be allowed to hang/accumulate next to heating appliances.
- **Dangerous substances** such as highly flammable liquids (e.g., petrol, turpentine, industrial alcohol and acetone), highly flammable gases (e.g., propane and butane, also known as LPG), oxidising chemicals (e.g. chlorine, sodium hypochlorite and calcium hypochlorite - used in swimming pools) and potentially explosive substances (e.g. some fertilisers) should be avoided where possible. Where a safer alternative is not available the smallest amount necessary for the task should be used/stored on the premises. The emergency services must be informed where dangerous substances are stored on the premises. *The H & S Advisor ensures the fire logbook in main office holds the necessary information.*

**4.3.** *If these substances are held on site, the **responsibility for the safe management/control rests with the head of department.** These substances must be:*

- Stored in locked fire-proof cabinets/stores displaying the appropriate warning signs
- Stored away from sources of ignition and combustible materials
- Used in strict accordance with the manufacturers' instructions / information on the COSHH Data Sheet and COSHH Assessment or CLEAPSS Hazard. Departments are to follow this guidance:

**4.4. Science department** *is to ensure all HAZCHEM is stored securely as per CLEAPSS guidelines and they can only be accessed by appropriately trained/qualified and authorised staff. There are stored in three locations:*

- *Main chemical lockable store between C2-S2 with the flammable safe cabinets.*
- *Lockable safe in biology prep room.*
- *Flammable metals locked in separate safe in upstairs chemistry prep room.*

**4.5. Design and Technology (DT).** *LPG cylinders, both full and empty, locked in the secure, well ventilated external enclosures beside the DT department. They must never be stored below ground level. Propane/butane locked in appropriately marked metal cabinet in the DT workshop.*

**4.6. Estates department** *is to lock items (paint and white spirit) in the designated basement rooms (senior and Prep sites) or use the lockable outdoor metal fuel cabinet located away from major buildings at the Senior School.*

**4.7. Art department** *is to use lockable cupboards.*

**4.8. Housekeeping department** *are to use lockable cupboards (Senior & Prep Schools).*

**4.9. Swimming Pool.**

**4.10.** More guidance on the storage and transporting of **flammable liquids and petrol/diesel** can be found on the GDST Hub- H&S section and at Annex A.

**4.11. Emergency routes and exits** must be properly maintained to facilitate a quick and safe escape. They must always be freely accessible and kept clear of obstructions.

- Coats and bags should not be stored on fire exit routes, unless two direction escape is available.

- Staircase enclosures should always be maintained free of furniture and storage of combustible items.
- Wall, ceiling-hung or free-standing **art work and displays** in escape routes should be inherently non-combustible, treated to be non-combustible (indicate this by putting a discreet sign, e.g., red dot in bottom left-hand corner or art work) or encased in fire-resisting materials such as glass or polycarbonate. There should be regular breaks in a long run of display to prevent fire flashing along the length of the escape route and preventing egress of the occupants.
- Ideally our **photocopiers and laptop charging cabinets** are not in a position that obstruct our emergency exit routes. However, if this is the only practical location for them the following conditions must be met:
  - There must be smoke detection within the corridor close to the photocopier / charging cabinet
  - There should be no open displays boards, coats or any other combustibles in the vicinity of the cabinet
  - There should be a carbon dioxide fire extinguisher nearby
  - There should be an alternative route of escape from the area. If not the copier/cabinet should not reduce the available width of the corridor by more than 1 metre (so that if there is smoke escaping from a fire within the devices, people can safely pass without being overcome by smoke) and the corridor width should still be sufficient for the number of people that might need to use it.
- **Fire doors** must not be propped, wedged or hooked open, unless on magnetic catches automatically released by the fire alarm system.
- All **emergency exit doors** are readily operable during times when the premises are occupied by the occupant's own unaided efforts. Final exit doors should be fitted with emergency exit type door furniture, easily operable from the inside without the aid of a key, but properly secure from the outside.
- **Staff and students** are to be informed of the importance of fire doors and fire door notices and to comply with the instructions given on the fire action notices. Unless it is certain that the alarm is being tested, ALL instances of the fire alarm activating must be treated as if it were a real fire. **NEVER** presume it is a 'false' alarm. **Fire extinguishers** must not be obstructed.

4.12. Key employees, e.g., premises staff, catering staff and staff in science, DT and food technology, are **trained to use fire extinguishers and fire blankets**. *This is to be planned as part of the annual staff inset and training plan.* This training is refreshed at regular intervals and at least every 5 years. A list of staff responsibilities and for training can be found in the school's Statement of Health & Safety Organisation & Responsibilities.

## 5. PROCEDURES FOR ENSURING THE SAFETY OF ALL PERSONS ON SCHOOL PREMISES

5.1. Procedures for ensuring the safety of persons on school premises include Procedures to be followed in the Event of a Fire, Fire Procedures and Emergency Action Plans and the Golden Rules of Fire Safety (section above).

5.2. **Building Capacities.** *To assist with planning events, staff arranging events need to adhere to the following guidance given on the maximum capacities in assembly rooms:*

- **Senior School:**

There are a number of rooms within the Senior school that are used for assembly and public entertainment. Occupancy figures have been assessed based on floor area, use, the number of alternative exits and their width. Occupancy figures are as follows:

- Sports Hall: 700 persons
- Memorial Hall: 270 persons (without seating)
- Memorial Hall – including tiered seating 185
- Hudson Centre: 60 persons
- Dining Hall: 250
- Rebecca Barrell Annexe: 120
- Sophie Cameron: 60 persons \*\*
- New Music School: 120

\*\* Factoring in risk and management control, the following should be applied:

- Fire risk in the area of all doors is effectively minimised – no combustible materials (including curtains and drapes) and minimal ignition sources,
- Security arrangements against the potential for deliberate fire setting in the area both internally and externally are exemplary,
- Staffing arrangements during events to ensure that there is exemplary standards of supervision (with somebody posted at the exit doors from the assembly halls to open air during events),
- Staff are trained in the supervision of an evacuation from the area,
- Only trained staff are utilised at all times and evacuation drills focusing specifically on these areas are held regularly
- Electrical items are limited to computer/projection equipment fitted with Residual Current Devices with Overload Protection.

Prep School – multi use spaces and occupancy levels -

Dining Hall = 200 persons.

### 5.3. Procedures to be followed in the Event of a Fire.

- **Any person finding a fire shall:**

- Immediately raise the alarm by breaking the nearest emergency break glass point. Verbally raise the alarm if the alarm does not immediately activate
- If possible, without taking personal risks, telephone (9)999 from the nearest telephone to call the Fire Rescue Services
- If trained and if possible, to do so without taking personal risks, tackle a small fire with the appliances provided
- Evacuate the building using the nearest available emergency exit and go to the assembly area
- As soon as possible (after evacuating the building) report the location of the fire to the person in charge
- DO NOT re-enter the building until the all-clear has been given either by the Fire Rescue Services, the Head, or the Heads representative (Director of People in Trust Office)

- **Any person hearing the fire alarm shall:**

- **Leave** the building quickly and calmly by the nearest available escape route, wherever possible assisting in evacuating students and visitors as you go
- **Switch off** equipment and close windows if it is safe to do so as you leave
- **Close doors** behind you if you are the last person leaving the room
- **Walk** calmly and without hesitation to your nearest fire exit
- **Assemble** at the identified assembly point and wait for further instruction
- **DO NOT run** or panic
- **DO NOT stop** to collect any personal belongings
- **DO NOT use any lifts**
- **DO NOT re-enter** the building **until** the all-clear has been given either by the Fire Brigade, the Head, or the Head's representative
- Unless you are certain that the alarm is being tested, ALL instances of the fire alarm activating must be treated as if it were a real fire. **NEVER presume it is a 'false' alarm**

5.4. **Fire Procedures (Emergency Action Plans).** These are broken down into 4 sections:

- **Fire Instructions for the Teaching Day (Senior School)**
- **Fire Instructions for the Boarding House Routine (16:00-08:40) (Senior School)**
- **Fire Instructions for day students/staff – before 08:40 and after 16:00 (Senior School)**
- **Fire Instructions for the Prep School (including before/after school care)**

5.5 **Fire Instructions for the Teaching Day (Senior School) (08:40 am-16:00)**

- *The incident will be controlled by the senior member of staff on site at the time of the incident, supported by SLT and others with specific responsibilities for fire safety. **All staff** have a responsibility to work hard to ensure the incident is managed as safely and effectively as possible.*
- *If you discover a fire or evidence of a fire, set off the Fire Alarm at once. **DO NOT ATTEMPT TO FIGHT THE FIRE** (unless you have been trained to do so).*
- *When the Fire Alarm sounds (continuous ringing bell), immediately stop teaching, or whatever else you are doing, and ensure that your students leave the building by the nearest exit, in silence and quickly. Follow Fire Evacuation route instructions (blue notices) posted in every classroom. Everyone should leave all possessions. If you are not with a class, simply leave by the nearest exit. Insist on silence. (Always treat it as a real fire, even if you suspect it is a practice or a fault on the system.). Sweep all rooms on your escape route to ensure they are clear.*
- *The fire marshal/Estates Team will check the fire alarm panel and check for location, fault code or fire and note the time.*
- *The fire marshal/Estates Team will check the location to confirm if there is a fire. If trained and, if possible, to do so without taking personal risks, they will tackle a small fire with the appliances provided.*
- *Everyone should assemble on Chapel Field (the grass in front of the Sophie Cameron Theatre) in correct places. Students should line up alphabetically in Tutor Groups as per the marked Year group Zones. The order for the lines is as follows:*

- Form Tutors will carry out a roll call. Form Tutors should tell the Deputy Head of the outcome of the roll call immediately and report the attendance of Deputy/Co Tutors as well. Speed of checking is essential.
- Please ensure that your tutor group waits in silence. They may not move out of their lines and should not go until the Head or Deputy Head dismisses them.
- Staff, teaching and non-teaching, who are not with a form should assemble between the students and the Sophie Cameron Centre in an orderly fashion where a roll call will be taken as per the Alphabetical staff lists prepared by the H&S coordinator, circulated to all staff and pinned on the H&S notice board.
- **Alerting the Fire Brigade.** When the Fire Alarm sounds, the Estates Team are to determine the location of the fire and report to the SLT at Chapel field. The senior member of staff managing the incident will make the decision to contact the emergency services (dial 999 immediately). Nobody else should do so during term time. Every fire alarm must be regarded as a fire and the building evacuated until it has been determined the nature of the incident. If in doubt, the fire brigade must always be telephoned (unless there is a planned fire evacuation practice or programmed alarm test).
- The senior member of staff is to ensure the Fire Rescue Service is met and briefed on situation. Staff will be used to act as runners for the Fire Rescue Service.
- Fire Rescue Service will investigate and will need to see the fire marshal/member of staff who found the fire. At this point they will either take control of the situation, or if a false alarm may silence the alarm. Duty Caretaker/Fire Marshall will reset the fire alarm panel.
- See Fire Rescue Service off the premises
- When alarm is silenced and buildings are safe to re-enter, dismiss students and complete admin for a false alarm/drill.

## 5.6 Fire Instructions for the Boarding Houses Routine (16:00-08:40 and weekends)

- All incidents will be controlled by the senior member of staff/Fire Marshal on site at the time of the incident, supported by boarding staff/SLT and others with specific responsibilities for fire safety. **All staff** have a responsibility to work hard to ensure the incident is managed as safely and effectively as possible.
- If you discover a fire or find evidence (smoke) of a fire, set off an alarm at once.
- When the fire alarm sounds, immediately prepare for a rapid and orderly evacuation of the boarding houses.
- When the alarm is activated, each member of staff who is in charge of boarders at the time is responsible for ensuring they arrive safely at the assembly point.
- In the Boarding Houses, a 'buddy' system exists. Each buddy is to check that the other girls in her room are awake and evacuating. The buddies need also to be aware of, and look out for, girls evacuating from neighbouring bedrooms in their corridor. All girls must only take a dressing-gown and shoes from beside their beds, if it is bedtime. A fire alarm at night can be most alarming, avoid panic. The girls should leave by the most direct access to the outside of the building. They should know where the exits are as a result of fire walk-throughs and practices, even in the dark.
- The assembly point is outside the boarding houses. School House students and staff muster at the foot of Southside steps. Gloucester House students and staff muster in the car park behind the Science department. House staff should all have Fire Lists and Signing Out folders from which they will check the girls.
- When the buildings have been evacuated a roll call must be initiated. Girls should line up in alphabetical order in SILENCE. Families and unattached adults will be checked by the senior member of staff. The senior member of staff should be told immediately of those present or absent from each house. Note time when full check has been completed.
- In bad weather the senior member of staff, after checking it is safe, will direct everyone to go into the Sophie Cameron Theatre. The order of the assembly is by house, with School House at the front and then Gloucester House. Day girls and non-House staff at the rear.
- The fire marshal will check the fire alarm panel, check panel for location, fault or fire, noting the time.
- The fire marshal will check the location for fire. If trained and if possible to do so without taking personal risks, tackle a small fire with the appliances provided and call site-team person on duty.
- In the event of a fire, call 999. Ask for Fire (subsequently you may need to phone for the Police and /or the ambulance!) Give your name, Royal High School Senior site, Lansdown Road.
- The senior member of staff is to ensure the Fire Rescue Service is met and briefed on situation. Staff will be used to act as runners for the Fire Rescue Service.
- Fire Rescue Service will investigate and will need to see the fire marshal/member of staff who found the fire. At this point they will either take control of the situation, or if a false alarm may silence the alarm. Duty Caretaker/Fire Marshall will reset the fire alarm panel.
- See Fire Rescue Service off the premises.
- When alarm is silenced and buildings are safe to re-enter, dismiss students and complete admin for a false alarm/drill.
- Reset the Main Entrance front door (key in fire panel cupboard)
- Report the incident to the Fire Officer/DFO so the causes can be investigated.
- **Every fire alarm is to be regarded as a fire. All girls should have practised sufficiently to make responses to the alarm automatic.**

## 5.7 Fire Instructions for day students/staff – before 08:40 and after 16:00 (Senior School)

- The incident will be controlled by the senior member of staff/Fire Marshal on site at the time of the incident, support by SLT and others with specific responsibilities for fire safety. **All staff** have a responsibility to work hard to ensure the incident is managed as safely and effectively as possible.
- All day girls on site after 16:00 should be registered with a Club / Activity / After School Care / Library / Media Centre / or in the Sixth Form centre with the teacher/peripatetic running the club. All PT staff will sign in / out with the admin office.

- If you discover a fire or evidence of a fire, set off the Fire Alarm at once. **DO NOT ATTEMPT TO FIGHT THE FIRE** (unless you have been trained to do so). Call the emergency services on (9)999.
- If the Fire Alarm sounds before 08:40 or after 16:00 when there are day girls, staff or visitors on the school site, must evacuate quickly and quietly to Chapel Field. At the assembly point students and staff are to assemble in groups by the club/activity. Other students and staff are to join on the right-hand end of the line (SC end). Boarders muster outside the Boarding Houses, as per Boarding House Routine. The senior boarding staff are to liaise with the member of the SLT managing the incident.
- When the Fire Alarm sounds (continuous ringing bell), immediately stop what you are doing, and ensure that you and your students leave the building by the nearest exit, in silence and quickly. Follow Fire Evacuation route instructions (blue notices) posted in every classroom. Everyone should leave all possessions. If you are not with a class, simply leave by the nearest exit. Insist on silence. (Always treat it as a real fire, even if you suspect it is a practice or a fault on the system.). Sweep all rooms on your escape route to ensure they are clear.
- The fire marshal/Estates Team will check the fire alarm panel and check for location, fault code or fire and note the time.
- The fire marshal/Estates Team will check the alarm location to confirm fire. If trained and if possible, to do so without taking personal risks, they will tackle a small fire with the appliances provided.
- Day girls and staff who are leaving the school, e.g. part way down the drive, to continue to leave the school site.

#### 5.8. Fire Instructions for Prep School (EYFS – Y6 including BEFORE/AFTER SCHOOL CARE)

- All incidents will be controlled by the senior member of staff/Fire Marshal on site at the time of the incident, supported by other members of the SLT and others with specific responsibilities for fire safety. **All staff** have a responsibility to work hard to ensure the incident is managed as safely and effectively as possible.
- **Fire Drills/Evacuation during the school day:**
- All rooms on the Prep School site (Cranwell House and the Hope Building) have information displayed showing the nearest exit.
- Please ensure all students in your form group (especially new girls) know what they should do – if for any reason they are not with their form or an adult when the bell should sound (e.g., after a peripatetic music lesson has finished) they should go out of the nearest exit and make their way to the front of Cranwell House to meet their class. Please would all specialist staff take 5 minutes in a lesson to remind/explain the nearest fire exit to their room.
- In the event of hearing a continuous bell please evacuate the building calmly and quietly by the nearest available exit, leaving all belongings behind and assemble at the front of Cranwell House. The last person out of each room should close the door behind them, although the doors are fitted with automatic door closures and should close automatically. Any staff not teaching when the bell goes off must evacuate the building too.
- The Prep School Administrator (or SLT in her absence) will bring registers/list of absentees to the meeting point and pass these to the form staff. The visitor folder, gate fobs (for Fire service access) and the gate phone must also be brought.
- All students assemble in silence in their form groups and the form teacher will call the register. Once all students are registered the form teacher raises their hand to indicate that all students are accounted for.
- Non-classroom areas will be swept to ensure they are clear during an evacuation:
- HH – Medical room, disabled toilet, music practice rooms.
- BH – Discovery room
- NG / HM – KSI toilets
- Nursery staff – Nursery toilets and creativity.
- EA – library, Y3 and Y4 cloakrooms, spare Y4 classroom, upstairs toilets.
- Staff areas – SB / MH / SS depending on their whereabouts.
- CS – upstairs rooms in Hope Building ensuring she is the last person out.

- *Head chef / kitchen areas and hall.*
  - *The fire marshal/Estates Team will check the fire alarm panel and check for location, fault code or fire and note the time.*
  - *The fire marshal/Estates Team will check the alarm location to confirm fire. If trained and if possible, to do so without taking personal risks, they will tackle a small fire with the appliances provided.*
  - *The senior member of staff is to ensure the Fire Rescue Service is met and briefed on situation. Staff will be used to act as runners for the Fire Rescue Service.*
  - *The Fire Rescue Service will investigate and will need to see the fire marshal/member of staff who found the fire. At this point they will either take control of the situation, or if a false alarm may silence the alarm. Duty Caretaker/Fire Marshall will reset the fire alarm panel. See Fire Rescue Service off the premises*
  - *Return to the building only when instructed that it is safe to do so.*
- **Fire Dills/Evacuation before 08:40 and after 16:00:**
- *Please would all club staff and BEFORE/AFTER SCHOOL CARE staff take 5 minutes in a lesson to remind/explain the nearest fire exit to the room/space where their club is held.*
  - *All rooms on the Prep School site (Cranwell House and the Hope Building) have information displayed showing the nearest exit.*
  - *In the event of hearing a continuous bell please evacuate the building calmly and quietly by the nearest available exit and assemble at the front of Cranwell House.*
  - *Do not stop to collect to collect any personal possessions. The last person out of each room should close the door behind them, although the doors are fitted with automatic door closures and should close automatically. All staff should take responsibility for sweeping at this time, liaising with other staff in the building.*
  - *Staff must bring their own registers of students/list of absentees to call the register. Any staff/adults (parent/carers) including cleaners not teaching when the bell goes off, must evacuate the building too. The Prep School Administrator (or senior member of staff in her absence) will bring the visitor folder, gate fobs (for Fire service access) and the gate phone.*
  - *All students assemble in silence and the member of staff leading the club coach or BEFORE/AFTER SCHOOL CARE staff will call the register. Once all students are registered the adult raises their hand to indicate that all students are accounted for.*
  - *The fire marshal/Estates Team will check the fire alarm panel and check for location, fault code or fire and note the time.*
  - *The fire marshal/Estates Team will check the alarm location to confirm fire. If trained and if possible, to do so without taking personal risks, they will tackle a small fire with the appliances provided.*
  - *The senior member of staff is to ensure the Fire Rescue Service is met and briefed on situation. Staff will be used to act as runners for the Fire Rescue Service.*
  - *The Fire Rescue Service will investigate and will need to see the fire marshal/member of staff who found the fire. At this point they will either take control of the situation, or if a false alarm may silence the alarm. Duty Caretaker/Fire Marshall will reset the fire alarm panel. See Fire Rescue Service off the premises*
  - *Return to the building only when instructed that it is safe to do so.*

## **6. ARRANGEMENTS FOR STAFF TRAINING IN FIRE SAFETY MATTERS**

**6.1 Provision of Information and Training.** It is the responsibility of the school to regularly provide fire safety information, briefings and training to all school building occupants, users and affected persons, appropriate to their role and reason for being on the school premises. This includes undertaking regular fire evacuation drills.

**6.2 Staff.** All staff and contractors working regularly on the school's premises, e.g., peripatetic staff, caterers and cleaners, are given key fire safety information. *Basic information is included in the GDST H&S Handbook, and*

site specific information is included in the school's Staff Handbook. Staff are also trained in fire safety procedures, which includes the 'Basic Rules of Fire Safety' and the 'Procedures to be Followed in the Event of a Fire':

- Fire Safety Training takes place during new staff induction and is refreshed at least annually at staff INSET training. Fire safety training includes the basics of fire itself (ignition sources, fuels etc.), fire escape routes, fire doors, fire risk assessments, significant hazards identified in the risk assessments, and familiarising with the school fire policy and reporting any matters of concern to the school i.e., noticed a fire escape blocked, see a fire door regularly propped open etc. All fire safety training is recorded. In accordance with guidance in the Schools H&S statement, specific members of staff are trained as Fire Marshals and Fire Wardens. Additionally, other key staff in higher risk areas/roles are trained in:
  - The use of fire extinguishers and fire blankets. Such training should include 'hands on' exercises and be refreshed at regular intervals - at least every 5 years.
  - How to contact the emergency services.

Type of Training	Staff	Time Scale	Refresher Frequency
<b>Induction</b> – Basic fire safety & prevention training and familiarisation with school's fire exits, fire drill and emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis	First day	
<b>Refresher</b> on school's emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis		Annually
<b>Fire safety</b> and fire prevention (In-house training)	All staff and contractors who are on site on a regular basis	First term	Annually
<b>Fire safety</b> - testing of alarms, call points & emergency lighting and checks on fire safety equipment (e.g. fire extinguishers) and features (e.g. fire doors and escapes routes) (In-house training)	Premises / Facilities Manager and Premises staff	As soon as given the role	As and when new equipment or procedures are introduced
<b>Firefighting</b> - use of extinguishers & fire blankets (Practical training)	DFO, premises team, fire marshals, catering staff, science staff, art dept. staff, DT dept. staff, food technology dept. staff, boarding staff	As soon as given the role	5 years
<b>Fire Safety for Fire Marshals</b> (Half day course)	Nominated staff	As soon as given the role	

6.3 **Students.** All **students** are be briefed on the 'Procedures to be Followed in the Event of a Fire' at the start of every new academic year. Changes and updates are provided as required if procedures change. Training takes the form of undertaking regular fire evacuation drills.

6.4 All **visitors, contractors and people who hire the school facilities.** These individuals/groups are provided with essential fire safety information, e.g., on their visitor passes, as part of their contractor briefing, or hire agreement.

## 7 **ARRANGEMENTS FOR FIRE DRILLS, EMERGENCY EVACUATIONS AND CONTACTING THE EMERGENCY SERVICES**

7.1 **Fire Drills and Practice Emergency Evacuations.** As a minimum the School's Fire Officer arranges practice emergency evacuations:

- *in each school at least once a term within the first 4 weeks of term*
- *(in conjunction with Head of Boarding) in boarding houses, in addition to the school evacuation, on the first evening of each term new students are admitted and during late evening night time with in the first 4 weeks of term*
- *(in conjunction with the Assistant Head Co-Curricular) residential accommodation used during school trips, on the first night in the accommodation. Additional guidance can be found in the **Educational Visits** policies.*
- *in buildings with staff residential accommodation, in addition to the school evacuation, at least annually during the late evening / night time*
- Practices normally happen without notice, and at different times of the day, and include times when it might be difficult to account for everyone on the premises, e.g., before registration in the morning, so that procedures for these circumstances can be developed and rehearsed.
- Practices should be introduced in such a way as not to alarm nervous and excitable children. The staff should be accustomed to carrying out the evacuation without knowing whether the alarm is real or not.
- The target time for each building to be fully evacuated is **2.5 minutes** during the day time and **10 minutes** at night (when people are sleeping on the premises). It may take a couple of minutes more to complete the roll call. If an evacuation takes longer than the target time, further practices must be held until the time taken to evacuate is satisfactory.
- The practice evacuations and weekly tests of fire alarm call points are used to highlight any issues which need to be improved to ensure a quick and safe emergency evacuation (and are discussed at SLT), with remedial actions taken promptly. The results of the drills and tests and actions taken to improve procedures are reported at the School Health & Safety Committee meetings.
- The Fire Drill Officer is to keep records of the date and time of every practice evacuation, the time taken to clear the building and any issues noted during the drill/lessons learnt. These are to be recorded in the **GDST Fire Log Book**.
- Practice Evacuations are conducted in accordance with 'Procedures to be followed in the Event of a Fire' and 'Fire Procedures and Emergency Action Plans' highlighted earlier in this policy.
- *Organisations hiring residential accommodation from the school have a detailed briefing on the school's fire safety policy and procedures before they occupy the school. They are required to conduct briefings on arrival for all new residents and conduct a fire practice on the first night.*

## 8 ARRANGEMENTS FOR PROVIDING STAFF, STUDENTS AND ALL OTHER PERSONS ON THE SCHOOL PREMISES, E.G. VISITORS AND CONTRACTORS, WITH FIRE SAFETY INFORMATION

8.1 All staff, students and regular visitors who are not escorted to the school have training and briefings in accordance with para 7 above to ensure they are able to react appropriately to a fire alarm.

8.2 All other visitors to Royal High School, Bath are required to sign in at the main reception (Senior and Prep Schools) and are provided with information about fire safety and the fire evacuation procedure (this information is on the back of the visitor's lanyard). All school staff who have visitors with them at the time of an emergency alarm are responsible for ensuring that those with them are evacuated quickly and safely.

8.3 For specific events where a number of visitors are on the school site (e.g. Academic Evenings), fire is considered as part of the event RA and all staff on duty are responsible for guiding visitors to safety and managing the incident. Where appropriate, a briefing on the alarm and evacuation procedures is provided at the start of each event.

## 9 ARRANGEMENTS FOR APPOINTING COMPETENT PERSONS

9.1 **Responsibilities for Fire Safety.** Overall responsibilities for fire safety are set out below, and in each school's Statement of H&S Organisation, which should be reviewed and updated annually. The persons with responsibility for fire safety, as defined in the Regulatory Reform (Fire Safety) Order 2005, (the 'Responsible Persons') are:

### 9.2 At GDST:

- The **GDST Council and Board of Trustees** - have ultimate responsibility for fire safety at RHS Bath.
- The **Chief Executive Officer** - is responsible for the operational implementation of the GDST fire safety strategy and policy.
- The **Director of Estates** is responsible for ensuring that completed alterations and centrally funded works comply with the GDST Fire Safety Strategy and statutory requirements at RHS Bath.
- The **Head of Health & Safety** advises on general fire safety procedures and functions; organises the Fire Safety Risk Assessments and provides the CEO with assurance that RHS Bath complies, or otherwise, with GDST strategy, statutory requirements and fire safety procedures.

### 9.3 At RHS Bath.

- The **Head** has overall responsibility for fire safety at the school on a day-to-day basis; they are the 'Responsible Person'. They delegate key roles to school staff to ensure fire safety standards are met and they liaise with the relevant staff at Trust Office.
- The **Director of Finance and Operations (DFO)** has responsibility for all aspects of site management in relation to fire safety within their school premises, including fire safety training, delegated maintenance, small improvement works, facilities management and ensuring the site and all its facilities are checked, tested, inspected, serviced and maintained in good working order, and that appropriate records are kept. The DFO delegates key roles to the school facilities staff.
- All **Staff, Students, Contractors, Visitors** and persons occupying, using or visiting RHS Bath have a duty of care to themselves and each other and a responsibility for reporting fire safety hazards. They must comply with all fire safety arrangements; refrain from interfering with or misusing fire safety processes or

equipment; and inform an appropriate person, e.g. through their line manager, form teacher, or DFO of any personal fire safety requirements and any observed deficiencies with existing fire safety precautions at RHS Bath or in Trust Office. Staff and persons bringing visitors onto RHS Bath premises are responsible for their safety and are required to provide salient fire safety information to their guests.

9.4 In order to ensure compliance with legislation '**competent persons**' are appointed with relevant training, experience, knowledge and the requisite tools, equipment and information to enable them to properly assist in undertaking the preventive and protective measures identified as necessary through the Regulatory Reform (Fire Safety) Order 2005.

9.5 At **GDST** these include:

- The GDST Project Delivery Teams and external architects and engineers for competent building design and construction
- The GDST Project Delivery Teams for ensuring competent building maintenance and remedial works
- The GDST Health & Safety team for general advice and guidance on fire safety issues and organising Fire Safety Risk Assessments
- Fire Engineering and Fire Risk Management Consultants to undertake fire safety risk assessments and provide expert advice on complex and specialist fire safety issues.

9.6 **RHS Bath (Senior and Prep Schools)** have appointed **competent persons** to regularly inspect, test, service and maintain fire safety equipment and systems, e.g., the fire alarm, emergency lighting and fire extinguishers:

- *The **Senior Leadership Team** support the Head in reviewing all aspects of school H&S (including fire). In the event of the fire alarm being activated they are responsible for leading/controlling the incident. This includes:*
  - *Ensuring that the Fire and Rescue Service have been called*
  - *Checking with the Fire Marshals the buildings are clear and if the fire has been confirm, location size etc.*
  - *Checking with the roll takers who is present and any concerns.*
  - *Ensuring the fire and rescue service is met on their arrival and ensuring they are aware of any persons unaccounted for, locations, that they can access all buildings and are notified of any special risks, e.g. the location of highly flammable materials.*
  - *Ensuring that no-one is allowed to enter or re-enter the buildings until the all clear has been given.*
  - *Planning to manage the post incident period.*
- *The **Director of Finance and Operations** is responsible for providing such technical advice on fire precautions and preventions as is within his competence and seeks advice from the GDST H & S Manager and the GDST Estate Manager responsible for RHS Bath. The DFO is also responsible for ensuring arrangements are made to test fire extinguishers, and for the routine testing of the fire bell system, which he delegates to the Facilities Manager. He is responsible for ensuring all Fire safety policies and documents are reviewed and amended on an annual or as required basis (supported by competent staff at RHS Bath and GDST). He is responsible for ensuring staff, students and contractors working regularly on the premises, e.g., caterers are trained in fire safety procedures:*

- The **Facilities Manager** fulfils the role of **fire officer**. In the event of an alarm activation, he or his estates team are responsible for checking the fire alarm panel and determining the location and nature of the incident/fire and reporting that to the SLT. He works with the H&S coordinator to ensure the Fire Log is maintained correctly and that appropriate fire safety information and training is delivered to contractors. He ensures through regular monitoring that fire safety systems and equipment are in place and working. This will include checking escape routes, fire doors, alarm activated door closers/holders, firefighting equipment, fire alarm systems, emergency lighting and fire signage. See section 10 for more information. He arranges routine inspection and 'user' maintenance by the Estates Team and professional external servicing:

- Fire alarm system and emergency lighting servicing – 5 Valley Alarms Ltd
- Fire extinguishers/blankets servicing - 5 Valley Alarms Ltd
- Designated **Key Duty Holders** come from the resident/non-resident caretaker team managed by the Facilities Manager.

- The **Health and Safety Co-ordinator** provides general advice and guidance on fire safety issues and with the Facilities Manager arranges fire drills on behalf of the Head. She assists the DFO to ensure staff, students and contractors working regularly on the premises are trained in fire safety procedures. She ensures the relevant fire safety information is available for visitors (with Facilities Manager for contractors and the Lettings Manager for those hiring school facilities). With the facilities Manager, she ensures that the Fire Log Book has been completed by those staff responsible for the specific records and is up to date at all times. The Fire Log Book is used to record:

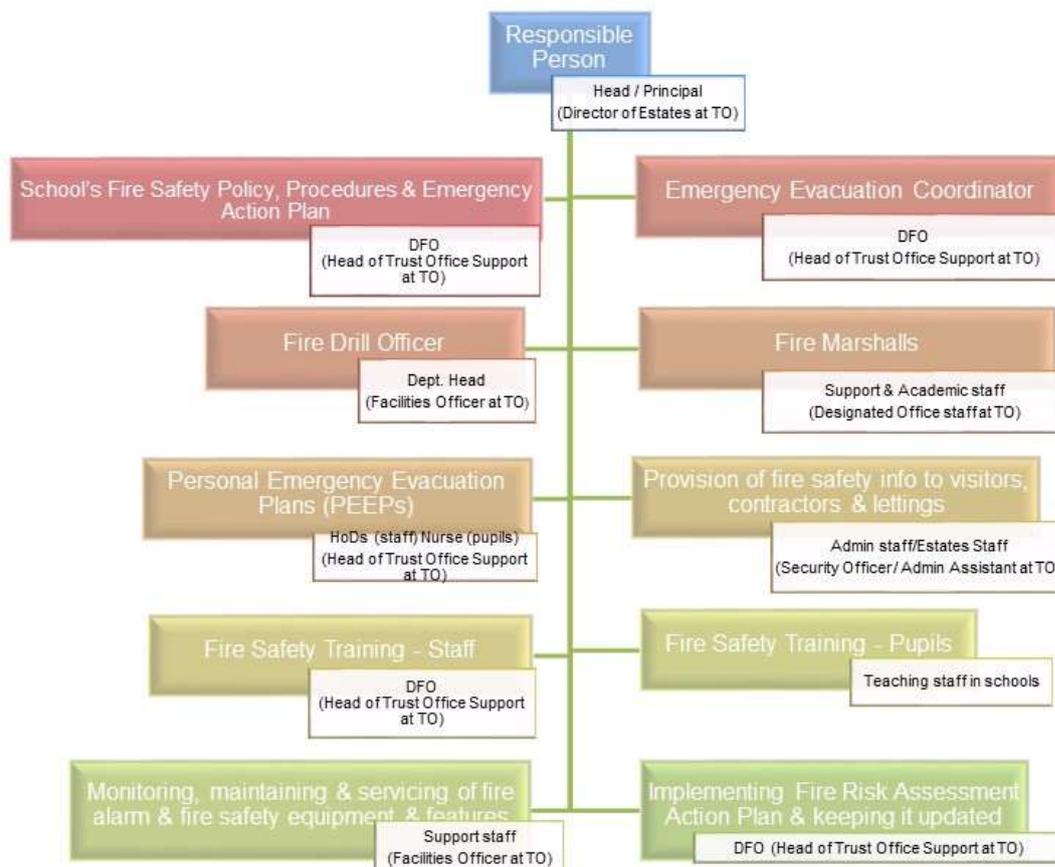
- records of fire drills
- records of fire safety training
- records of real activations and any false alarms
- copies of the fire procedures (the Emergency Action Plan)
- evidence of the implementation of any requirements identified by the Trust's or Fire Service Officer's inspections
- records of testing fire alarm systems (including automatic detection)
- records of inspection of alarm activated door closers
- records of inspection of firefighting equipment
- records of inspection and testing of emergency lights
- records of other inspections, maintenance procedures and checks, such as inspection of fire escape routes, inspection of fire doors, generator tests etc.

- The **Head of Boarding** is responsible for initiating and managing fire drills for the Boarding community (day and night); in addition, she is responsible for organising a 'walk through' of the fire evacuation routes for all Boarders on the first evening of each term. The Boarding Fire Log is kept up to date by the Senior Housemistress.

- The **Admin Staff/Office Staff** are responsible for ensuring that in the event of an evacuation, signing In / Out books (students, staff, visitors) and other equipment required to manage the incident are taken outside (e.g. loud hailer (SS), gate fobs (PS)).

- The **School Nurse (supported by the H&S Coordinator)** responsible for documenting 'Personal Emergency Evacuation Plans' (PEEPs) to ensure that arrangements are in place for all disabled employees and students (permanent disability and those who have sustained a temporary disabling injury) to be able to evacuate the buildings in the event of an emergency.
- The **Head's PA** or designated member of staff is responsible for liaising with the emergency services as they arrive, and passing relevant information such as location of the Fire Panel, copies of building plans, hazardous materials etc.
- The **Fire Marshals** are normally senior members of the teaching staff or support staff who will not have a routine role managing the evacuation of students. In the event of an evacuation Fire Marshals are responsible for:
  - Helping everyone to leave the areas / buildings they are responsible for quickly and safely.
  - Checking all rooms within their areas / buildings, including offices, staff rooms, cloakrooms and workrooms, to ensure everyone has left,
  - If it is safe to do so, shutting down any equipment that has been left on, and closing any doors that have been left open / not closed properly.
  - Using firefighting equipment, if it is safe to do so and they have been trained to use fire-fighting equipment.
  - Reporting the status of their area to the SLT members managing the incident.
- **Teaching staff** will normally be in charge of groups of students when the alarm sounds; their primary responsibility is to ensure those students arrive safely at the assembly point.
- Staff with other **specific fire responsibilities** are listed in the RHS Bath 'Statement of Health & Safety Organisation and Responsibilities'.

# Roles & Responsibility for Fire Safety Schools, Academies and Trust Office



## 10 ARRANGEMENTS FOR MAINTAINING, CHECKING AND TESTING

10.1 Responsibility for the maintenance, checking and testing rests with the DFO. He delegates the routine planning and delivery of this work to the Facilities Manager and their team. Records of the regular checks, tests and inspections of the fire alarm systems and fire safety equipment are recorded in the **GDST Fire Log Book**. Records are retained for 3 years. Regular audits of the maintenance and checks are conducted by GDST H&S and Estates staff, with external audit conducted to provide external assurance. Records cover the maintenance programme, checks and testing of specific systems, which includes:

### 10.2 Fire alarm systems (including automatic detection):

- *Daily* visual check of fire alarm panels.
- *Daily* visual check that call points and detector heads not damaged /covered/obstructed.
- Call points tested *weekly* so that each individual call point is tested at least once a year and call points in higher risk areas, plus areas used by lets, are tested at least *once a term*.
- Alarm systems serviced and tested every *six months* by engineer.

### 10.3 Emergency lighting:

- *Daily* visual check that it is not damaged / covered / obstructed.

- Each light tested for functionality at least *once a month*.
- Serviced and tested *six monthly* by engineer.
- *Annually* - 3 hours discharge test

#### 10.4 **Escape routes (internal and external):**

- *Daily* check to ensure they are kept clear, not obstructed or narrowed.
- Fire doors are operating correctly.
- Signage is in position.
- Final external doors are not locked or obstructed in any way.
- No combustible items are stored in stairwells or along escape routes.

#### 10.5 **External steel fire escape staircases.** Engineer Inspection every 3 years.

10.6 **Fire doors.** Checks to ensure they are not damaged, fit/close correctly, not wedged/hooked open, will open easily (*six monthly* check).

10.7 **Alarm activated door closers/holders.** Check to ensure they activate when alarm sounds (*six monthly* check).

10.8 **Fire signage:** Checks to ensure it is in place on all exit routes, by all fire alarm call points, and by each extinguisher and that it is not damaged / covered / obstructed and confirms to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996'. Signs will be provided:

- On all fire escape routes and all fire exit doors.
- By all fire alarm call points.
- By all fire extinguishers.
- On all fire doors.
- By all lifts (reminding people not to use them in the event of a fire evacuation).
- In all main rooms, classrooms and beside fire alarm call points, where simple fire evacuation instructions based on the sign below will be displayed.



- More detailed fire action notices will be provided in boarding house bedrooms.
- In areas such as kitchens, food technology rooms, laboratories and workshops the 'Fire Evacuation Instruction' notice is to include instructions to switch off electrical and gas supplies and ventilation systems. These supplies and systems are to all have clearly labelled 'cut-off' / 'isolation' switches.

**10.9 Firefighting equipment.** Checks conducted *monthly* in boarding or living accommodation and high-risk areas e.g. Catering, Food Technology, Science, DT, Art and Maintenance workshops. *Remainder of the site, Termly* checks. These checks ensure that firefighting equipment:

- Is in the correct place (on stand or hook) and easily visible/accessible.
- Is the correct type of extinguisher for the hazards in the area (check the sign by the hook/stand).
- Is in good condition – locking pin/security tag in place, not rusty or damaged, hose intact, pressure indicator in the green zone (if present), nothing wedged under the handle to stop the trigger working.
- Has labels / signs clearly legible (types of fire it can be used on / instructions on how to use it).
- Has been tested / serviced in last 12 months.

#### 10.10 Additional Checks.

- **Management of electrics.** *Electrical installation condition report (EICR) inspections/Five Year Fixed Wiring Tests take place in all buildings. For areas that are let to outside hire, wiring tests take place every three years. Records are to held by the FM and reported annually to the GDST Estates Office.*
- **PAT (Portable Appliance Testing)** *takes place annually across all school buildings. PAT test records are held by the FM. The School has the ability to conduct some in-house PAT testing, particularly to support the boarding houses.*

## 11 ARRANGEMENTS FOR THE MANAGEMENT OF CONTRACTORS/OTHER USERS

**11.1 Contractors.** Responsibility for the management of contractors working on site rests with the DFO. He delegates the routine planning, checking and supervision tasks to the Facilities Manager and his team. In terms of fire safety, the key factors include:

- **Visitor Procedures.** *All contractors to Royal High School, Bath are required to sign in at the main reception (admin office in holidays) and are provided with information about fire safety and the fire evacuation procedure (as well as other H&S and site-specific briefings) by the FM or a member of his team.*

• **Management of Contractor Works.** *The FM will ensure that information is shared so that contractor operations do not impact on fire safety, or where issues are identified, mitigations are in place. Specific areas to consider include:*

- *Control of hot works. These can only be undertaken by trained and competent contractors, following a detailed risk assessment. Work can only commence with a written permit to work scheme for personnel involved, using appropriate personal protective equipment for the task.*
- **Management of waste**
- **Maintenance of fire exit routes and access for emergency services**
- **Evacuation procedures**

**11.2 Other users (Lettings).** *All hirers of school facilities sign a contract, which details their responsibilities for fire safety while on site. As part of the handover process, the leader(s) of the group are briefed by the Letting/Estates teams on the School fire safety procedures, their responsibilities for briefing and training their staff, members/guests/visitors, particularly in evacuating the buildings (including a fire practice on the first evening of any residential lettings). They are briefed on how they and their members are expected to behave and what support is available to them from the school to manage their fire safety while on school property.*

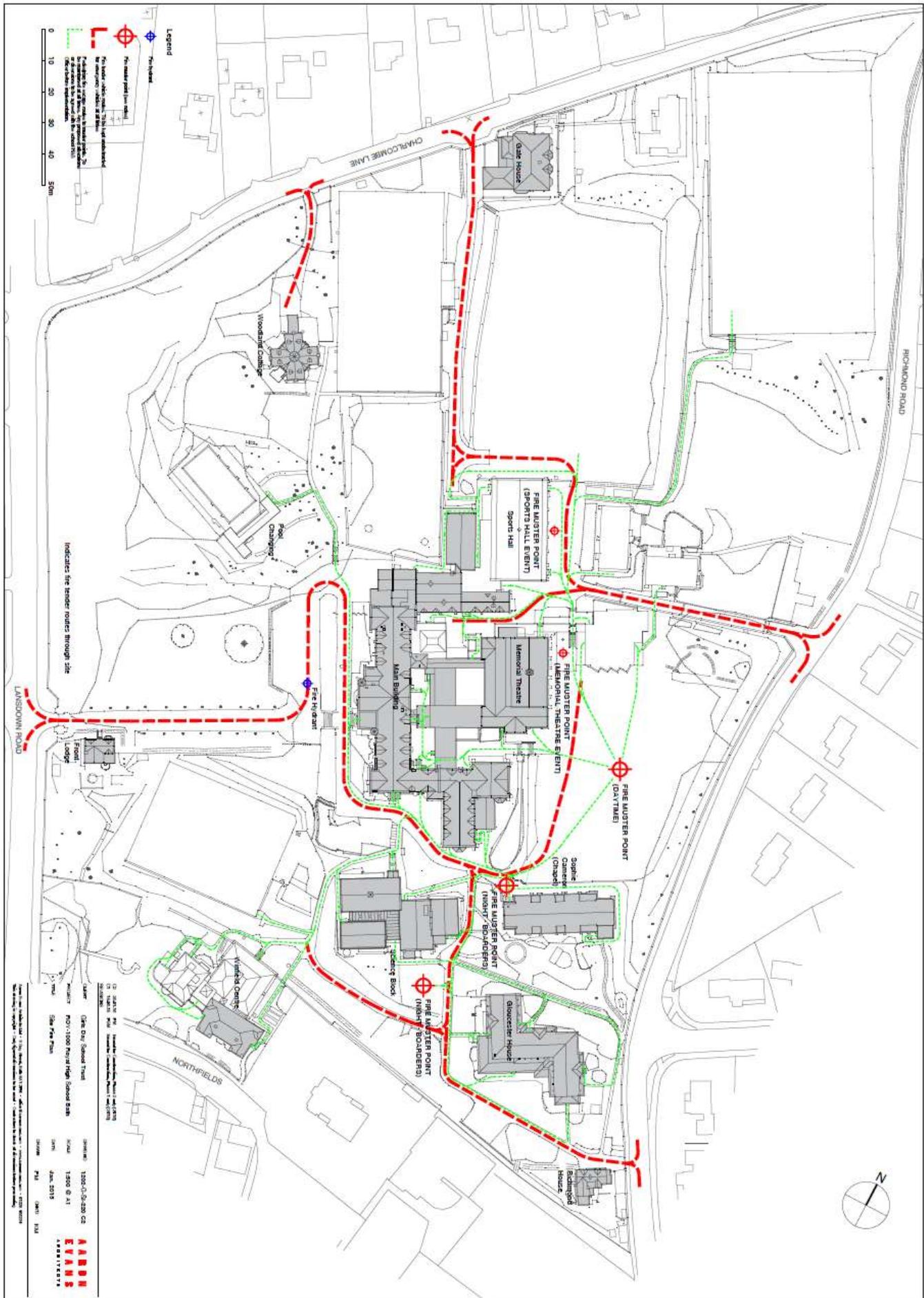
<b>Review:</b> August 2021	<b>Next Review:</b> June 2022
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**Appendices:**

Appendix 1 – Royal High School, Bath Site Fire Plans.

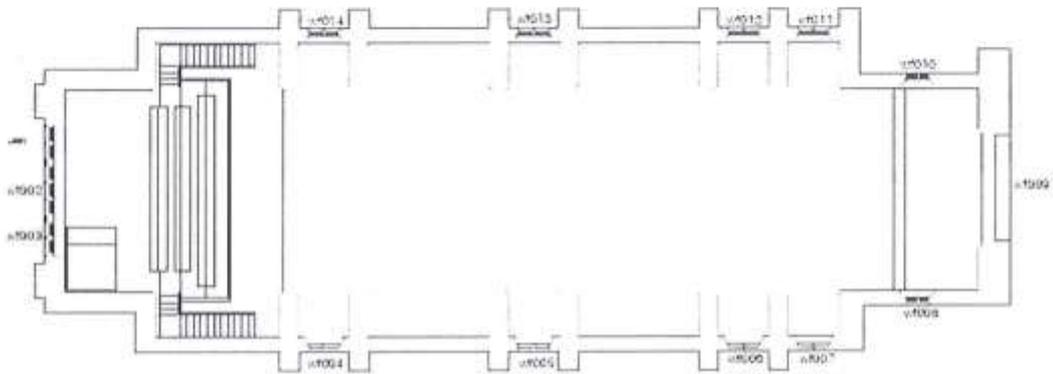
Appendix 2 - Guidance on the use storage and transporting of flammable Liquids, Petrol and Diesel

# APPENDIX I – RHS BATH SITE FIRE PLANS

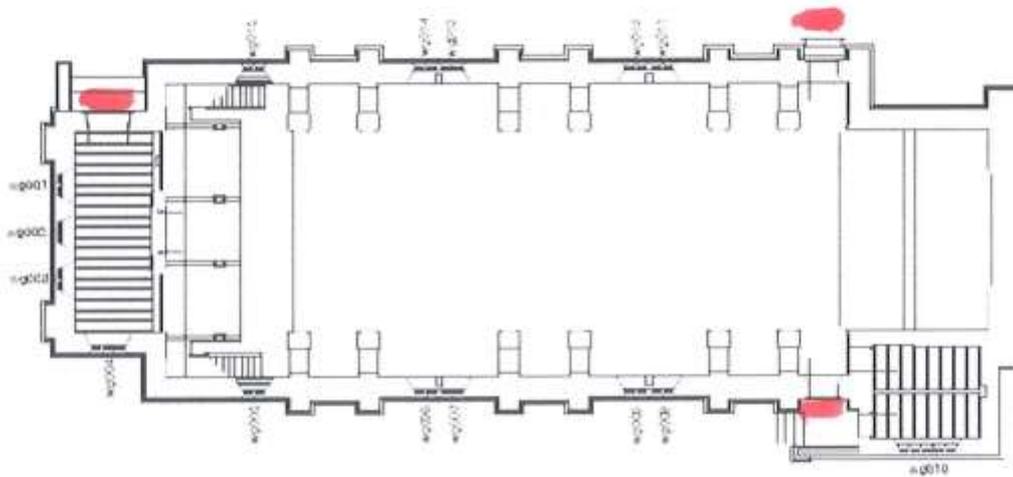






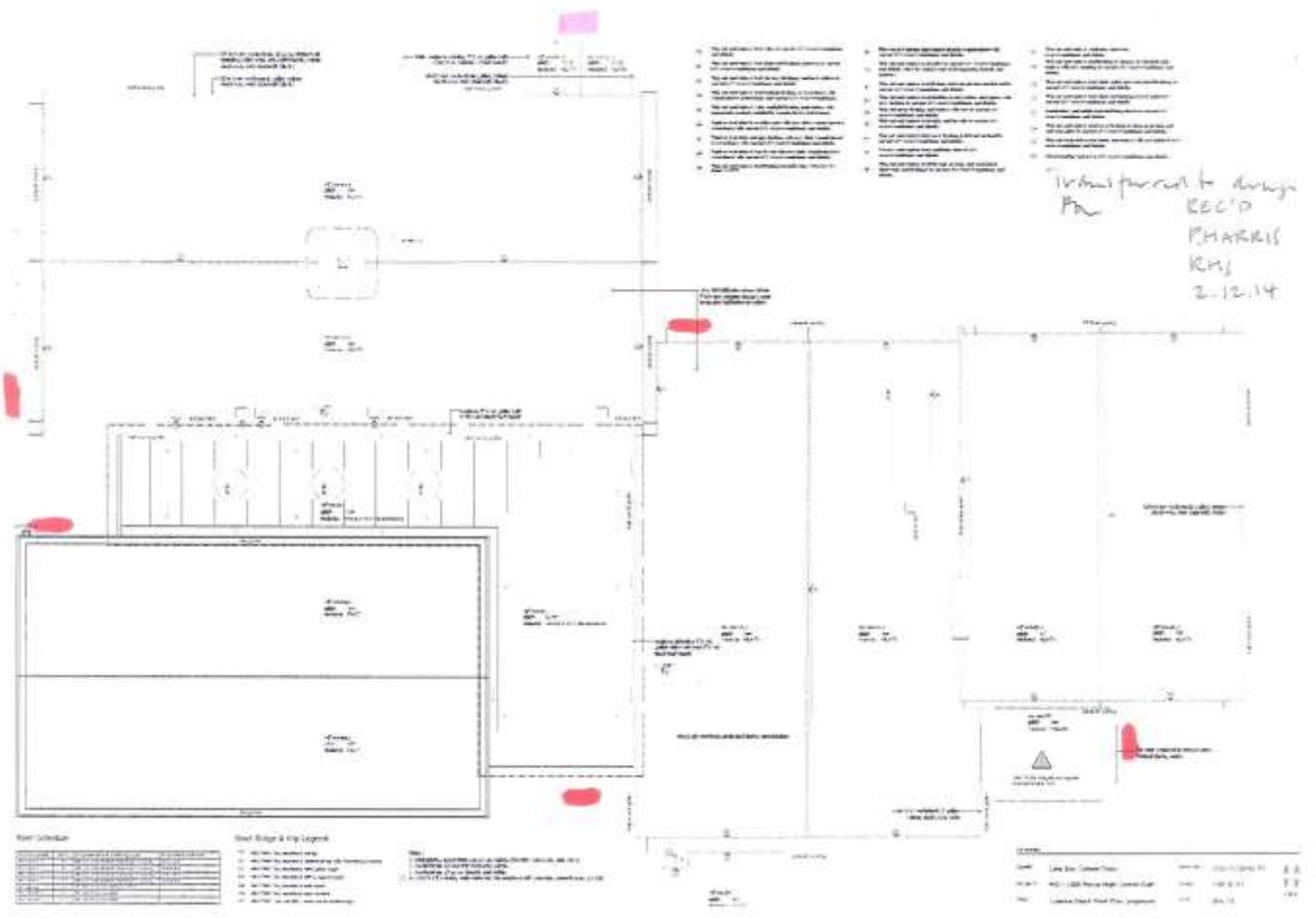


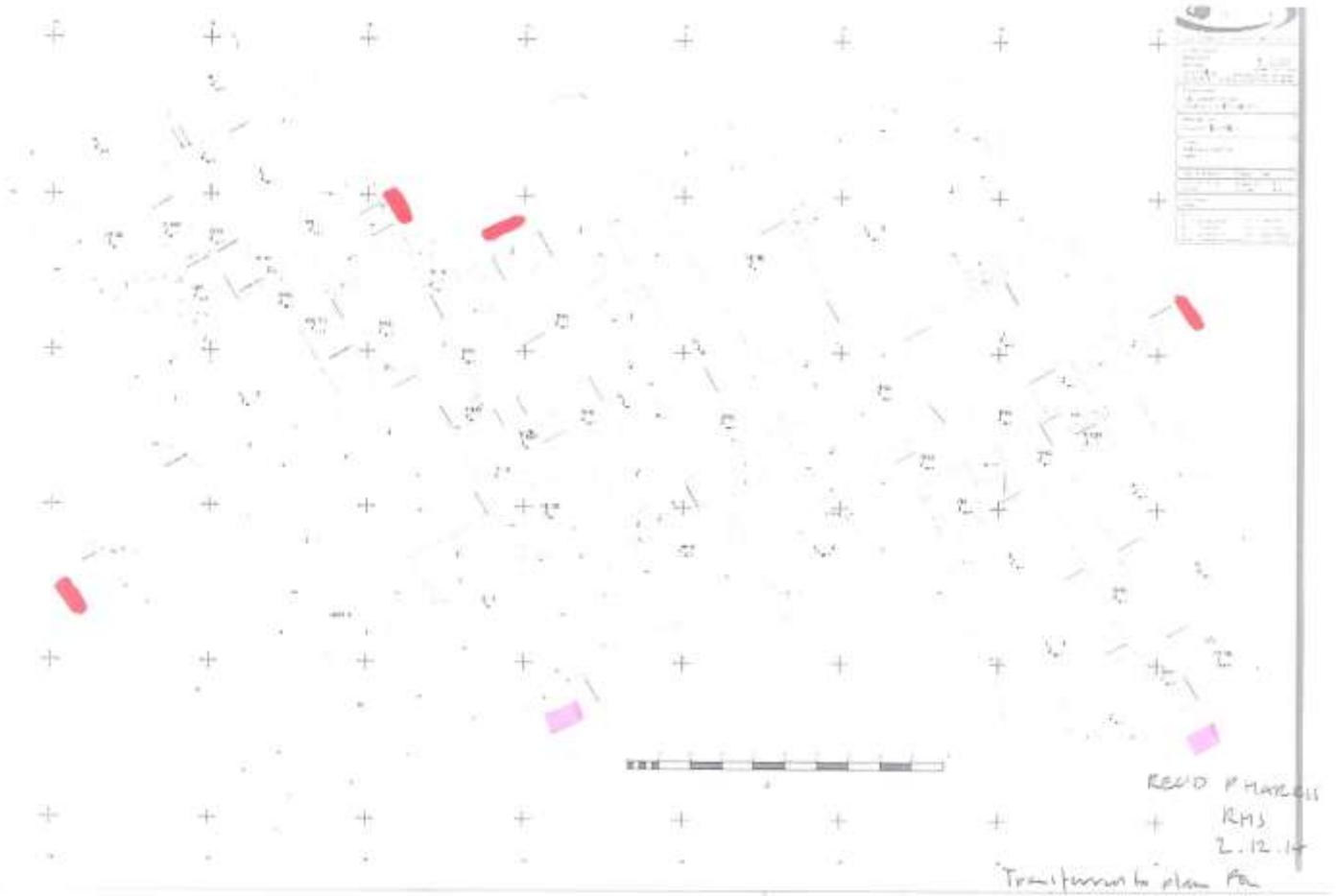
First Floor Plan



Ground Floor Plan

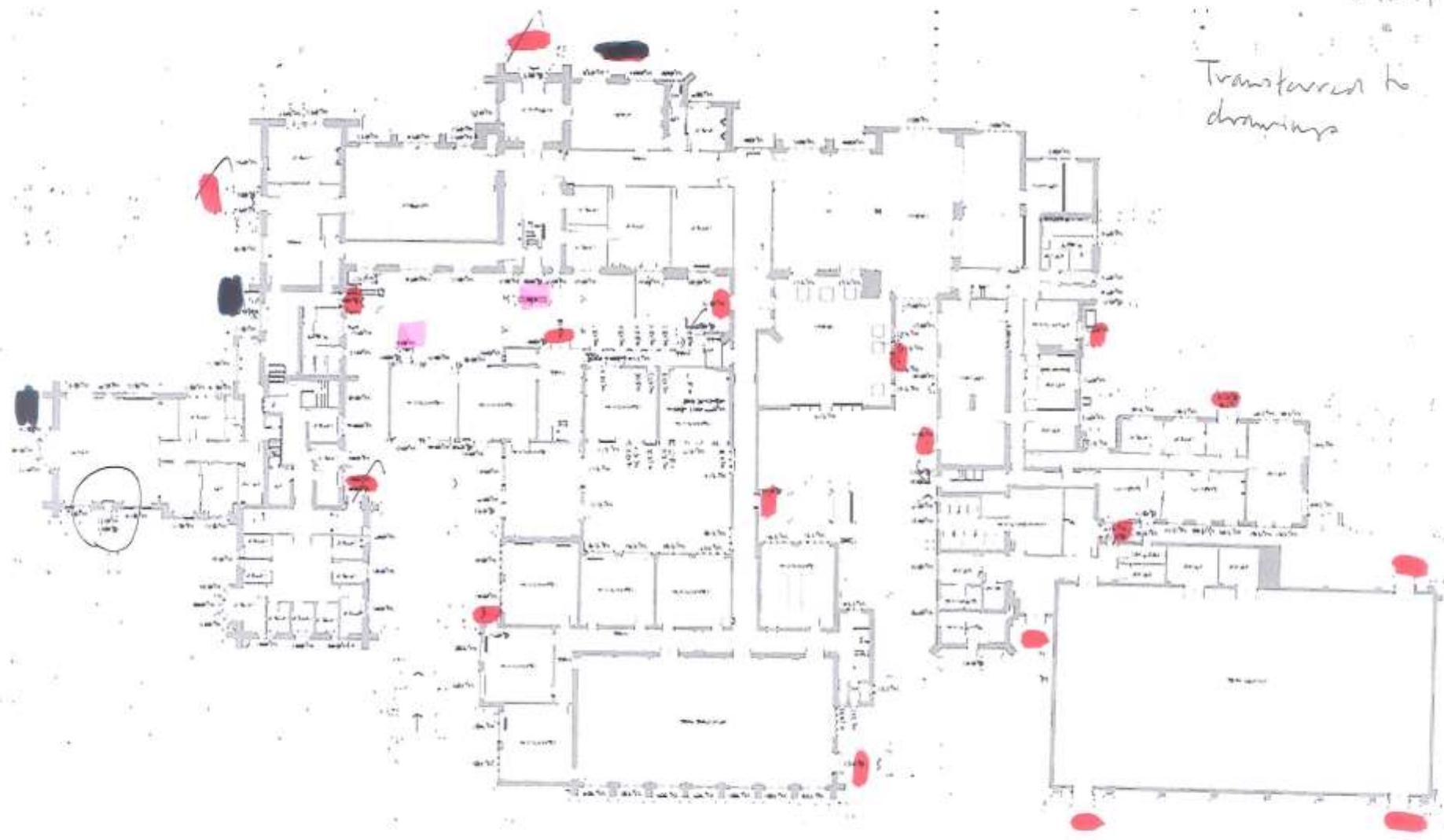
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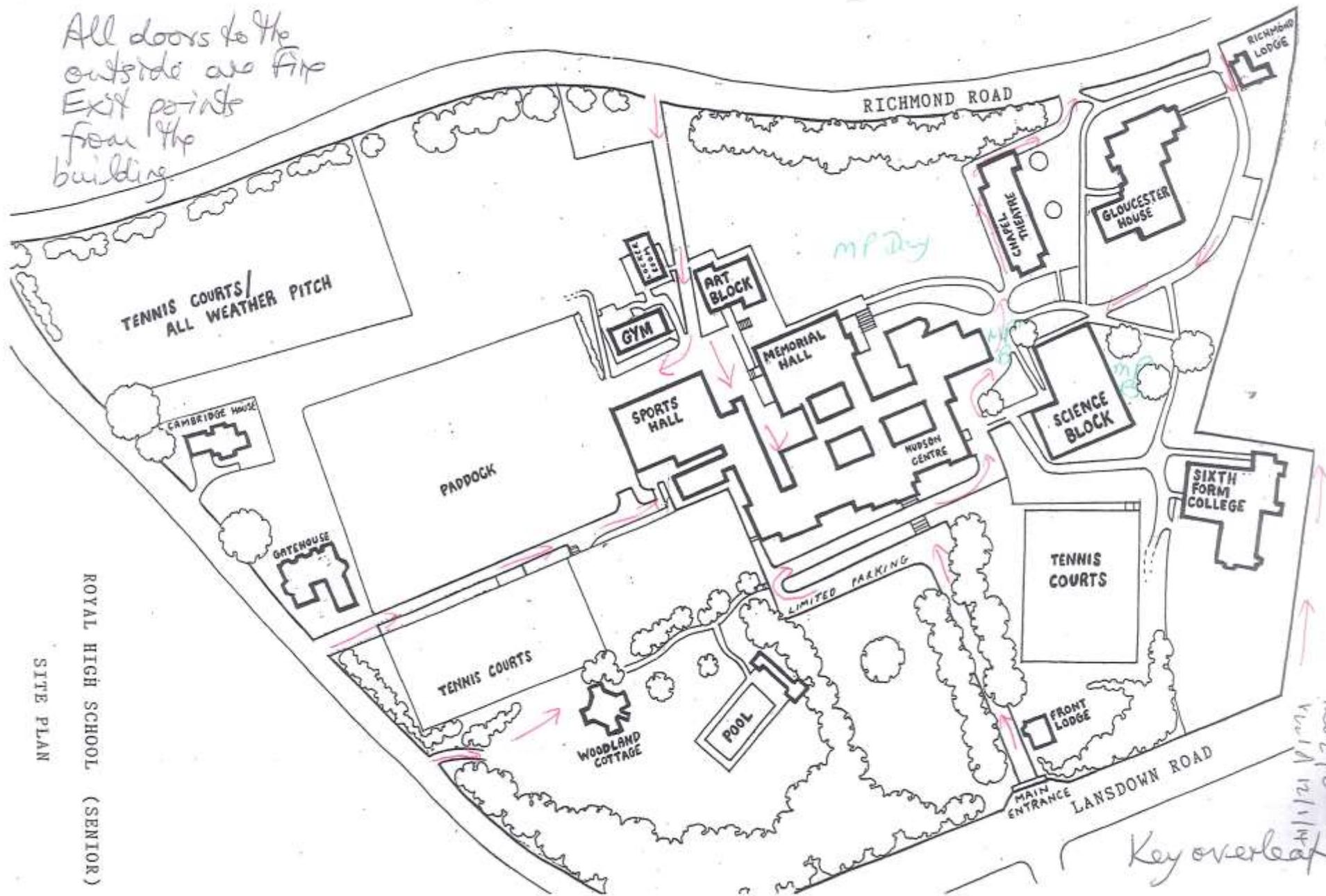


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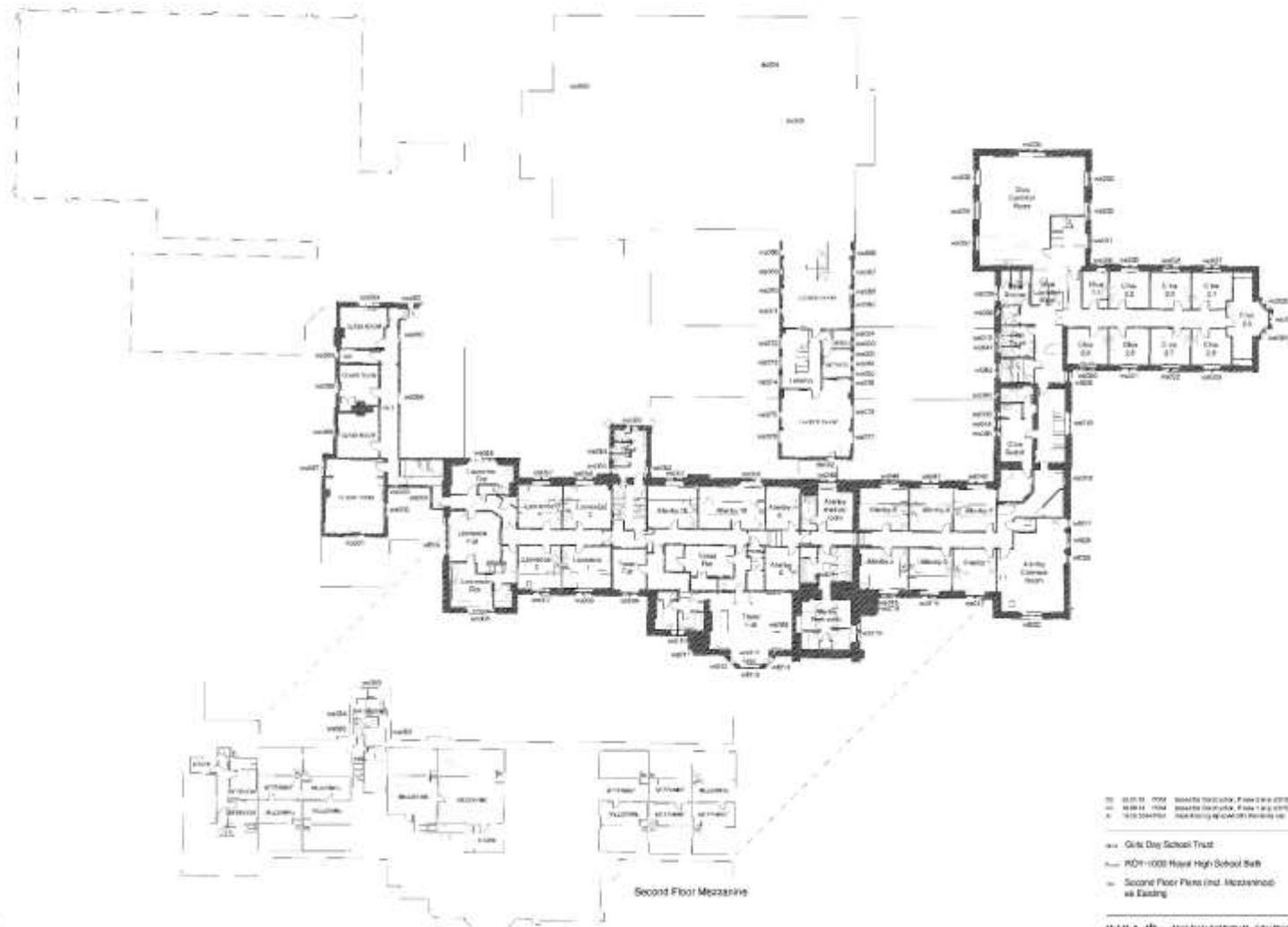
All doors to the outside are fire exit points from the building



ROYAL HIGH SCHOOL (SENIOR)  
SITE PLAN

Key overleaf

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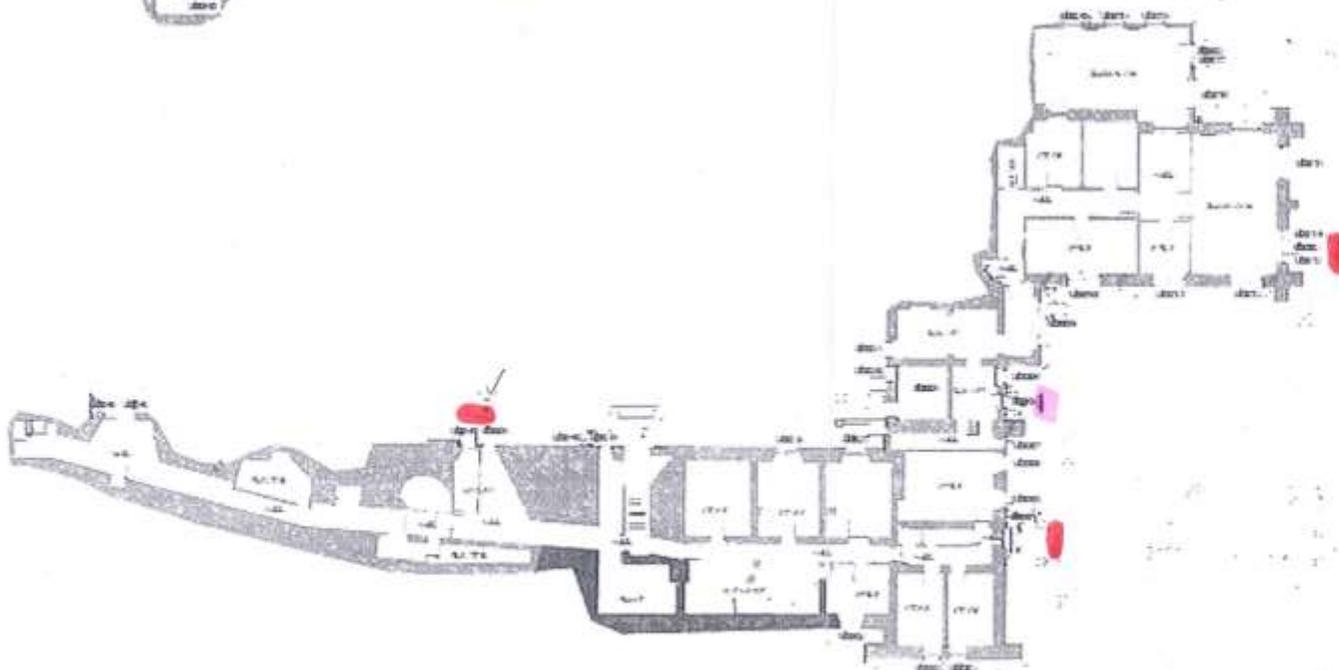
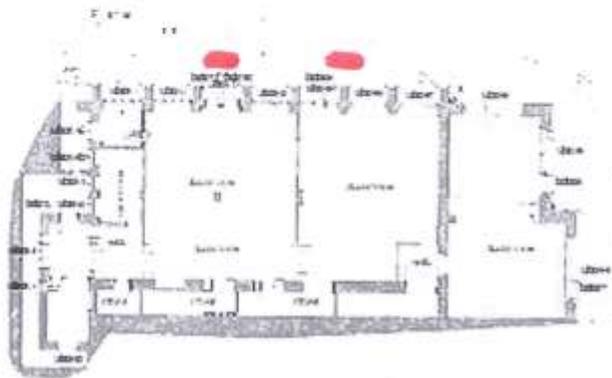
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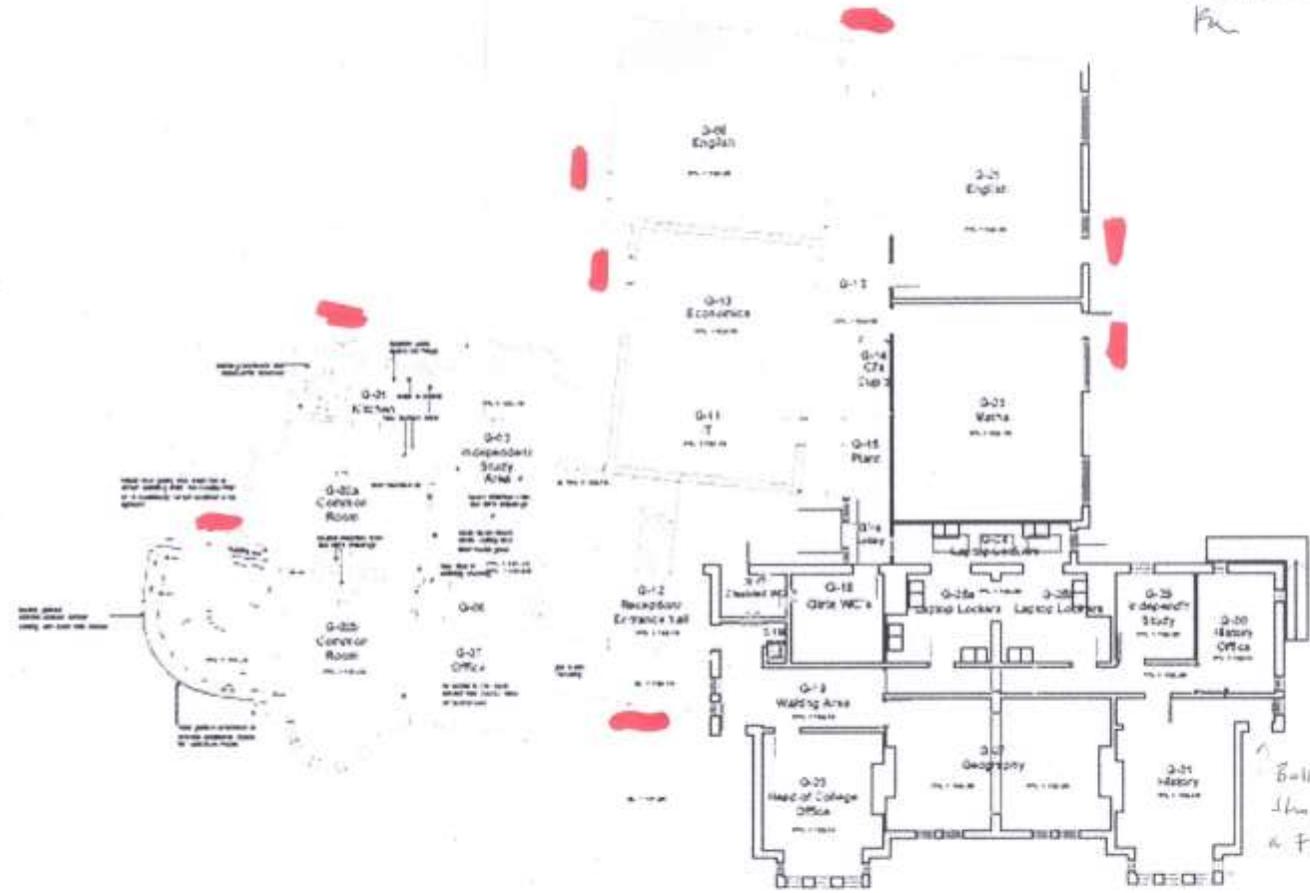
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## APPENDIX 2 - RHS FIRE SAFETY/FIRE RISK MANAGEMENT 2019-20

### GUIDANCE ON USE, STORAGE AND TRANSPORTING OF FLAMMABLE LIQUIDS PETROL AND DIESEL

1. **Flammable liquids.** A number of flammable liquids are used / stored in the school, and it has dedicated, fire-proof storage facilities for flammable liquids. The location of all storage facilities for flammable liquids is marked on the school's 'Fire Plan'.
2. **Heads of department** are to ensure that all flammable liquid stores are kept locked and the highly flammable liquid sign is used on the doors together with signs indicating "No Smoking" and "No Naked Lights". Where it is believed that the use of signing is more likely to attract unwanted attention, particularly out of hours, *heads of department are to discuss with the DFO*. The school may use discretion not to sign the store. This decision should be recorded at the school's Safety Committee and brought to the attention of the local Fire Authority on any subsequent visit.
3. Amounts of flammable liquids, **not exceeding** 50 litres, may be stored in workrooms in fire resisting bins or cupboards manufactured to B.S.476.
4. **All** propriety products that are classified as flammable liquids and are appropriately marked with the hazard pictogram e.g. polishes, art materials, printing materials, painting materials etc. **must be** stored as set out above.



5. **Estates Department Fuels.** Fuel for the grounds equipment is sited externally. The design of bulk stores is to be approved by the Estates Department at Trust Office and meet any Health and Safety Executive, Environment Agency and/or Local Fire Authority requirements. The risks associated with the storage of petrol and diesel mean that is controlled by a number of regulations including: Health and Safety, Fire Safety and Environmental legislation.

5.1. *RHS Bath stores diesel and petrol for fuelling the grounds department equipment, including a panel van, tractors and lawn mowers to maintain both premises (Prep and Senior). They are stored in proper fuel containers in a lockable fuel cabinet next to the grounds store. Storage includes:*

- *Diesel: 4 x 20 litres are stored in metal Jerry cans.*
- *Petrol: 3 x 20 Litres are stored in metal Jerry cans.*
- *Relevant signs are fixed beside the containers.*
- *Safety equipment includes outdoor fire extinguisher and a spill kit.*

5.2. *The school buses and van are filled at petrol stations.*

5.3. *Diesel and petrol are transported in Jerry cans in security boxes onto site by the Estates van that is marked with an inflammable sign, in addition, carrying a suitable fire extinguisher in the van.*

6. One of the main pieces of H&S legislation is the Dangerous Substances and Explosive Atmospheres Regulations 2002. These require schools to:

- 6.1. Complete thorough risk assessments to:
- 6.2. Identify the risks and adequate control measures.
- 6.3. Ensure the controls are implemented.
- 6.4. Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
- 6.5. Make sure employees are properly informed and trained to control or deal with the risks from the dangerous substances.
- 6.6. More information is available on the HSE website.

7. **Petrol.** Schools may store and use petrol on the premises for fuelling ground-keeping equipment, such as lawn mowers. Schools may also need to store diesel on the premises for fuelling heating systems, generators, tractors or other ground-keeping equipment. A licence for storing petrol is no longer required, but a written risk assessment, giving school specific controls, must be in place.

7.1. **Petrol Storage.** Petrol storage is subject to the following requirements:

7.2. The maximum total quantity permitted in Trust Schools is 50 litres (*we supply two premises, Senior and Prep Schools*). This excludes fuel in equipment, e.g., mowers for which there is no limit.

7.3. Petrol must be kept in approved containers which:

- are made of metal or plastic that is suitable and safe for the purpose and will not significantly degrade due to exposure to petrol or naturally occurring ultra-violet radiation (sunlight)
- are reasonably robust
- are not liable to break under normal conditions of use
- the escape of liquid or vapour is prevented
- petrol can be poured safely from them; and
- are not unsteady when placed on a level surface.
- Such containers must be:
  - in a good state of repair
  - secure from leaking
  - not degraded from exposure to chemicals or light; and
  - marked or labelled in a legible and indelible form with:
    - the words "petrol" and "highly flammable"
    - the nominal capacity in litres
    - manufacturer's name

- date and month of manufacture; and
- an appropriate hazard warning sign, e.g.:



7.4. The nominal capacity of suitable portable containers must be no greater than: 10 litres, if made of plastic; or 20 litres, if made of metal.

7.5. The location of all petrol storage facilities should be marked on the school's 'Fire Plan'.

7.6. Storage should preferably be in a suitable metal container, which is kept locked and is signed with a "Highly Flammable Liquid - No Smoking, No Naked Flames" sign. A non-combustible (e.g., brick or breezeblock) store is acceptable, providing it is lockable.

7.7. Cabinets should also be designed to retain spills (capacity should be 110% volume of the largest vessel normally stored in it)

7.8. Storage areas should not have any sources of ignition

7.9. Storage areas should be properly ventilated (large vents in doors and on one outside wall would be good practice)

7.10. Storage areas should not be in a work room or a room which has living/working accommodation above it

7.11. Containers should be kept tightly closed when not in use.

7.12. Refuelling of equipment should preferably take place in the open air and away from sources of ignition

7.13. More information on suitable storage containers can be found in the HSE guidance document.

7.14. **Transporting Petrol.** Ideally, petrol needed for use at school, e.g. in lawn mowers, should be delivered to the premises, rather than being collected. If school staff collect the fuel the following controls must be in place:

- Drivers must receive appropriate risk awareness training
- A written risk assessment giving school specific details must be in place
- Employees should not use their own vehicles for transporting fuel to school.
- Vehicles can carry up to 50 litres of petrol in approved containers (most metal and plastic containers sold for the purpose of storing petrol will be approved and have suitable stamps and marks to that effect)
- The containers must be stowed securely on the vehicle – strapped in to prevent them moving around

- The vehicle must be well ventilated
- A 2kg dry powder or carbon dioxide fire extinguisher must be carried in the vehicle.

8. **Diesel.** The environmental risks, in the event of a spillage, are one of the main concerns with diesel, and controls must be put in place to prevent this including:

8.1. **Diesel Storage.** The types of container that the diesel is stored in

- Locating the container(s) in a position where it is not at risk from being damaged, e.g., by manoeuvring vehicles
- Provision of secondary containment or bunds
- Preventing spillages if the container(s) is filled remotely, i.e., the connection between the container and the pipe is outside the secondary containment or bund
- Ensuring any underground pipework associated with fixed tanks is protected from damage and corrosion and is checked for leaks
- Locking taps or valves shut on mobile bowsers.
- The location of all diesel storage facilities should be marked on the school's 'Fire Plan'.

8.2. **Transporting Diesel.** Ideally, diesel needed for use at school should be delivered to the premises, rather than being collected. If school staff collect small quantities of diesel, the following controls must be in place:

- Drivers must receive appropriate risk awareness training
- A written risk assessment giving school specific details must be in place
- Employees should not use their own vehicles for transporting fuel to school.
- Approved containers must be used (most metal and plastic containers sold for the purpose of storing petrol and diesel will be approved and have suitable stamps and marks to that effect)
- The containers must be stowed securely on the vehicle – strapped in to prevent them moving around
- The vehicle must be well ventilated
- A 2kg dry powder or carbon dioxide fire extinguisher must be carried in the vehicle.