



Fire Policy

December 2024

Fire Safety and Procedures

The Fire Policy is intended for use within all departments. Being able to demonstrate that the measures contained within the policy are carried out will indicate compliance with current fire safety legislation – the Regulatory Reform (Fire Safety) Order 2005 (the RRO).

The College strives to ensure the safety of all persons in College buildings. All occupants of College buildings should be able to vacate the building to a place of safety, which is clearly marked, in the event of a fire occurring within that building.

Radley College shall, so far as reasonably practicable, take steps to prevent fires in its educational, office buildings and boarding houses using maintained fire protection equipment, effective working practices and procedures and regular inspections of its properties, as per the College Health and Safety Policy. All staff have a responsibility for their own and others fire safety. They should report any possible dangerous situations to the Health and Safety Manager.

The fire strategy is to ensure there is a suitable means of alerting all persons who are in the premises to a fire in the initial stages and provide enough exits to allow the safe evacuation to a place of safety. The type, number and level of fire safety measures will be decided by a Fire Risk Assessment carried out by a competent Person. Copies of these Risk Assessments are located adjacent to the fire panel in each building and held centrally by the Health and Safety Manager.

In the event of any reported outbreak of fire or reported fire, the College priority is the **Life Safety** of its employees, residents, students, tutors and members of the public. This is the first priority and takes absolute precedence over all other considerations.

Radley College promotes a high regard for all its fire safety measures and promotes an objective of mutual management of this policy with employees at all levels, ensuring that the health and safety of all persons upon college premises and grounds receives the highest priority. Staff will receive fire safety training where relevant, including in the use of fire extinguishers, but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

Testing of fire alarms is carried out weekly in each building by a competent person.

Maintenance of alarm systems is carried out twice per annum by a Competent External Consultant.

Fire extinguishers and hydrants are serviced annually by a Competent External Consultant.

Evacuation drills are undertaken termly, in term time, in each Social (one drill per year will take place at night) and annually in other buildings, these being the responsibility of the Social Tutors and relevant Heads of Department. The Health and Safety Manager will co-ordinate with Heads of Department regarding the dates and times to ensure persons within the buildings are aware of drill dates and times except for Socials where this will be completed by the Social Management Teams.

Radley College will continue to promote and provide, so far as is reasonably practicable, safe systems of work and/or procedures and updates of systems to maintain all its premises to a condition to prevent personal injury and property damage. The College will also continue to provide the provision and maintenance of safe working conditions for all persons on College premises.

The General Purpose Council (GPC) has the overall responsibility for fire safety at the college, the Bursar has the responsibility to manage the implementation of the Fire Safety Policy. The Health and Safety Manager is appointed as the responsible person for the day-to-day management at Radley College.

Each area of College has its own detailed evacuation plan either available from the Health and Safety Department, the relevant Head of Department and held centrally.

Fire Risk Assessment

The College completes a specific fire risk assessment for each of its buildings to ensure that risks from fire are identified and that arrangements are in place to control those risks, enabling the College to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Radley College has in place procedures for:

- Completion of fire risk assessment
- Automatic fire detection systems
- Evacuation process and procedures
- Maintaining and inspection of all fire detection, alarm systems and extinguishers

The Fire Risk Assessment will contain information on the following:

- The number of floors in the building
- Number of occupants in the building
- Fire Risks
- Rating of fire risk of the building
- Recommendations to improve risk of fire
- Evacuation floor plan for each level

All the College premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The Health and Safety Manager is delegated responsibility in partnership with competent Contractors, Heads of Departments and Social Tutors/Sub Tutors/PHM to ensure a fire risk assessment is completed for each building.

The fire risk assessment will be reviewed and / or updated every 2 years or in the event of significant changes to the buildings or their usage. An internal review will be carried out annually.

Heads of Departments and Social Management teams will receive a copy of their premises fire risk assessment.

A copy of the fire risk assessment report will be available on site (from the Health and Safety Department) and employees' attention brought to any hazards found in the assessment.

Fire Safety

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

Regular assessments will be made by staff, including the Heads of Department/Social Management Teams/ Members of the Bursary/Estates Department Teams to ensure that the walkways/fire exits are kept clear of obstruction and tripping hazards.

Suitable and sufficient arrangements are made for any persons with disabilities, vulnerabilities or impairments that might require additional support whilst moving around the college grounds in the event of an emergency. Any person identified as especially at risk; a Personal Emergency Evacuation Plan (PEEP) shall be completed for the identified person.

Plant and equipment are maintained by competent persons to ensure suitable fire protection is in place.

Relevant training, information and instruction about fire and the fire precautions within the college is given to staff, students, visitors and contractors.

Legal Requirement & Education Standards

References:

- Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).
- Regulatory Reform (Fire Safety Order) 2005, ([The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](http://legislation.gov.uk))

NB. All building fire risk assessments are available on request from

Health and Safety Manager.

Relevant Heads of Department.