
Fire Safety Approach

Date of this policy: January 2024
Policy drawn up by: Neil Cameron

Date of next policy review: January 2025
Date for publication of revised policy: January 2025

Eastbourne College Incorporated treats its responsibilities to Fire Safety as a matter of priority and as such this policy lays out the Charity's approach to Fire Safety and applies across all school premises and domestic properties. This policy is not a procedure to be followed in the event of fire.

Fire Detection

The Charity has installed L1 fire detection systems in all boarding houses and L1/2 in all other Charity properties. The Charity discharges its landlord responsibilities with regards to fire safety in its domestic properties that are occupied by tenants. All fire detection systems are serviced on a six monthly basis by a fully qualified and experienced contractor appointed by the Charity.

Fire Alarms

All fire detection systems are linked to a fire alarm system which activates sounders and where appropriate visual beacons.

All fire alarm systems are serviced on a six monthly basis by a fully qualified and experienced contractor appointed by the Charity.

Fire Fighting Equipment

Appropriate firefighting equipment is placed in key strategic locations. This includes but is not limited to water, foam or CO2 fire extinguishers and fire blankets in house galleys.

All firefighting equipment is serviced on an annual basis by fully a qualified and experienced contractor appointed by the Charity.

It should be noted that the Charity has adopted a policy of "get out and stay out" in the event of fire so firefighting equipment is only placed at key locations. The Charity does not wish unqualified or inexperienced staff or pupils to put themselves at risk to fight a fire.

House Fire Drills

All Houses carry out a termly fire drill which is recorded on a pro forma report and forwarded to the Soft Services Manager.

In boarding houses at least one of these drills must be held during sleeping hours, defined as between 1.00am and 6.00am at Eastbourne College and between 10.00pm and 6.00am at St Andrews Prep.

Whole School Fire Drills

Whole school fire drills are held twice a year at Eastbourne College and every term at St Andrews Prep. A report is produced and held by the Soft Services Manager.

Internal Signage/Evacuation procedures

All evacuation routes and fire doors are clearly signed in universally accepted & recognised style. Evacuation procedures are displayed at key locations in each Charity property.

Fire Risk Assessments

Fire Risk Assessments are completed for all Charity properties and are reviewed on an annual basis or when an incident demands if earlier.

Fire Risk Assessment reviews will be carried out by the Soft Services Manager in conjunction with HODs or HSMs where appropriate.

Housekeeping

All Housemasters, Matrons and Heads of Department are expected to keep their areas of work in good order, clean and tidy and ensuring that all fire evacuation routes and exits are kept clear of obstruction.

Training

All new staff are given training in their fire responsibilities during their induction, both in general terms and more specifically for any area they have responsibility for.

Key staff undertake training on the use of firefighting equipment at prescribed intervals.

Emergency Contacts

A list of emergency contacts is circulated to key staff to allow them to call for support in the event of a fire or other emergency.

PAT testing

PAT testing is carried out on an annual basis on all appropriate items throughout the Charity by a suitably qualified and experienced contractor appointed by the Charity.

Fixed Electrical testing

All Fixed Electrical testing is carried out at the prescribed intervals by a suitably qualified and experienced contractor appointed by the Charity.

External Lets

On any occasion when a Charity facility is to be let to an external group then one of two things will take place:

1. A suitably experienced and trained member of Charity staff will be appointed to oversee the let or
2. A responsible person from the external let will be identified and fully briefed and trained on fire safety precautions and emergency actions for the area in which the let takes place.