

Rudolf Steiner School Kings Langley

Fire and Security Handbook



3. Fire Safety Arrangements

Fire Risk Assessments

Fire Risk Assessments or Reviews (as appropriate) shall be carried out by a competent person on an annual basis, or when the Risk Assessments may no longer be valid (i.e. following an audit or planned / known changes in the premises, the occupants, or the work carried out etc.)

The Fire Risk Assessment will cover the following:

- 1) Sources of Ignition
- 2) Combustible Materials
- 3) Persons at Risk
- 4) Means of Fire Detection and Warning
- 5) Means of Escape
- 6) Fire Fighting Equipment
- 7) Fire Procedures and Training
- 8) Testing and Maintenance

and will give an overall risk rating for each building with any recommendations for improvement. The responsibility for implementing the recommendations in the Fire Risk Assessment or Review lies with the Responsible Person for the site.

Audits

Audits will be carried out each year (half way between the annual fire risk assessments / reviews) and will be done by the Bursar in conjunction with the Estate Manager

Testing and Maintenance

The fire safety equipment within the buildings will be tested and serviced in accordance with the relevant British Standard or the current fire risk assessment as follows:

IN HOUSE CHECKS AND TESTS

General

The Estate Manager is to ensure that all in house fire checks and tests are completed and recorded as detailed below.

Daily

- **Fire Alarm Panel**
Check that the fire alarm main panel shows no faults (No record required unless a fault is found in which case to be recorded in the fire safety log book in red under Fire alarm system – record of tests). To be carried out by the Estate Manager.
- **False alarms (when applicable)**
All false alarms should be investigated and the cause as well as the device operated recorded in the fire safety log book in red under Fire alarm system - record of tests. This is to be carried out and recorded by the Estate Manager or his nominated deputy;

Rudolf Steiner School Kings Langley

Fire and Security Handbook



Weekly

- **Fire Exit Doors**
All fire exit doors not in normal use are to be physically opened. To be carried out and recorded by the Estate Manager.
- **Fire Alarm**
Test using a different break glass call point each week. To include confirmation that any self-closing fire doors held open by approved devices have released satisfactorily. To be carried out and recorded by the Estate Manager.

Monthly

- **Emergency lighting**
All units are to be checked as working by operation of the test key or operation of the appropriate lighting fuse. The test should be only of sufficient duration to ensure that each lamp illuminates. To be carried out and recorded by the Estate Manager.
- **Fire Extinguishers**
Visual check of all fire extinguishers to ensure that they are in their correct position, are not obstructed, and in good condition. To be carried out and recorded by the Estate Manager.
- **Fire Doors**
Check that all self-closing fire doors close fully onto their stops and are not damaged. To be carried out by the Estate Manager.

Each Term Fire Evacuation Drill

To be organized by the Estate Manager at the beginning of each term and to assume an alternative exit route is not available.

ANNUALLY

- **Emergency lighting**
Full discharge test. To be carried out by the Estate Manager.
- **Fire Safety Audit**
Audit by the Bursar in conjunction with the Estate Manager using the Audit form provided.
- **Portable Electrical Appliance Tests (PATs)**
To be carried out and recorded by the Estate Managers.

Specialist Servicing by External Contractors

THREE MONTHLY

The Fire Alarm System is to be serviced by a Specialist Service contractor appointed by the Estates manager or their nominated representative.

ANNUALLY

The following are to be serviced annually by specialist contractors under the guidance and control of the Estate Manager

- Heating Boilers
- Lightning Conductor
- Kitchen Extract/Filters
- Fire Fighting Equipment

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Fire and Security Handbook



The following tasks are also to be undertaken on an annual basis: -

- Staff Training is to be arranged for or undertaken by the Estate Manager and or other designated parties
- Fire Warden Training is to be undertaken by Chubb Fire or others as directed by the Estate Manager
- Fire Risk Assessment is to be Reviewed by the Responsible Person or other competent persons as directed by the Responsible Person or the Estates Manager

EVERY FIVE YEARS

The Electrical Installation is to be fully tested and an Electrical Test Certificate is to be issued by a specialist external contractor.

Recording

All test details including defects and/or remedial action are to be recorded in the appropriate spaces in the fire safety log book provided.

Copies of any service reports are to be kept in the back of the log book.

Monitoring

Records are to be checked through the in house annual audits, conducted by the Estate Manager and the External Health & Safety Consultant (currently Michael J W Morgan) and through the annual fire risk assessments reviews undertaken by external expert contractors (currently Chubb Fire).

Incidents

Following the necessary emergency procedures, the *Responsible Person* is to ensure that all near misses, and fires are investigated to determine the cause(s) and prevent a re-occurrence. Advice can then be sought for outside sources so as to provide technical advice if required.

It is the responsibility of the Bursar to arrange for additional risk assessments or reviews of the current fire risk assessment to be undertaken where they considered it appropriate;

Technical Advice

Our Health & Safety Consultant is currently Michael J W Morgan, CMIOSH, MBIFM, MIIRSM, MIHM, EurOSHM, Chartered Safety and Health Practitioner and is contactable through the Estate Manager