



# The Duke of York's Royal Military School

## Fire Risk and Lockdown Policy

**Date of Approval**

9 October 2024

**Approved By**

Claire Pearsall

**Role**

Chairman of Trustees

**Signed**

<b>Last Reviewed</b>	October 2024
<b>Next Review</b>	October 2025



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## **1.1 SCOPE**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire and risks external to the School buildings.

## **1.2 OBJECTIVES**

To ensure that risks from fire and that risks external to the buildings are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **1.3 GUIDANCE**

1.3.1 The School has in place procedures for:

- (a) carrying out fire risk assessment.
- (b) preventing fires.
- (c) evacuation in the event of a fire.
- (d) lockdown in the event of an external risk.
- (e) maintaining and checking all fire detection, alarm and fighting systems.

1.3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a '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:

- (a) posting a copy of the fire map on notice boards.
- (b) bringing the fire map to the attention of all employees, contractors, and visitors, etc. during all training and site induction sessions.
- (c) providing at least one trained Fire Marshal in every building and boarding house.

## **1.4 FIRE RISK AND LOCKDOWN RISK ASSESSMENTS**

1.4.1 All of the School premises will be subject to separate fire risk and lockdown risk assessments. These may be conducted by an external consultant or other competent person. The person undertaking the assessments should liaise closely with Heads of Department.

1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

1.4.3 A copy of both the fire risk assessment and lockdown risk assessment will be available on site and employees' attention brought to any hazards found in the assessment.

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

- 1.4.5 Regular weekly assessments will be made by staff, including the Fire Marshals / Maintenance Engineer / Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **1.5 FIRE AND LOCKDOWN RISK DETECTION**

- 1.5.1 Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.
- 1.5.2 The School will have in place adequate measures to ensure that risks external to the buildings can be identified and reported to the Senior Leader on call at the time the risk is identified.

## **1.6 FIRE AND LOCKDOWN ALARM**

- 1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire or lockdown.
- 1.6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. Testing of the lockdown alarm will be undertaken during the School holiday periods. This will be managed by the Estates Office. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.6.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g., ISO 9001 / BAFE)
- 1.6.4 Records of these tests and servicing are maintained in a fire logbook held by the Estates Office.

## **1.7 FIRE FIGHTING EQUIPMENT**

- 1.7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- 1.7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

## **1.8 EMERGENCY LIGHTING**

- 1.8.1 Emergency lighting must be installed in the School where lighting would continue to be required in the event of a mains power failure, e.g., stairs, passageways and emergency exits.
- 1.8.2 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 Estates Office.

- 1.8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.
- 1.8.4 Records of testing and servicing of emergency lights will be maintained by the Estates Office.

## **1.9 EMERGENCY PROCEDURES**

- 1.9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and lockdown event.
- 1.9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire or lockdown 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 1 to this guidance.
- 1.9.3 There must be adequate means of lockdown and escape for all occupants of the School premises. These means of escape will be clearly signed with pictograms.
- 1.9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- 1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and students there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Estates Office when notified.
- 1.9.6 Staff are responsible for escorting students safely out of the building in silence and in an orderly fashion. Students will assemble in the designated location for their boarding house where the boarding house staff will be responsible for taking a register, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Senior Leader on duty. It is the responsibility of the Senior Leader to ensure that this information is passed to the Fire and Rescue Service as soon as they arrive. If only one building/boarding house is being vacated the member of staff to take their laptop with them to the Muster point to check staff/student presence via SIMS.
- 1.9.7 **SUMMONING THE FIRE AND RESCUE SERVICE:** The Estates Office is manned between 8.00am and 4.30pm during weekdays in term-time and between 08.00am and 4.00pm during half terms and holiday apart from the Christmas closedowns and public bank holidays. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the Estates Office. The Estates Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Rescue Service at once. One of the Caretakers and a Senior Leader are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/She has

standing instructions to summon the Fire and Rescue Services if the alarms go off outside the hours that the Estates Office is staffed, (unless warned of a planned fire practice).

- 1.9.8 Fire drills will be held regularly with at least one fire drill each term carried out in non-lesson time. At least one drill each year should be carried out overnight, unless the School has assessed that this would be detrimental to boarders' welfare. A fire drill from lesson time will be carried out at least every 6 months.
- 1.9.9 Lockdown drills will be held twice each year with one being carried out during non-lesson time and one during lesson time. The evacuation of the School after a lockdown drill will also satisfy the requirement to undertake an evacuation drill under 1.9.8 (above).
- 1.9.10 Written records of fire / evacuation and lockdown drills will be maintained in the fire logbook which is kept in the Estates Office.

## **1.10 FIRE TRAINING**

- 1.10.1 Staff will be informed in relation to:
  - (a) action to take if they discover a fire, including how to activate the fire alarm;
  - (b) action to take on hearing the alarm, including location and use of exits and escape routes; and
  - (c) the nature of an external risk and the action to take in the event of lockdown.
- 1.10.2 Students will be informed of lockdown procedures and of evacuation exits and escape routes.
- 1.10.3 Fire Marshals will be trained in:
  - (a) emergency evacuation procedures;
  - (b) use of fire extinguishers; emergency procedures; and
  - (c) how to spot fire hazards.
  - (d) the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular refresher training.
- 1.10.4 Visitors and contractors:
  - (a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of a lockdown or evacuation.
  - (b) For events with large numbers of attendees, such as open days, concerts etc, an announcement will be made at the beginning of the event regarding evacuation arrangements.

## **1.11 FIRE PREVENTION**

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, , Caretaker and Heads of Department will:

- 1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling, and disposal of flammable materials (including weapons and ammunition, hazardous substances etc).
- 1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- 1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- 1.11.4 Consult regularly with the Fire Marshals.
- 1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## **1.12 FIRE RECORDS**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Recommended review period: Annual

Review by: Bursar

**Appendix 1: Emergency Evacuation Notice (to be added to procedures and training as appropriate))**

All new staff and students, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, ensure the students leave quietly with you. No one should talk or run. Make your way to the assembly point at the parade square.
3. Do not take anything with you, and do not allow the students to take anything. Shut doors and windows behind you.
4. The Estates Office or the duty Caretaker will summon the Fire and Rescue Service if the alarm sounds.
5. If you have a disabled student in your class, you should move him or her downstairs, utilising their personal evacuation plan.
6. Assemble at your designated muster point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Senior Leader on duty who will inform the Fire and Rescue Service. On no account should anyone return to any building until given permission by the Fire and Rescue Service.
8. Remain at the assembly point until the all clear is given.

**Appendix 2: Disabled Staff, Students or Visitors (to be added to procedures and training as appropriate)**

We have a special one-to-one induction on fire safety for disabled students and their carers and for disabled members of staff.