EF ACADEMY

International
Boarding Schools

Document title:	Fire Safety and Evacuation Policy
Date Created:	Sept. '15 Amended September 2021
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Individuals involved in Developing the Document:	Head of School (Mark Fletcher-Single) Health and Safety Officer (Helen Calkin)
Document Purpose:	The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006. This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure, wherever possible, fire is prevented, and any fire risks are adequately controlled.
Related Documents:	Health and Safety Policy ACOPS The Regulatory Reform (Fire Safety) Order 2005 Boarding school's National minimum standards (Apr '15): Standard 7 – Fire precautions and drills National minimum standards for boarding schools (from 5th September 2022), specifically, NMS 10: Fire precautions and drills.
Recent Updates:	Amended in September 2022 October 2023 - Mohammad Mahmood (Facilities Manager and Health & Safety Officer) May 2024 Rob Tasker – Change Trinity Fire Security to Oxfordshire Fire Safety and Security Ltd.; Added RT as Deputy Head and Responsible person; References to "Drill" changes to "Planned Evacuations". September 2026 – To reflect new SLT structure and various staffing changes
Date of Next Review:	August 2027 (reviewed annually as a minimum or when circumstances demand review)

Purpose
EF Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises. This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure, wherever possible, fire is prevented, and any fire risks are adequately controlled.

Policy Objectives

- To safeguard all persons from injury and death in the event of a fire by following the effective management of fire safety.
- To minimise the potential of fire and to limit any form of spread.
- To minimise the potential for fire that may disrupt services, damage buildings and equipment, or harm the environment.

Responsibilities
The School's Fire Safety Policy forms part of the School's Health and Safety Policy and stems throughout the whole school, with specific responsibilities as below:

- The Deputy Head of School has overall responsibility for the implementation and management of this policy.
- The Deputy Head acting as Safety Officer is responsible for the effective implementation of this policy and its role within the Health and Safety Policy.
- All staff, students, contractors, and visitors have the responsibility to co-operate and to ensure the workplace is safe from any risks involving fire and must not take part in anything that will place themselves or others at risk.

Managing Fire Safety
It is every person's responsibility to ensure fire safety on site, the facilities team will aid this by:

1. Ensuring all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape to have adequate emergency lighting
2. Provide and maintain in working order all firefighting appliances and devices including:
   – Fire detection and alarm systems
   – Emergency lighting systems
   – Firefighting equipment
   – Notices and signage relating to fire procedures
   – Means of escape and meeting point
3. Conduct a fire safety risk assessment on each of the school buildings to ensure the school's facilities are compliant; and to reduce the risk of fire incidences by carrying out appropriate task risk assessments.
4. Provide appropriate instruction and training for all school staff on the actions to be taken to protect people and property including regular fire evacuation practices for all the School

5. Ensure all staff, students, contractors, and visitors are made aware of and comply with the school's fire procedures.

6. Identify any special risks such as the storage of hazardous materials and put in place appropriate procedures to minimise these risks.
7. Liaise with third parties: the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
8. Monitor and review this policy on a regularly basis to ensure that any new risks or alterations to regulations is addressed.

Monitoring

- The school outsource the maintenance of various fire related materials and tasks, this includes undertaking inspection of equipment and auditing of processes.
- The school's fire detection and alarm systems are tested on a weekly basis by the Facilities team. The overall maintenance and management of these systems are conducted by Oxfordshire Fire and Security Ltd. on a quarterly basis.
- Firefighting equipment is visually inspected weekly by the Facilities team, and extinguishers are replenished or replaced annually by Oxfordshire Fire and Security Ltd.
- The school's emergency lighting is regularly inspected by the Facilities team and tested monthly by the maintenance contractor RT Harris & Son.
- Notices and signage are updated as and when required and reviewed annually by the Deputy Head of School.

A Fire Logbook which contains records or fire safety checks is maintained by the Facilities team and is located behind the Reception in Cotuit House.
These checks include:

- Fire drills
- The inspection and test of the fire detection and alarm systems
- Firefighting equipment
- The emergency lighting systems (kept on file)
- Staff training records (kept on file)

Fire Risk Assessment

The school has conducted an annual comprehensive fire risk assessment for each building. These assessments are kept on file. The fire risk assessment identifies who will be at risk if there is a fire, where people may be working, where students and staff may be sleeping and who else is at risk, either in the premises or nearby, such as members of the public, visiting contractors etc, and where these people may be located.

Fire Safety Training

All staff received basic fire awareness training as part of their induction and attend annual refreshers.

Key staff throughout the school will receive additional Fire Warden training in the form of a one-day face to face practical training session.

Students are given instructions during the first week on fire prevention and the relevant actions to be taken in the event of a fire.

Fire drills/planned evacuations and evacuations are conducted to evaluate the effectiveness of the school's evacuation procedures. Planned evacuation are conducted at least termly, both in the school day and during hours of sleep. The findings of the drills are reported during teaching staff and boarding team meetings as well as at health and safety meetings and conclusions are remedial actions are recorded and implemented.

Fire Evacuation Procedures

- In the case of fire, or a fire drill it is necessary to account for all staff, students, contractors, and visitors on site. All staff, contractors and visitors are to sign in at the Cotuit house reception, or to use the Sign In app when arriving on campus.
- A register downloaded from this software will be used during a fire evacuation to account for the staff, contractors, and visitors on site.
- To achieve this, a simultaneous evacuation will be undertaken irrespective of where the fire or suspected fire has broken out. For e.g., if only Marcus Lower building is affected by fire, the whole site must be evacuated.
- For the evacuation to be deemed successful all persons must evacuate the buildings within 2½ minutes.
- The correct escape routes must be adhered to, these are marked on the Evacuation plan.

In the event of an incident, or fire drill the most senior person on site will be the designated Fire Coordinator, they will be directing and co-ordinating the emergency procedures.
Following the evacuation all Fire Coordinators must report to the senior designated Fire Coordinator and to inform them whether all staff, students, contractors, and visitors are accounted for.

If the emergency services are required, the call will be made by a competent staff member. The following information should be given:

- Which emergency service is required
- State the address and location of the incident
- Provide all necessary information to the best of ability, that is being asked
- Stay calm and concise at all times

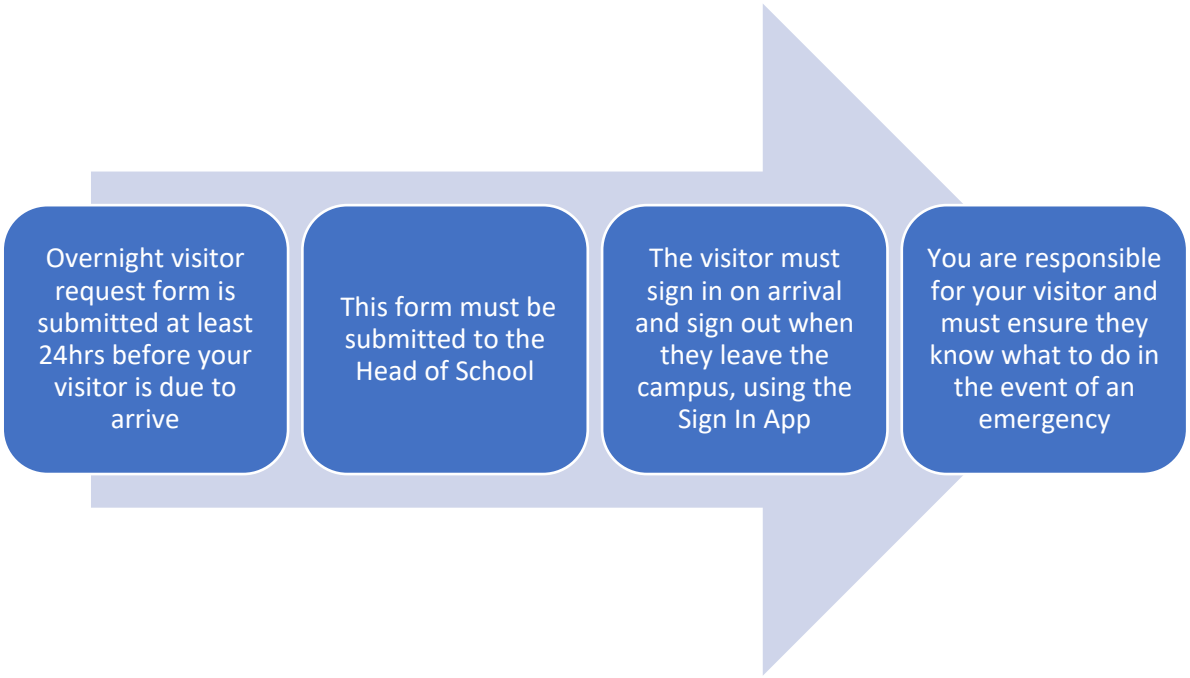
The Deputy Head of School & Safety Officer will take the register for staff using the Sign In App for the evacuation. In their absence this register will be taken by a competent staff member or a member of the security team on duty.

The time taken to evacuate the school must be recorded. If the time exceeds the 2½ minutes, then relevant steps will be taken to investigate and note the necessary actions.
Any issues that may arise from a fire drill or evacuation must be reported immediately and the necessary steps taken to resolve action.

Overnight Visitors on Site

As part of Fire Safety arrangements our licence to occupy contracts, specify that we cannot allow people to stay in our accommodation, unless permission has been granted in advance.

All staff living on site are required to complete the Overnight Visitor Request Form (see Appendix 1). For visitors 16 years of age and older, staying more than 24 hours, an enhanced DBS check is required.



The host will have the sole responsibility for their guest, including safety, whereabouts and actions, the host may be deemed responsible if their guest's actions put others at risk.

Personal Emergency Evacuation Plan (PEEP)
A Personal Emergency Evacuation Plan (PEEP) will need to be completed for any member of staff or student that has a relevant physical disability or is otherwise vulnerable or requires additional support to evacuate.

Fire Evacuation Bag
The fire evacuation bag is situated outside the Medical Room. The Boarding team are responsible for ensuring the bag has an up-to-date record of all students currently resident on site, including their phone numbers and medication information.
The students are to be split into residencies to make the roll call easier.

Emergency Evacuation Procedures – Cotuit

- When discovering a Fire raise the alarm immediately
- In the event of the fire alarm being sounded all persons present on campus have a responsibility to immediately evacuate the building in an orderly manner and follow the site evacuation plan
- A total simultaneous evacuation will be undertaken irrespective of where the fire has broken out.

As soon as the Fire Alarm is sounded, the senior person on site will trigger the evacuation procedure on the Orah App.
This will send a message to all students:

"Immediate ACTION required: the fire alarm has been activated on the Cotuit Hall campus."

On evacuating the buildings, the Cotuit Hall fire panel must be checked by a person manning the reception desk to establish where the location of the fire is. This location must be shared with the Fire Coordinators via the walkie talkies on channel 10.

The Fire Coordinators who have been issued with handsets are:

- Donna Balsdon (Reception)
- Rob Tasker (Cotuit Hall House Parent flat)
- Rebecca Vincent (Brewer South House Parent Flat)
- Beatrice Fanti (Administration office)
- Dan Sanders (Maintenance Workshop)
- Conner Moss (Brewer South House Parent flat)
- Donna Balsdon (Marcus Lower House Parent flat)
- Ali Balsdon (Marcus Lower House Parent flat)
- Donna Jones (Cherwell Building)

The Fire Co-ordinator will be responsible for liaising with the Fire and Rescue Service when in attendance and will pass over any documents or registers necessary.
Fire Coordinators are to ensure all doors and windows are closed in their designated area and are to sweep the communal space in their area to ensure no one is left in the building.

Fire Coordinators should tackle a fire in their zone if:

- They have already sounded the fire alarm and started the evacuation process.
- The fire is containable.
- It is possible to do so safety without putting yourself or others in danger.

A Fire Coordinator will be positioned at each exit to ensure nobody re-enters the building and to guide everybody to follow the correct evacuation safe routes.
All other members of staff must ensure students leave the building via the nearest available escape route.

Student who are on site must congregate at the assembly points on the lawn in front of Cotuit Hall. Each student should login with the Orah app at the correct assembly point and press YES to the question "are you safe?".
For an evacuation to be deemed successful, all persons must evacuate the buildings within 2½ minutes.

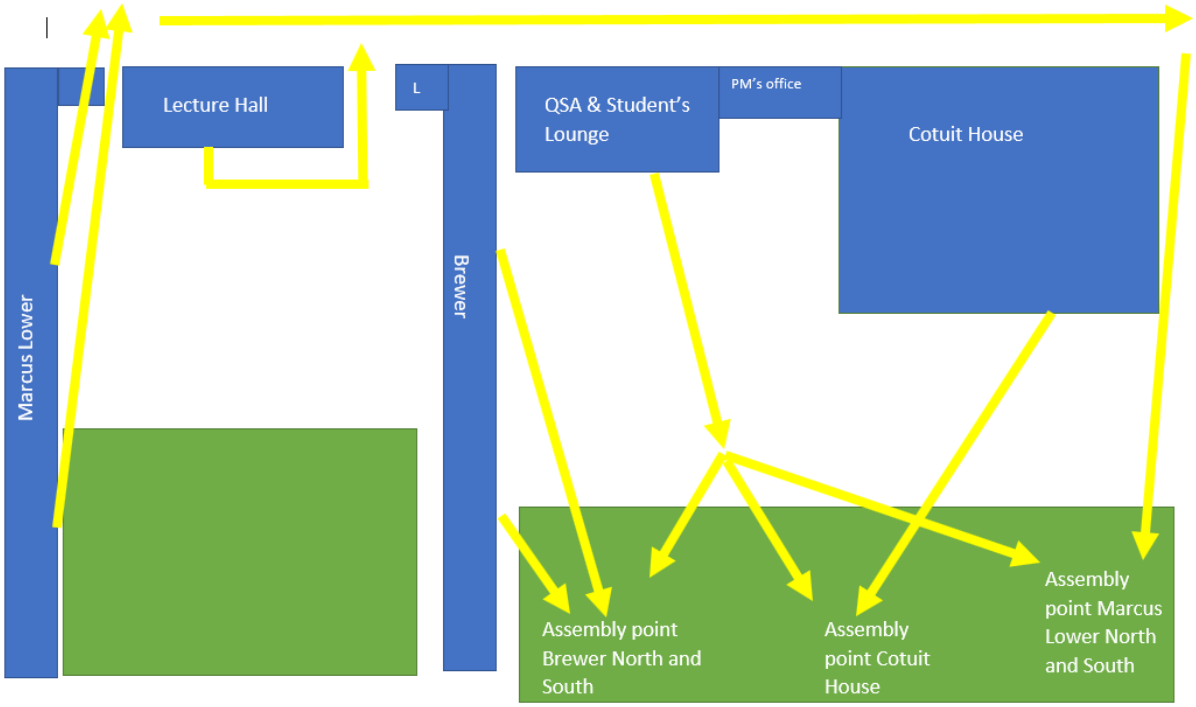
Staff with the Orah app need to check off students present on the Emergency Roll Call and to check off students using the hardcopy register located at the Pastoral Hub.
All other staff are to ensure they do everything possible to ensure students have evacuated, they must notify the Fire Coordinators, if any students are missing.

Once it is deemed safe by the Fire Coordinators, only then can all parties return to the buildings.

Fire Coordinators – Cotuit
Beatric Fanti
Donna Balsdon
Emma Gernez

Dan Sanders
Michael King
Rob Tasker
Alison Balsdon
Julie Gregory
Zen Fordham

Emergency Evacuation Plan – Cotuit



Emergency Evacuation Procedures – Cherwell

- When discovering a Fire raise the alarm immediately
- In the event of the fire alarm being sounded all persons present on campus have a responsibility to immediately evacuate the building in an orderly manner and follow the site evacuation plan
- A total simultaneous evacuation will be undertaken irrespective of where the fire has broken out.

Teaching staff responsibility

- All teachers must evacuate the building, ensuring any students are accounted for, and to leave using the designated escape routes.
- A Fire Marshal vest will be clearly visible at each exit in the Cherwell building.
- The first trained Fire Marshal to exit the building must ensure nobody re-enters.
- For an evacuation to be deemed successful all persons will need to evacuate the building within 2½ minutes.
- All persons must evacuate onto Pullens Lane via the back of the EF Language school gate adjacent to the cottage.

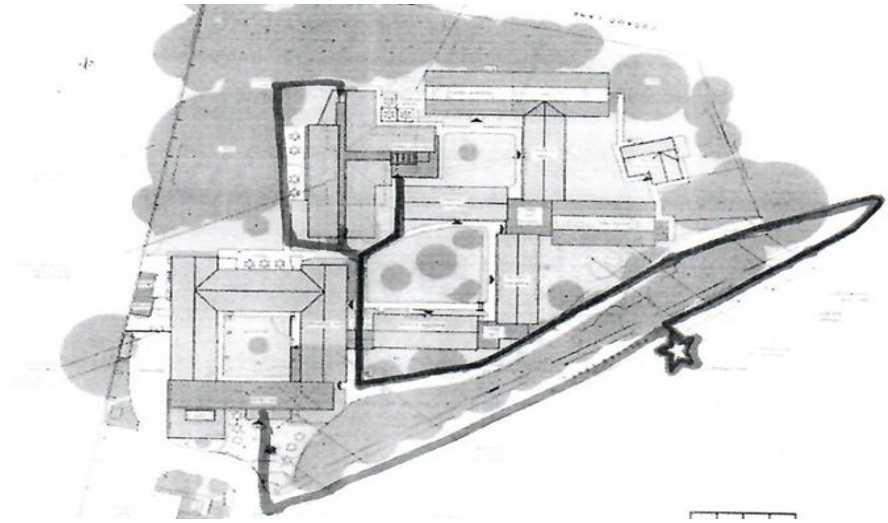
- **The access code for the gate is 1965.**
- All persons must then move to the assembly point on Pullens Lane, located on the pathway by The Vines.
- You must not use any other exit to evacuate unless instructed to do so.

The most senior person present will act as the Fire Co-ordinator and will liaise with the relevant people from the Language school.
If there are any missing staff, students, contractors or visitors then this must be reported to the senior person present for EF Academy and must also be reported to the Language school Fire Coordinators.

Teachers must remain with the students, contractors and visitors until the Fire Coordinators have had all clear from the Language school.

Fire Coordinators – Cherwell
Dona Jones
Mark Zumbhl
Alexandra Hendriok
Jenny Gregory
Kay Usher
Ronan Clarke
Didier Descamps

Emergency Evacuation Plan – Cherwell



APPENDIX 1 – OVERNIGHT VISITOR REQUEST FORM

As part of Fire Safety arrangements, we cannot allow people to stay in our accommodation, unless permission has been granted in advance.

This form must be completed by the visitors host in advance and sent to the Deputy Head of School for approval.

For visitors 16 years of age and older, staying more than 24 hours, an enhanced DBS check is required.

Guest Name:	
Is the visitor 16 years or older:	☐
Guest Mobile Phone:	
Tick to confirm you will be your guest's emergency contact:	☐
Guest Arrival (date + approx. time):	Guest Departure (date + approx. time):
Number of Nights:	
The host will have the sole responsibility for their guest, including safety, whereabouts and actions, the host may be deemed responsible if their guest's actions put others at risk.	
I acknowledge and agree to the above statement: ☐	
Name & Signature of Requester:	Signature of the Deputy Head of School:
Date:	Date: