



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

FIRE RISK PREVENTION POLICY

Revised: July 2024

Review: August 2025

1. Introduction

The guiding principle will always be to maintain the health and safety of all stakeholders. This policy sets out the approach Oxford Sixth Form College adopts in securing fire safety and is based on the following legislation and guidance:

- The Regulatory Reform (Fire Safety) Order 2005 (as amended by Fire Safety Bill 2021)
- Health and Safety at Work Act 1974 (as amended)
- Management of Health and Safety Regulations 1999 (as amended)
- Department for Communities and Local Government “Fire Safety Risk Assessment-Educational Premises.”

Oxford Sixth Form College’s priority is to minimise risk to life and to ensure that there are adequate fire prevention methods in place and clear organisational arrangements in case of fire.

Oxford Sixth Form College produces Fire Risk Assessments for each building, which are formally recorded and regularly reviewed to keep them up to date. All Risk Assessments are stored on Sphera.

Independent Schools Standards Regulations, and the above legislation and guidance, place on the Governing body additional duties to:

- Develop a fire risk (prevention) policy which includes the elimination, substitution or reduction of risks from dangerous substances
- Ensure the safety of staff, pupils and visitors
- Develop fire procedures and provide staff with training
- Carry out fire drills and contact emergency services when necessary
- Appoint competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)
- Have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers
- Provide staff and any others working on the school site with fire safety information

2. Responsibilities

The College’s Health and Safety Officer (HSO) – Carole Nyssen, is the designated “responsible person” for fire safety as outlined in legislation. Responsibilities throughout the college for fire safety are outlined below. The overall management falls to the Board of Governors, who:

- Consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards
- Approve the fire risk prevention policy and any reviews
- Ensure Fire Risk Assessments are undertaken and are regularly reviewed
- Provide an update to the Principal on a regular basis regarding the fire risk assessment of the college and annually review the fire risk (prevention) policy
- Ensure that fire prevention and fire precautions are implemented
- Ensure that all staff receive adequate training and instruction in fire safety and retain training records

- Ensure that fire risk assessments are reviewed when there are any material changes to the college
- Arrange for regular fire practice drills to be undertaken and document the findings of the drills

Houseparents

- Induct new boarding staff and students in the fire procedures for their boarding house
- Arrange for two termly fire drills (as a minimum) to be undertaken during boarding time and document and action any findings of the drill. These include occasional drills during the time when (most) boarders are asleep
- Inspect fire appliances, fire doors and fire call point system

All Staff

- Undertake fire training sessions as required by the college
- Ensure that the means of escape within their classroom/office/workshops are kept clear of any obstructions
- Report any issue which may affect the fire safety of the building to the Maintenance department via maintenance@oxfordsixthformcollege.com or the Fire Officer via Carole.Nyssen@oxfordsixthformcollege.com
- Ensure they have received a Fire Safety brief regarding their place of work

During an evacuation:

A cascade system of building evacuation will be employed to facilitate orderly and swift evacuation. A decision will be made by the Fire Officer/Fire Warden as to whether to evacuate any other buildings in close proximity. This process should take into account the use of the building, what is stored within the building and its location with regard to the fire.

Fire Officer (Carole Nyssen)

- Accounts for all personnel within their building
- Takes overall control of an evacuation with support from Fire Wardens
- Liaises with the Fire Brigade with the support of the Fire Wardens in the event of an evacuation and arranges for all information regarding missing persons to be relayed to them
- Provides all clear to staff upon consultation with the Fire Brigade
- Controls the perimeter around the building with Fire Wardens
- Ensures that regular testing of the call points is undertaken and recorded
- Ensures that regular inspection of fire doors and fire appliances are undertaken and carried out
- Ensures that regular testing of the emergency lights is undertaken and recorded
- Ensures that all recommendations arising from fire risk assessments regarding the fabrication of the building are implemented
- Organises the maintenance and testing of the fire alarm system and emergency lights by a competent person and maintain the certificates for the installation and maintenance of fire-fighting systems and equipment

SMT, Directors of Studies, Senior Tutors, Heads of House

- Cooperate with Fire Officer and HSO to assist in fire prevention
- Highlight any areas of concern to the HSO

Fire Wardens

- Oxford Sixth Form College has appointed and trained a number of Fire Wardens. These competent persons assist in taking preventive and protective measures (including firefighting when safe to do so, and evacuation)
- Where feasible fire wardens will:
- Check their building/floor to ensure everyone has left and close doors where necessary
- Assist other staff in evacuating the premises by ensuring that they use the best available fire exit.
- Use fire-fighting equipment where it is safe to do so.

The named Fire Wardens are:

Marc Lewis	Melissa Tynegate
Hana Perry	Andrew Hogan
Washington Karumazondo	Sylvia Thornbush
Louise Hill	Paris Michaelides
Sophie Clack	Robert Mealing
Sevi Spicer	Alison Hill
	Laura Hodgson

3. Management Arrangements for Fire Safety

Fire Risk Assessment at Oxford Sixth Form College ensures that suitable and sufficient fire risk assessments are undertaken by an independent fire risk assessor on the college premises and that the findings of the assessments are implemented. The risk assessments are reviewed if there are any structural or process changes to the premises.

4. Fire Precautions

Prevention of Arson

Oxford Sixth Form College takes all reasonable precautions to minimise the likelihood of arson.

This includes:

- Supervision of students
- Banning of naked flames in college buildings, e.g. candles
- Security lighting on all entrances and building facades
- Metal post catcher on the front door
- Lockdown procedures for the college buildings
- Ensuring that internal waste bins are emptied daily
- Maintaining the Security doors

Electrical Safety

Oxford Sixth Form College utilises qualified electricians to maintain electrical services. Portable electrical equipment is subject to an annual portable appliance test. Visual inspection of portable electrical appliances is carried out annually in the boarding house by the maintenance.

Gas Safety

All gas equipment, for example in the science labs, is subjected to an annual inspection by Gas Safe registered engineer. All boilers are inspected by an external contractor.

Hazardous substances

All flammable substances such as science chemicals, fuel and maintenance products are stored in 30-minute fire resistant cabinets or lockable cages.

All departments with hazardous substances must try to eliminate, substitute or reduce their chemicals that they hold within their areas, wherever possible.

5. Means of Escape

All buildings are provided with a secondary means of escape.

Oxford Sixth Form College aims to ensure that all staircases and doors opening onto protected routes are designed so that they prevent the spread of fire for 30 minutes. This includes the provision of door closers, automatic door guards and intumescent seals where necessary.

Oxford Sixth Form College aims to ensure that all fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessments.

6. Fire Fighting Equipment

Oxford Sixth Form College provides a suitable number of fire extinguishers and fire blankets as determined by the fire risk assessments. All fire extinguishers are checked by a specialist contractor on an annual basis. Fire extinguishers are checked monthly by the building maintenance to ensure they are operational.

The art room on the fourth floor of Dennison House is equipped with fire hoods, as an additional safety measure, for occupant use in the event of a fire.

7. Fire Detection

Oxford Sixth Form College recognises that early detection of fire enhances the time available for evacuation and reduces the damage caused to buildings. Oxford Sixth Form College is committed to continuing to review and upgrade its fire detection systems in relation to recognised standards.

There is a combination of addressable and zone systems within the boarding houses. Smoke detectors are linked to addressable fire panels (identify the exact detector or device that has been activated). These are located in the front receptions and in the main office. Call points, smoke detectors, combined heat detectors and sounders are located within the majority of buildings.

The category of a school or college alarm systems is dependent on the type and function of the building, and this is assessed on a case-by-case basis.

8. Arrangements for action to be taken in the event of fire

These fire procedures and action plans are tested regularly (typically termly) in the form of a fire drill. The drills are organised by the Fire Officer for the building.

The outcomes of all fire drills are logged by the Fire Officer who will also follow up any action as appropriate.

See Appendix A or the Health & Safety policy for details of the evacuation procedure.

9. Maintenance and Testing

Oxford Sixth Form College arrange for the fire alarm systems to be maintained and tested every six months in line with the current British standard, by a specialist contractor. The service schedule includes the following:

- Service of fire alarm system
- Emergency lighting is inspected 4 x a year and comprises of the following: a. 2 x 1 hour discharge test b. 2 x functional test

Records of maintenance and testing are retained by the Electrical Supervisor.

In addition, Oxford Sixth Form College undertakes regular weekly testing of call points, and sounders as per the fire policy.

10. Training

Information on fire procedures is provided to all staff. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and via the relevant line manager.

All staff are provided with fire awareness training at induction and during employment (at least every three years).

At the start of the academic year all students are shown the fire routes in the teaching buildings, and all boarders from their rooms, the importance of ensuring their route is kept clear, how to activate a call point and how to operate the fire exit doors.

All Fire wardens are trained in the operation of fire panels and the use of fire extinguishers.

11. Safety of staff/anyone else on the college premises, including others working on the college site

All visitors or contractors, other than parents/guardians, arriving at Oxford Sixth Form College in term time are requested to sign the visitor's e-book. They are given information, attached to their visitor lanyard, outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.

Anyone sub-letting the premises are given fire prevention training, advised of the emergency procedures that need to be followed and how and who to report an incident to.

12. Use of College Premises outside college hours/ letting of premises

Oxford Sixth Form College lets facilities out to external organisations to run holiday courses for children, some of which are residential. Please refer to the Lettings Policy for further information.

Appendix A

Fire Evacuation Procedure

It is the duty of ALL personnel to familiarise themselves with the general fire and emergency procedures above. If working outside of normal College hours (evening and weekends), the additional fire and emergency procedures should also be followed. When working off-site, staff should request the information they require from the building owner's HSO.

All staff who are not teaching at the sound of the alarm, if safe to do so, are to sweep the area they are in as they evacuate and report to the Fire Officer outside the building on which areas of the College they have swept before they proceed to the assembly point in Oriel Square.

Where students have left the class during a lesson, the teacher must report to a Senior Tutor, who in their group was not with them at the time of the evacuation and state where they went to.

When the alarm sounds, everyone in the building must stop what they are doing immediately, leave all bags where they are, and make their way to the nearest fire exit.

If it safe to do so, all windows should be shut before leaving the room (office or classroom).

The reception team will take the register file and fire clipboard with them and start the stopwatches. They must go to the assembly point (Oriel Square), handing over the FO paperwork to the Fire Officer when she arrives and give the registers to the Senior Tutors who will check who is out of the building and report any missing students immediately to the Fire Officer.

Some Oxford Sixth Form Staff have volunteered to undertake a sweep of their floor whilst in the process of leaving the building. Additionally, a core group of staff have volunteered to be Fire Wardens who will take responsibility for sweeping the floor. This has been strategically mapped to ensure all floors are covered by one or more members of staff, and to take into account all eventualities.

All rooms have a door hanging purple sign which should be hung on the corridor side door handle, as you leave the room to indicate that the room is empty. Do NOT return to your room if you have forgotten to do this.

In ALL cases, the students and any visitors must be directed straight out of the building to the assembly point (Oriel Square).

Under no circumstances should anyone delay their exit by sweeping, or tackling a fire if it is not safe to do so. The priority is to get everyone safely out of the building.

The stopwatches will be stopped when the Fire Officer is satisfied everyone has left the building and gives the thumbs up signal to the receptionists who will remain in view of the Fire Officer.

In all cases, the Fire Wardens will report their floors are clear to the Fire Officer on leaving the building.

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The Ivy Williams Building

No one must use the lift in an evacuation

Each floor is considered as a section to the left and to the right of the lift.

Two members of staff (a Fire Warden and/or sweeper/s) on the **fourth floor** will sweep the fourth floor before proceeding down the stairs: one to the left, the other to the right. Two sweeper staff exiting the fourth floor during the sweep will proceed straight to the **third floor** and, if not done so already by the resident Fire Warden, will sweep either side of the third floor before proceeding to the ground floor.

The Fire Wardens or sweepers from the fourth floor will proceed down the stairs to the **second floor** to check if that floor has been swept, if not, one will sweep the left side, the other the right side before proceeding to the ground floor.

There are three Fire Wardens on the **first floor**, two of whom will sweep the floor before descending to the ground floor.

When the basement is swept, sweepers must include the male and female toilets. They should bang on the door loudly announcing that they are coming in, irrespective of gender. Once the basement is clear, the sweepers must leave the building by their nearest exit.

All Fire Officers and basement sweeper will report to the Fire Officer to say they have a clear floor.

The Fire Officer will determine when it is safe to re-enter the building.

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Dennison House

When the alarm sounds, everyone in the building must stop what they are doing immediately, leave all bags where they are, and make their way to the nearest fire exit.

One Fire Officer on each floor will sweep their floor before leaving the building. This has been strategically mapped to ensure all floors are covered by one or more members of staff, and to take into account all eventualities.

- All rooms have a door hanging purple sign which should be hung on the corridor side door handle to indicate that the room is empty.
- In ALL cases, the students and any visitors must be directed straight out of the building to the assembly point (Oriel Square).
- Under no circumstances should anyone delay their exit by sweeping, or tackling a fire if it is not safe to do so. The priority is to get everyone safely out of the building.

The art room on the **third floor** is the only room with a separate staircase. The room is equipped with fire extinguishers and fire hoods. All students must proceed down the stairs immediately. Once the room has emptied, the member of staff must close the door, taking the purple door sign with them and hang it at the bottom of the staircase to prevent others from going up to check the room is empty.

The **third floor, second floor and first floor** will be swept by one Fire Warden on each floor before proceeding down the stairs and out of the building. Each Fire Warden will check for purple door signs and only check those rooms where the sign is not visible on the door handle.

On exiting the building, the Fire Warden will report to the Fire Officer that their floor is clear.

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All teachers must remain with their students. The Senior Tutors will gather those students, that were in common areas when the alarm sounded, in Oriel Square.

Any missing people will be reported to the Fire Brigade immediately by the Fire Officer.

No one may enter the building until the Fire Officer, or their deputy determines that it is safe to do so.

It is the responsibility of the Fire Safety Officer (or deputy in their absence) to ensure:

- The College is clear of people in the event of an evacuation for a fire or other emergency alert, and to be in full knowledge of the types, positions and use of the first aid and fire appliances in their respective areas.
- Designated fire wardens are aware of their responsibilities and the location of the first aid and fire appliances.
- Designated fire wardens conduct a fire safety tour from time to time.
- Fire evacuation practice drills are conducted no less than once a year
- Emergency evacuation practice drills are conducted no less than once a year in teaching buildings, in boarding these must be carried out every half term

St Ebbe's & Pensons Gardens Boarding Houses

Fire Alarm goes off.

1. Everyone starts to evacuate. If you are in a bedroom place an "Evacuated" sign on your door.
 2. If safe to do so, Houseparents will check all rooms of the floor on which the Houseparent is located when the alarm is sounded that do not have a purple "Evacuated" sign on the doors. Houseparents take the sign-in and out document (that serves as an evacuation register) with them as they evacuate.
 3. When students get out of the building, they are to go to the meeting point.
 4. When Houseparents get out of the building, they are to take a register of all students using the sign-in and out document.
 5. At all fire drills, the Houseparent will time the evacuation and record the fire practice on Sphera. If students fail to evacuate the drill must be repeated.
- Houseparents have responsibility to ensure that all students listed as signed-in are evacuated and accounted for during a fire evacuation.
 - If the fire threat is genuine then Houseparents are expected to contact the duty member of SMT, or if during normal working hours, the Fire Officer, and take instructions on next actions.
 - Students are reminded that they are not to delay exiting the building to collect any personal items.
 - No one is permitted to re-enter the building until the person in charge of the evacuation declares it safe to do so.