



## FIRE SAFETY POLICY

### 1. Introduction

The UK government published the Regulatory Reform (Fire Safety) Order in 2005, which was intended to create a simple fire safety regime to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions (which are for the use of fire fighters) and duties on fire authorities for fire safety, investigation and testing. Although Epsom College in Malaysia (“the College”) is not legally bound by this Order, as a UK school overseas, it is the College’s intention to meet this standard, where practicable and compliant with local legislation for the safeguarding of all pupils, staff and visitors.

It is important to note that the Fire Alarm at Epsom College in Malaysia will only be activated in the building in which a fire has been detected. **This Fire Policy is based upon the expert advice of the Malaysian Bomba.**

### 2. Aim

How an individual reacts in the event of fire depends on how well they have prepared for a fire emergency and the procedures put in place to deal with such an event. This document aims to set out the policy on how the regulations for dealing with a fire emergency are interpreted at Epsom College in Malaysia.

### 3. Execution

The Epsom College in Malaysia Fire Safety Policy is allied closely to the Health & Safety Policy and procedures which outline how all levels of management of the College have a duty to take reasonable precautions to safeguard fully the health, safety and welfare of all employees, pupils, members of the public including parents, visitors and contractors’ employees.

### 4. Allocation of Responsibilities

Responsibilities are allocated as follows:

<b>Board of Governors</b>	Responsible in law for what happens on the premises.	
<b>Responsible Person (Headmaster)</b>	Responsible for implementation of this policy.	Dr M A L Tod
<b>Responsible Person (Bursar)</b>	Responsibility devolved through the Headmaster to ensure the safe working practices across site.	Mr B-S Lim
<b>Responsible Person (Facilities Manager)</b>	Responsible on a day to day basis for all Health & Safety matters devolved through the Headmaster and Bursar.  The Facilities Manager serves as the College Fire Officer, ensuring all Fire Risk Assessments are regularly carried out, along with maintaining the safety of personnel and buildings to include clearly marked and free from obstruction evacuation routes, testing of all alarms and fire-fighting equipment and training of Fire Marshalls.	Mr Logeswaran
<b>Responsible Person(s) (Assembly Points)</b>	Responsible for checking that pupils/staff/visitors are registered and safely accounted for at assembly points, ensuring that any reported absences are immediately followed up.  Responsible for liaising with the Bomba regarding any absent individuals.  A system of communication will be established between all those with specific responsibility for key assembly points to ensure absences can be checked between locations.	<b>Cricket Pitch:</b> Headmaster Deputy Head (Pastoral) Facilities Manager  <b>Granville Green</b> Deputy Head (Academic) Head of Prep School Bursar
<b>Health &amp; Safety Committee</b>	Will assist the above name Responsible Persons in the management of Health & Safety, including fire precautions.	Members of staff nominated by the H&S Policy, or as appointed by the HM/Bursar.
<b>Employees and Pupils</b>	Must comply with the Health & Safety Policy and take reasonable steps to protect themselves and colleagues whilst in College.	
<b>Fire Marshalls</b>	Will be geographically or function based with a brief to minimise the situations that could lead to the outbreak of fire and to assist in the safe evacuation should the need arise.	Named members of staff in Depts./Houses.
<b>Visitors</b>	Should be briefed on any Health & Safety issues that will affect them, as required, when they are on site.	

## 5. Risk Assessment

The Responsible Person (Facilities Manager) produces the Risk Assessment for the purpose of identifying the general fire precautions that needs to be taken in each specific area/department of the College. Copies of the Risk Assessment should be kept with the relevant Head of Department/HMM and by the Facilities Manager. It is based on an understanding of the relevant legislation, guidance and good practice in the field of fire prevention.

## 6. Fire Precaution Maintenance

The following arrangements have been made for maintenance. The outcomes of these maintenance tests are recorded by and available from the Facilities Manager:

Regularity	Item	Responsibility
Ongoing	Check signage and soundness of fire extinguishers, ensuring that fire doors are not wedged open, with any faults reported to the Facilities Manager for remedial action.  Visual check on electrical apparatus prior to use.  Swimming pool gate to be unlocked by staff in charge of lesson/activity whenever pupils using facilities.	Fire Marshalls  Facilities Manager  All staff  Individual Teacher
Weekly	Test operation of Fire Alarm systems during term time on Tuesdays at 8.35am, and at prior arranged times in the Boarding Houses.	Facilities Manager
Monthly	Service and maintenance of all Fire Appliances and signage, with certification, service and maintenance of all Fire Alarm Systems in compliance with local Malaysian Statutory requirements.	Facilities Manager
Annually	PAT to be carried out.	Facilities Manager
5 Years	Fixed wiring installations inspected, tested and certified.	Facilities Manager

## 7. Fire Practice Evacuations

The aim of a practice evacuation is to familiarise pupils and staff with evacuation procedure. A full evacuation is considered successful when a building is evacuated **within 3-5 minutes by day or night**. The Facilities Manager will arrange for fire panels to be set off as required and for the evacuation time taken to be monitored. In the event of termly practice evacuations of a Boarding House, HMMs will complete a Fire Practice Record Sheet, recording the time taken for each House to successfully evacuate, together with any relevant details concerning the evacuation and pass this to the Deputy Head (Pastoral) [or his/her delegate] for record keeping.

The following fire practices should occur:

Venue	Detail	Executed by
<b>Boarding Houses</b>	One night time or early morning evacuation per term (between 11.00pm-6.30am)	HMMs
<b>Whole School</b>	One day time evacuation practice per annum.  In addition the College will hold a whole school evacuation on at least one other occasion per annum.	Facilities Manager in conjunction with the Deputy Head (Pastoral), Deputy Head (Academic) and Head of Prep School.

### 8. Action on discovering a Fire or signs of Fire

The following actions should occur when anyone discovers a fire or signs of fire:

- a) Immediately operate the nearest fire alarm – break glass point.
- b) A member of staff to call the Bomba by using nearest telephone - dial 9/999 and ask for Fire Department.
- c) Give clear precise information, address and location of fire.
- d) **Staff only:** if the fire is small, attack it if possible with appliances provided but **only** if you know how to use it safely and without taking personal risks.

### 9. Action if the fire is in your building and your safety is at immediate risk:

- a) Go to the nearest safe exit to the building, operating the nearest fire alarm as you do, where possible, and call for assistance. The fire alarm will immediately disable all security doors to enable a swift and safe exit in an emergency.
- b) Crawl if there is smoke,
- c) Feel doors carefully first for heat before opening.
- d) Always use an exit staircase instead of an elevator.
- e) Close exit doors upon entering a stairwell.
- f) Remember: 'Stop, Drop and Roll' in the event of (an individual) catching on fire.
- g) If trapped in a building or room: close the door, seal any cracks if possible, open the windows if safe to do so, signal for help and phone for assistance.

### 10. Action on hearing a Fire Evacuation Alarm:

The following action should occur when anyone hears a fire evacuation alarm (in the building they are in:

- a) Leave building by the nearest safe exit. All security doors will have been disabled by the activation of the fire alarm to enable a swift and safe exit in an emergency. All personal belongings should be left behind.
- b) Ensure anyone who is physically impaired in your area is safely assisted to the exit.
- c) **Staff only:** as leaving the building, try to close windows and doors and turn off electrical/gas points if it is safe to do so. This will stop a fire spreading quickly.

- d) If you encounter smoke, drop down to the floor and stay low until you reach the exit.
- e) Report to designated assembly point for that area.
- f) Do not re-enter building until authorised by one of the Senior members of staff responsible for each Assembly Point (as noted above under Section 4) or the attending Bomba officer.
- g) In the event of the fire alarm being activated in a Boarding House, and it has been established that no fire has been detected, clearance to re-enter the building will either be given by the designated Sodexo maintenance staff or the SLT duty staff (in the case of the alarm being activated overnight).

### 11. Assembly Point(s)

The designated assembly points in the event of a Fire are as follows:

Time	Department/House	Assembly Point
<b>Monday-Friday</b> 8.00am-4.00pm (Prep) 8.20am-5.30pm (Senior)  Academic Time (incl. Tutor Time)	Teaching staff Support staff Senior School pupils Prep School pupils/staff Visitors	Granville Green / Cricket Pitch <i>(*according to specific zones for each department/area – see Appendix 3)</i>  <b>On hearing the fire alarm teaching staff must immediately escort their pupils out of the building to the designated Assembly Point where they will take a roll call of their class.</b>
<b>Saturday</b> 9.00am-12.30pm	Teaching staff Support staff Senior School Pupils Prep School CCA (*from 8.30am) Visitors	Granville Green / Cricket Pitch <i>(*according to specific zones for each department/area – see Appendix 2)</i>
<b>Monday-Saturday</b> Non-Academic time: <ul style="list-style-type: none"> <li>• AM/PM Registration</li> <li>• House/Assembly Time</li> <li>• Break</li> <li>• Lunchtime</li> <li>• 3.50-4.15pm (pre CCA Mon-Fri)</li> <li>• Post CCA/Supper time</li> </ul> <i>Note: Tutor time is different and as per academic team with class teacher. This is because many tutors meet tutees in classrooms rather than Houses.</i>	Senior School Pupils  <i>Note: Should the fire alarm be activated in the <u>Main Building</u> at these times when pupils are not in lessons, Senior School pupils should assemble in <b>Houses</b> in a marked area at least 50m away from the Boarding House with residential Boarding House staff. A member of ELT/SLT will alert matrons/duty staff in Houses of the need to ensure any pupils remaining within the House report to their HMM immediately. If possible, a WhatsApp (or equivalent) group will be established to facilitate communication.</i>	In the event the fire alarm is activated during these specific non-teaching times, <b>Senior School pupils</b> assemble in Houses in a marked area at least 50m away from the Boarding House with residential Boarding House staff/duty tutor.  <b>All other teaching/support staff, visitors and Prep School pupils/staff</b> to assemble according to their zone on Granville Green or the Cricket Pitch.

<b>Monday-Friday</b> 5.31pm-7.59am <b>Weekends</b> after 12.31pm Sat. until 8.19am Mon. and <b>Public Holidays</b>	Boarding Houses	Senior School pupils to assemble in Houses in a marked area at least 50m away from the Boarding House with residential House staff/duty tutor.
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In the case of fire/the fire alarm sounding during extreme weather when the lightning alarm has been activated, the designated “**Shelter in Place**” venues for each zone to assemble are:

- **Cricket Pitch Zone:** the open shaded corridor opposite the amphitheatre.
- **Granville Green Zone:** the covered walkway from the Prep School to the Dining Hall steps.
- **Boarding Houses assembling between 5.31pm-7.59am:** the designated nearest covered walkway 50m away from the House.

## 12. Roll Call

In the event of the Fire Alarm sounding, a roll call must be taken to ensure all pupils, staff and visitors are accounted for. Upon arrival at the Assembly Point, individual class teacher /non-teaching Fire Marshall will take a headcount and check that all are accounted for and inform the designated senior member of staff of any absences.

Time	Group	Responsibility
<b>Monday-Saturday</b> During the following specific <b>non-academic periods</b> of the College working day: <ul style="list-style-type: none"> <li>• AM/PM Registration</li> <li>• House/Assembly Time</li> <li>• Break</li> <li>• Lunchtime</li> <li>• 3.50-4.15pm (pre CCA Mon-Fri)</li> <li>• Post CCA/Supper time</li> </ul>	Senior School Pupils  Prep School Pupils  Teaching staff  Support staff  Visitors	HMMS <i>(AHMMs/Matrons to assist)</i>  Prep School teachers (Mon-Fri)  HoDs to check members of department are accounted for.  Bursar (Granville Green) Facilities Manager (Cricket Pitch)  Guard House/Reception to provide list of visitors who have signed in to the Deputy Head (Pastoral)/Bursar.  Facilities Manager responsible for checking contractors working on site.



### 13. Absences from Assembly Point Roll Call

Once a roll call has been taken at the designated Assembly Point, absences are to be immediately reported to the following responsible senior members of staff by the individual class teacher / non-teaching Fire Marshall:

- Prep School Pupils/Staff: Head of Prep School (Granville Green)
- Senior School Pupils: Deputy Head (Pastoral) (Cricket Pitch) / DHA (Granville Green)
- Senior School Teachers: Deputy Head (Pastoral) (Cricket Pitch) / DHA (Granville Green)
- Support Staff: Facilities Manager (Cricket Pitch) / Bursar (Granville Green)
- Visitors: Facilities Manager (Cricket Pitch) / Bursar (Granville Green).
- Overnight Boarders: Any absences from an evacuation of a Boarding House overnight should, in the first instance, be reported to SLT duty staff.

### Pupils

The absence of any pupils from the Assembly Point shall be checked against the official absentee list on the College's Information Management System (iSAMS). This list shall be emailed daily by Reception at 10.00am and 2.30pm to the Deputy Head (Pastoral), Deputy Head (Academic) and Head of Prep School. Hard copies will also be made available in the Administration area to take to the Assembly Points in the event of an evacuation by break-time.

To ensure that the College is aware of all pupils on site at all times, day pupils or boarders with permission to go home that evening, must check-out in person with their HMM in the Boarding House between 5.30 and 6.00pm.

Pupils leaving the Boarding Houses during the evening, with permission, must adhere by clear signing in/out procedures so that House staff are aware who is in the House at all times. Similarly, Sixth Form pupils studying in the Grayling Centre in the evening must also follow signing-in/out procedures.

#### a) Staff

Whilst Heads of Departments/Managers should alert the Deputy Head (Pastoral) or Deputy Head (Academic) or Bursar if they are aware of any of their staff missing from the assembly points, **it is important to note that all teaching and support staff have a responsibility to sign-in/out if they are leaving the College campus during the working day, as laid down by the protocols of the Headmaster. The College cannot be held legally responsible for staff who do not adhere to this expectation. The official College 'working day' is Mon-Fri: 8.00am-5.30pm and Saturday: 8.30am-12.30pm.**

### 14. Personal Emergency Evacuation Plan

From time to time there will be a need for a Personal Emergency Evacuation Plan ("PEEP") to be prepared for individual pupils, staff or visitors who have restricted mobility. This should be prepared by the respective HMM, the Head of Prep School or the respective Head of Department/Manager to which the visitor is attached.



In addition, Pupils and staff who are physically impaired (even temporarily) should make themselves aware of fire safety in their surroundings and be aware of their own capabilities and limitations.

### **15. Smoking**

Smoking can be a major source of fire. The College has adopted a no-smoking policy within College grounds and buildings.

### **16. Training**

The Person Responsible for training is the Facilities Manager who will arrange appropriate training for fire Marshalls and all staff, including fire extinguisher training. Fire Marshalls are to be provided with high visibility 'jackets' for wearing in the event of an evacuation.

### **17. Visitors and contractors**

- All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors, including any Sodexo staff on the premises, should be informed of the fire and emergency procedures that apply, including action to be taken on hearing the fire alarm or discovering a fire;
- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends) should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service. The risk of fire arising as a consequence of work carried out by any contractor on the premises should be risk assessed by the Facilities Manager.
- Any person who organises evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm.

### **18. Review**

This document will be reviewed annually as part of the College's Health & Safety Policy document.

### **Appendices**

- Appendix 1: Role of the College Fire Marshalls
- Appendix 2: Fire Safety Information - Assembly Points
- Appendix 3: Fire Zones & Assembly Points
- Appendix 4: Fire Safety Information - Roll Calls & Absences (a summary)
- Appendix 5: Fire Safety Summary Information

## Appendix 1: Role of the College Fire Marshalls

The introduction of Fire Marshalls is to reinforce the College's commitment to provide a safe environment for all students, staff and visitors. The Fire Warden is primarily geographically/functionally based as noted on the attached list.

The College has named 2 individuals area/House on the basis that if one is not present, the other may be.

### **The main role is one of prevention:**

- Familiarise yourself with your area and be fully aware of the Fire Exit routes and the Assembly point;
- Check that the Fire Action notices are clearly displayed in your areas, classroom, house;
- Check that Fire extinguishers are in their designated position, have not been discharged and inform the Facilities Manager of faulty items;
- Check that Emergency lighting units are operating as intended;
- Be aware of any activity which might increase the risk of fire;
- Fire doors wedged open are a serious risk in the event of Fire so please keep them shut, unless they are on magnetic contacts operated by the Fire Alarm;
- Ensure that Fire Exit routes are clear and free of combustible materials and that Fire Exit doors are not impeded or blocked;
- Take particular note of any unusual activity, builders or contractors working in the vicinity.

### **In the event of a Fire/Evacuation**

- Know what to do in the event of coming across evidence of fire;
- Know what to do in the event of a Fire Alarm activation;
- Put on the designated high visibility 'Fire Marshall jacket';
- Direct/Assist in the evacuation of pupils/staff/visitors via the nearest safe exit route, ensuring that all areas you move through have evacuated as you undertake a quick sweep of the area. This may include a check on individual toilet cubicles. As a "target" aim to clear the area/building in under 3 minutes;
- If a Fire Marshall is also teaching a class at the same time, the teacher should instruct the pupils to vacate the building immediately. The teacher may ask a colleague to escort the class with their own and follow them down, undertaking a swift check of the area as they leave.
- Only close windows, doors and turn off gas and electrical appliances if it is safe to do so.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- Do not delay your own evacuation if you encounter somebody who refuses to leave. Do not put yourself at risk!
- At the designated Assembly Point **non-teaching Fire Marshalls only** should check that the staff directly within their zone are all accounted for.
- The names of any unaccounted colleagues must be notified to the first named senior member of staff at each assembly point (if they are absent one of the following named SLT members):
  - **Cricket Pitch: Deputy Head (Pastoral) (Facilities Manager/Headmaster);**
  - **Granville Green: Deputy Head Academic (Bursar/Assistant Head (Learning & Data) Head of Prep School (Deputy Head of Prep School)**
  - A Senior member of staff at each Assembly Point should brief/advise the Bomba officer in charge in the event of a real fire and any reported absences.