

Dunottar School: Fire Management Plan

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Contents

- Preamble
- Key Contacts
- Roles and Responsibilities
- Fire Action Notice information
- Visitors
- Occupation capacities
- The fire detection and alarm system
- The firefighting equipment provided
- Training
- Fire Marshals
- Identification of areas of greatest fire risk (chemical stores, hot works areas)
- Hiring of Dunottar School's facilities by third parties
- PEEP arrangements
- Servicing and maintenance arrangements

Preamble

This Fire Management Plan has been developed as part of the requirements of the United Learning Fire Safety Management Policy. It details the systems and arrangements in place at Dunottar School for the management of the risks from fire.

This document is owned by Andy Cotton, Fire Safety Manager of Dunottar School



Key Contacts

Address:

Dunottar School, High Trees Road, Reigate, Surrey, RH2 7EL

Tel: 01737 761945 (reception)

Extension 215 Head Teacher

Extension 206 Estates Manager

Out-of-Hours Contacts:

Beacon - 08447760999

Fire Alarm Serviced by:

CFML Chalbrook Fire & Maintenance Limited

Emergency Lighting Serviced by:

CFML Chalbrook Fire & Maintenance Limited

Fire Extinguishers Serviced by:

Fire Protection Services, Surrey Ltd

Fire Risk Assessor:

Mr Rod Cairncross

Trimist

Roles and Responsibilities

The overall accountability for fire safety at Dunottar School rests with United Learning. However, responsibility for complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 has been delegated by United Learning to school's (as per the Roles and Responsibilities defined in the Group Health and Safety Management Policy).

Day-to-day operational management for fire safety is delegated to Andy Cotton (Estates Manager). Andy will also serve as the incident manager in the event of a fire. Should Andy be absent for any reason, this responsibility reverts back to the School's head teacher.

Alongside Andy Cotton, the school have identified a number of Fire Marshals, whose role it is to help effect safe evacuation of the premises in the event of a fire (details below).

Where an employee or visitor would require a Personal Emergency Evacuation Plan (PEEP), Rea Pope (Health and safety coordinator) works closely with the individual's line manager or host to ensure that their specific needs are met (details below). Where a student would require a Personal Emergency Evacuation Plan (PEEP), Helen Rutt (SENCO) works closely with the individual's teachers and TA to ensure that their



specific needs are met (details below). A general PEEP is also in place for any staff, student or visitor who is using crutches and responsibility for this is held with the Nurse.

All employees and site users are required to follow the principles detailed in this plan.

Fire Action Notices

A copy of the fire action notice for Dunottar School is shown at Appendix 1. These notices are displayed beside all call points, on fire exit routes and in areas commonly frequented by external visitors e.g. ground floor meeting rooms. For a detailed log of the location of these notices, refer to the Fire Device Schematic shown at Appendix 2.

Visitors

All visitor to the school must sign in at reception. Here they will be provided with an identity badge, informed of the evacuation procedures, and the need for a Personal Emergency Evacuation Plan will be determined.

The vast majority of visitors will be accompanied by a member of school staff and in the event of the alarm sounding this member of staff will either escort the visitor to the assembly point, or if the member of staff is a fire marshal, begin to escort the visitor from the premises and hand over to another member of staff as soon as practicable.

Where a visitor is likely to be unaccompanied while on the school site, they will be provided (by their host, supported by Andy Cotton as necessary) with sufficient information to allow them to effect escape to the assembly point as quickly and safely as possible.

Occupation Capacities

Whilst the school has been designed and built for normal teaching and learning activities, there may be occasions where the normal capacity of spaces is exceeded, e.g. functions in the sports hall. To ensure that the fire escape routes (travel distances and doorway widths) are able to support any increase in numbers the following maximums have been applied to spaces where additional occupancy is likely to occur:

- Sports hall – 700 seated
- Main hall - 350
- Drawing Room - 16
- Ballroom – 60
- Theatre - 520

Fire Detection and Alarm System

The School has a category L2 fire detection and alarm system installed throughout.

Fire Fighting Equipment

There are 89 fire extinguishers and 23 fire blankets throughout the school. There is no expectation that staff or Fire Marshals use these devices unless it is necessary to do so to evacuate the building.

Training has also been provided to the science technicians, D&T technicians, and Facilities Team in appreciation of the high fire risk associated with these activities.



Training

All staff receive annual training in fire safety precautions delivered by the Health and safety coordinator at the beginning of the academic year. New members of staff are provided, on induction, with a tour of the premises and shown how to raise the alarm, the escape routes they are likely to use, and where the assembly points are.

Fire marshals are provided with additional training by the Rea Pope which covers the following additional points:

- The route that they need to take to ensure the classrooms, locker rooms etc are clear.
- How to ensure they remain safe whilst walking around the school when the fire alarm is sounding.
- What to do if they discover a trapped, injured or unconscious person.
- When to use a fire extinguisher and how to read the labels to ensure they use the correct equipment for each type of fire.
- The member of staff who they should report to once they have completed their site sweep.

All students receive information on the evacuation and assembly procedures when they start with the school. This training is refreshed termly as part of the programmed fire drills.

Fire Marshals

The following members of staff in the table below are appointed as Fire Marshals at Dunottar School. They are responsible for:

- Encourage people to leave the building by the nearest possible fire exit
- Ensure people stay calm and leave the buildings in an orderly manner
- Direct people to the designated assembly point
- If safe to do so, check all areas are clear such as rooms, toilets and store rooms
- Report any evacuation issues to the Fire Safety Manager
- Assist with the safe evacuation of disabled persons
- Report to the Fire Safety Manager of any individual refusing to leave the building

They will only use firefighting equipment if evacuation from the building requires it.

Fire Wardens will conduct regular workplace inspections and are also the focal point for any concerns which should be relayed to the Fire Safety Lead at the earliest opportunity.

Name	Area Responsible	Fire Warden cert. valid
Andy Cotton	Investigate and support	x
John Woods	Investigate and support	x
Darren DeCruz	Investigate and support	x
Lindsey Fairclough	Investigate and support	x
Les Doe	Investigate and support	x



Chloe Roberts & Ella Clay	Reception control	x
Lorna Scott	Sports hall including changing rooms, toilets and office	x
Rea Pope	All science labs and prep rooms, both ground floor and first floor including M12 and IT office	x
Jen Gentle	All Waterlow building including toilets	x
Fiona Exley	All EP building including toilets, library, DT	x
Kerry Lewis	Mansion ground floor including M3,M2, ballroom, drawing room, main kitchen, health centre, dining room and girls toilets vestibule	x
Gareth Davies	Mansion first floor including toilets and up to fire doors by IT office	x
Emily Pettet	PAC first floor C7,C8, ground floor C1,C2,C3,C4,C5,C6	x
Sarah Van D	PAC music office, toilets, reception	x
Alvaro Fernandez	Castle Theatre including cave store room	x

Individual roles:

Fire Safety Manager: Andy Cotton (Radio Issued)

- To investigate source of activation from the main fire alarm panel (located in mansion corridor by M1 or nearest panel)
- Relay source information to premises team via radio
- Investigate source point if nearer than premises team
- Relay information to reception – if false alarm, monitoring company do not need to contact fire brigade
- Investigate reason of fire alarm activation with premises team
- Switch off fire alarm sounders when all evacuation completed (around 6 minutes)
- Do not switch off sounders if real fire
- Reset fire alarm system when required
- Proceed outside to check with Chloe Roberts if all wardens have reported back
- Give the all clear instruction to Deputy Head Operations, if safe for all staff, students and visitors to return into the buildings

John Woods, Darren DeCruz, Lindsey Fairclough (all radio issued)

- To liaise with Fire Safety Manager at main fire alarm panel or nearest panel
- Identify where alarm has been activated
- Go to activation point (in pairs) to investigate
- Report findings back to Fire Safety Manager
- Once duties are completed, report to Chloe Roberts on driveway

Les Doe (weekends), Lindsey Fairclough (evenings)

- Go to main fire panel or nearest to investigate source of activation
- Go to source to investigate
- If real fire leave building and call fire brigade



- If false alarm, investigate fault
- Ensure all buildings have evacuated
- Call fire alarm engineers (Chalbrook) or Fire Safety Manager
- Reset alarm system if all well
- Allow staff or lettings back in buildings

Lorna Scott

1. To evacuate Sports Hall
2. Make way to mansion driveway to report to Chloe Roberts

Rea Pope

1. To evacuate Science labs inc first floor up to IT office
2. Make way to mansion driveway to report to Chloe Roberts

Chloe Roberts & Ella Clay

1. If safe to do so, wait in reception for a call from Southern Monitoring to confirm either false alarm and cancel fire service or request fire service if required - as reported by the Fire Safety Manager via radio
2. Go outside the front of the mansion with radio
3. Liaise with all fire wardens on driveway outside front of mansion and ensure all return from their designated building
4. Wait for Fire Safety Manager then confirm all fire wardens have returned

Fiona Exley

1. To evacuate Design & Technology, EP building and Swimming Pool
2. Make way to driveway to report to Chloe Roberts

Kerry Lewis

1. Mansion ground floor inc. Drawing room, ballroom, dining hall
2. Make way to driveway to report to Chloe Roberts

Jen Gentle

1. To evacuate all Waterlow building
2. Make way to driveway to report to Chloe Roberts

Gareth Davies

1. To evacuate the first-floor mansion house and corridors up to fire doors outside the IT office
2. Make way to driveway to report to Chloe Roberts
- 3.

Nicky Jackson

1. To evacuate the sixth form centre and Pelican buildings
2. Make way to driveway to report to Chloe Roberts



Emily Pettet, Sarah Van D, Alvaro Fernandez

1. To evacuate the Castle Performing Arts Centre: the Castle Theatre, practice rooms, music office, toilets, music rooms, drama room
2. Make way to driveway to report to Chloe Roberts

Fire wardens must ensure their safety is not compromised and evaluate the risk before completing any of the roles and responsibilities required of them.



Areas of Specific Risk

At Dunottar School the following areas are identified as areas of specific risk:

- Science prep room – Ground floor prep room (flammables, oxidising materials), upstairs prep room (radioactive sources) and outside chemical store
- D&T prep storeroom – Design and Technology classroom, (flammables and significant combustibles)
- Waterlow store (flammables and hazardous chemical for the swimming pool)
- Workshop (Chemicals for the pool)
- DT Preproom (paints)

This information is provided for the benefit of the fire service in the event of a fire.

Third Party Hiring of the Premises

Where all or part of the premises is to be hired out, the agreement between Dunottar School and the hirer must detail how the arrangements for fire safety will be coordinated between the two parties.

In the majority of situations, the hirer will only be responsible for the safe evacuation of their patrons to the assembly point in the tennis courts. The hirer will be provided with the contact number for the duty mobile phone in case of emergency.

PEEP Arrangements

Personal Emergency Evacuation Plans are implemented for any building user who may have difficulty evacuating the premises. Rea Pope (ex253) coordinates the development of these plans and will assist where necessary. PEEP templates can be found on United Hub and the local Intranet.

Servicing and Maintenance Arrangements

The building's plant and equipment are maintained by a combination of the facilities team and external contractors. The broad division of responsibilities is shown below. For a detailed division of responsibilities, refer to the Fire Log Book located on the School intranet.

Activities carried out in-house	Activities carried out by external parties
Maintenance of escape routes (recorded PPM) Weekly alarm tests (recorded PPM and red folder in Estates office) Monthly emergency lighting tests (recorded PPM and red folder in Estates office) Periodic site fire audits (Estates office) Training (Estates office)	Servicing of fire alarm system (Chalbrook, Estates office) Servicing of emergency lighting (Chalbrook, Estates office) Fire extinguisher service and recharge (FPS, Surrey, Estates office) Sprinkler system servicing (Compco, Estates office)

Contact details for the various service providers can be found at the front of this document.

Any issues with any part of the premises fire detection and alarm system, or firefighting equipment should be reported to the facilities management team.



Dunottar School

Fire Evacuation Procedure

Raise the Alarm

If you discover a fire:

- Leave the area immediately
- Operate the nearest fire alarm call point
- Leave the building by the nearest exit

Fire Marshals

Fire marshals are responsible for ensuring their area is clear of people by checking the workplace including toilets etc, but should ensure that a safe exit is always available to them.

On Hearing the Fire Alarm

The alarm is sounded by a continuous ringing bell. It is tested every Tuesday at 4:05pm.

Should you hear the alarm and it appear to not be a test, all employees **must** immediately leave the building by the nearest fire exit and proceed to their fire assembly point (see plan).

Visitors

Employees are responsible for their visitor's safety at all times and should the fire alarm sound they must ensure that they vacate the building and proceed to the assembly point.

DO NOT:

- Use the lift or escalators
- Stop to collect personal belongings
- Re-enter the building until official told it is safe to do so.

Calling the Fire Brigade

Dunottar School has an automatic monitoring station who contact the fire brigade in the event of a fire. There is no need to notify to fire brigade directly.

Fire Doors

Fire doors must be kept shut at all times in order to prevent or slow the spread of fire and smoke.

Fire Extinguishers

Fire extinguishers are located throughout the floor. These should only be used in the event of a fire blocking your escape route. There is no expectation that you actively tackle a fire, however, should you chose to do so please ensure that you use the correct appliance for the type of fire Full instructions for use can be found on the appliance itself.



Appendix 2 – Fire exit routes

