



**SLINDON
COLLEGE**

FIRE SAFETY POLICY

Last review:	June 2025
Next review:	June 2026
Prepared by:	Natasha Malby, Bursar Robert Draper, H&S Officer
Approved by:	H&S Committee

The Governing Body is responsible for ensuring that the College complies with the requirements of The Regulatory Reform (Fire Safety) Order 2005. The regulations require the Governing Body to:

- Make and formally record assessments of fire risks - such risk assessments should be regularly reviewed and their recommendations acted upon;
- Have in place a fire risk (prevention) policy;
- Have in place fire emergency and evacuation procedures;
- Provide staff training (and periodically repeat training, as appropriate);
- Ensure the safety of staff or anyone else legally on the College premises;
- Carry out fire drills and contact emergency services where necessary;
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire-fighting and evacuation);
- Have a suitable system for the maintenance of clear emergency routes and exits, signs, notices, emergency lighting, fire detectors, alarms and extinguishers; and
- Provide staff and any others working on the College site with fire safety information.

The Governors have delegated the responsibility for management of fire safety on a day to day basis to the Clerk of Works (Paul Paradine).

Fire Risk Assessments

The College has engaged Ale Fire Systems Limited to professionally assess fire risks on the site. A review of the formal fire risk assessment were most recently prepared by Ale Fire Systems Limited in December 2024; the College seeks to address the remedial action points identified by the fire risk assessments and also to have the fire risk assessment professionally reviewed and updated every year. The last annual review had no remedial action points. Contact details for Ale Fire Systems Limited are as follows:

The Wharf,, Midhurst, GU29 9PX.

Telephone: 01730 771373

Website: www.alefire.ltd

Fire Safety Procedures

What to do if you discover a fire:

The priority in the event of a fire is the safe evacuation of pupils, staff and visitors.

- **If you see or otherwise detect signs of a fire, SOUND THE ALARM;**
- **CALL THE EMERGENCY SERVICES.** Dial 999 and state clearly the address (Slindon College, Slindon House, Top Road, Slindon, Nr Arundel, West Sussex, BN18 0RH What3Words: apes.enjoy.stamp) and where on site the fire is; and
- **IF IT IS SAFE TO DO SO, AND ONLY IF YOU HAVE BEEN TRAINED TO DO SO, ATTEMPT TO CONTROL THE FIRE USING THE FIRE EXTINGUISHERS PROVIDED.** Never put yourself at risk, even with the

smallest fire. Never attempt to move burning objects. If unable to tackle the fire, leave the room immediately closing the door behind you.

What to do if you discover a gas leak:

A gas leak can be detected by the distinct, sulphur-like, rotten egg odour that is emitted. You may hear hissing, whistling or roaring sounds coming from underground or from a gas appliance. Be aware of dirt spraying into the air, continuous bubbling in a source of standing water, as well as dead or dying vegetation in an otherwise moist area.

If you detect gas advise a member of the maintenance team or the SLT who will take the following action:

- **Open doors and windows** to ventilate the area.
- **Turn off the gas at the mains tap.**
- **DON'T turn any power or light switches on or off.**
- **DON'T light any sort of flame within the property.**
- **DON'T use any appliances that could cause a spark.**

The priority in the event of a major gas leak is the safe evacuation of pupils, staff and visitors.

- **If you suspect a major gas leak, SOUND THE ALARM;**
- **CALL THE NATIONAL GAS EMERGENCY SERVICE.** Dial 0800 111 999 and state clearly the address (Slindon College, Slindon House, Top Road, Slindon, Nr Arundel, West Sussex, BN18 0RH What3Words: apes.enjoy.stamp)

What to do if you hear the fire alarm - the evacuation procedure

The priority in the event of a fire is the safe evacuation of pupils, staff and visitors.

- On hearing the alarm, switch off any central control switches and/or switch off any equipment on which you may be working;
- If it is safe to do so, close windows and doors;
- **LEAVE THE BUILDING BY THE NEAREST MARKED FIRE EXIT;**
- Ensure that all pupils in your care are safely escorted to the Assembly Point;
- Ensure that any visitors you may have with you also leave the building (note: you should always ensure that visitors in your care are informed of emergency procedures, means of escape and location of the Assembly Point) and that any visitors requiring assistance are safely escorted to the Assembly Point;
- Do not run and do not attempt to collect personal belongings; and
- **MAKE YOUR WAY TO THE ASSEMBLY POINT.**

During the College day the Assembly Point is on the Hardcourt. Pupils should be assembled by House and a register of pupils will be taken by Heads of Houses. The Front Office staff will take the Visitor and Pupil/Staff Signing In/Out folders and the staff list to the Hardcourt and take the register in conjunction with the Bursar. The Clerk of Works will liaise with the Fire Brigade or in his absence, the most senior Fire Warden. Specific Fire Wardens are

assigned specific duties during the College day in the event of a Drill or Evacuation. These are detailed on the Staff Lists.

If the Hardcourt is in use for parent parking (limited events) the lawn area by the fish sculpture is the alternative Assembly Point.

If the fire alarm sounds at night, or prior to the start of the College day, the Assembly Point is on the Hardcourt. If the building must remain evacuated for a long period of time the DT Block is a safe haven with power and water where Boarders can be moved to.

- The Houseparents on duty are responsible for the safe evacuation of the boarders;
- The Houseparents on duty are responsible for taking a register of boarders;
- The Houseparents on duty will liaise with the Fire Brigade

IN THE EVENT OF A FIRE ALARM, DO NOT RETURN TO ANY BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY THE FIRE & RESCUE SERVICE OR THE RESPONSIBLE PERSON.

Personal Emergency Evacuation Plan

A PEEP will be generated for disabled persons on an individual basis tailored to their needs and annexed to this document to be in force as required.

Fire precautions to be taken by all staff (including the elimination or reduction of risks from dangerous substances)

Some simple but important precautions must be observed by all staff:

- Familiarise yourselves with the location of fire alarm call points, the evacuation procedure, your nearest emergency exit and the location of the assembly point;
- Be aware of the location of fire-fighting equipment and the correct methods of operation of extinguishers – CO2 for electrical fires only and water for fires involving paper etc. Fire blankets are also provided in the main kitchen, the Food Tech kitchen and the Science laboratories;
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions – **DO NOT WEDGE FIRE DOORS OPEN**;
- Keep your working area as free of waste as possible and keep all combustible materials a safe distance from heating appliances. Do not cover or place anything on heaters;
- **Any portable electrical appliances brought in to the College must be PAT tested prior to use unless they are brand new items.** Staff wishing to bring such appliances to College must first speak with the Clerk of Works to organise PAT testing;
- The College hires out its facilities for weddings and, as part of the contract, anyone bringing electrical equipment on to the premises is required to confirm that it has been tested;
- Contractors working on site are required to confirm that their electrical equipment has been PAT tested;

- Fixed electrical installations are tested every 5 years and issues identified are remedied;
- Those staff dealing with combustible materials (the Science Dept, the Art Dept, The DT Dept, the Maintenance and Cleaning staff and the Catering Manager) are aware that appropriate precautions must be taken in respect of the use and storage of these substances;
- Staff living on site are required to test detection equipment in their properties on a weekly basis;
- If you see anything which you think may be a fire hazard, or any fault or deficiency in fire protection equipment or procedures, report it immediately to the Clerk of Works.
- The College complies with the national smoking ban (effective 1st July 2007) and no smoking is permitted in College buildings. During College hours, no smoking or vaping is permitted anywhere on the College's grounds.

Fire Drills

The Clerk of Works is responsible for organising a day time fire drill once each term in co-ordination with the H&S Officer. Both the Main House and DT system (separate) are set off for the fire drill. The date, time and issues identified during the fire drill are noted in the fire log book in the Clerk of Works office and remedial action is taken to address any issues identified. A register of pupils and staff is taken during the fire drill. During the Fire Drill (and in the event of a Fire Alarm) the following staff have specific areas of responsibility:

Duty	Job Role	Staff Member	Back Up Staff
Unlock Hardcourt and set off DT alarm	Prep Dept HLTA	MWa	NFa
Man main entrance gates to prevent cars from entering the site	Food Technician	DPi	HBe
Set off Science Alarm and then man road side entrance door to prevent people from entering the site	Science Technician	HBe	DPi
Man Front Door of the Main House to direct anyone who has arrived but not yet signed in to the Hardcourt	ICT Network Manager	SSm	CSh
Meet at Fire Panel with Radios to investigate in pairs the indicated zones.	Maintenance Team PE Teacher	GPo KLi SSh MDi	GPo KLi SSh MDi
Meet at Fire Panel with Radio to work with investigating team based at Fire Panel On all clear advise:	Bursar Assistant Bursar	NMa CSh	CSh NMa

Front Door staff member Road based staff members Hardcourt (via Radio)			
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The Head of Boarding is responsible for ensuring that boarding fire drills are carried out regularly (at least once a term). The Head of Boarding is further responsible for maintaining records of fire drills for boarders. Each boarder is also provided with induction training (location of escape routes, what to do when the alarm sounds etc.) when they start boarding at the College. Boarding fire drills are organised at least once a term when boarders may be expected to be asleep.

If staff leave the site during their normal working hours (other than for scheduled College trips, events and fixtures), they are required to sign out and must also sign back in on their return. Similarly, if staff are on site outside their normal hours, they are required to sign in and out at Front Office.

Visitors are required to sign in and out at Front Office, will be provided with a visitor's lanyard, and will always be escorted by the member of staff they are visiting when on the College site.

Maintenance of Fire Prevention and Protection Equipment

Fire Alarms

- The Clerk of Works visually inspects the fire alarm panel on a daily basis to check that the charge indicator is showing and that there is no fault indicator showing;
- The Clerk of Works tests the fire alarms on a weekly basis by operating a call point in each building with a fire alarm; these tests are recorded in the fire log books in the Clerk of Works Office. A different call point is operated each week in rotation so that all call points are checked over a period of time; and
- The fire alarm system is professionally serviced by Ale Fire Systems Ltd every six months.

Emergency Lighting

- The Clerk of Works visually inspect emergency lighting on a daily basis to check that all units are in good repair and apparently working;
- The Clerk of Works tests the emergency lighting on a termly basis by simulating a failing to the lighting circuit; these tests are recorded in the fire log books in the Clerk of Works Office; and
- The emergency lighting is professionally tested and serviced by Ale Fire Systems Ltd every six months to ensure that each unit will remain illuminated for the full design duration.

Fire Extinguishers

- Fire extinguishers across the site are serviced annually and additional units purchased as and when required (for example, due to a reconfiguration of space or a change in use of a room);
- The last service was undertaken in December 2024 by ALE Fire Services.

Emergency Exits

- The Clerk of Works visually inspects emergency exits on a daily basis to ensure that such exits are clear and unobstructed; and
- The Clerk of Works also checks that the floor around emergency exits is in a good state, that emergency exits can be opened easily and that automatic fire doors close correctly.

Fire Signage

- The professional fire risk assessments that the College has carried out consider, amongst others, the adequacy and appropriateness of fire signage. To the extent that the risk assessments identify deficiencies or weaknesses in fire signage, remedial action is taken to address any such issues.

Private Fire Hydrants

- As the College occupies such a large site with a historic main building private hydrants are located on site for the use of the Fire Brigade.
- The College has a fire valve, three fire hydrants and two Emergency Water Supplies (the swimming pool and the underground tank). The location of these is known to the Fire Brigade and a schedule and map is kept in the Bursar's Office.
- West Sussex Fire & Rescue carry out tests of the private hydrants every 2-3 years. The last of which took place in August 2023.

Staff Training, Fire Wardens and Information for Staff and Visitors

All staff are required to read this policy during Induction and are required to familiarise themselves with its contents.

All staff as part of their Induction are required to complete Educare Online Training Course 'Fire Safety in Education'.

Specific training by an external provider is provided to staff designated as Fire Wardens. The College aims to provide such training every 3 years (training last provided Oct 2024). The current list of Fire Wardens is as follows:

Member of Staff	Location	Hours Worked	Renewal Date
Miss Baldwin	Main House - Boarding	Full Time/Term Time	18.10.2026
Mrs Batten-Pearce	Main House – 1 st Floor	Full Time/Term Time	19.10.2025
Mr Bentley-Angell	Main House – 2 nd Floor	Full Time/Term Time	19.10.2025
Mrs Bezants	Science Block	Full Time/Term Time	18.10.2026
Mrs Bouyi	Main House – 1 st Floor	Full Time/All Year	19.10.2025
Mr Burbidge	DT Block	Full Time/Term Time	19.10.2025

Mr Dickinson	Science Block	Full Time/Term Time	19.10.2025
Mr Draper	Main House – 3 rd Floor	Part Time/Term Time	18.10.2026
Mrs Duffy	Site Wide/Cleaning Supervisor	Full Time/Term Time	18.10.2026
Mr Flint	DT Block	Full Time/Term Time	19.10.2025
Mrs Helyer	Art/English Block (or 1 st Floor Exams Office)	Full Time/Term Time	19.10.2025
Mr Highfield	Main House - Boarding	Full Time/Term Time	19.10.2025
Mr Howes	Art/English Block	Full Time/Term Time	18.10.2026
Mr L Kennedy	Science Block	Full Time/Term Time	18.10.2026
Mr Lipscombe	Site Wide/Maintenance	Full Time/All Year	24.04.2025
Mrs Lipscombe	Main House - Boarding	Full Time/Term Time	19.10.2025
Mr Manwill	Science Block	Full Time/Term Time	18.10.2026
Mr Murcott	Main House - Kitchen	Full Time/All Year	18.10.2026
Mr Paradine	Prep & Site Wide/ Maintenance	Part Time/Term Time	18.10.2026
Mrs Pettengale	Main House – 3 rd Floor	Full Time/All Year	18.10.2026
Mr Porter	Site Wide/Maintenance	Full Time/All Year	19.10.2025
Mr Riseborough	Main House – Ground Floor	Full Time/Term Time	18.10.2026
Mr Shepperd	Site Wide/ Maintenance	Full Time/All Year	19.10.2025
Mrs Shurman	Ground Floor – Accounts Office	Full Time/All Year	18.10.2026
Mr Smart	ICT Office Block	Full Time/Term Time	19.10.2025
Miss Thompson	Science Block	Full Time/Term Time	19.10.2025
Mrs Warriner-Hargreaves	Main House - Reception	Full Time/Term Time	18.10.2026
Mrs Wayne	Prep	Full Time/Term Time	18.10.2026

For those Fire Wardens responsible for pupils, the first priority is to ensure the safe evacuation of children in their care. Where reasonably possible, and without prejudice to this, during an evacuation the Fire Wardens are

responsible for ensuring that all pupils, staff and visitors have safely left the premises and, where possible and only if there is no personal risk, they are responsible for:

- Closing all windows and doors, particularly fire doors;
- Checking the fire alarm panel and, only if safe to do so, investigating further if a fire has not been confirmed; and
- Attempting to control the fire using fire-fighting equipment provided but only if trained to do so.

Specific training by an external provider is provided to staff in higher risk areas (i.e. kitchen, Science) in the use of Fire Extinguishers and Fire Blankets. The College aims to provide such training every 3 years (training last provided Oct 2024).