Date: May 2024
Review Date: August 2026
Responsibility: S Facilities

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:

Board of Governors	Responsible in law for what happens on the premises.	
Responsible Person (Headmaster)	Responsible for implementation of this policy.	Mr Matthew Brown
Responsible Person (Operations Manager)	Responsibility devolved through the Headmaster to ensure the safe working practices across site.	Kylie Tan
Responsible Person (Facilities Manager)	Responsible on a day to day basis for all Health & Safety matters devolved through the Headmaster and Operations Manager. Sepang Facilities 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 Pua *(Sepang Facilities Site Supervisor)*
Responsible Person(s) (Assembly Points)	**Students and teachers** Students, teachers and boarding staff will assembly outside their relevant boarding house in tutor groups Each House will hold a central list of all boarding house staff, students and tutors. During a fire alarm - Each tutor will meet their tutor group at a designated area outside their boarding house. The tutor will register their tutor group and report to the HMM who is missing. HMMs will be responsible to check all their students, staff and tutors are present **Medical Staff** Opposite Propert under the covered walkway **Visitors** Will assemble outside the Sports Hall **Administration Staff** Will assemble outside the Sports Hall **Catering Staff** Will assemble outside the Sports Hall **Maintenance staff** Will assemble outside the Sports Hall **Security Staff**	**Boarding House** Headmaster Deputy Headteacher Pastoral HR Manager Deputy Headteacher Academic Head of Prep School Operations Manager

	Will assemble outside the Sports Hall 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.	
Health & Safety Committee	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/Operations Manager.
Employees and Pupils	Must comply with the Health & Safety Policy and take reasonable steps to protect themselves and colleagues whilst in College.	Operations Manager / Deputy Head Students
Fire Marshalls	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.
Visitors	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 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 Sepang Facilities. 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 Sepang Facilities:

Regularity	**Item**	**Responsibility**

Ongoing	Check signage and soundness of fire extinguishers, ensuring that fire doors are not wedged open, with any faults reported to Sepang Facilities 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 Sepang Facilities 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.	Sepang Facilities
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.	Sepang Facilities
Annually	PAT to be carried out.	Sepang Facilities
5 Years	Fixed wiring installations inspected, tested and certified.	Sepang Facilities

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**. Sepang Facilities 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 Headteacher [or his/her delegate] for record keeping.

The following fire practices should occur:

Venue	Detail	Executed by
Boarding Houses	One night time or early morning evacuation per term (between 11.00pm-6.30am)	HMMs
Whole School	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.	Sepang Facilities in conjunction with the Deputy Headteacher Pastoral, Deputy Headteacher 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.
f) Do not re-enter building until authorised by one of the Senior members of staff 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 Sepang Facilities maintenance staff or the SLT duty staff (in the case of the alarm being activated overnight).

11. Assembly Point

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

Location of fire alarm	**Department/House**	**Assembly Point**
Main Building	Teaching staff Support staff Senior School pupils Prep School pupils/staff Medical Visitors	Senior School Staff and students - Outside designated boarding houses. Prep School Students and staff under covered walkway between the prep school and dining hall steps Support staff & visitors under covered area of the Sports Hall Medical staff and students in their care assemble under walkway cover opposite Propert House See Map A below & photographs
Boarding Houses	Boarding staff Boarding students	Pupils assemble in Houses in designated area outside boarding houses - with residential House staff/duty tutor.

In the case of fire/the fire alarm sounding during extreme weather when the lightning alarm has been activated, staff must ensure students remain under the sheltered areas.

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Map A - Senior School Assembly Points Outside Boarding Houses



Senior School Students and staff
Each boarding house will assemble senior school students in tutor groups at designated points with their tutor

Prep School Students and staff
Prep school students line up with teachers and TAs under covered walkway between the prep school and dining hall steps

Medical Staff and Students from the Medical Room/Sanitorium
Assembly under the cover walkway opposite Propert

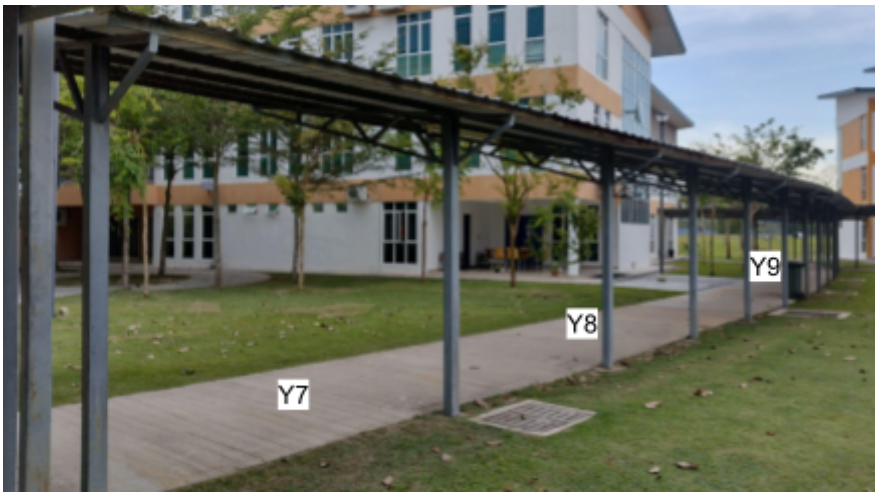
Support Staff & Visitors
Assembly under the covered area outside the main entrance to the Sports Hall

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Photograph to show tutor group assembly points outside Granville, Propert, Crawfurd and Rosebery (It should be noted that Propert and Granville have Y10-13 & Crawfurd and Rosebery Y7-13).



Photograph to show an example of how tutor groups assemble outside Carr and Holman



Photograph to show prep school class assembly points



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.

Senior School Students - Y7-13

- Houses will hold a central list of all students and staff allocated to their house
- Upon arrival at the Assembly Point tutors will take a roll call of their tutor group and report to the HMM whether they are missing any students.
- The HMM will check all house staff are accounted for.
- The HMM will then report to the Deputy Headteacher Pastoral (Propert, Granville, Crawfurd and Rosebery) and Deputy Headteacher Academic (Carr & Holman) whether any student or member of staff is missing from their house.
- In the event that the HMM is off site the AHMM will take the role of the HMM in reporting to the Deputy Headteachers

Prep School Students - Reception - Y6

- The class teacher will escort their class out of the building to the designated area
- Once at the designated area the class teacher will take a roll call of students and their TA
- The class teacher will report to the Head of Prep School whether any students or TA is missing.
- In the event of the class being taught by a specialist teacher in another area of the school. The class will be escorted by the teacher to the designated assembly point for the class where the class teacher will meet the group to take the roll call.

Medical Centre

- Any pupils resting/visiting the Medical Centre must assemble with the nurse on duty and their attendance informed to the Deputy Headteacher Pastoral

Support Staff & Visitors

- Report to Operations Manager. Reception and security will provide a list of any visitors to the Operations Manager who will take a roll call of visitors

The Deputy Headteacher Pastoral, Deputy Headteacher Academic, Head of Prep School & Operations Manager will then report to the Headteacher

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
- Senior School Pupils and tutors: Deputy Headteacher Pastoral & Academic
- Teachers not tutors: Deputy Headteacher Pastoral
- Support Staff: HR Team/Operations Manager
- Visitors: HR Team/Operations Manager
- 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).

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.

a) Staff

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.

13. 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.

14. Smoking

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

15. Training

Sepang Facilities are responsible for training and 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.

16. 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 Sepang Facilities 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 Sepang Facilities.
- 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.

17. 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 Summary Advice Information here

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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 Sepang Facilities 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!
- Once you have exited the building report to the Deputy Headteacher Pastoral that your areas has been checked and make your way to your designated assembly point
- 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.

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Fire Marshal Zones

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 is upon the advice from the Malaysian Bomba.

ZONE/DEPARTMENTS/AREAS	FIRE MARSHALL (& DEPUTY)
Reception (including toilets), College Shop, Examinations Office	Staff on duty
Admissions, Marketing, Examinations Hall	Vishal
Theatre (including backstage)	Felix Paul
Drama Classrooms, Control Room, Toilets/Changing Rooms, Theatre Studio	Felix Paul & Head of Drama
Design Technology	Brain Thornburn
Swimming Pool, Toilets/Changing Rooms	Swimming Class Teacher
Sports Hall	(PE staff assisting)
Music, CCA Office	Director of Music
Art & Design	Head of Art
1st Floor (Academic Block)	
Biology	Biology teacher
Prep (EYFS & KS1), Prep Toilets	Ms Peng (Mr T)
IT, Reprographic	Navin
Library, Toilets (outside library)	NorAtiqah Abdrahman

Administration, Medical Room, Staff Common Room, Dining Hall, Kitchen, Toilets	Imelda

2nd Floor (Academic Block)	
Chemistry	Head of Chemistry Mahesh Warrier
Prep (KS2), Toilets outside Prep	Head of Prep & Tishlani Puvanasan
Mathematics, Toilets along corridor	Head of Maths
Counselling, Surau, PE Classroom, Japanese & Korean Liaison Officers	Masako Takamiya
English, EAL, Mezzanine, Toilets opposite Dining Hall	Head of English & Head of EAL

3rd Floor (Academic Block)	
Physics	Head of Physics
Business & Economics, History & Politics, Toilets outside area.	Shanthi Pillay
Geography and Mathematics	Sam Prestige
Grayling Centre, Toilets	Phil Pedro
MFL	Anna Mcleod
Music Practice Room, Boardroom, Toilets	Music Teachers

Other Buildings

Sanitorium	Mr Pua – Sepang Facilities Mohd Jafry – Housekeeping *Duty nurse to be responsible for pupils if in residence

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BOARDING HOUSES

House	Daytime Marshall (Deputy)	Overnight Marshall (Deputy)
Carr	Matron (HMM)	HMM/AHMM
Crawfurd	Matron (HMM)	HMM/AHMM
Granville	Matron (HMM)	HMM/AHMM
Propert	Matron (HMM)	HMM/AHMM
Rosebery	Matron (HMM)	HMM/AHMM

During a daytime evacuation Fire Marshalls are to confirm evacuation of area to the Head Matron at the House Assembly Point.