

Fire Policy for:

Stars Football Ltd

The College of the Holy Child

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Overview:

The site is a former convent and nunnery which has a mixture of buildings and architecture spread over 12 acres of land on the East edge of St – Leonards-On-Sea. For the last 42 years the premises has been used solely as a residential Summer School with around 400 to 500 students in residence per week.

There are 7 principle buildings and areas with individual management plans for fire safety:

1. The Chapel
2. Gothic
3. Coventry, Byron
4. Kent
5. Classrooms
6. Dickens
7. Gym, Flat and Computer Room

The buildings are now being used by Stars Football to run a year round residential college and group centre with ancillary business and the Summer School is still operational albeit with Simon Wentworth as the RP from 2018.

Management Plan:

We have various programs of works ongoing onsite to improve fire safety on the campus and we have taken several steps to cover short falls of equipment or to reduce and manage risk in certain areas of the building. Each area has a specific management plan as below but the site wide measures taken are:

1. All staff entered onto a training program to undertake the Educare Learning Ltd course 'Fire in Education Level 2' and how to be 'Fire Marshall or Fire Warden in Education Level 2'. KEy staff trained to Level 3 in both areas.
2. All students and staff put through an induction program that includes fire safety and procedure onsite.
3. Regular equipment tests
4. Regular fire drills including students and staff

6. Engaging an architect to inform works to comply with building regs and listed building requirements
7. Engaging with ESFRS repeatedly to ensure measures identified by us are taken in a timely manner and liaising with them.
8. Ongoing management procedures to ensure fire safety is a continuous action proactively managed by the College and the staff and not a reactive process, this includes check lists and internal reporting systems.

1. The Chapel:

The Chapel is a grade 2 star listed building to the South of the campus situated within 50 metres of the premises South gate entrance. It currently has one entrance to the South front of the building, there are two further entrances to the North and East of the Chapel that have been historically bricked up. There are plans to reinstate these entrances in the New Year (February 2019 – subject to approval from Conservation and Historic England, matter verbally agreed and part of a larger restoration program for the Chapel).

Presently this building is exclusively used for sporadic meetings and gatherings throughout the year ranging in number typically between 2 and 200 people.

This building is considered low risk as it has few sources of ignition and large double fronted exit points in the need of evacuation.

There are several side chambers which go unused and one main church congregation area which is the area used for the various graduation events and meetings throughout the year.

The short term usage nature of this building and through regular patrols and pro active inspections, its' manner of stone construction and height means it poses little risk to the wider campus in terms of fire proliferation as it is adjacent to the Kent building but is contained in itself.

Staff are trained in evacuation methods for this building whilst college events are held there such as weekly assembly, the Estate manager has wider responsibility for this building if external guests are present. He has the relevant training and understand the evacuation procedures for example when the choir is in session for practice.

This building is undergoing specialist architect lead review for an extensive program of renovation works in the coming two years which will include an application to add a wireless alarm system which will be linked to the planned control room due to be placed in the reception at Gothic in 2019.

2. Gothic:

Gothic is the large seasonal residential building adjacent to the main gate entrance and is Grade 2 Listed. This building has three different aspects having been constructed initially to the North elevation in 1830, the mid section in 1845 and the South Section in 1860. Internally these sections link to form a large residential group of rooms. This building is to be considered self-contained as access to Kent is formed through an underground tunnel only.

- a. The north section is now used as a residential unit for a member of staff and is considered as a separate residential unit. Year round residential staff accommodation.

- Fire exit on ground floor through main entrance
 - Fire exit on first floor via residential rear staircase and secondary entrance
 - Fire exit on first floor to mid section and staircase to ground floor
- b. The mid section contains large rooms to the ground and first floor and 8 small individual rooms on the second floor. Seasonal accommodation.
- Fire exit at ground floor to mid section main entrance
 - Fire exit to South section and ground floor exit
 - Fire exit at first floor to south section staircase and ground floor exit
 - Fire exit at first floor to staircase and ground floor exit
 - Fire exit at first floor to residential rear staircase and secondary entrance
 - Fire exit at second floor to south section and staircase and ground floor exit
 - Fire exit at second floor to staircase and ground floor exit
- c. The South section contains large rooms only including basement, ground and first floor.
- Fire exit at ground floor to mid section main entrance
 - Fire exit at ground floor exit
 - Fire exit at first floor staircase and ground floor exit
 - Fire exit at first floor to mid-section staircase and ground floor exit
 - Fire exit at second floor to staircase and ground floor exit
 - Fire exit at second floor to mid-section staircase and ground floor exit

This building is used for short term visitors and is managed accordingly, therefore being considered to have 2 phases of operation:

1. In residence
2. Vacant

The following safety measures apply when in residence:

1. Weekly fire drill for all residents
2. Weekly alarm test
3. Monthly call point test
4. Annual alarm check
5. Annual emergency lighting check
6. Annual extinguisher check
7. Day time full building patrol by residential staff of student rooms checking equipment is turned off, hallways, stairways and fire exits are clear and doors are closed and checking rooms, exitways, pathways, doors and staircases and all vacant rooms
8. Staff training on campus wide fire procedure and building specific roles during induction and ongoing
9. Staff online training modules via Educare Learning Ltd to ensure standardised training
10. Daily sleeping list maintained in folder on alarm panel adjacent to main entrance
11. Fire assembly point on the lawn to the West of the building
12. Duty staff trained to understand role in instance of alarm sounding at any time of the day:
 - a. To evacuate building
 - b. To attend assembly point
 - c. To contact fire brigade
 - d. To report incident of alarm sounding to line manager
 - e. Wait to re-enter building until told safe to do so by the fire brigade

13. Students trained through induction and drills to understand the fastest two exit routes from their residential accommodation and the common areas
14. Visiting group leaders to be inducted into fire safety and to fully engage in drills and fire safety procedures

The following safety measures apply when vacant:

1. Weekly alarm test
2. Weekly call point test
3. Bi - Annual alarm check
4. Annual emergency lighting check
5. Annual extinguisher check
6. Electrical check as per current regulations
7. Daily Security patrol checking rooms, exits, pathways, doors and staircases and all rooms
8. Staff training on campus wide fire procedure
9. Staff online training modules via Educare Learning Ltd to ensure standardised training
10. Duty staff trained to understand role in instance of alarm sounding at any time of the day:
 - a. To evacuate building
 - b. To attend assembly point
 - c. To contact fire brigade
 - d. To report incident of alarm sounding to line manager
 - e. Wait to re -enter building until told safe to do so by the fire brigade

(Works ongoing: all doors subject to door survey and upgrade package)

3. Coventry, Byron:

Coventry and Byron is an unlisted building on the campus and is to be considered self-contained although physically is attached to Dickens to the West. There are currently a schedule of works being undertaken to upgrade exit door furniture and intumescent strips and seals upgrade to doors.

There are two separate methods of fire exit on the ground floor

1. Main Entrance
2. Through Common Room

There are three separate methods of exit on the first floor

1. Staircase to ground floor and exit through main entrance
2. West wing exit to Byron staircase and exit through A&B reception area
3. East end of building fire exit to front of premises, external staircase

There are two separate methods of exit on the second floor

1. Fire Escape to Byron staircase and exit through A&B reception area
2. East end of building exit through fire escape to external staircase

There are two separate methods of exit on the third floor

1. Fire escape to Byron Staircase and exit through A&B reception area
2. East end of building exit through fire escape to flat roof and external staircase

Fire door exits are left codedlocked externally and unbolted at all times with suitably compliant internal panic handles.

This building houses students aged 15 to 19 and currently tops at 40 individuals throughout the academic year with up to 250 during the Summer school. This building has sleeping accommodation on the first floor for students and a 2nd Floor annexe which houses a member of staff on occassion.

The staff member is trained to understand the requirements of this building and engages with the students in the weekly evacuation drills to this end. The safety procedures in place for this building include:

1. Weekly fire drill for all residents
2. Weekly alarm test
3. Weekly call point test
4. Bi - Annual alarm check
5. Annual emergency lighting check
6. Annual extinguisher check
7. Electrical safety check
8. Day time full building patrol by residential staff of student rooms checking equipment is turned off, hallways, stairways and fire exits are clear and doors are closed and checking rooms, exitways, pathways, doors and staircases and all vacant rooms
9. Staff training on campus wide fire procedure and building specific roles during induction and ongoing
10. Staff online training modules via Educare Learning Ltd to ensure standardised training
11. Daily sleeping list maintained in folder on alarm panel adjacent to main entrance
12. Fire assembly point on the lawn to the South of the building
13. Students trained through induction and drills to understand the fastest two exit routes from their residential accommodation and the common areas
14. Duty staff trained to understand role in instance of alarm sounding at any time of the day:
 - a. To evacuate building
 - b. To attend assembly point
 - c. To contact fire brigade
 - d. To report incident of alarm sounding to line manager
 - e. Wait to re -enter building until told safe to do so by the fire brigade

Coventry and Byron has a further 3 trained residential staff who support the duty staff member during any evacuation or alarm sounding. The electrics have been upgraded and older redundant equipment removed and dangerous socket points that had been historically attached to the light ring removed.

The interim measures for this building whilst the current 2019/20 schedule of works are being undertaken include:

1. Increased security patrol frequency
2. Authorised and accredited workmen for specialist jobs
3. Consultation with architect to manage works style and scope
4. End of working day inspection to ensure all materials, electrical extension leads, tools and jobs in progress clean and tidy
5. Inspections of completed works by the RP

6. Vigilance from duty staff to ensure all doors and fire escapes remain clear and unblocked

4.Kent

Kent is an extensive building and houses various types of accommodation including offices, kitchens, bathrooms and residential facilities.

There are various entrances and fire exits from the building as listed below:

1. Ground Floor

- Fire exit to South of building through central corridor
- Fire Exit to North of building through central staircase and up staircase to A&B corridor
- Fire exit through central corridor to West Ground Floor main entrance
- Fire exit to East of building through dining room door
- Fire exit to East of building through Kitchen main entrance
- Fire exit to North of building through kitchen corridor to outside of building and passageway around kitchen service area

2. First Floor

- Fire Exit through West corridor to staircase and West Ground Floor main entrance
- Fire Exit through West Corridor to South end corridor staircase to South ground floor exit
- Fire exit to North of building through West Corridor to staircase to A&B exit
- East Corridor currently closed in its' entirety

This building is being used solely for staff sleeping in the West Corridor South section, subject to permission granted previously by ESFRS. This area is being utilised on the following management control basis:

1. Wireless alarm system interlinked in the West Corridor south section
2. All candle port holes above the doors blocked with 30 minute material in the form of ceramic tile over inside aperture
3. Staff trained to recognise exits and evacuation procedures
4. Redundant area of building closed off – East Corridor
5. Door closers added to each door
6. Door survey undertaken and upgrades in progress with further work scheduled for heritage measures on agreement with Conservation.

The following procedures apply to this building:

1. Weekly fire drill for all residents
2. Weekly alarm test
3. Weekly call point test
4. Bi - Annual alarm check
5. Annual emergency lighting check
6. Annual extinguisher check
7. Annual electricity check

8. Staff training on campus wide fire procedure and building specific roles during induction and ongoing training
9. Staff online training modules via Educare Learning Ltd to ensure standardised training
10. Daily sleeping list maintained in folder on alarm panel adjacent to main entrance
11. Fire assembly point on the Victorian garden to the West of the building
12. Duty staff trained to understand role in instance of alarm sounding at any time of the day:
 - a. To evacuate building
 - b. To attend assembly point
 - c. To contact fire brigade
 - d. To report incident of alarm sounding to line manager
 - e. Wait to re-enter building until told safe to do so by the fire brigade

This building houses the higher risk area commercial kitchens and we have additional procedures for this area of the campus:

Daily Close down Procedures, Nightly:

1. All plate warmers switched off
2. All small appliances unplugged
3. All heaters switched off
4. Cooker checked to ensure all gas points turned off
5. Dishwashers turned off
6. All cardboard and potential fuel sources removed to recycling bins away from kitchens
7. Bins emptied
8. Security walk through before lights out

Weekly procedures:

1. Oven deep clean to remove build up of grease and food debris
2. Bins emptied and food waste removed from exterior
3. Recycling collected and removed
4. Oil changed in fryer

Annual procedures:

1. Gas safety check
2. Electrical PAT testing for appliances older than a year
3. Risk assessment for kitchen specific improvements or safety enhancements
4. Dishwashers and refrigeration equipment serviced

Kitchen Works upcoming:

1. Gas interlock equipment with new extractor system
2. Old redundant gas pipes to be removed from central area
3. Door upgrades
4. Improved compartmentalisation

This building is due to have a fully wired system with some 80 alarm points installed in the coming months, this system is already purchased.

Other works being undertaken now:

1. Door surveys undertaken and upgrades in progress
2. Consultation with Conservation department over how to upgrade doors and permitted material use and also for candle boxes over doors
3. Renovation of South end first floor fire escape stairway – redecoration and replacement of glazing above door
4. Replacement door handles on fire doors
5. Review of compartmentalisation
6. LED implementation
7. Further mains electricity upgrades

The RP is satisfied that this busy building is being managed to prevent and reduce risk of ignition sources and by utilising it solely as staff accommodation for familiar and trained staff it is being used suitably. There is work to be done now to improve the quality of the fire prevention measures and this will improve the quality of accommodation provision to reach our goal of using this as a group centre in 2019. This building has also seen new electrics installed into the staff bedrooms and older sockets on light rings removed, additionally there has been a program of LED upgrades commenced with the first location being the second dining room.

5. Classrooms

This area to the North of the campus comprises four main single storey blocks:

1. East wall storage block – year round storage detached
2. Central classroom block – used daily
3. South classroom block – used for Summer School only
4. Games room and staff room, toilets and office – used everyday

The classrooms are used during waking hours only. The staff are trained on evacuation procedures and understand their role if fire is suspected as follows, for persons trained in the use of fire extinguishers these are provisioned around this area:

- a. To evacuate building
- b. To attend assembly point
- c. To contact fire brigade
- d. To report incident of alarm sounding to line manager
- e. Wait to re-enter building until told safe to do so by the fire brigade

The classrooms are pending the following works:

1. Roof upgrades
2. 2020 pending planning permission demolishing and redevelopment

The RP feels that this area is well managed as class sizes are small and students and staff have an excellent rapport and instructions to evacuate are followed well on drills. The Summer school

procedures maintain the same standards with small class sizes, trained staff and set evacuation drills and procedures.

It is felt these current management procedures to reduce fire risk are sufficient to manage the risk to personnel and students on the basis the classrooms are all on the ground floor with direct exits to the outside pending the redevelopment of this area.

We further manage this area by:

1. Daily cleaning and rubbish removal
2. Nightly inspections as part of patrols on the ground
3. It being detached from accommodation areas and lower level so high point viewing of the whole area
4. Staff training
5. Student fire induction information

6. Dickens

Used exclusively as a private residence.

7. Disco, Flat and Computer Room

The block known as the disco comprises three distinct areas:

1. Disco – ground floor fire exits to north and south
2. Staff flat – fire exit to west via staircase to main entrance
3. Computer Room adjacent ground level fire exit to west main entrance

The current arrangement is for the accommodation above the disco to not be used when the disco is in use and this results in a typical curfew of 10 pm on usage in the disco. There is a wireless alarm system linked throughout the two rooms and we plan to add the computer room to this system and the entrance lobby of the staff flat ground floor main entrance within the coming weeks.

This block is managed by scheduling use to not conflict two contrasting uses simultaneously in accordance with historical guidance from ESFRS and the electrical system has been upgraded to reduce ignition risk.

Other areas of risk:

1. Kerosene tanks in centre of campus, fire brigade aware and assembly point away from potential source of ignition and fuel. Staff trained to report presence of Kerosene tanks on any 999 call and to first attenders in event of fire.
2. Gates, estates manager or assistant caretaker to attend gates in event of fire during working hours to ensure clear route of access for fire brigade. Security guard performs same function at night time. Checks have been made with ESFRS to ensure appliances can fit through gates.

Areas of Support:

1. Estates manager and support staff and security trained to give location of swimming pool to fire brigade for rapid access to water.