



## RISK OF FIRE POLICY

### 1. Aims

- 1.1 The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The safe evacuation of everyone is the School's priority.
- 1.2 The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out. The safe evacuation of everyone is the School's priority.
- 1.3 The aims of this policy are also to:-
  - a. Ensure compliance with The Regulatory Reform (Fire Safety) Order 2005
  - b. Ensure the safety of staff or anyone else legally on the school premises through ensuring that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
  - c. Develop and implement fire procedures and provide staff training (repeated periodically where appropriate).
  - d. Appoint one or more competent persons (with sufficient training, experience and knowledge to assist in taking preventive and protective measures (including firefighting and evacuation)).
  - e. Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
  - f. Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).

- g. Produce a “Fire Risk (Prevention) Policy to identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.
  - h. Have a suitable system for the provision and maintenance of: clear safety routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a “competent person” (for example ISO9001 certified or BAFE approved).
  - i. Provide staff and any others working on the school site with Fire Safety information.
- 1.4 This policy should be read in conjunction with the School’s Health and Safety Policy and First Aid Policy and fire risk assessments.

## **2. Responsibilities**

### **2.1 The Head is the person responsible for ensuring:-**

- a. The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- b. The Fire Risk (Prevention) Policy is kept under regular review by the Head and the Policy is promulgated to the entire school community.
- c. Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- d. Fire induction training given to new staff and pupils.
- e. Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- f. Fire risk assessments are regularly reviewed and updated.
- g. Fire prevention measures are meticulously followed.
- h. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- i. Records are kept of all fire practice drills.
- j. Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- k. Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and

exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

- I. Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

### **3. Teaching Staff**

- 3.1 Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Head or designated member of SLT. It is the responsibility of the Head (or designated deputy) to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. We offer fire awareness [INSET] training to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.
- 3.2 The school also has a designated Fire Officer. Currently this role is carried out by the Site Manager or the Assistant Site Manager.

### **4. Fire Safety Procedures**

#### **4.1 If you discover a fire:**

- a. Raise the alarm by using the nearest available call point.
- b. If you are in charge of a class ensure they leave by the nearest available safe exit.
- c. If you have a guest/visitor ensure they leave the building and proceed to the Assembly point
- d. If it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, store rooms etc. are evacuated in the event of the alarm sounding.
- e. If it is safe to do so and only if you have been trained use the nearest appropriate extinguisher.
- f. Leave the area & if possible close windows & doors as you go to prevent the spread of fire.
- g. Never re-enter the building until it is pronounced safe by the emergency services or Head (or senior member of staff on site in his absence).

#### **4.2 If the alarms sound (8.30am-5.30pm):**

- a. Instruct pupils to leave in silence by the nearest safest route.
- b. Please shut doors and windows behind you.

- c. Ensure any guests/visitors are accompanied to muster point.
- d. Form tutors/class teachers should conduct a roll call of their form/class.
- e. Inform The Head Master if any pupil is not accounted for. In the absence of the HeadForm teachers should report any absentee to the person in command. The person in command should instruct someone to call the emergency services if not already done. The Head (or designated deputy) will be clearly identifiable as in charge.
- f. Do not return to the building until it is pronounced safe by the emergency services or by the Headmaster.
- g. A member of the Office Staff will account for support staff members and the SLT member overseeing the drill / alarm event will confirm absences with them.
- h. The iPad is to be taken to the drill by the member of Admin Staff on the desk and this is the record of visitors etc... on site.

4.3 **If the alarms sound (5.30-7.30pm):** During this time the members of staff undertaking hobbies/prep are responsible for a roll call of the children at school.

- a. Instruct pupils to leave their hobby/prep in silence by the nearest safest route.
- b. Please shut doors and windows behind you.
- c. Ensure any guests/visitors are accompanied to muster point.
- d. Staff on duty should conduct a roll call of their hobby/prep.
- e. Inform The Head if any pupil is not accounted for. In the absence of the Head staff on duty should report any absentee to the person in command. The person in command should instruct someone to call the emergency services if not already done so.
- f. Do not return to the building until it is pronounced safe by the emergency services or by the Head (or duty senior member of staff on site in his absence).

4.4 **If the alarms sound (7.30pm-8.00am):**

- a. **7.30pm – 10.00pm** - During this time the house parent or member of staff on duty is responsible for a roll call of the boys and girls.
- b. **10.00pm – 8.00am** - During this time the house parent is responsible for a roll call of the boys and girls.
- c. **The boarding registers should be used.**
- d. Instruct pupils to leave the boarding house in silence by the nearest safest route.

- e. Please shut doors and windows behind you.
- f. The resident member of staff on duty will conduct a quick sweep of the dormitories before leaving the building.
- g. Staff on duty should conduct a roll call of the children boarding that evening.
- h. Inform The Head if any pupil is not accounted for. In the absence of the Headstaff on duty should report any absentee to the person in command. The person in command should instruct someone to call the emergency services if not already done
- i. Do not return to the building until it is pronounced safe by the emergency services or by the Schools response team.
- j. Once all personnel are accounted for it may be possible for the person in command to locate the source of the fire if it is not apparent. At all times the safety of pupils and staff is paramount.

## **5. Out Of Term-Time / External Lets**

- 5.1 The procedure out of term-time and for external lets is identical to the procedure outlined above. The Site Manager will brief all holiday lets on the arrangements and the arrangements for evening lets are communicated by the Finance Manager.

## **6. Briefing New Staff And Pupils**

- 6.1 All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

## **7. Summoning The Fire Brigade**

- 7.1 Advance warning of fire practices are always given to the staff. If the alarm goes off for any other reason, the site manager has authority to summon the Fire and Emergency Services immediately and as required.

## **8. Arrangements For Visitors And Contractors**

- 8.1 All visitors and contractors are required to sign in at Reception. They will be issued with a visitor's badge and provided with instructions of what to do in the event of a fire. The visitor's badge should be worn at all times that they are on school property. When large numbers of visitors are at the

school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

**Provision for Pupils/Staff with Disabilities (Major Gap):**

This policy requires specific procedures for the evacuation of individuals who may require assistance, such as those with mobility impairments or other disabilities. Both the RRFSO and ISI regulations require that fire safety arrangements account for all people on the premises. This is addressed through **Personal Emergency Evacuation Plans (PEEPs)** which are drafted on an individual basis taking into account the needs of the person concerned.

**9. Fire Practices**

- 9.1 We hold at least two fire practices every term at school (one of which will be specific to boarding and held “in boarding time”). This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Officer throughout the School helps to ensure that the School can be safely evacuated in the event of a fire. The timings for these drills are determined between the Deputy Head (Academic and Operations) and the Site Manager. They are not to take place or be scheduled in the case of extreme weather. Due to the risk of exposure, timings of Fire Practices should avoid periods where the pool is in use, however to mitigate the risk of a lack of knowledge obstructing safety, all staff and children will be briefed on the correct procedures should a real event occur. Where possible, these drills are unannounced to the majority of staff however there are exceptions where wellbeing is impacted that key staff will be informed. This would include the key member of staff in the pool, for example, or the 1:1 Assistant for a child with specific sensory needs.

Further details of the pool’s evacuation procedures are detailed in the Pool Operating Procedures.

**10. Maintenance Schedule**

- 10.1 A weekly check takes place to test the sounders for the alarms on the school site. This takes place on Mondays at 10am and is shown on the weekly routine. The fire extinguishers and emergency lighting are checked monthly by the fire officer. The fire extinguishers are checked annually by the external provider. The fire officer walks the buildings and checks the fire notices, escape routes and exits on a regular basis. The full alarm system is checked quarterly by the external provider (Honeywell).
- 10.2 The records of inspection of escape routes are kept by the Site Manager and checked by the Headmaster.

**11. Fire Prevention Measures**

- 11.1 The School has the following fire prevention measures in place:

- a. Escape Routes and Emergency Exits
- b. There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- c. Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells.
- d. Fires extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- e. All stairs, passages and emergency exits are illuminated by emergency lighting.
- f. The master panel for the alarm system is located in the lobby by the main school entrance and shows the location of a fire.
- g. Alarms sound in all parts of the building.
- h. Keeping fire routes and exits clear at all times.
- i. Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Fire Officer (the Site Manager).
- j. Records of fire drills are kept in the Headmaster’s Office.

**12. Hazardous and Dangerous Substances**

- 12.1 We ensure that flammable materials used in teaching or maintenance are securely locked away.
- 12.2 Combustible materials used in teaching and maintenance are kept in cupboards.
- 12.3 The School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

**13. Review**

- 13.1 This Fire Risk (Prevention) Policy and the School’s procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

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