



<b>Date of Review: Autumn 2025</b> <b>Approving Body: SLT</b>	<b>Review Due: Autumn 2026</b>
<h2>Fire Safety Policy</h2> <p>(based on the template provided by ISBA 2021)</p>	
<b>Owner:</b>	The Head

- Policy required by ISI (inspection use)
- ISI requirement for publication on website
- Internal decision to publish on website
- Internal only
- Required reading for all staff

## Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### **The School has in place procedures for:-**

- (a) carrying out fire risk assessment;
- (b) preventing fires;
- (c) evacuation in the event of a fire;
- (d) maintaining and checking all fire detection, alarm and fighting systems.

The Head has responsibility for maintaining and ensuring the local implementation of the School fire procedures and for ensuring that there is at least one trained Fire Marshal on site **at all times**.

### **Fire Risk Assessment**

- . The School premises is subject to a fire risk assessment. This is conducted by an external consultant or other competent person.
- . The fire risk assessment will be reviewed regularly or in the event of significant changes to the buildings or their usage.
- . A copy of the fire risk assessment report is available from the Head and employees' attention brought to any hazards found in the assessment.
- . Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- . Regular checks are made by the Fire Marshals to ensure that the walkways are kept clear of obstruction and tripping hazards.

### **Fire Detection**

The School premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

### **Fire Alarm**

- . The School premises has an adequate means of raising the alarm in the event of fire.
- . The fire alarm system in each location is tested weekly on a Monday. A notification is displayed in reception on Monday morning to alert all staff and visitors. The alarm will be activated using a different activator point each week, where this is practicable.
- . The fire alarm system is serviced annually by a competent contractor.
- . Records of these tests and servicing are maintained in a fire log book held in the office.

### **Fire Fighting Equipment**

- . The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School.
- . Fire extinguishers are serviced by a competent contractor annually and the service date recorded on each extinguisher.

### **Emergency Lighting**

- . Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

- Records of testing and servicing of emergency lights are held in the office.

## Emergency Procedures

- Written emergency procedures are provided. These written instructions will include procedures in the event of a fire. See Appendix 1.
- Notices are displayed in every room in School, detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency.
- There must be adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms.
- The means of escape are regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- Where a child with additional needs uses the premises, specific arrangements will be made to ensure they can escape in an emergency (PEEP- Personal Emergency Evacuation Plan). Teaching staff are responsible for escorting their pupils safely out of the building in silence and 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. It is the responsibility of the Head to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- There are allocated members of staff around school who are responsible for 'sweeping' their local areas to ensure that everyone has evacuated.
- SUMMONING THE FIRE BRIGADE:** The School Office/Reception is manned between 8am and 5pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the front door Lobby.
- Fire drills are held every term at the School.
- Written records of fire / evacuation drills are maintained in the fire log book which is kept by the Head. A copy of the report is circulated to all staff.

## Fire Training

- Staff will be informed in relation to:-
  - action to take if they discover a fire, including how to activate the fire alarm;
  - action to take on hearing the alarm, including location and use of exits and escape routes; and
  - action to take in the event of a bomb alert
- Pupils will be informed of exits and escape routes
- Fire Marshals and other appropriate staff will be trained in:-
  - emergency evacuation procedures;
  - use of fire extinguishers; emergency procedures; and
  - how to spot fire hazards.
  - the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular refresher training.

- Visitors and contractors:-
  - on arrival at the School visitors and contractors are given a lanyard and

are verbally told the details of fire safety procedures and assembly points on arrival;

(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

### **Fire Prevention**

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together.

To ensure the processes are being implemented the Head, Fire Marshalls and Heads of Department will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of hazardous /flammable materials;
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Fire marshals will check that corridors, stairs, landings and plant room remain clear of obstruction and combustibles;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

### **Fire Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

### **Legal Requirement & Education Standards**

#### **References:**

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. ([www.isi.net](http://www.isi.net)).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))

E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd ([www.owendavidsafety.net](http://www.owendavidsafety.net))

F. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfe](http://www.gov.uk/dfe))

G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))

H: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

### **Appendix 1: Emergency Evacuation Notice**

## **FIRE EMERGENCY EVACUATION NOTICE**

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are teaching a class, make them leave quietly with you. Do not take anything with you and do not allow the pupils to take anything. Shut doors and windows behind you. No one should talk or run. Make your way to the assembly point on the back playground.
- 3. Form Tutors: As soon as you reach the assembly point, take a register of your pupils and confirm all present by showing the appropriate reporting card to the Head.**
4. The Head or a member of the Admin team will summon the Emergency Services if necessary, once it has been established that there is a fire.
5. If you have a disabled pupil in your class, you should move him or her downstairs OR direct him or her, together with his or her carer, to wait at the Assembly Point.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the School Fire Safety Officer (Head or member of SLT) who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
7. Remain at the assembly point with your pupils until the all clear is given by the Head/ Member of SLT or other appropriate safe place as directed by the Head/Member of SLT