

FIRE SAFETY POLICY PROCEDURES 2025 – 2026

THIS POLICY INCLUDES EARLY YEARS FOUNDATION STAGE

Policy Author:	Bursar – Paul Flowerday
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Governor sign - off		
Governor: Franklin Neathercoat	Date:	11/11/2025

1. Introduction

This policy is applicable to all buildings under the control of the School and details the approach to the control of risk from fire.

2. Aims

- 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, the Fire Safety Act 2021, Fire Safety Regulations set as in the Building Safety Act 2022 and other education specific guidance.
- To minimise the risk to life and to reduce injury by maintaining the physical fire safety 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.

3. Roles and Responsibilities

Bursar

The Bursar is designated as the Responsible Person, who, with the assistance of the Estates Manager, is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by the Governing Body via the School’s Health & Safety Committee;
- The Fire Safety Policy is published to the entire school community;
- Everyone in the school (including visitors and contractors) is given clear instructions on where they should go in the event of fire;
- Records are kept of the fire induction training given to new staff;
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed;
- Fire risk assessments are regularly reviewed and updated;
- Fire prevention measures are meticulously followed;

- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- Fire practices are regularly carried out and records kept;
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Fire wardens:

- The Bursar, Estates Manager and all members of the Estates Team will be trained as Fire Wardens by a qualified training company.
- Fire Wardens are competent persons who have been trained in emergency evacuation procedures and how to spot fire hazards. All will attend external Fire Warden training as well as online training, as appropriate, to enable them to carry out their duties.

All staff:

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion; any new or supply staff are assisted by their classroom Teaching Assistant. Being familiar with and follow the Personal Emergency Evacuation Plan (PEEP) for any pupil in their care.
- Staff should close doors on the way out plus quickly check all toilets by shouting if anyone is inside.
- Form teachers 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 a Fire Warden, the Head or Bursar. It is the responsibility of the Fire Wardens, Head or Bursar to ensure that this information is passed to the Fire and Emergency Services as soon as they arrive. On no account should anyone return to a burning building.
- Admin staff are responsible for checking the Sign In app records that all staff, visitors and contractors are present who have signed in.

Visitor and Contractors

- All visitors and contractors are required to sign in at the School's Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on School property. Visitors and contractors are made aware of the Emergency Evacuation Procedure and the Assembly Point in the playground.
- 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.

4. Fire risk assessment

- All of the School premises will be subject to a fire risk assessment. This is conducted by an external consultant, liaising closely with the Bursar and Estates Manager.
- The fire risk assessment will be reviewed on an ongoing basis and formally updated every 2 years or in the event of significant changes to the buildings or their usage.

- A copy of the fire risk assessment report will be available on site 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 procedures and safe systems of work.
- Regular assessment will be made by staff, including the Fire Wardens, to ensure that walkways are kept clear of obstruction and tripping hazards.

5. Fire Detection

- All of the School premises will have adequate means of fire detection.
- The detection equipment will be maintained and checked every six months by an ISO9001 certified/BAFE approved contractor.

6. Fire Alarm

- All of the School premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system in each building is tested weekly at a known time and day, the alarm will be activated using a different activator point each week, where this is practicable. This is managed and recorded by the Estates Team.
- The fire alarm system will be serviced six monthly by Croma Fire & Security, an ISO9001 certified/BAFE approved contractor. Records of servicing are maintained and held by the Head of Estates.
- There are six fire alarm panels throughout the site, located:
 - Main building: outside the Learning Hub 1 (*repeater panel outside entrance to the servery*)
 - McConnell Building: within the entrance
 - Pre-Prep building: within the entrance
 - Art & DT Block: within the entrance
 - Honeypot Building: within the entrance
 - Chapel: in the entrance foyer
- All six alarms are linked together and are monitored by Southern Monitoring Services (0844 871 2223) and all are fitted with an uninterrupted power supply.

7. Fire Fighting Equipment

- The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- Fire extinguishers and other firefighting or suppressant systems will be serviced by a competent contractor annually and the service date recorded on each item of equipment.

8. Emergency Lighting

- Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- Records of testing and servicing of emergency lights will be maintained by the Estates Team.

9. Emergency Procedures

- Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- Notices will be displayed in each building of the School premises 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 will be clearly signed with pictograms.
- The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made in advance to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be accommodated by the Estate Team only if signed in and notified at reception.
- 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 and taking a register 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 Bursar.
- It is the responsibility of the Head or Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

10. Summoning the Fire Brigade

- The school reception is manned between 8am and 6pm during weekdays in term-time and between 8am and 4pm during school holidays.
- The school reception is given advance warning of the first fire evacuation practice in the academic year, usually in September. We also inform our Fire Alarm Monitoring Service in advance so that they can put the system on test.
- Fire drills are held every term where the target time for a whole school evacuation is under five minutes. If a fire drill does not meet the five minute target, the Bursar or Estates Manager shall investigate and document the cause, implement appropriate mitigation measures, and ensure that a further evacuation drill is conducted before the end of the term until compliance is achieved.
- If the alarm goes off for any other reason, the Office staff will follow evacuation procedures.

- The Fire Alarm Monitoring Service will be notified immediately and will summon the Emergency Services once they have spoken to one of the three names* on their call list and identified that the alarm has been raised not due to a false alarm:
 1. Bursar - Paul Flowerday
 2. Director of Sport - Matt Barnett
 3. Head of Pre-Prep – Victoria Tso

** these staff have been selected as those closest to the School.*

- Written records of fire / evacuation drills will be maintained in the fire logbook which is kept by the Estates Manager.

11. Fire Training and Safety of Personnel

Staff and Pupils:

All new staff and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures. Fire action notices are displayed in all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Fire Wardens are given appropriate training with St John's Ambulance every three years.

Visitors, Visiting Staff and Contractors:

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and procedures when signing in at Reception.

When large numbers of visitors are at the school for 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.

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. A Personal Emergency Evacuation Plan (PEEP) will be agreed for each person.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person or the member of staff to ensure that the Personal Emergency Evacuation Plan (PEEP) is followed.

Letting or Hiring of the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's Fire Safety Policy and Procedures.

The hirer should nominate a responsible person to take on the appropriate duties of the Fire Warden.

12. Fire Prevention Measures

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 Bursar, Estates Manager, Estates Team and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- 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;
- Consult regularly with the Fire Wardens;
- 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 and ensure Hot Works are notified and managed appropriately.

The School also has written policies on Electrical Safety, Lightning Protection and Gas Safety which minimize the risk of fire.

13. Fire Records

Records are kept of training, inspections, evacuations and maintenance of systems and equipment by the Estates Manager and monitored by the Bursar and Health & Safety Committee.

14. Appendix I: Fire Evacuation Procedures

Planned

Fire Evacuation Procedure:

1. Fire alarm goes off.
2. All pupils, staff, contractors and visitors vacate their respective buildings and walk calmly to the muster point – the **NETBALL COURT** behind the McConnell Building.
3. Roll call of pupils (on-call SLT member to bring red/green signage from shed to muster point).
4. Roll call of staff (Front Office staff to bring iPad to muster point).
5. Trained Fire Wardens to walk to their nominated buildings (as below), enter, disable fire alarm if in their building, walk through all corridors noting wedges in doors, fire doors left open, etc:
Fire Warden 1 – Main House / PA Studio / Chapel

Fire Warden 2 – Pre Prep building

Fire Warden 3 – McConnell Building/Sports Hall

Fire Warden 4 – Art & DT / Honey Pot

6. Fire Wardens radio back to Head or Deputy with the 'all clear' for each building.
7. Head or Deputy to speak to pupils/staff then dismiss back to classrooms, etc.

Unplanned

Fire Evacuation Procedure – Term Time Only (7:30am To 5:30pm):

1. Fire alarm goes off.
2. All pupils, staff, contractors and visitors vacate their respective buildings and walk calmly to the muster point – the **NETBALL COURT** behind the McConnell Building. Should the fire be near to the netball court, the alternative muster point will be outside the **ART BLOCK**.
3. Roll call of pupils (on-call SLT member to bring red/green signage from shed to muster point).
4. Roll call of staff (Front Office staff to bring iPad to muster point).
5. One trained Fire Warden walks to the double gates by the kitchen and opens them for the Fire Brigade to enter. They remain at the gate.
6. ALL pupils, staff, contractors and visitors remain at the muster point and wait for further direction from the Fire Brigade.

Unplanned

Fire Evacuation Procedure – Term Time Only (After 5:30pm) Or During School Holidays:

1. Fire alarm goes off.
2. All pupils, staff, contractors and visitors vacate their respective buildings and walk calmly to the alternative muster point – the **FRONT CAR PARK**.
3. Roll call of pupils (on-call SLT member to bring red/green signage from shed to muster point).
4. Roll call of staff (Front Office staff to bring iPad to muster point).
5. One trained Fire Warden walks to the double gates by the kitchen and ensures that it is open ready for the arrival of the Fire Brigade to enter. They remain at the gate.
6. ALL pupils, staff, contractors and visitors remain at the muster point and wait for further direction from the Fire Brigade.