



Fire Risk (Prevention) Policy

Person responsible	Director of Finance and Operations
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1. Introduction and Aims

The School recognises and understands the responsibilities, duties and obligations placed on the Governing Body and the Head by the Regulatory Reform (Fire Safety) Order 2005 as amended by the Fire Safety Act 2021 and Section 156 of the Building Safety Act 2022.

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School and to ensure that staff, pupils and visitors do not add to the fire risk, with a safe evacuation of the School's buildings if a fire breaks out. The Fire Risk (Prevention) Policy and associated risk assessments are designed to help the School's community to respond calmly and effectively in the event that fire breaks out in one of its buildings. The Policy should be read in conjunction with the Emergency Evacuation Procedures – Fire.

The full Fire Risk Assessment (FRA) is documented, signed by a competent assessor, and reviewed annually or when there are significant changes. The FRA covers external walls, cladding, balconies, doors and windows. All FRA records are retained and shared with any incoming Responsible Person as required by law.

2. Fire Safety (Prevention), Responsibilities

Under the Regulatory Reform (Fire Safety) Order 2005, every school must appoint a Responsible Person who has the legal duty to ensure that fire safety risks are properly assessed and managed. This includes commissioning and recording a suitable and sufficient Fire Risk Assessment, implementing risk-reduction measures, providing staff training, maintaining records and ensuring safe evacuation procedures. These duties cannot be completed in isolation and require full engagement from all staff, pupils, parents and visitors to ensure compliance. The Responsible Person is supported by appointed roles who will have specific duties for fire prevention. The following roles are responsible for fire safety management at the School:

- **Responsible Person(s):** Governors, delegated on a day-to-day basis to the Head
- **Fire Safety Manager:** Monitor compliance, ensure assessor competence and liaise with Governors (DFO)
- **Facilities Manager & Fire Marshals:** Carry out weekly checks, ensure routes are clear and maintain records
- **Teaching and Support Staff:** Escort pupils, conduct headcounts and report missing persons

- **Event/Letting Hirers:** Must nominate a Responsible Person during hire and receive a fire safety briefing

3. Role of the Responsible Person(s)

The Governing Body retains ultimate responsibility for the School's overall governance, regulatory compliance and the safeguarding of health and safety, including fire risk prevention. In line with good governance practice the day-to-day management, oversight, and reporting of fire safety matters is formally delegated to the Head. The Head, supported by the Senior Leadership Team, appoints a designated Fire Safety Manager to lead on the management, communication, and continuous improvement of fire risk prevention and compliance measures.

4. Role of the School Fire Safety Manager

The DFO is the designated School Fire Safety Manager who is responsible for ensuring that:

- The Fire Risk (Prevention) Policy is kept under regular review by Governors and the School Leadership Team (SLT)
- Fire safety is communicated to the entire School community. This includes ensuring that all staff are reminded of the School's fire procedures and their responsibilities, and that the Fire Marshalls and other relevant staff are trained and routinely re-trained as required
- Everyone in the School (including visitors and contractors) is advised of the clear written instructions (on the wall of every office and classroom) stating where they should go in the event of fire
- Fire induction training is given to new staff and pupils
- Procedures for emergency evacuation are regularly tested and reviewed, with lessons learned
- Fire risk assessments are regularly reviewed (usually termly but at least annually) and updated
- Fire prevention measures are 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

5. Responsibilities of Fire Marshals

Fire Marshals are members of the Premises team who do not have specific duties for looking after pupils in the event of fire or another emergency. All Fire Marshals are "competent Fire Risk (Prevention)

persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals receive refresher training every two years.

6. Fire Drills

One practice drill will be held each half-term in the autumn and once in the spring and summer terms. This, combined with inducting new staff and pupils with emergency escape procedures, and the presence of trained Fire Marshals in the building, helps to ensure that the School can be safely evacuated in the event of a fire. The DFO, as the Fire Safety Manager, keeps a record of fire drills and monitors any required actions.

7. Fire Prevention Measures

There is a system for checking that emergency routes are kept clear and signs and notices are accurate. The DFO and Facilities Manager check the School regularly to deal with anything seen to be out of place or deemed to be potentially dangerous. Regular checks are also made of emergency lighting, fire detectors, fire alarms and extinguishers. In accordance with the Fire Safety Action 2021, external wall systems, cladding, balconies, doors and windows are assessed to ensure that they are compliant with the Approved Document B (2025) and BS EN 13501 classifications where necessary. The Health & Safety Officer (in January) and the Fire Risk Officer (in July) from PIB Risk Management/Fire Advisory Services annually check that this work is being carried out and this is reported to the Responsible Person(s) and formally recorded at the Health and Safety Committee meeting which is then made available to the Finance, Risk and Operations Committee and Full Board for review and comment as required.

8. Escape Routes, Emergency Exits and Checks

There are at least two escape routes from most parts of the building which are well signposted.

Fire notices and evacuation signs are displayed in every room, corridor and stairwell.

Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in accordance with the recommendations of the School’s professional advisors.

Stairs, passages and emergency exits are illuminated by emergency lighting.

Automatic door closures which are activated by the fire alarms are fitted on doors in or leading on to escape routes and gaps and seals are checked regularly.

Emergency lighting, alarms and exits are regularly tested (annually or more frequently as required) by contracted professionals.

Alarms sound in all parts of the building including outside the swimming pool, which is also supplemented by a visual alarm (red flashing light).

Fire routes and exits are checked daily to ensure that they are kept clear. The duty Caretaker or a member of the Facilities team is responsible for unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits, checking that escape routes are not obstructed, ensuring that emergency lights work and for reporting defects.

It is the responsibility of the Facilities Manager, together with the DFO, to arrange:

- Daily visual checks by the caretakers to confirm that escape routes are clear, final exit doors are unlocked and alarm panels are showing no faults
- Weekly fire alarm tests with all results and defects recorded
- Weekly inspections of fire doors (including self-closers, gaps and seals), with a fuller check monthly
- Monthly emergency lighting testing (short function test) and annually (full three-hour discharge test)
- Six-monthly professional inspections of fire detection, warning equipment, and dry risers
- An annual servicing by external competent contractors for alarms, detectors, extinguishers, emergency lighting, smoke control, lightning protection and gas appliances
- Regular checks of evacuation aids (e.g. evacuation chairs, refuge point intercoms) and annual review of PEEPs
- Termly fire drills; records are kept by the Facilities Manager, and a short report of outcomes and remedial actions is prepared for the SLT and Governors
- Contractors operate under a hot works permit system where appropriate and notify caretakers of any works affecting fire safety systems.
- Teaching staff notify caretakers of planned activities that may set off alarms
- Records of FRAs, tests, and drills are kept in the DFO's Office for at least three years and made available for inspection

9. Electrical Safety

The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE (Amendment 2) wiring regulations).

Portable appliance testing takes place annually and records of all tests are kept in the DFO's Office. No personal devices are permitted. Any additions to portable equipment in the year are PAT tested before use.

The duty Caretaker checks that all Science and DT equipment is switched off at the end of the school day.

10. Lightning Protection

All lightning protection and earthing conform to BS EN 62305. It is tested annually by a specialist contractor. Records of all tests are kept in the DFO's office.

11. Gas Safety

All gas appliances (boilers, kitchen equipment, etc.) are maintained and serviced by Gas Safe Registered Engineers annually (or more frequently as required). All kitchen equipment is switched off at the end of service. The laboratory (Science Room) is checked daily to ensure that the central gas supply is turned off.

12. Safe Storage

The School ensures that flammable materials/resources are recorded and kept in appropriate storage according to the guidance on the material or resource. All flammable substances associated with teaching and learning (especially for Science and Design & Technology lessons) are securely stored in purpose-built, flame-resistant cabinets in accordance with CLEAPSS guidance and the Control of Substances Hazardous to Health (COSHH) Regulations with access restricted to authorised staff only.

13. Rubbish and Combustible Materials

Flammable waste, including paper, packaging and discarded laboratory or workshop materials, is collected frequently and stored in a secured rubbish compound located a safe distance from school buildings in line with the Regulatory Reform (Fire Safety) Order 2005. Combustible materials arising from teaching, catering, maintenance, grounds and caretaking activities are secured in flame-resistant cupboards or containers at the end of each day. Storage and handling arrangements follow CLEAPSS guidance for schools and

the requirements of the COSHH Regulations, with regular inspections by the Facilities Team to ensure compliance and to prevent the accumulation of combustible materials in circulation or teaching areas.

14. Letting or Hiring the School

The School's standard contractual terms for letting and hiring the School cover fire safety and specify that the hirer should certify that they have read and understood the School's Emergency Evacuation Procedures Policy - Fire. They are required to have a nominated Fire Marshall who is responsible for accounting of all individuals, employees and contractors operating within the terms of their let/hire. A School Caretaker is always on duty when the School is let or hired for an outside function or event and will become the School's point of contact for all out of hours fire evacuation and prevention. All contractors should carry out their own risk assessments.

15. Fire Risk Assessment (FRA)

The full FRA is found in the Fire Inspection Folder and is reviewed at least annually, or sooner where significant changes occur (e.g. building works, alterations in use, or following an incident). The FRA is undertaken by a competent external fire safety consultant in compliance with the Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 and Section 156 of the Building Safety Act 2022, which require that all findings are fully documented and the assessor's competence recorded.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- Fire hazards present in the School environment
- Persons at risk, including staff, pupils, visitors and contractors
- Measures to evaluate, remove, reduce and control risks
- Requirements for recording, planning, informing, instructing and training staff and pupils in risk reduction or risk removal
- Arrangements for monitoring and reviewing the assessment

The School Fire Safety Officer reviews the external Fire Safety Consultant's report, prepares a SMART action plan and reports on progress regularly to the Health and Safety Committee.

16. Monitoring and Review

The Governing Body retains overall accountability for the implementation and effectiveness of this Policy. The DFO is responsible for operational monitoring and evaluation on a termly basis and after any significant test, incident or change. The Policy will be formally reviewed at least annually by the DFO in consultation with the Governing Body, or sooner, if required by legislative or regulatory changes. The scheduled date of the next review is recorded on the front page.