

Fire Safety and Prevention Policy

This Policy applies to the whole school and is published to staff, pupils, and parents

Author: Finance Director (VB)

Approval: Finance Director (VB)

This review: July 2026

Next review date: August 2027

Reference Document: ISBA Fire Safety Policy Guidance March 2023

The School Governors recognise that they have a range of duties with regard to fire safety and prevention. The competent person and member of the Senior Leadership Team responsible for this Policy and its implementation is the Finance Director.

The School's policy is to:

- Ensure the safety of all staff, pupils, visitors, contractors or anyone else legally on the School's premises by assessing the risks arising from fire within the School's premises and to ensure that the School's facilities are compliant with current fire safety regulations, including The Regulatory Reform (Fire Safety) Order 2005, liaising as required with the local Fire and Rescue Service (FRS).
- Ensure effective arrangements are in place to minimise the risk of fire, including:
 - ensuring compliance with Building Regulations requirements for fire safety;
 - fire risk assessments reviewed and/or updated every year or in the event of significant changes to the buildings or their usage;
 - site fire maps in place
 - implementing any recommendations from the FRS and other appropriate agencies;
 - maintaining fire-fighting equipment and fire detection and alarm systems;
 - maintaining a strict no-smoking site rule;
 - fire awareness training and fire marshal training and ensuring availability of facilities to call emergency services;
 - ensure adequate numbers of fire marshals are trained throughout the School buildings
 - fire safety in boarding accommodation;
 - risk assessing high risk activities (in particular science, technology, drama and catering);
 - specific controls regarding storage and use of high-risk substances (including solvents, chemicals and petrol) and hazardous activities such as hot processes; and
 - regular inspections and insurance surveys.
- Appoint competent persons to provide, maintain and regularly test/inspect:
 - fire detection and alarm systems;

- emergency lighting systems;
 - fire-fighting equipment;
 - means of escape, including keeping escape routes clear (and, where necessary, unlocked) and taking into account the needs of any disabled users of facilities; and
 - notices, signage and printed and electronic information relating to fire procedures;
- Ensure that all staff, pupils and visitors (including contractors and third-party hirers of facilities) are made fully aware of the School's fire procedures and comply with them, especially those individuals with specific responsibilities relating to fire procedures. For events with large numbers of attendees, such as open days etc. an announcement will be made at the beginning of the event regarding evacuation arrangements;
 - Have in place evacuation procedures and the action to be taken in the case of a fire alarm and arrange regular practice fire drills for all parts of the School;
 - Identify training needs and provide appropriate training in fire procedures for staff and (where appropriate) pupils, visitors and external users;
 - Identify any special risks (e.g. storage and/or use of hazardous materials and hot processes etc.) and put in place appropriate procedures to minimise these risks (e.g. hot work permit procedure);
 - Liaise with third parties such as the School's insurers, health and safety consultant(s) and the FRS as necessary to ensure that best practice for fire prevention and procedures is in place;
 - Keep records relating to fire safety, including:
 - fire risk assessments and reviews;
 - this policy and all other relevant policies and procedures;
 - fire practice drills;
 - hot work permits, etc.
 - certificates for the installation of fire systems and equipment;
 - inspection and testing of:
 - (i) fire detection and alarm systems;
 - (ii) emergency lighting systems;
 - (iii) fire-fighting equipment; and
 - training relating to fire safety;
 - Monitor and review this policy on a regular basis so as to ensure that any new risk or regulation is addressed appropriately.

Related documents (kept by the School, but not published):

- Fire Risk assessments and reviews
- Fire and emergency evacuation procedures
- Fire safety and emergency arrangements
- Records listed above