



Fire Risk (Prevention) Policy

This policy should be reviewed annually and as required by changes in legislation.		
Action	Reviewer	Date
Review	AS	Nov 2023
Approved by Chair of COM	DB	Nov 2023
Date for next internal review		Nov 2024

Linked Policies:

- Health and Safety Policy
- Fire Drill Procedure (both sites)
- Emergency Response Plan
- Fire Risk Assessment (both sites)

General Information

The Regulatory Reform (Fire Safety) Order 2005 Act is a risk-assessment based regime which requires employers to take action to prevent fires and protect against death and injury of employees and relevant persons, should a fire occur in all non-domestic premises. If it is a workplace, it designates the employer the Responsible Person (RP), or a person acting on their behalf, who is required to carry out certain fire safety duties which includes ensuring the general fire precautions are satisfactory and conducting a fire risk assessment.

This policy is written in accordance with the following guidance and legislation:

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

[The Early Years Foundation Stage Statutory Guidelines](#) sections 3.55 and 3.56 relating to fire [Fire safety in new and existing school buildings](#) where schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

[Fire safety risk assessment: educational premises](#)

This policy also has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 12 (Fire) and Part 5 (Premises of and accommodation at schools) of the Independent School Standards Regulations and also covers EYFS pupils on both sites.

It is our policy:

- to ensure that our pupils, staff, visitors and contractors on our premises are not exposed



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to risks to their health and safety

- To ensure that individuals, whether staff or pupils, who may need additional help evacuating the buildings, have an adequate Personal Emergency Evacuation Plan (PEEP) in place which has been communicated to all staff and SLT
- To ensure that the risk of fire is kept to a minimum by the adoption and maintenance of appropriate and sufficient precautions
- To regularly train staff in fire awareness, evacuation procedures and the use of fire extinguishers
- Monitor the effectiveness of our risk assessment, planning and protective measures to reduce the risk to life and reduce injury

The contents of this policy will be made known to all staff including those who are new and temporary staff.

Roles and Responsibilities

The Headteacher

The Headteacher is accountable for fire safety matters at the School. The Headteacher working with the Deputy Headteacher and the Health and Safety Lead to ensure the School meets its legal obligations and is responsible for ensuring that:

- Procedures are in place to implement the fire policy, in particular, ensuring that both sites have a fire risk assessment and fire prevention plans in place
- All staff are aware of the fire prevention policy and fire drill procedures
- Responsibilities for fire prevention are clearly identified and assigned
- Appropriate training is available for all staff

Health and Safety Lead

The Health and Safety Lead is the Responsible Person for both sites is responsible for ensuring that:

- The fire risk assessment is carried out every five years by an independent assessor and reviewed internally every 12 months, with any control measures implemented in a timely manner
- Whenever a building is altered, that the fire risk assessment is carried out
- Fire safety equipment is tested (extinguishers checked annually, alarms, call points and smoke detectors biannually) and those tests are documented
- Fire Drills are carried out on both sites at least once per term and recorded, with improvements made as necessary
- Escape routes are kept clear and those requiring a Personal Emergency Evacuation Plan (PEEP) are considered when evacuating
- Records are kept about fire induction training and Fire Safety Awareness training
- The School has an adequate number of trained fire wardens, accounting for absence
- Any visitors to the School are given clear instructions about the location of assembly points and what to do if the alarm sounds
- Hot works are assessed and when required, permits are in place
- That adequate signage is in place to enable building users to escape safely



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Teaching Staff

Are responsible for ensuring that:

- Their classrooms are kept tidy and escape routes are kept clear
- Pupils are escorted safely from the building to the designated assembly point when the alarm sounds, and then taking a register to account for all pupils. Should a pupil be missing, the teacher must alert a Fire Warden immediately
- Report any concerns about fire safety to the Health and Safety Lead immediately
- Ensuring that items are kept clear from any sources of heat, such as radiators

Fire Wardens

Fire Wardens are trained to provide assistance in the event of a fire

- Ensuring both sites have a grab bag with up-to-date class registers and pens
- Weekly alarm tests are being conducted and recorded
- In the event the alarm sounds, fire wardens must confirm whether it is a real or false alarm and locating the activation
- Ensuring all areas are clear of pupils, staff and visitors, then closing doors to prevent the spread of the fire
- Liaising with emergency services where necessary
- Preventing pupils, staff and visitors from re-entering the building until it has been deemed safe to do so
- Alerting the other site to the fire and next steps with the evacuation and notifying parents.

The following responsibilities are designated as shown:

Termly drills and evacuation procedures	Headteacher at US, Deputy Headteacher at NS, Administrators to record
Ensuring a PEEP is in place for those who need additional assistance during an evacuation, using the PEEP for forma found in SharePoint	Headteacher and Deputy Headteacher
Fire induction for new starters	HR and Administrators
Weekly fire alarm tests and keeping records	Administrators
Keeping escape routes clear	Health and Safety Lead, Administrators
Arranging biannual servicing of fire alarms, smoke detectors, extinguishers and panic buttons	Health and Safety Lead, Administrators
Arranging annual PAT and emergency lighting testing, and five yearly Fixed Electrical Safety Testing	Health and Safety Lead, Administrators
Arranging annual testing of gas boilers and carbon monoxide monitors by a Gas Safe registered engineer	Health and Safety Lead, Administrators



Ensuring hot works permits are in place when required	Health and Safety Lead
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Fire Risk Assessments

Both sites have their own fire risk assessment. At the Upper School, Peninsula, an independent health and safety risk assessor, visited in 2019 and provided an extensive fire risk assessment which has been updated and modified each year by the Administrator. In October 2022, this was extended by the Administrator to include the new classrooms in the church, the new church alarm and new evacuation procedures. A full review by an external provider is required in 2024.

At the Nursery School, Peninsula undertook a full fire safety risk assessment in January 2023, which will be reviewed annually and renewed by an independent risk assessor again in 2028.

Fire Precautions and prevention

The Responsible Person on each site will ensure that fire precautions highlighted in the risk assessments are being maintained. This includes ensuring the classrooms and staffroom areas are being kept in a tidy condition, free of combustible materials, with clear access routes to fire escape doors.

Alarms

Each site is fitted with an automatic fire system which upon detecting smoke, sets off the alarm and triggers a call from Banham before the London Fire Brigade is sent to investigate. The Upper School also has an automatic alarm in the areas of the church used by the school which does not alert Banham but does alert the school office. This system was set up this way to avoid costly false alarms when the church is using the hall area, whilst still allowing pupils, staff and church users to evacuate the building in the event of fire.

The Upper School has a biannual maintenance contract with Banham to maintain the alarms, smoke detectors and call point in the school buildings and Sheild Ltd for the church building. The Nursery School has a biannual contract with the London Security Group.

Monitoring and Record Keeping

Item Tested/Reviewed	Frequency	Owner
Personal Emergency Evacuation Plans (PEEPs)	As required depending on requirements of individual pupils and/or staff	Headteacher/SENCo/Administrator
Fire Risk Assessment	Annually	Administrator
Fire Extinguishers	Annually	Artius Fire Protection
Fire Alarms	Biannually	Banham/London Security Group
Fire Call Points	Weekly	Administrator
Fire Procedure & Drill	Termly	Headteacher/Deputy Head
Full H&S Review	Annually	Peninsula, thereafter by Administrator



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Fire Extinguishers:

The school has a number of fire extinguishers throughout the buildings which are located by exit areas and also in the staffrooms. These are maintained annually by Artius Fire Protection Ltd and records kept by each Administrator.

Staff Training

Training and information is provided to all staff so they are aware of the general and specific fire hazards which they may encounter, and to make them aware of how to deal with these potential hazards and what they should do in the event of a fire.

During staff induction on the first day, the Administrator or Health and Safety Lead will make new starters aware of the following procedures and ensure records of this training is recorded:

- Fire evacuation arrangements
- Location of the fire exits, call points and fire extinguishers
- Importance of closing doors and windows after everyone has safely evacuated on hearing the alarm
- Evacuation routes

New starters will be asked to complete Fire Safety Awareness training within the first 2 weeks of their start date. Annual refresher training will be conducted during staff meetings.

Each term, the Headteacher or Deputy Head will update the Fire Drill Procedure for both sites and then ensure staff are made aware of their responsibility in the event of a drill or fire. Fire Drills are held each term and records are kept of how them, including ways to improve. See Appendix A for the procedures in each school.

Visitors

All visitors must sign in when they arrive at the school and be advised of the assembly points should the fire alarm sound. In nearly all cases, visitors are accompanied and must staff by the staff member during an evacuation.

During events, such as concerts, the Headteacher will ensure that seating is arranged in such a way that visitors can evacuate safely. The Headteacher will also announce the fire evacuation procedure and the nearest fire exits at the start of the event.

Fire Procedure and Drill

Each term, the Headteacher or Deputy Head will update the Fire Drill Procedure for both sites and then ensure staff are made aware of their responsibility in the event of a drill or fire. Fire Drills are held each *term* and records are kept of them. See Appendix A for the procedures in each school.

This Policy was agreed by the Council of Management in November 2023. It will be reviewed again in one year's time.

Danielle Dufey

Agreed by _____ Chair of the Council of Management



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Appendix A

Appendix 1

** These will be updated termly and distributed through the school and discussed at staff meetings to coincide with fire drill practices, ensuring that any improvements are made**

FIRE DRILL PROCEDURE FOR THE UPPER SCHOOL

FIRE SAFETY PROCEDURE IN ADVANCE OF CHILDREN'S ACTIVITIES IN THE CHURCH HALL

- At the start of each day, the designated member of staff will take the school's set of keys to the church and unlock the courtyard entrance and lock all doors leading to the church itself (thumb turns for easy opening in the event of fire)
- **The designated member of staff will be the person in charge of breakfast club, in their absence, it will be the Headteacher or Administrator.**

IF A FIRE IS DISCOVERED IN THE SCHOOL

- Set off the nearest red alarm point (or alert the nearest member of staff if you are a visitor). Banham will phone to see if it a genuine alarm, if no answer, they will send the fire brigade.
- Do not use any fire-fighting equipment e.g. fire extinguishers, to put out the fire **unless the fire is blocking your exit**. Follow the Fire Drill Procedure below.

FIRE DRILL PROCEDURE

The fire siren will ring continuously until everybody is safely out of the building. Immediately the fire bells start ringing, the following procedure will apply:

- The Headteacher or administrator will immediately alert adults and children inside the church to evacuate to the Fire Assembly Point in the playground using the call point in the office. The Headteacher will wait at the Assembly point to ensure all children are accounted for.
- A designated member of staff will open both school gates and puts them on the hook. In an emergency the BREAK GLASS can be used to activate opening of the gates.
- The school administrator will ensure they have the "grab bag" and visitors book.
- Teachers will lead their class of children into the school playground via the first available classroom exit and assemble at the FIRE ASSEMBLY POINT as follows. For Year 1 and Reception this is to the left of the climbing wall in the playground. For Year 2 and Year 3, this is to the right of the climbing wall. Personal Emergency Evacuation Plans need to be put into place where applicable. Fire exit doors must be pulled shut by the last person to leave the building to prevent fire spreading.
- Class teachers will immediately take a register to check that all children are accounted for



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using their laminated class lists. A back up class list will be kept in the "grab bag".

- The Headteacher (fire warden) will check Blip to ensure staff are accounted for
- The Administrator (fire warden) will liaise with staff over any missing pupil, staff or visitors and follow
- The third fire warden will check the school for the location of the fire or missing persons, before closing doors behind them
- Once all children are accounted for, a decision will be taken by the Head or Deputy Head to evacuate further from the school if the playground is unsafe. This may include emergency evacuation through the church and onto Mildmay North (in front of the main church doors) if necessary. The Head or Deputy Head will decide whether to evacuate to St Jude and St Pauls Primary School.
- If the playground is not accessible due to the fire, children and staff will leave the school via the Year 2 door onto Queen Margaret's Grove and walk left away from the school where they will then have the register taken by their teacher. A decision will then be made by the Head or Deputy Head as to whether to evacuate to St Jude and St Paul's School.
- Please see the Fire Drill Procedure for more details for designated Duties for particular staff

FIRE DRILL PROCEDURE FOR PLAYTIME AND/OR LUNCHTIME

If a fire occurs during playtime or lunchtime when children and staff are dispersed around the school site:

- Staff supervising the playground will organise the children outside into class groups at their designated fire assembly points.
- Staff inside the school will evacuate any children inside to the playground to join their class group. This includes the hall if Lunch, Music Lessons or Dance classes are taking place.
- Once all staff and children are out of the building, teachers will remain with class groups so that designated members of staff can attend to their fire drill responsibilities.
- If staff are off site during lunchtime, the deputy designated staff members will assume their fire drill responsibility
- Normal procedure then applies. This Fire Drill Procedure and the whole school roll will be held in the fireproof cabinet in the Staff Room.

FIRE DRILL PROCEDURE FOR THE NURSERY SCHOOL

The Administrator will hold a Fire Practice each term (alternately in the morning and afternoon). The Administrator will collect the emergency "grab bag" and the visitor book.

The fire bells will ring continually until everybody is safely out of the building.

The Downstairs Children will use the back door into Cedar Court Flats car park.

The Upstairs Children will use the side fire escape to Elmore Street. They will then walk round the corner and meet with the downstairs children in the Cedar Court Flats car park.



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In the event of the Upstairs Fire Exit being blocked by fire, evacuation will be via the indoor staircase and Front Door of the School. In the event of the Downstairs Fire Exit being blocked by fire, evacuation will be via the corridor into the Entrance Hall and out of the Front Door.

The last person to leave the fire escapes should push the doors together (it is not possible to close them completely).

In the event of the assembly point at Cedar Court being unsuitable, staff should evacuate children to the Elmore Street car park directly opposite the school building.

Children with mobility issues have a Personal Emergency Evacuation Plan (PEEP) displayed with fire drill procedure. Specific staff members have been designated to assume responsibility to support and evacuate assigned children.

Designated staff members will be responsible for checking loos.

All staff are trained to use fire extinguishers but are not required to do so unless a fire is blocking an exit.

Deputy Head/Assistant Head (or Administrator) goes to assembly point to check if evacuation is complete and then goes to the front of the building to inform fire fighters if children are left inside and the nature and location of the fire.