



Fire Risk (Prevention) Policy

This policy should be reviewed annually and as required by changes in legislation.		
Action	Reviewer	Date
Review	AS	Nov 2025
Approved by COM	JT	Nov 2025
Date for next internal review		Nov 2026

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 Framework](#) sections 3.79 and 3.80 relating to fire safety

[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](#)

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.

Under the Regulatory Reform (Fire Safety) Order 2005 (RRO) fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools - [fire](#)



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safety risk assessment: educational premises. The guide deals with the provision and management of fire safety.

You will need to:

- ensure procedures are in place to reduce the likelihood of fire
- maintain fire detection and alarm systems
- ensure staff and pupils are familiar with emergency evacuation procedures

It is important that:

- fire risk assessments are kept up to date
- fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's 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 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



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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 completed by all staff and reviewed annually

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 (as a minimum) 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 reviewed and building control has signed off the fire prevention measures
- 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, and different evacuation procedures are considered
- 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

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 a register is taken 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, Emergency Response Plan, site maps (to include fire equipment) and Business Continuity Plan



The Children's House

- 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 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 PS, Deputy Headteacher at EYS, Administrators to record
Ensuring a PEEP is in place for those who need additional assistance during an evacuation, using the PEEP for form found in SharePoint	Headteacher and Deputy Headteacher, Health and Safety Lead
Fire induction for new starters	HR, Business Manager and Administrators
Weekly fire alarm tests and keeping records	Administrators, Health and Safety Lead
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

Fire Risk Assessments

Both sites have their own fire risk assessment. A full review by an independent external fire risk assessor is required every five years, or more frequently if changes are made to the buildings. The fire risk assessment should be regularly reviewed, at least annually, or more frequently.

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.



The Children's House

Alarms

Each site is fitted with an automatic fire system which upon detecting smoke, sets off the alarm and triggers a call from Banham (PS) or London Security Group (EYS) before the London Fire Brigade is sent to investigate. The Prep 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 Prep 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 Early Years Site 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/Health and Safety Lead
Fire Risk Assessment	Annual review, then full renewal every 5 years from an independent assessor	EYS Administrator/Health and Safety Lead Peninsula
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, Health & Safety Lead

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:



The Children's House

- Fire evacuation arrangements, including Assembly Points
- 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 School Fire Safety Awareness training within the first 2 weeks of their start date. Annual refresher training will be conducted during staff meetings or inset days.

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 2025. It will be reviewed again in one year's time.

Agreed by _____ Joanna Thornton _____ of the Council of Management

Appendix A

** 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 PREP SCHOOL

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

- 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 rear stairs and the hall doors. **The designated members of staff will be the Headteacher, or the Teaching Assistant who is setting up the playground.**
- In the event of a fire, the ICT Teacher will be responsible for unlocking the main doors of the church (opening out onto Mildmay Park North), which is our third fire exit after the main gate, and the Year 2 door onto Queen Margaret's Grove. If the ICT Teacher is not on site, this will be done by Rose Joseph. This is accessed via the church.



The Children's House

IF A FIRE IS DISCOVERED IN THE SCHOOL

- Set off the nearest red alarm point or, if you are a visitor, alert the nearest member of staff.
- The school has two separate fire alarm systems – one in the church (with an automatic siren connected to the office) and one in the school buildings. The call point in the office needs to be activated by a staff member in the office to alert staff/pupils in the church. If a fire is discovered in the school buildings and a call point activated, staff in the office must activate the red call point in the office to alert the church. If a fire is discovered in the church, a member of staff must activate a call point in the church which will sound in the office. Office staff must then activate a call point in the school buildings.
- Banham will phone to see if it is a genuine alarm in the school buildings, if no answer, they will send the fire brigade.
- Staff should 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 buildings. Immediately the fire bells start ringing, the following procedure will apply:

- The Headteacher or Administrator will immediately set alarms off in the church building using the red access point in the office/school. Adults and children inside the church building will evacuate to the Fire Assembly Points in the playground. The Headteacher will wait at the climbing frame to ensure all children are accounted for.
- The fire wardens will wear their high-visibility jackets and commence to the playground and assess next steps
- A designated member of staff will stand by the front gate ready to unhook it in case of evacuation. The courtyard gate is hooked open during school hours. In an emergency the BREAK GLASS above each gate can be used to activate opening of the gates.
- 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 4 and Reception this is to the left of the Wendy House in the playground. Year 1 will assemble in front of the metal storage shed, whilst Year 2 assembles by the MUGA fence outside their classroom. Years 3, 5 and 6 will assemble in front of the climbing wall. Personal Emergency Evacuation Plans need to be put into place if applicable. Fire exit doors must be pulled shut by the last person to leave the building to prevent fire spreading.
- Class teachers will immediately refer to their laminated registers to check that all children are accounted for.
- The Headteacher will check Blip to ensure that all staff are accounted for.
- Once all children are accounted for, a decision will be taken by the Head or one of the Fire Wardens to evacuate further from the school if the playground is unsafe. This may include emergency evacuation through the church and onto Mildmay Park North (in front of the main church doors) if necessary. The Headteacher or Fire Warden will decide whether to evacuate to The Red Pitch on Mayville Estate.
- 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 Headteacher or one of the DSLs on site as to whether to evacuate to The Red Pitch on Mayville Estate.
- A fire warden will wait at the safest exit door for the fire brigade.

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.



The Children's House

- Staff inside the school will evacuate any children inside to the playground to join their class groups. This includes the hall.
- 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 or absent, the deputy designated staff members will assume their fire drill responsibilities.

WHEN IT IS SAFE TO RE-ENTER THE SCHOOL

- Once the Fire Brigade declare the school grounds to be safe, the Headteacher, supported by the Fire Wardens, will allow the relevant year groups to re-enter the school. If there is significant damage to one classroom or area of the school, the decision may be made to move the affected year group to the church or the Early Years' site.

RESPONSIBILITY	FIRST RESPONSIBILITY	SECOND RESPONSIBILITY
OPENING SCHOOL GATES:	PE teacher	Administrator
OPENING YEAR 2 FIRE EXIT (only if front gate is obstructed)	Administrator	Ellie Grunewald
OPENING CHURCH DOORS ONTO MILDMAY PARK NORTH (only if the front gate and Year 2 fire exit doors are obstructed)	David Fonseca	Rose Joseph
STAFF REGISTER (FROM Blip!) CLASS REGISTERS	Ellie Grunewald Class Teachers	Administrator Class TAs
SEARCH FOR LOCATION OF FIRE/SWEEP OF BUILDINGS (ensuring doors are closed behind them)	SENCO (start in Y4) David Fonseca (start in staffroom) Shane Linkson (church classrooms)	Rose Joseph/Elio Fernandes
DECIDE ON NEXT STEPS AND EVACUATION LOCATION	Ellie Grunewald	Fire Wardens
LIAISING WITH FIRE OFFICERS	Administrator/Fire Warden	Fire Wardens
TERMLY FIRE DRILL PRACTICE	Administrator	Ellie Grunewald
STUDENT TOILET CHECK	SENCO	David Fonseca
STAFF LOO	Year 2 TA	David Fonseca
STAFF ROOM CHECK	David Fonseca	Year 2 TA
NOTIFYING THE CHURCH (if the church is in use)	David Fonseca	SENCo
NOTIFYING ELMORE STREET	Administrator	Ellie Grunewald
JKW – MEDICAL BAG	April Nicole	Laura Mills



The Children's House

The Fire Wardens are:

Ellie Grunewald

Laura Jones

Ainsley Stocker

FIRE PROCEDURE FOR THE NURSERY SCHOOL

FIRE PROCEDURE FOR THE EARLY YEARS SITE

The Early Years Staff will hold a Fire Drill Practice each term (alternately in the morning and afternoon). During both fire drills and actual emergencies, the alarm bells will sound continuously to notify everyone in the building to evacuate to our Emergency Assembly Point (EAP) – Cedar Court Estate car park.

The Early Years Children will use the side fire escape to Elmore Street. They will then walk round the corner and meet with any staff who have evacuated via the front door in the Cedar Court Estate car park.

In the event of the Upstairs Fire Exit is being blocked by fire, evacuation will be via the indoor staircase into the Entrance Hall and out of the Front Door of the School then to Cedar Court Estate car park. 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. If this is also unsuitable, the following meeting point is Almorah Gardens.

Responsibilities:

If designated person is away, the person whose name is written in italics will take on that responsibility. The designated persons will report to Taiba (*Mihaela*) in the event there are persons missing, unaccounted for or injured. Taiba will be in charge of communications with the Prep School and the School's Shareholders. Nicolette will exit out the safest route to meet the Fire Brigade in the street. In the event Nicolette is not in the school, Taiba will liaise with the LFB and Mihaela will oversee the children and communications with the Prep School and Shareholders.

If there are children that may require extra support and guidance or children with mobility issues attending the school, they will have a Personal Emergency Evacuation Plan (PEEP) displayed with fire drill procedure. Their designated LSA's will have responsibility for the child in their care.

Nursery Class

Registers and Roll Call, Opening gate and lead children out

Lucy (also to ensure Fire Exit is clear at all times)
(Diane)

Check Loos & final sweep

Diane/Drita (Lucy)



The Children's House

Pre-Reception Class

Key fob for car park gate, Registers and Roll Call, Opening gate and lead children out Mihaela (Carol)

Fire Warden take, first aid kit and grab bag, check Loos & final sweep Carol (Mihaela)

Take personal phones for Blip registration, check staff loo & final sweep Taiba and Nicolette

Before and After School Care Provision

The TCH club lead will be responsible for the children and leading them to the EAP and the registers. The second TA will be responsible for doing then final sweep of the classroom. Nicolette (Taiba/Mihaela) will be responsible for taking Grab Bag and the final sweep of the building

PEEP – Nursery Class: DC Diane/Drita (Lucy) Pre Reception:JC, LST & APV Osob (Carol), Carol (Osob)

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

No staff, children, parents or visitors are to enter the building until the Fire Brigade have concluded that the building is safe to reenter.