



# **WHOLE SCHOOL FIRE RISK PREVENTION POLICY**

**Person Responsible: Bursar**

**Signed .....**

**Reviewed: September 2025**

*Date of next review: September 2026*

# **Fire Safety Procedure (Whole School including EYFS)**

## **1. Introduction**

The St Edmund's School Fire Safety Procedure is designed to ensure that fire is prevented and that in the event of a fire at the School all building occupants are evacuated safely. All members of staff have a role to play in ensuring their safety and the safety of visitors and pupils at the School and should be familiar with this document and what to do in the event of a fire.

- This procedure is based upon British Standard: BS 9999.
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government "Fire Safety Risk Assessment- Educational Premises.- GOV.UK"

The school takes such fire precautions as will ensure as far as reasonably practicable the safety of pupils, staff or anyone else legally on the premises.

Independent Schools Standards Regulations, and the above legislation and guidance, place on the governing body additional duties to:

- Develop a Fire Risk (Prevention) Policy which includes the elimination, substitution or reduction of risks from dangerous substances.
- Ensure the safety of staff, pupils and visitors
- Develop fire procedures and provide staff with training
- Carry out fire drills and contact emergency services when necessary
- Appoint competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- Have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Provide staff and any others working on the school site with fire safety information

### **Role of the School Fire Safety Manager**

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

- The fire safety policy is kept under regular review by Governors and the Executive Group.
- The fire safety policy is circulated through the entire school community.
- Everyone in the school (including visitors and contractors) are given clear verbal and verbal and written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested, logged and lessons learnt.
- 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
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

## 2. Responsibilities of Fire Wardens / Designated Person with fire safety responsibility (Primary and Secondary Responders).

We have at least one trained designated person with fire safety responsibility (primary and secondary responders) in every building and boarding house. Fire Wardens are members of the teaching and non-teaching staff, such as Housemasters and Housemistresses, Matrons, Maintenance, and Administrative staff. All Fire Wardens are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Wardens receive regular refresher training.

## 3. In the event of a fire at the School

School buildings have automatic fire detection and alarm systems and in the event of fire alarm activation a continuous fire alarm bell will sound signalling a fire evacuation. Other arrangements may be in place for certain smaller buildings and standalone facilities (e.g. workshops, marquees). The fire alarm will be sounded by a bell or other type of alarm and you should be prepared to act when the fire alarm sounds.

If you hear the fire alarm bell sound you must walk quietly (not run) to the nearest fire exit using the designated fire escape routes that are marked by the “Fire Escape Route” and “Fire Exit” signs.

The procedure in the event of a fire at the school is **GET OUT AND STAY OUT.**

### You Should:

- Walk, not run
- Make your way to the fire exit quietly and in an orderly manner
- Close doors and windows as you leave behind you without delaying your evacuation
- Move towards the fire assembly point and wait there quietly until the “all clear” has been given by the Fire Safety Co-ordinator before returning to the building
- Listen to and follow the instructions of the Fire Wardens (all of these will wear coloured tabards which identify their roles clearly)
- Pupils must follow the instructions of the teaching staff on the way to the assembly point

### You Must Not:

- Delay your own evacuation or that of others by going back into a building to retrieve something from your classroom or office
- Delay your evacuation by collecting belongings
- Block fire escape routes and exits by waiting at these points
- Wear headphones preventing you from hearing emergency instructions
- Run, push and shove
- Use the lift
- Return to School buildings without being told to by the Fire Safety Co-ordinator.

Teaching staff are responsible for escorting the pupils in their care safely out of the building in silence and in an orderly manner.

The senior attending staff member at the building assembly point are responsible for ensuring a head count of pupils to ensure that everyone is accounted for, with the help of building fire wardens. The school Fire Safety Manager will attend the evacuation at the assembly point to discuss appropriate action.

It is acceptable for staff to grab their “Emergency Grab Bag” or other items essential for business continuity that are readily available by your desk and that have been agreed with the Fire Safety Manager.

## Fire Safety arrangements

### Action to be taken on Discovering a Fire

In the event of a member of staff discovering a fire the following action should be taken:

- Activate the Fire Alarm by breaking the glass in the nearest Call Point;
- Evacuate the building quickly and quietly using the nearest Fire Exit and proceed to the Muster Points;

**Main Building and out buildings:** Cricket pitch

'C' Block (night time)

**Pre-Prep:** Pre-Prep playground

**Junior School:** Junior School playground

- In the Senior School, the Estates Manager will immediately call the fire brigade, informing them which building it is in and where the fire is, if known. In the Junior School and Pre-Prep, the school Secretary will immediately ring the Estates Manager or Main Reception informing them of an evacuation.

### Action taken by activated alarm

- In all buildings in the event of an evacuation by alarm the Estates Department will investigate the area indicated on the panel to decide what action to take.
- Pre-prep and Junior School should inform Estates immediately to ensure their attendance while building is evacuated.

## DESIGNATED PERSONNEL- EVACUATION IN THE CASE OF A FIRE

DAYTIME (Normal school hours)	SENIOR SCHOOL	JUNIOR SCHOOL
In charge evacuation procedure	James Clapp	Ross Comfort
In charge evacuation procedure and checking registers	Nick Hodge	Ross Comfort
Registers given to	Nick Hodge	Yvonne King

'sweeping' staff to identify source of fire or false alarm and ensure area is clear of personnel. This is done as soon as the location of the detector or call point which triggered the fire alarm has been established.	Fire Wardens and Maintenance team	Fire Wardens and Maintenance team
Emergency services summoned by	Ed O'Conner. (or SLT)	Ross Comfort (or SLT)
<b>DAYTIME</b> (Normal school hours)	<b>PRE-PREP</b>	
In charge evacuation procedure	Kathleen Davis	
In charge evacuation procedure and checking registers	Kathleen Davis (or SLT)	
Registers given to	Kathleen Davis	
'sweeping' staff to identify source of fire or false alarm and ensure area is clear of personnel. This is done as soon as the location of the detector or call point which triggered the fire alarm has been established.	Fire Wardens and Maintenance team	
Emergency services summoned by	Kathleen DavisSLT	

<b>NIGHT TIME</b> (Outside normal school hours)	<b>BOARDING</b>
i/c evacuation procedure	James Clapp. Head of Boarding
i/c evacuation of pupils and checking Registers	Senior Boarding Member
Registers given to	James Clapp
'sweeping' staff to identify source of fire or false alarm and ensure area is clear of personnel. This is done as soon as the location of the detector or call point which triggered the fire alarm has been established.	James Clapp Resident Maintenance person Residential Boarding staff
Emergency services summoned by	Head of Boarding (or Senior Boarding Member)

### Fire Safety arrangements;

<b>Fire Safety Issue</b>	<b>Task</b>	<b>Person/s responsible</b>
<b>Responsible person</b>	Responsible Person Role and Authorisation	<b>Bursar</b>
<b>Fire Wardens</b>	Fire Warden Role	<b>Trained staff as per list</b>

<b>Fire procedure</b>	Ensuring that an up-to-date Evacuation Procedure is documented and available for staff	<b>Estates Manager</b>
	Ensuring that fire procedures for all classrooms, offices and reception are clearly displayed	<b>Estates Manager</b>
	Ensuring that there's a means of checking visitors have left the building (e.g. register, visitor badges)	<b>School reception</b>
	Co-ordinating with other organisations which share the premises in terms of outside lets	<b>Events Manager</b>
	Ensuring that a Personal Emergency Evacuation Plan is completed for any member of staff or pupil needing assistance or special arrangements to aid evacuation	<b>HR Department</b>
<b>Fire safety risk assessment</b>	Writing a fire safety risk assessment	<b>Couvre-feu Fire Consulting Ltd.</b>
	Implementing recommendations	<b>Estates Manager</b>
	Checking that recommendations have been implemented	<b>Health and Safety Manager / Estates Manager</b>
	Arranging for review at least annually	<b>Estates Manager</b>
<b>Emergency contact list</b>	Keeping an up-to-date Emergency Contacts List and ensuring it is readily available at reception	<b>Estates Manager</b>
<b>Out of Hours response to alarm</b>	Ensuring that the Out of Hours Emergency Procedure is kept up-to-date with appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	<b>Estates Manager</b>
<b>Smoking</b>	Ensuring compliance with smoke free legislation, i.e. signage and no smoking rules	<b>Estates Manager / staff</b>
<b>Fire officer visit</b>	Completing details of any visit by the fire authority	<b>Estates Manager</b>
<b>Fire alarm</b>	Arranging servicing of alarm by competent contractor	<b>Estates Manager</b>
	Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and logging event	<b>Estates Manager</b>

	Completing a Fire Evacuation Record for any planned or unplanned fire drills	<b>Estates Manager</b>
<b>Emergency lighting</b>	Monthly activation test and annual discharge test of emergency lighting and completing Emergency Lighting Check Sheet	<b>Estates Manager</b>
<b>Electrical</b>	Arranging inspection and test of the electrical installation every 5 years	<b>Estates Manager</b>
	Arranging portable appliance testing to a schedule	<b>Estates Manager</b>
<b>Lightning protection</b>	Arranging annual inspection of lightning protection	<b>Estates Manager</b>
<b>Gas boiler equipment</b>	Arranging annual service of gas-fired equipment	<b>Estates Manager</b>
<b>Fire extinguisher</b>	Arranging for annual servicing of extinguishers	<b>Estates Manager</b>
	Carrying out fire-fighting equipment inspections and recording on the Fire Fighting Equipment Check Sheet in the fire record book	<b>Estates Manager</b>
<b>Monitoring</b>	Ensuring that fire action notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service	<b>Health and Safety Manager</b>
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	<b>Health and Safety Manager</b>
	Undertaking checks of escape routes and completing the Termly Fire Inspection Sheet	<b>Health and Safety Manager</b>
<b>Drills</b>	Conducting termly fire drill and recording details on the Fire Drill Observation Sheet	<b>Fire Safety Manager / Estates Manager</b>
<b>Staff training</b>	Ensuring that all new starters receive fire safety instruction.	<b>HR Department</b>
	Ensuring that fire marshals are trained in their role and have a Fire Training Record.	<b>HR Department / Health and HODs</b>
<b>Contractors</b>	Ensuring that contractors working on gas and electrical systems are suitably qualified	<b>Estates Manager</b>
	Ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.	<b>Estates Manager</b>
<b>Policy</b>	Annual review of Fire Safety Policy	<b>Bursar / Health and Safety Manager</b>

#### 4. Fire Instruction Notices

Fire Instruction Notices (see diagram 1 below) are displayed throughout the School buildings at prominent positions, detailing what to do in the event of a fire. All staff are expected to take reasonable care of their own safety and familiarise themselves with these emergency arrangements. If you are unsure you should talk to the Fire Safety Manager.



Diagram.1. Fire Instruction Notice

#### 5. If you discover a fire

If you discover a fire, you should immediately raise the alarm at the nearest fire “Manual Call Point” (see diagram 2 below):



Diagram. 2 Manual Call Point

Press the perspex panel, this will activate the alarm.

You should not:

- Tamper with or damage fire safety equipment
- Cause panic by raising the alarm as a prank or for any other reason other than for fire emergency
- Cover or mask Manual Call Points or other fire safety equipment (e.g. smoke/heat detectors)
- Delay evacuation by failing to raise the alarm
- Delay evacuation by calling other members of staff and asking them to raise the alarm

#### 6. Calling the Fire Brigade (Normal Office Hours 8.30 am to 4.30 pm during Term Time)



The School's fire alarm and detection systems do not automatically summon the Fire Brigade and therefore the Fire Warden for the building is responsible for dialling (999) from an internal phone for the Fire Brigade to attend a fire at the School.

The Fire Safety Manager is the most senior member of the Fire Emergency Management Team and all staff and pupils must follow instructions given by him/her. The Fire Safety Co-ordinator has Fire Wardens who report to him/her on each floor of every building to help with the safe evacuation of building occupants.

The Fire Safety Co-ordinator liaises with the Fire Brigade on their arrival, reporting the following:

- Location of the fire
- Location of fire alarm panel
- Reporting building has been evacuated
- Reporting those that have not been accounted for.

## **7. Calling the Fire Brigade (Outside Normal Office Hours during Term Time)**

Outside normal working hours during term time a "Daily Rota" is kept identifying a designated person responsible for calling the Fire Brigade when the fire alarm bell sounds. This ensures that there is always someone available to call for emergency services and this includes bank holidays.

During the Christmas holiday School closure and other times when the School may be closed, separate arrangements apply and these are determined by a risk assessment and senior managers of the School.

## **8. Calling the Fire Brigade (School Holidays)**

Any member of staff coming in to work during School Holidays must report their presence by recording themselves as a visitor on the iPads found around school. This register will provide the basis for a roll call at the Assembly Point in the event of a fire. This register will also help determine the most senior member of staff present, who will assume the role of Fire Warden. Outside normal office hours during the School Holidays the above procedure (paragraph 7) applies.

## **9. Visitors**

All visitors are required to sign in at the School where they receive information about fire evacuation. This is in the form of written instructions on Reception counter top.

Staff receiving visitors are responsible for the safety of their guest, ensuring they leave the building swiftly when the fire alarm sounds and that they are accounted for at the Assembly Point.

In the event of large numbers of visitors arriving for functions at the School, hosts are responsible for ensuring that visitors are notified of the fire evacuation procedures. This can be achieved at the beginning of the event by an announcement giving the basic instruction to leave the building by the nearest fire exit when the fire alarm sounds and to point out the exits and arrangements.

## **10. Contractors**

The Estates Manager is responsible for maintenance contractors working at the School. Contractors are expected to sign in as visitors and they are informed of the fire evacuation procedure.

## 11. Letting or hiring school buildings and facilities

Fire safety procedures for letting or hiring the School facilities must be communicated to the hire company and are included in the general arrangements for health and safety risk assessments of these activities.

## 12. Safety of people with disabilities and additional needs

Additional support or equipment will be required to ensure that staff and pupils with disabilities are aware of the fire alarm and are able to evacuate safely.

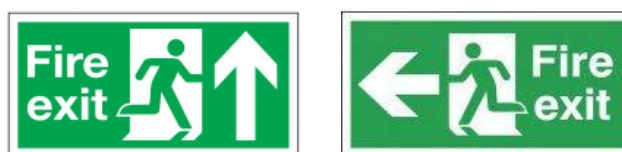
Staff and pupils with hearing or sight impairment will be provided with support if required and to have a buddy to advise them of the fire alarm and assist with their safe evacuation.

People with mobility impairments or other disabilities will be provided with assistance or other forms of support and equipment if required to help them evacuate a building safely. The School will, if needed, consider designating a safe refuge inside a building and a plan of assistance and support to evacuate a disabled person from the building.

The School is responsible for providing a plan and equipment to support staff with disabilities and additional needs. Managers are responsible for ensuring that staff and pupils with disabilities are consulted and a “Personal Emergency Evacuation Plan” (PEEP) is put into place for fire emergencies. The Fire Safety Manager and Health and Safety Manager will help determine the appropriate arrangements for PEEP. The PEEP must ensure that arrangements are made by the School to evacuate the person and are not dependent on the Fire Brigade.

## 13. Fire exits

There are two fire exits from each building. In certain smaller buildings or temporary structures it may be acceptable to have one exit. Fire escape routes and exits are marked by appropriate signs and should be used when the fire alarm bell sounds. These fire exits and escape routes are indicated as in Diagram 3.



**Diagram 3. Fire Exit Sign**

Fire escape routes and exits must be kept free of obstructions which could delay the safe evacuation of building occupants. Staff must familiarise themselves with the nearest fire exit and remember that the way into a building is not necessarily the same route for fire escape purposes.

## 14. Fire doors

Fire doors, when closed, protect the spread of fire and smoke to other parts of the building helping to contain the fire and protect fire escape routes for safe evacuation. Fire doors must be kept shut and not propped open. Automatic fire door stop devices are installed on some doors as a safe means of keeping a fire door open. These doors automatically close when the fire alarm is sounded.

## **15. Fire Extinguishers**

### **Termly**

All equipment checked by Fire Wardens and the Health and Safety Manager to ensure:

- Portable firefighting equipment is correctly located, unobstructed and wall hooks where fitted are secure.
- The safety pin is in place and has not been tampered with.
- The nozzle is clear of any obstructions.
- In pressurised equipment that the pressure is satisfactory.
- When signage is required that this has not been removed or damaged (required when equipment is not obviously visible).
- Where signage is provided to ensure it is the correct sign for that type of equipment
- Any failings must be reported to the Estates Department promptly

### **Annually**

- Extinguishers must be serviced by a competent approved contractor in accordance with the current British Standard.

## **16. 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 wiring regulations.
- Regular portable appliance (PAT) testing takes place. A member of the Estates Department has been trained in this role.
- Records of all tests are kept in the Estates Department Office.
- The Technicians check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends
- The Catering Managers check that all kitchen equipment is switched off at the end of the day.

## **17. Lightning Protection**

- All lightning protection and earthing is tested annually by a specialist contractor. Records of all tests are kept in the Estates Department Office. New systems conform to BS 6651.

## **18. Gas Safety**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Department / Catering Department Offices.
- Landlord's gas safety certificates are held for all school domestic accommodation.

- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

## **19. Safe Storage**

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Weapons used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

## **20. Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in secured rubbish compounds.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **21. No smoking or Vaping**

The smoking of cigarettes, use of e-cigarettes and vaping are not permitted within School buildings and grounds.

## **22. Waste disposal**

Waste must be disposed of correctly in waste bins and the receptacles provided and not allowed to accumulate on the floor where it may become a fire hazard. Fire retardant bins are provided for the disposal of flammable waste and no other type of waste should be stored in these bins.

## **23. Access for emergency vehicles**

Access to School buildings for firefighting and the emergency services are agreed with the Fire Brigade and must be kept free of obstructions at all times. Access routes are designated and indicated by yellow hatched markings on roads and access points. Staff and visitors vehicles must be parked in the designated parking bays.

## **24. Fire Alarm Testing.**

Testing all fire alarms weekly (and recording all tests and defects). The designated responsible person will ensure that the fire alarm system in the building(s) under their care is tested weekly and that all alarm points in that building are used in rotation for the purposes of these tests. Fire Alarm testing should be conducted at a regular time to avoid unnecessary evacuation. There is a responsibility for the Estates Manager, to arrange for an ISO9001 certified/BAFE approved contractor to carry out:

- Quarterly professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Estates Department Office.

## **25. Fire Safety Training**

All new employees and pupils will be expected to attend induction training and be walked and talked through the fire safety procedures as soon as reasonably practicable. Boarders are inducted in fire safety on their first day at school and fire routes from the building are walked with boarding staff.

Fire drills must be conducted each term for every building and all staff and pupils present are expected to take part.

Fire drills will take place at different times of day including (at least once per term) during 'boarding time'.

Fire drills are a chance to practice emergency evacuation and test our systems, procedures and training.

Fire drills may include different scenarios (such as blocked exits) in order to test the resilience of procedures.

## **26. Documents supporting this procedure**

### **Fire Risk Assessment**

The Schools Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the RRO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment
- All risk assessments follow a procedure for evaluating risk.
- Fire Risk Assessments are carried out on behalf of the school by competent contractors and reviewed on an annual basis (taking into account any changes that occur in the school) by the appointed persons for the school, and recommendations recorded and acted upon.

## **27. Duties of all Staff**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff, pupils and visitors. All employees have a responsibility to make sure they are familiar with the layout of the buildings, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs. This policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

## **28. Review Processes**

This policy is reviewed annually by the Governors’ Development and Estates Committee.

There is a Governor with particular responsibility for Health and Safety who oversees this policy.

The Bursar (as Fire Safety Manager) is responsible for the implementation of the policy.

The policy and associated systems and processes are monitored and regularly reviewed by the Executive Group and in the Health and Safety Committee (which meets at least termly).

AJK September 2025

#### WHOLE SCHOOL FIRE RISK PREVENTION POLICY

Signed: \_\_\_\_\_  
Governor responsible for Health and Safety

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman of Governors

Date: \_\_\_\_\_

Next review Date: September 2026

Version Number	Date of Amendment	Signature
1	March 2018	LJMH
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3	September 2018	EOC
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5	September 2020	EOC
6	September 2021	EOC
7	September 2022	EOC
8	September 2023	EOC
9	September 2024	EOC
10	September 2025	AJK