



**King's  
Worcester**

## **Fire Risk (Prevention) Policy**



## Purpose

This policy reflects the importance in which The King's School Foundation places on the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

The King's School Foundation takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

## Objectives

The foundation will comply with the Regulatory Reform (Fire Safety) Order 2006 and all other applicable fire safety legislation and standards. Where the foundation could be granted exemptions from specific regulations, it is the foundation's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

## Outcome

1. Safeguard all personnel in the foundation, including visitors, from death or injury in the event of a fire or associated explosion
2. Minimise the potential for fire to occur and disrupt the work of the foundation and cause damage to property and the environment.

## Implementation

The Director of Operations has day to day responsibility for fire safety, responsibilities for fire precautions are exercised through the members of the Health and Safety Working Group and Committee. The Heads of KSW, KSH, KSA delegate to staff the proper application of the fire procedures in their areas of responsibility.

All members of staff, pupils, contractors and visitors are required to follow the standing instructions and fire procedures. In particular, in the event of a fire alarm sounding in a school, occupants must evacuate the building and only re-enter upon the instruction of the Incident Co-ordinator, maintenance or the Fire Service.

In respect of all facilities, the foundation will:

- Provide appropriate means of escape in case of fire and ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times
- Provide the means of escape with adequate emergency lighting on the escape route, and maintain this in efficient working order
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire
- Provide and maintain in working order all fire-fighting appliances and devices
- Provide appropriate instruction and training for all foundation staff on the actions to be taken and dealing with a fire
- Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property

- Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire

Individual responsibilities and legal duties in respect of fire safety for all of foundation staff and pupils are contained in the Fire Procedure contained on Firefly and in the employment handbook and noticeboards. These instructions also specify the responsibilities of managers, staff and pupils in respect of fire safety.

All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

## Monitoring

The Health and Safety Working Group will monitor and review the application of these arrangements within all areas of the foundation and will notify the Director of Operations if, in its opinion, further measures are required to meet all legislative and other requirements. Fire Risk Prevention is a standard agenda item.

## Evaluation

The Director of Operations is responsible for the evaluation of this policy, our fire risk assessment and fire procedures. These are designed to reflect the statutory obligations and particular fire risk management needs of the foundation and will be evaluated on a continuing basis.

## Communication

All job specifications will contain safeguarding, welfare and safety requirements and instructions highlighting responsibilities. Regular audits will be carried out and a report completed each term for Governors. There will be promulgation of policy via Firefly, which will include the Fire Evacuation Procedure. These documents will form the basis for monitoring and review, to ensure that a credible standard of child and staff welfare is achieved.

## Review

This policy will be reviewed by the Director of Operations every three years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Version	Date	Author	Position
1	03/03/2017 Governor approved	HL Jackson	Bursar
2	06/10/2017	HL Jackson	Bursar
3	24/09/2018	HL Jackson	Bursar
4	25/10/2021	SC Holden	Director of Operations