



Fire Risk Prevention Policy



Purpose

This is a whole school policy that also applies to EYFS settings. This policy reflects the importance in which The King's School Foundation (the foundation) places on the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

The 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.

Intent

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimise the likelihood and deal with this eventuality, prioritising the management of systems to reduce the risk of injury to persons and where possible the damage to property.

The foundation's intentions are:

- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation
- To undertake suitable and sufficient fire risk assessments of the various buildings which form the foundation's Estate
- To identify and implement practical control measures to control the risks from fire as identified in the risk assessment process
- To develop and implement fire safety procedures that will so far as is practicable reduce the likelihood of loss of life, injury and damage to property
- To reduce the risk of fire as far as reasonably practicable
- To conduct regular fire evacuation drills and test emergency equipment to ensure its effectiveness
- To provide adequate information, instruction and training for employees and other persons as necessary regarding fire
- To appoint one or more competent persons (with sufficient knowledge, experience and training) to assist in identifying fire hazards and assist in taking preventative and protective measures.
- To effectively liaise with the local fire authority where appropriate.

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 Estates Manager 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 when 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

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 Estates Manager 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 Estates Manager 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.

Organisational Responsibilities

Overall Responsibility

The overall Responsible Person is the Board of Governors; however, the day to day responsibility for fire safety at the schools is delegated to the Heads of KSW, KSA, KH and the Estates Manager.

All employees have a duty of care and are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others.

The following responsibilities apply in addition to those within the Health and Safety policy and organisation sections:

Heads and Estates Manager will ensure a suitable and sufficient fire risk assessment is conducted for all foundation premises with the aim of ensuring the necessary general fire precautions and procedures are in place as detailed in the procedure below.

The Estates Manager also has the responsibility to put in place the necessary arrangements for the provision, maintenance and testing of passive and active fire protection systems as detailed in the procedure below. These include alarm and detection systems, emergency lighting, portable fire-fighting equipment, fire evacuation signage and notices.

Heads of Department will review evacuation procedures and propose any alterations that they consider appropriate to their local arrangements and in particular to identify:

- That arrangements made by senior leadership for local fire marshals are appropriate
- Pupils who may, either permanently or due to a temporary injury, require evacuation assistance
- The need for specific measures to be taken on evacuation, such as isolation of piped gas supplies or equipment.

Fire Marshals

Fire Marshals have the responsibility to:

- Undertake visual checks in their area and report any issues to maintenance
- Check areas of the building on their way towards the final exit doors, in particular areas that are not normally occupied under supervision such as toilets, cloakrooms and form rooms.
- On exiting the building report to maintenance managing the evacuation and confirm that the building has been evacuated and checked. Also inform the Incident Co-ordinator/Estates Manager of any areas that were not checked and any other concerns relating to pupils and staff who have not been located.
- Ensure that no persons re-enter the building until the all clear is given. If reporting to the assembly, this may mean allocating a member of staff to take up a position close to the main entrance into the building if it is safe to do so.

Incident Co-ordinator (IC)/Estate Manager/SLT

The first member of staff who reaches the assembly point is the Incident Co-ordinator. Their role is to manage the assembly and to be a point of contact. The Fire Marshals will report to the IC that their area is clear, staff taking roll call will report if there are any concerns, maintenance will report to the IC the outcome of the alarm activation and confirm whether it is safe to return. The Incident Co-ordinator will maintain silence at the assembly and direct the assembly to return to the building or hand over to SLT in the event of a real fire.

A high visibility vest will be available and must be worn to identify the role. Location of vest:

KSW, College Green – green door between Hostel House and Castle House

KSW, KSA and KSH – School Office

Procedure and arrangements

Evacuation procedures – each school has a specific procedure, these are attached as Annexe 2, and summarised on the fire action notices in each building. The contents of these are included in induction briefing for new staff.

Frequency of Fire Drills

The King's School – one per term.

King's Hawford – there will be two fire drills in the first half term of the school year and one each term thereafter.

King's St Alban's – one fire drill per term.

Maintenance – both passive (non-powered) and active measures put in place to protect means of escape, people and property require inspection and maintenance.

Period	Item	Responsibility
Daily – unrecorded	Alarm Panels – visual check that indicator lights are showing normal. Emergency Lighting (maintained units) – report defective bulbs. Evacuation routes – clearance and condition. Fire Extinguishers – in correct location and not tampered with.	Maintenance and Cleaning
Weekly – recorded	Alarm system sounders and call points – activate building alarm from call point. Door retaining devices – operate when alarm sounder activated.	Estates Manager
Monthly – recorded	Emergency lighting – test all non-maintained luminaries via test device to check bulb.	Estates Manager

	Fire Extinguishers – in place and not discharged.	
Six Monthly – recorded	Emergency lighting – discharge batteries for 1/3rd of life. Alarm system test – competent person inspection. Lifts installed for emergency evacuation – statutory test.	Contractor
Annual – recorded	Emergency lighting – full discharge of battery. Fire Extinguishers – competent person inspection	Contractor

Information and Training – all staff will be provided with information on their duties to prevent fire and actions to take on discovering fire or hearing the alarm at induction. Staff will complete an annual Fire Awareness course on Smartlog. Further training will be provided to those staff with specific roles, in particular:

- Fire Warden duties
- Fire extinguisher use – theory not practical, the priority being to evacuate
- Fire prevention during maintenance work
- Maintenance and inspection of fire safety equipment

Out of School Hours Events managed by each school – the member of staff responsible for organising the event will ensure that:

- The evacuation procedure in place for the building/ area is appropriate for the event and amend it if necessary
- The procedure is communicated to all those who are involved in running the event
- If not already in place, supplementary fire wardens are appointed, and provided with information and instruction on their role
- On occasions when there is no evacuation procedure e.g. erection of marquee, that one is developed prior to the event
- Consideration is given to the evacuation needs of members of the public and in particular those with disabilities affecting their ability to escape without assistance

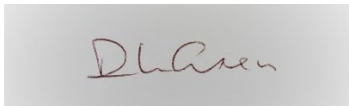
Hire of Foundation Premises – the foundation will provide the hirer with a copy of the relevant evacuation procedure on commencement of the lease; at the discretion of the foundation this may be supplemented with a walk through of the evacuation routes to the assembly point. The Hirer has the following responsibilities:

- Conduct their own fire risk assessments for activities increasing fire risk e.g. cooking demonstration in theatre

- Ensure all electrical equipment brought onto school premises is PAT tested and in date.
- Refrain from using any naked flames e.g. candles except with the express permission of the school and prior approval
- Comply with the conditions of the lease in relation to maximum numbers and management of crowds.

Review

This policy will be reviewed by the Estates Manager annually or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Authorised by	Resolution of the Governors
Signature	
Date Adopted	16 February 2023
Revised on	26 October 2022
Review due	16 April 2024
Circulation	Members of Governors/ all staff / parents / pupils [on request]

Annexes:

1. Fire Safety - INTERNAL USE ONLY
2. Fire Evacuation Procedures & Fire Procedures - INTERNAL USE ONLY