



**King's
Worcester**

Fire Risk Prevention Policy

Effective 1st September 2026

Contents

1. Purpose	2
2. Objectives	2
3. Intent.....	3
4. Outcome.....	3
5. Implementation.....	3
6. Monitoring.....	4
7. Evaluation	4
8. Organisational Responsibilities	4
9. Review	7
Annex 1 - Fire Safety.....	8
Annex 2 - Fire Evacuation Procedures.....	9
Annex 3 - Fire Procedures	11

1. Purpose

This is a Foundation policy that also applies to EYFS settings. The 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.

2. Objectives

The Foundation will comply with the Regulatory Reform (Fire Safety) Order 2005, Section 156 of the Building Safety Act 2022 (BSA) 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.

3. 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.

4. Outcome

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

5. 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 the Health and Safety Governor. The Heads of KSW, KH, 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.

6. 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.

7. 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.

8. Organisational Responsibilities

Overall Responsibility

The overall Responsible Person is the King's School Worcester; however, the Health and Safety Governor has oversight of fire safety with the day to day responsibility at the Schools delegated to the Heads of KSW, KSA, KH, Director of Operations 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 Director of Operations 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 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 and staff 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 – door between Hostel House and Castle House
- KSW, KSA and KH – 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

In each of the three schools in the Foundation there will be 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
Half termly – recorded Monthly – recorded	Emergency lighting – test all non-maintained luminaries via test device to check bulb. Fire Extinguishers – in place and not discharged.	Estates Manager
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 Residential Caretaker will respond to and manage fire incidents for hires outside of normal hours. 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.

9. Review

This policy will be reviewed by the Director of Operations 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.

Annex 1 - Fire Safety

The Foundation's approach to fire safety and evacuation procedure MUST be read in full. Points to note include:

- all staff are to be familiar with the Foundation Fire Procedure. Individual instructions are issued for specified areas of the Schools by the Director of Operations. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire
- school-wide fire practices will take place at least once a term
- the Estates Manager will maintain close liaison with the local Fire Brigade
- the maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis, normally during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors
- the maintenance of fire extinguishers and other items of fire-fighting equipment is also carried out under contract. Equipment is to be serviced on an annual basis and visually checked and recorded by the Estates team on a weekly basis
- the fire alarm in all buildings must be checked weekly, using different call points to initiate the alarm. The Estates team must maintain records of checks and the call point used
- all staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

Fire Safety Advice

As the designated Fire Safety Officer, the Director of Operations can advise on fire safety issues as required, or may seek external assistance. Any requests for advice or guidance should be directed to him in the first instance. Where necessary he may engage the Hereford & Worcester Fire Safety Officer. Staff must raise any concerns they identify no matter how trivial they may appear and ensure all issues are addressed and recorded.

Health & Safety Working Group

The Health and Safety Working Group is the forum within which fire safety concerns can be raised and checks made to ensure procedures are being followed. Heads of Departments are to ensure that they are represented at the meeting and that their representative is briefed in order to raise any ongoing concerns.

Annex 2 - Fire Evacuation Procedures

Action in the Event of Fire – On Discovering a Fire

1. Raise the alarm by breaking the glass in the nearest fire alarm call point.
2. Organise the ordered exit of pupils from your classroom to the assembly point following the steps outlined in 'Hearing the Alarm' below for each school.
3. Evacuate calmly and in silence, and leave personal belongings behind.
4. Ensure the Fire Service have been called – this may mean sending a pupil to the Office to ask a member of staff to make the phone call.
5. Make sure that you tell Estates what has happened.
6. Ensure that on exiting rooms, windows and doors are closed.
7. Use the nearest exit unless obstructed by the fire.
8. Do not linger in buildings for any reason other than to make essential safety isolations if relevant.

On Hearing the Fire Alarm during the School Day

1. Organise the ordered exit of pupils from your classroom and go to the appropriate assembly point as indicated on the notice in the building.
2. Assemble in silence.
3. The School Secretary at KH and KSA will take the registers to the assembly point.
4. KSW Staff MUST take his or her list of pupils in the Form or Set in question.
5. As you leave the building, and if safe to do so, alert others in classes and rooms enroute.
6. The most senior member of staff attending the assembly will be the Incident Co-ordinator who is responsible for the assembly and must maintain silence at the assembly.
7. At the assembly point take the roll call for your own class. Inform the Incident Co-ordinator that your class is out. Inform him or her if you know of any classes which have not mustered at the point as you would expect.
8. In the event of a fire, Estates will meet the Fire Service to direct and brief them on the situation.
9. Do not return into the building until given the all clear by the Estates Manager or the member of Estates staff in attendance. In the absence of the Estate Manager or Estates staff the Director of Operations, Head or SLT will perform this duty.
10. Do not use lifts unless they are specifically designed for fire evacuation and you are instructed in their use.

Summary of programme and assembly points:

Building	Assembly Point
King's Worcester	
Main Site	College Green
Sports' Hall/Pool	KSA Playground
Playing Fields	Sports Pavilion
King's Hawford	Tennis/Netball courts (or top field if the fire is in the Garrad Block, Kindergarten, Portacabin or the new teaching block)
King's St Albans	KSA Playground

Annex 3 - Fire Procedures

As highlighted in the main document, the Foundation's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the Schools. This Annex outlines the procedures which are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Officer

The Director of Operations is the designated School Fire Safety Officer and is responsible for ensuring that:

- everyone in the School (including visitors and contractors) is given clear verbal instructions on where they should go in the event of fire
- procedures for emergency evacuation are regularly tested and lessons absorbed
- 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
- the fire safety procedures are promulgated to the entire school community
- records are kept of the fire induction training given to new staff. New pupils are instructed in the evacuation procedure.

Briefing New Staff and Pupils

All new staff (teaching and support alike) and pupils will be given a briefing on the School's emergency evacuation procedures on their first day in the Foundation. Line managers are to ensure they are shown where the emergency exits and escape routes are located, and walked to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and the Foundation will ensure that all staff know what they should do on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Visitors and Contractors

All visitors and contractors are required to sign in at the relevant school reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The Receptionist is to make them aware of the action in the event of a fire, as displayed on the visitor sign in screens, and highlight the way to the assembly point.

When large numbers of visitors are at a school for plays, concerts, exhibitions etc. a brief announcement is to be made by the organiser of the event, advising attendees of the location of the emergency exits that they should use in the event of the alarm sounding.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for registering their forms on arrival at the assembly point. They must ensure that the name of anyone who cannot be accounted for (and, if possible, their likely location)

is passed immediately to a member of the SLT.

On no account should anyone return to a burning building.

Fire Practices

Each school will hold at least one whole school fire practice every term. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the Schools can be safely evacuated in the event of a fire.

Fire Prevention Measures

The Foundation has the following fire prevention measures in place.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Alarms sound in all parts of a building.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, when he removes panic bolts from all emergency exits, checks that escape routes are not obstructed and for reporting any defects.

Checks and Tests (and recording all tests and defects)

This is the responsibility of the Estates Manager, exercised through a nominated Estates workman.

- Weekly recorded checks of fire doors and escape routes, automatic door closures, emergency and exit signs and fire fighting equipment.
- Half termly recorded tests of emergency lights to include an annual soak test and a fitness for purpose test.
- Six monthly professional check on fire detection and warning equipment.
- An annual service of alarms, smoke detectors, fire extinguishers.

Records of all tests are kept in the Estates office or on Smartlog.

Permanent displays in corridors, theatre scenery, stage curtains and props are treated with fire retardant spray.

Electrical Safety

- The Foundation has current EICR test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installation.
- Regular Portable Appliance Testing (PAT) takes place in accordance with a published schedule. Several members of the Estates team and additional staff have been trained in this role.

- Records of all tests are kept by the Estates Manager or on Smartlog.
- The Caretaker checks all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor.
- Records of all tests are kept by the Estates Manager or on Smartlog.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- All kitchen equipment is switched off at the end of service. With the exception of electric ovens that are designed to run through the night and have been approved by the schools insurer.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- Service certificates are stored on Smartlog.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in segregated wheelie-bins.
- Combustible materials are stored in fire resistant areas.
- All curtains and soft fabrics are purchased as inherently fire retardant or are treated to make them flame retardant.

Letting or Hiring the Foundation Buildings

The Foundation's standard contractual terms for letting and hiring the buildings, cover fire safety and specify that the hirer should certify that they have read and understood the Foundation's fire safety policy and procedures. A member of the Estates Department is always on call when an area is let or hired for an outside function or event.

Fire Risk Assessment

The Foundation's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically they identify:

- 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, and
- the arrangements for reviewing the assessment.

The Foundation uses qualified external consultants to create baseline risk assessments for all buildings. These assessments include all rooms, laboratories, corridors, stairs, sports buildings etc. The risk assessment is reviewed internally every year and updated as required, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to. Periodically, fire risk assessments will be reviewed again or re-written by external consultants.