



<b>12a. Fire Risk and Emergency Safety Policy</b>	
<b>Owner:</b>	<b>TMH</b>
<b>Approved by:</b>	<b>Governing Body</b>
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<b>Linked documents:</b>	

## **Fire Risk and Emergency Safety Policy**

### **Introduction**

This Fire Risk and Emergency Policy statement reflects the importance which the School attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

We take all reasonable and practicable steps to achieve the objectives and measures outlined below.

### **The Policy**

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards.

Overall responsibilities for fire precautions are exercised through the Health and Safety Management Committee and the Senior Leadership Team. The competent person is the Bursar, who delegates to the Head of Boarding and Heads of Department the proper application of the Fire Action Plan and procedures in their areas of responsibility.

All members of staff, pupils, contractors and visitors are required to follow the School's fire instructions and fire procedures. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the designated Fire Marshall, the Head or the Fire and Rescue Service.

### **Objectives**

The objectives of Fire Risk Management are to:

- safeguard all personnel in school occupied property, including visitors, from death or injury in the event of a fire or associated explosion
- reduce fire incidences
- minimise the potential for fire to occur and disrupt the work of the School and cause damage to property and the environment

In respect of all facilities, which it owns, or leases, the school will:

- ensure a fire risk assessment is in place and any remedial measures identified are implemented as necessary
- provide appropriate means of escape in case of fire
- ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times
- provide and maintain in working order all means of escape, with adequate emergency lighting
- 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 school staff on the actions to be taken in dealing with a fire

- provide an emergency action plan stating the precautions to be observed and steps to be taken to protect people and property
- ensure that measures are taken, commensurate with the risks and the significance of consequential losses to protect buildings, installations and equipment from fire
- ensure that termly fire evacuation drills are carried out, and that additional fire evacuation drills are carried out by both boarding houses

### **Management and Staff Responsibilities**

Individual responsibilities and legal duties in respect of fire safety for all staff and pupils are contained in the School's Fire and Emergency Action Plan / Crisis Management Plan. 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, nor should fire doors be interfered with in any way.

### **Standards and Monitoring**

The Senior Leadership Team is responsible for the circulation of the Fire and Emergency Policy, and the Fire and Emergency Procedures / Crisis Management Plan standards and procedures. These are designed to reflect the statutory obligations and particular Fire Risk Management needs of the School.

The Health and Safety Committee with the Senior Leadership Team will be required to audit the effectiveness of the School's Fire Policies and Fire and Emergency Action Plan / Crisis Management Plan.

The Bursar will monitor the application of these arrangements within all areas of the School and will notify the Senior Leadership Team if further measures are required to meet all legislative and other requirements.

This policy statement will be reviewed by the Senior Leadership Team annually or at more frequent intervals if there are relevant legislative changes.