



THE KING'S SCHOOL
C H E S T E R

Fire Risk Assessment and Prevention Policy

Policy Owner	Bursar
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1. Policy Statement

It is the policy of The King's School as part of its Health & Safety Policy to ensure that adequate arrangements for the prevention of fire are in place. This will be achieved by undertaking fire risk assessments in line with the Regulatory Reform Fire Safety Order (2005) reviewing the findings from such assessments and having in place suitable fire precaution systems and robust procedures for the evacuation of the buildings and site in case of fire. It is the responsibility of the Head of Estates to carry through this policy with support from the Bursar.

The King's School will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the School premises.

The school's Fire Safety Policy is a whole school policy including EYFS and forms part of the school's wider Health & Safety Policy.

2. Aims of the Policy

Our policy is that:

- a. no life be put in jeopardy in anyway whatsoever
- b. that regular evacuation procedures are regularly tested
- c. that possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue
- d. that the School will engage with an external Health and Safety Consultant to undertake a fire safety risk assessment annually
- e. that we put in place, and maintain, appropriate fire safety measures
- f. that fighting any fire is only undertaken when the fire is smaller than a classroom bin, when there is no risk to a person or persons and that person to have received appropriate training
- g. that all staff receive information, fire safety instruction and training

3. Introduction

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; to ensure that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The King's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

4. Responsibilities

The Governing Body has the ultimate responsibility for fire safety in the School. The Governing Body acts through the Risk and Compliance Committee to review this policy and to monitor the effective working procedures of the School including reviewing the minutes of the Health and Safety Working Group which reports on accidents, near misses and any concerns raised by Willow Lodge, Juniors, Senior School departments and the school nurse.

The Headmaster is responsible to the Governing Body for fire safety within the school although they have delegated the immediate operational role to the Bursar and Head of Estates.

The Head of Estates is the appointed Fire Safety Officer – they will be assisted in the carrying out of their responsibilities by the Facilities Supervisor and the facilities and grounds staff who have been appointed as Deputy Fire Safety Officers. The Head of Estates also attends the Health and Safety Working Group which take place at least once per term.

4.1 Role of the Fire Safety Officer

The Head of Estates is the designated Fire Safety Officer and is responsible for ensuring that:

- a. the Fire Safety Policy is kept under regular review by the Risk and Compliance Committee
- b. the Fire Safety Policy is communicated to the entire school community
- c. everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire by the reception staff - with additional information being provided when large numbers of visitors are on site, ie for Parents evenings or events within The Vanbrugh Theatre.
- d. contractors working for the School will be given written documentation detailing the procedures that they should follow whilst working at the school, and also informing them of the school's procedures in an emergency situation
- e. the appropriate basic fire training for all school staff is provided at least every three years, and termly for fire evacuation
- f. records are kept of the fire induction training given to all new staff and pupils
- g. procedures and arrangements for emergency evacuation are regularly tested and reviewed at least termly
- h. Fire Risk assessments are reviewed annually by Hettle Andrews and reported to the Risk and Compliance Committee for termly reviews
- i. Records are kept of all fire practices
- j. Certificates for installation and maintenance of fire-fighting systems and equipment are kept
- k. the appropriate liaison takes place with third parties; the emergency services and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- l. the integrity of all fire prevention systems and equipment in place is maintained in good working order
- m. this policy is monitored and reviewed on an annual basis to ensure that any new risk or alteration to the relevant regulations is addressed
- n. The Fire Safety Officer is supported by the facilities and grounds staff who all have Fire Marshall training.

4.2 Role of Fire Marshalls

Fire Marshalls are responsible for facilitating the orderly evacuation of the school buildings by standing along exit routes (particularly alongside the roads outside of the school) to ensure that pupils and staff can leave the premises safely. It is not the responsibility of Fire Marshalls to fight fires.

4.3 Role of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Deputy Head (Operations) and Fire Safety Officer.

5. Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

6. Emergency Evacuation Procedures

See separate Whole School Emergency Evacuation Procedures.

7. Fire Warning Equipment

The school is equipped with fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a siren, which will sound continuously.

The alarm will be tested regularly, (Wednesdays at between 9-9.30am) - inaudibility are to be reported.

Call buttons are located throughout the building. In the event of a fire, the call point should be operated and the school alarm will automatically sound.

This equipment will be maintained regularly.

8. Fire-fighting Equipment

Fire-fighting equipment (commonly known as "fire extinguishers") are located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

This equipment is to be maintained regularly. It is a disciplinary offence – for pupils and staff alike – to tamper with any fire-fighting or alarm equipment.

9. Evacuation Drills

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route.

10. Fire Prevention Measures

All staff conduct Fire Awareness training at least every three years.

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer.
- Catering equipment is switched off at the end of every day.
- Lightning and earthing protection conforms to BS 6651-1999. This is tested annually by a specialist contractor.
- All gas appliances are tested and serviced by Gas Safe Registered Engineers.

- Portable electrical equipment should be checked regularly.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- The safe storage areas for flammable chemicals in the Science, DT and Art rooms will be used whenever necessary.
- Exit routes are regularly walked by the Fire Safety Officer to ensure that they are, and remain, clear of obstruction.

The COVID Risk Assessment on occasion with override this Policy in terms of fire doors needing to open for ventilation. Staff have been told that these doors must be closed when the area is empty of children and staff, and at lunch times and the end of the school day. This measure has been reported to the School's insurers who have agreed to this as a temporary measure.

11. Outside Security

In the knowledge that most school fires occur when school is not in session, the school places a high priority on outside security.

12. Risk Assessment

The School contracts its fire risk assessment activity to a health and safety specialist Hettle Andrews, who report to the Risk and Compliance Committee. Their risk assessment is kept under continue review, and any recommendations are contained within the maintenance plans for the year.

13. Record Keeping

All records relating to Fire Safety are retained in the Head of Estates office and are available to view. These include:

- Gas Safety Certificates
- PAT Testing Certificates
- Lift Service and Statutory Inspection Reports
- Fire Log Book which contains records of fire safety issues is maintained by the Deputy Fire offices at each site and includes details of fire drills, hot works permits, the storage of hazardous materials
- Lightning Conductor Testing
- Fire Fighting Appliances Service Records
- Electrical Installation test certificates including 5-year fixed wiring test certificates