

# **Herries Prep School**

## **Fire Safety Policy**



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The aim of this policy is to clarify the precautions taken by the school to prevent fire and also to make clear the recommended action to be taken in the event of the outbreak of a fire of any size. The school has a legal obligation to safeguard all users of the premises, whether pupils, staff or visitors, to comply with the Regulatory Reform Order (Fire Safety Order 2005) which came into force on the 1st October 2006 and is designed to provide a minimum fire safety standard in all non-domestic premises with a few exceptions. The Management of Health and Safety at Work Regulations 1999, introduced to reinforce the Health and Safety at Work Act 1974. The MHSWR places duties on employers and employees including contractors. It includes the provision of a safe place of work where fire safety risks are minimised.

The Governing Body has overall responsibility for ensuring that the above legislation and the Independent Schools Regulations with regards to Fire Safety are complied with. The responsible person on a day to day basis is the Headteacher and he will report to the Governing Body. Should the Headteacher be off site the person responsible will be the Bursar. This policy also forms part of our overall Health and Safety Policy.

### **Fire Risk Assessment**

A Fire risk assessment is carried out by an external company and reviewed annually by the Headteacher. It is agreed by the Chair of the Board of Governors.

Our Fire Risk Assessment checklist was formulated in 2011 and has been reviewed and updated annually. This provides us with annual reminders of what needs to be reviewed and updated, such as evacuation routes and PEEPs, and which equipment needs to be serviced to ensure fire safety.

From April 2016 we formulated a new Fire Risk Assessment, conducted by FCS together with the Chair of Governors, the Headteacher, the caretaker and the Bursar. This Fire Risk Assessment will identify any actions that need to be taken in order to ensure that all reasonable preventative measures are made on the premises. The Fire Risk Assessment Documentation will:

- Identify any person especially at risk in case of a fire, e.g. anyone with hearing difficulties or other physical disability.
- Identify those staff with key roles in the Fire Evacuation Procedure.
- Review the Evacuation Plan and each room's instructions for this.
- Ensure the provision of adequate training for staff, including use of the fire extinguishers which are kept in various locations in the school including the Kitchen and School Office, for use in tackling a small fire while the emergency services are being called.

- Review the provision of instruction to students or visitors to the school.

### **Staff Training**

All staff will take part in fire awareness training provided by external organisations as appropriate and for new staff, initially by the designated Medical Officer. This training is refreshed biannually during INSET - record held in office.

All new staff receive induction training as close to the start of their first day at Herries as possible which includes evacuation procedure, escape routes and fire assembly point.

### **Fire Drills**

A fire drill will take place at a minimum of once per half term, including evacuation of the building in the manner specified for the occupants of each room. This drill was not previously announced to staff in order to be as near as possible to a real emergency. Each room has a document displayed which explains the fire exit route.

This procedure should be used to evaluate and, if possible, improve evacuation practices. The time taken to evacuate the building should be noted and recorded in the Fire Drill Record held in the Fire Safety File which is kept in the school office.

As the year goes on, different routes will be blocked and different scenarios enacted, so that pupils and staff do not become complacent about how to evacuate the building.

### **Testing and servicing of the Fire Alarm System**

The fire alarm system and emergency lighting is tested/checked once each week, usually on a Thursday morning, by the caretaker. Any malfunction should be immediately reported to the Headteacher.

The fire alarm system is serviced annually and certificated by Octagon.

### **Testing and checking of fire extinguishers**

The caretaker will undertake a visual inspection of all fire extinguishers weekly and they will be serviced annually and certificated by RES.

### **Visitors & Contractors**

All visitors and contractors are required to sign in at reception, where they are issued with a visitor's badge and informed of the fire evacuation procedure

and assembly point. The badge should be worn at all times. When large numbers of visitors are at the School for open days, plays, concerts etc, a brief announcement is made advising them of the location of the emergency exits in the event of the alarms sounding.

### **Emergency Exits**

All emergency exits should be kept clear and free from obstruction at all times. It is the caretaker's responsibility to ensure that this is the case on a daily basis. All exits are clearly labelled.

Fire action notices detailing exit routes are displayed on the walls of all rooms which are reviewed by staff and pupils at regular intervals.

### **Electrical Safety**

All electrical appliances are PAT tested annually and certificated. No member of staff may use electrical equipment that has not been PAT tested. A hard wiring check of the school will be carried out every five years and certificated. Relevant equipment in the kitchen is serviced annually and certificated, and this is organised for the school by Thomas Franks.

### **Action to be taken in the event of the fire alarm being activated**

#### **PEEPS plan for key children and first aid.**

The teacher or responsible adult in each room should instruct everyone in the room to calmly and quietly line up and exit the building in silence. The Fire Assembly point is in the top playground. **The teacher with the class** they have been teaching will **follow the children out of the classroom and stay with that class throughout** and where possible, ensure that windows and doors are closed behind them. **The teacher of the class at the time** will receive the register from a member of the office staff and check that all children present at school are accounted for and will then inform the person responsible (the Headteacher/designated person) of the outcome of the roll call.

Should the fire alarm sound before or after lessons, the same procedure will be followed. Should the Head not be on site the designated person will take responsibility for the roll call. The Secretary will ensure any visitors are accounted for at this time.

All external providers of after school activities are advised of the fire procedure which is to take the children and their register up to the gathering point which is the top playground.

Should the fire alarm sound during extended day or the Head not be present, the extended day manager will take responsibility for the roll call. Fire drills will take place at least once per term with children in this group.

**After the event**

At the end of a formal fire practice staff will be instructed when they may lead their class into the school. In the event of a fire evacuation occurring in any other situation, no-one should attempt to enter the building until it has been declared safe to do so by the responsible person or the fire brigade, should they be on site.