



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# **FIRE SAFETY POLICY**

(Addendum to the Health & Safety  
Policy and Procedures)

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## 1. Policy Statement

Prince Henry's Grammar School is committed to providing a safe and healthy environment for its students, employees, visitors and contractors (where applicable). Part of this commitment is protecting all relevant persons from the risks of fire.

Fire is a potential hazard in all non-domestic premises, and schools are no exception. Even though schools are perceived as relatively safe environments, compared to other non-domestic premises, fire is a serious risk that can have a devastating impact on the organisation. Fire is a threat to life, school assets and the environment and has the potential to affect business operations.

Prince Henry's Grammar School takes fire safety extremely seriously and recognises that it has responsibilities to protect all relevant persons from harm, so far as is reasonably practicable. The school will endeavour to control associated risks and will comply with legislation relating to fire safety, such as:

- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005.
- Other health and safety legislation, such as the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Employees, and others working for Prince Henry's Grammar School, also have duties under general health and safety legislation, specific fire safety legislation and this policy.

A copy of this policy and associated procedures will be issued to all employees during their induction and to other relevant persons, where applicable. The policy will be regularly reviewed to ensure it remains current, and any revisions to it will be communicated.

## 2. Policy Aims & Scope

This Fire Safety Policy provides a framework for the Prince Henry's Grammar School fire safety arrangements. It also underpins the school's approach to fire safety management.

Our aim is to ensure that fires are prevented, so far as is reasonably practicable, by ensuring that there are reasonable precautions in place in and around the school premises. If fires cannot be prevented, the aim is to minimise fire risks and preserve life by having robust fire safety protective measures and ensuring that all relevant persons know what actions to take in line with the emergency procedures.

This policy applies to all Prince Henry's premises, activities, and all relevant persons (students, employees, including temporary and agency workers, contractors, visitors, and others who may be at risk in the event of a fire).

## 3. Definitions

**The responsible person** – anyone who has a control, or anyone who has a degree of control, over this within the premises. At Prince Henry's, the responsible person is Jon Kilmartin (Executive Officer: Site, Health & Safety).

**Relevant persons** – any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises at risk from a fire (e.g. students, employees, visitors, contractors and anyone else who could be at risk). It does not include firefighters who are carrying out their duties in relation to a function of a fire and rescue authority.

**Competent persons** – any person who assists the responsible person in undertaking fire safety arrangements, e.g. fire preventive and protective measures. They are appointed by the responsible person, as per the requirements of article 18 of the Regulatory Reform (Fire Safety) Order 2005.

## 4. Responsibilities

### The responsible person

Prince Henry's has appointed a responsible person, as per the requirements of the Regulatory Reform (Fire Safety) Order 2005. The responsible person has overall responsibility for fire safety within the premises. Their main duties under this legislation are to (this list is not exhaustive):

- Take general fire precautions as will ensure, so far as is reasonably practicable, the safety of all students, employees and other relevant persons.
- Make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed.
- Ensure that the principles of prevention are applied when implementing any preventive or protective measures to eliminate, reduce or control fire risks.
- Ensure that there are appropriate fire safety arrangements in place.
- Ensure that any corrective actions from a biennial FRA are carried out, or that plans are put in place to ensure corrective actions are carried out, in a suitable timescale.

### Fire marshals

The school has appointed fire marshals to assist in the undertaking of fire preventive and protective measures within the school. Fire marshals' duties include:

- Preventive (proactive) duties
- Assisting the responsible person with fire risk assessments and emergency evacuation plans.
- Conducting regular internal inspections and testing (where applicable) of firefighting equipment, fire detection and warning systems, fire doors, emergency lighting, and emergency routes and exits.
- Organising the external inspection and servicing of fire safety equipment, fire doors and fire detection systems.
- Protective (reactive) duties
- Assisting with emergency evacuations and fire drills.
- Carrying out roll calls or sweeps.
- Tackling small fires with local firefighting equipment (if trained and does not put their safety at risk).
- Liaising with the fire rescue service in the event of a fire.

## Employees

All employees have general fire safety duties, under the Regulatory Reform (Fire Safety) Order 2005, whilst they are at work. To comply with the law, every employee must:

- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions at work.
- Cooperate with their employer, so far as is necessary, to enable them to comply with the requirements of the Order.
- Inform their employer, or other employees with specific fire safety responsibilities, of:
  - Any work situation that poses a serious and immediate danger to safety; and
  - Any shortcomings in their employer's fire safety protection arrangements.

Employees also have general duties under the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Employees should report all fire-related dangers or shortcomings in fire safety arrangements to the Executive Officer: Site, Health & Safety via email: [KNJ@princehenrys.co.uk](mailto:KNJ@princehenrys.co.uk).

## 5. Fire risk assessment (FRA)

A fire risk assessment (FRA) will be completed for all school buildings, with the assistance of a competent person, as per the requirements of article 9 of the Regulatory Reform (Fire Safety) Order 2005.

The Executive Officer: Site, Health and Safety is responsible for arrangement of a competent third party to carry out the FRA, who will:

- Identify the fire hazards.
- Identify who is at risk.
- Evaluate, and assist the school, in removing, reducing and protecting relevant persons from the risks.
- Record the findings, prepare an emergency plan and advise on training.
- Review the fire risk assessment.

The aim of the FRA is to identify the preventive and protective measures required to eliminate, reduce or control fire safety risks.

Where dangerous substances are present in or around the school premises, the FRA will include the considerations detailed in Schedule 1 (Part 1) of the Regulatory Reform (Fire Safety) Order 2005.

If young people are employed at any time at Prince Henry's, the FRA will be reviewed to include the considerations detailed in Schedule 1 (Part 2) of the Regulatory Reform (Fire Safety) Order 2005.

The significant findings of the FRA, and details of any groups of persons identified as being especially at risk, will be recorded and brought to the attention of employees and other affected persons.

The responsible person will ensure that the findings of the risk assessment are acted upon, as appropriate.

The FRA will be reviewed biennially. Significant changes to the school premises, work processes, staff, equipment, substances, and building layout will also trigger a review. If there is a fire incident in or around the school, the FRA will be reviewed immediately.

A hard copy of the FRA will be kept with the Prince Henry's Fire Logbook (FIR.LB.1.0) located in the office of the Executive Officer: Site, Health and Safety.

## **6. Fire safety precautions**

### **Equipment maintenance, inspection and testing**

All fire protective measures in and around the school, including fire safety and electrical equipment, will be selected, installed, modified, maintained, inspected and tested by competent persons in accordance with:

- Relevant standards, e.g. British Standards;
- The fire risk assessment; and
- The manufacturer's instructions.

### **Fixed and portable electrical equipment**

All school electrical equipment will be on a planned preventive maintenance (PPM) programme, and the frequency will be determined by risk assessment.

All office, classroom (and any other relevant identified areas) portable electrical equipment will be subject to a PAT test. It will be inspected and tested annually by a competent third party.

The fixed electrical installation and associated systems will be maintained and tested by an external competent contractor at a frequency of 20% per year over a 5-year period to achieve 100%.

All inspections and tests will be recorded in the FIR.LB.1.0 Fire Logbook.

### **Firefighting equipment**

Firefighting equipment is used to extinguish fires. The types of firefighting equipment around the school is a combination of Water & Co2 Extinguishers and Fire Blankets.

Firefighting equipment will be inspected internally weekly by the Site Team and Inspections will include the following checks:

- It is in good condition and not damaged.

- It is in the correct location and position.
- It has not been discharged, and the safety pin and plastic tags are in place (fire extinguishers).
- It has been serviced.
- The signage is in place and correct.

Firefighting equipment will be maintained and serviced by an external competent contractor annually. All inspections and tests will be recorded in the FIR.LB.1.0 Fire Logbook.

Only those who have been trained to use firefighting equipment will be permitted to tackle small manageable fires (i.e. the size of a small waste paper bin). They should never endanger themselves or others to extinguish a fire. The priority should always be to evacuate the building quickly and safely.

### **Fire detection systems**

Fire detection systems detect fire and warn occupants of the danger. The types of fire detection systems around the school main site (including external buildings) are a combination of fire alarms, smoke detectors and call points.

Fire detection systems will be tested internally weekly by means of a call point being activated.

Fire detection systems will be maintained and serviced by an external competent contractor every six months.

All inspections and tests will be recorded in the FIR.LB.1.0 Fire Logbook.

### **Fire doors**

Fire doors prevent the spread of fire and smoke. Fire doors will be inspected internally by the maintenance team as part of the PPM schedule. Inspections will include the following checks:

- They are clear, visible and unobstructed.
- They have appropriate signage/labelling.
- They close properly.
- They are kept closed at all times (unless they are doors that automatically close when the alarm is sounded).
- There is no damage or defects that could encourage the spread of fire, smoke and toxic fumes.

### **Emergency lighting**

Emergency lighting guides relevant persons to their nearest exit. The emergency lighting around the school's buildings is designed to illuminate in the event of a power outage and should remain lit for 3 hours.

Emergency lighting will be tested internally each month by the Site Team to ensure it illuminates when a key switch is activated (Drop Test).

Emergency lighting will be inspected quarterly to include the following checks:

- It is clear, visible and unobstructed.
- It has appropriate signage/labelling.
- It is not damaged.
- The indicator lights are on.
- The back up power source (battery) is sufficient to enable 3 hours continuous use in the event of a power outage.

All inspections and tests will be recorded in the FIR.LB.1.0 Fire Logbook.

### **Fire safety signage**

Fire safety signage provides instructions to relevant persons on preventing fires or the actions to take if there is a fire. The fire safety signage around the school includes a combination of fire action notices, fire exit signs, escape route signs and fire equipment signs, and locations.

Fire signage will be inspected monthly and will include the following checks:

- It is clear, visible and unobstructed.
- There is no damage or defects.
- It is in the correct location and position.
- It has appropriate symbols and not just writing to account for those with limited English skills.

### **Means of escape**

If there is a fire in the school, all persons not forming part of the fire team need to use their nearest route and exit to escape the building. All escape routes, such as corridors, landings and stairways, and fire exits will be checked daily by the Site Team as part of their daily checks to ensure that they are kept clear of any obstructions and combustibles. Checks will also be completed externally to ensure that there is nothing blocking fire exit doors from the other side.

**Prince Henry's Grammar School is a non-smoking and non-vaping site.**

## **7. Emergency procedures**

Fire emergency evacuation procedures and escape plans will be established and will be based on the findings of the Fire Risk Assessment. Emergency procedures will be reviewed annually and whenever there are any significant changes.

Emergency evacuation procedures will be regularly tested by carrying out fire drills and practice exercises.

## **Personal emergency evacuation plans (PEEPs)**

A list of students who require assistance during an emergency evacuation ('Priority Evacuation Students') is compiled by the Inclusion Officer at the start of each school year, and this is disseminated to all members of staff together with the updated Emergency Evacuation Procedure.

Where members of staff require a Personal Emergency Evacuation Plan (PEEP), this is completed by the Executive Officer: Site, Health and Safety.

In the case of visitors or contractors who may require assistance during an emergency evacuation, the host member of staff must ensure that supervision is provided so that assistance can be provided, if required.

Reasonable adjustments under the Equality Act 2010 will be considered where a disabled person requires a PEEP.

## **Fire drills**

Fire drills will be carried out by the Site Team at suitable intervals. The frequency of fire drills will be based on the findings of the Fire Risk Assessment and is subject to change, should a current FRA deem it necessary or beneficial.

The outcome of the fire drill exercise will be recorded in the FIR.LB.1.0 Fire Logbook and a debrief will be given to all members of the Fire Team (and any other relevant parties), either in person or via the use of an 'Evacuation Log' (FIR.LB.2.0). Should any issues have been highlighted during the drill, the responsible person will ensure that appropriate action is taken.

## **Fire Assembly points (FAP)**

Clearly marked assembly points will be established, which will be detailed on the escape plan, along with the locations of fire protective equipment.

Fire action notices, evacuation procedures and escape plans will be displayed so that employees and visitors can familiarise themselves with Prince Henry's emergency procedures.

Assembly points are covered in the Prince Henry's Grammar School 'Emergency Evacuation Arrangements' document, which also includes the 'Emergency Evacuation Procedure', 'Emergency Assembly Points list' and the 'Emergency Reporting Plan' which defines the roles and responsibilities of each Fire Team member.

## **8. Staff training and On Boarding**

Article 21 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to provide their employees with adequate fire safety training.

All Prince Henry's, employees will undertake fire safety training as soon as is practicable after the commencement of employment, which will include:

- The fire safety policy and any relevant procedures.
- The actions to take on discovering a fire or hearing the alarm.
- How to identify and activate fire alarm activation points.
- Emergency evacuation procedures.
- The locations of assembly points.

Refresher training will be carried out periodically. If there are any significant changes to fire safety risks, procedures or systems, refresher training will be provided before the default frequency.

Fire marshals will undertake additional training relating to their responsibilities and duties.

All on-site fire safety training (including fire drills and practice exercises) will take place during normal school operating hours, and a written record of attendance will be kept in the FIR.LB.1.0 Fire Logbook.

## **9. Information for visitors and contractors**

Visitors and contractors will be notified of any particular fire risks and precautions on their arrival, including what to do if there is a fire alarm activation during their visit. They will be expected to follow all relevant fire safety procedures.

Contractors carrying out any work in or around the school must include fire safety in their risk assessment and method statement before being permitted to proceed. If any 'hot work' is carried out, additional precautions will be required. Prince Henry's operates a 'permit only' policy.

## **10. Procedures**

Prince Henry's Grammar School has detailed fire safety procedures in place. These can be found under the 'Emergency Evacuation Procedure' within the '*Prince Henry's Grammar School Emergency Evacuation Arrangements*' document. This is circulated to all staff at the beginning of each school year.

The procedures should be read in conjunction with this policy.

## **11. Records**

Records will be kept of:

- Fire risk assessments.
- Fire detection equipment internal inspections and tests.
- Fire detection equipment external services and repairs.
- Firefighting equipment internal inspections and tests.
- Firefighting equipment external services and repairs.
- Fire door internal inspections and tests.
- Fire door external services and repairs.

- Any visits from the fire inspector.
- Fire evacuation procedures.
- Fire drills and practice evacuations.
- Fire safety training and instructions given.

Records will be kept in the FIR.LB.1.0 Fire Logbook.

## **12. Monitoring and review**

Fire safety performance will be monitored by way of an internal site audit annually.

This Fire Safety Policy will be reviewed annually. A review will also be required if there are any:

- Significant changes within the school premises.
- Fire-related incidents or near misses.
- Changes to fire safety legislation, standards or guidelines.

Any changes to the policy will be communicated to employees and other relevant persons (where appropriate).