

Invested Education

Fire Safety Policy

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Date of next review: September 2027

Signed: C Fleming-Smith

Head Teacher

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Statement of intent

Invested Education is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer and headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g., risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, so far as is reasonably practicable, to protect pupils, staff, volunteers and visitors from the dangers of fire. The procedures in this policy apply to all staff and pupils, and to visitors, guests, lettings and contractors while on the premises. Everyone must follow the school's emergency evacuation procedures during drills, real incidents and false alarms.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022, section 156, insofar as it amends the Regulatory Reform (Fire Safety) Order 2005
- Home Office fire safety guidance (current guidance)
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE 'Good estate management for schools' (current guidance)
- The Education (Independent School Standards) Regulations 2014
- Part 3 – Welfare, Health and Safety of Pupils
- Part 5 – Premises of and Accommodation at Schools
- Part 8 – Quality of Leadership in and Management of Schools

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Evacuation, Invacuation and Lockdown Procedures
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment
- Fire Safety Training Plan

2. Roles and Responsibilities

The Proprietor, acting through the Directors, is the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 and has ultimate responsibility for ensuring that fire-safety duties are met. Day-to-day functions may be delegated to the Headteacher, Fire Safety Officer and other competent persons, but delegation does not remove the Responsible Person's legal duties. The Directors, in consultation with the Headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
 - A safe place for all users of the site, including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
 - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
 - Adequate funds to ensure the training of the fire safety officer and all other staff.
 - Ensure cooperation and coordination with any landlord, contractor, occupier or other Responsible Person who has duties for any part of the premises, and share relevant fire-safety information where required.

The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the enforcing authority, emergency services, insurers and other relevant agencies where appropriate.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the fire safety officer to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer will:

- Take responsibility for the school's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- At least [once](#) per [term](#), undertake a whole-school fire evacuation drill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake training sessions at least [once](#) per [year](#), in line with the school's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the directors.
- Review and update where necessary the school's Fire Safety Training Plan and other relevant procedures [once](#) per [year](#).
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.

- Maintain and review the school's fire plans, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the fire safety officer and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g., evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g., building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the headteacher or fire safety officer.

3. Risk assessments and checklists

The school will maintain a suitable and sufficient fire risk assessment for the premises. The assessment will reflect the building as it is actually occupied and used by Invested Education, including pupil numbers, room use, staffing arrangements and the needs of pupils with SEND.

- Fire hazards and sources of ignition and fuel.
- People at risk, including pupils, staff, visitors, contractors and anyone requiring additional assistance to evacuate.
- Means of escape, fire doors, compartmentation, emergency lighting, signage, alarm and detection systems, and firefighting equipment.
- Occupancy levels, high-risk activities, cooking, hazardous substances, contractors, lettings and out-of-hours use.
- Pupil-specific needs including communication, sensory, behavioural, medical, mobility and absconding risks, and any Personal Emergency Evacuation Plans (PEEPs).
- Actions required, the person responsible for completing them and appropriate timescales.

The fire risk assessment will be reviewed when there is reason to suspect it is no longer valid, following a significant fire or near miss, after material alterations or changes in use or occupancy, when relevant pupil needs change, and at other appropriate planned intervals. Significant findings and fire-safety arrangements will be recorded and retained.

4. Preventative measures

The fire safety officer will inspect the school's fire prevention measures [once per half term](#) to ensure the school is achieving maximum fire safety.

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is not viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage and stored properly in suitable containers or cages.

Soft furnishings will be selected and maintained with appropriate consideration of fire safety and applicable standards, taking account of the fire risk assessment.

Provision and maintenance of emergency routes and exits

As part of the school's [half-termly](#) fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.
- Fire-resisting doors will be maintained in effective working order and will not be wedged open unless held by an approved automatic release device. Defects to closers, seals, glazing, ironmongery or the condition of fire doors will be reported and remedied promptly.

5. Educating pupils

Fire safety education will be incorporated into the curriculum where appropriate.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g., cooking lessons and science experiments.

Staff will support pupils according to their individual needs, recognising that some pupils may require additional reassurance, supervision or reasonable adjustments during an evacuation.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

6. Measures for disabled people

The Fire Safety Officer and Headteacher will identify anyone who may need additional support to evacuate safely. A PEEP or other individual emergency arrangement may be required because of physical disability, autism, sensory sensitivity, communication or cognitive needs, distressed behaviour, medical needs, absconding risk or any other factor that could affect a person's response to an alarm or evacuation.

Reasonable adjustments and practical control measures will be identified through the fire risk assessment and individual planning. These may include changes to room use, staffing, communication methods, evacuation routes or other arrangements appropriate to the individual and the premises.

Staff will be trained in the evacuation arrangements for pupils and adults who require additional support and will know how to implement relevant PEEPs or individual emergency arrangements.

Where required by the fire risk assessment and the building fire strategy, suitable refuge arrangements will be provided and incorporated into relevant PEEPs. A refuge will never be treated as a place in which a person is simply left to await rescue without an agreed evacuation plan and communication arrangements.

Where required by the fire risk assessment and the needs of building users, suitable visual alarm devices, vibrating alerts or other reasonable measures will be provided to support people who may not reliably perceive or respond to an audible alarm.

Evacuation procedures for disabled people

PEEPs and individual emergency arrangements will identify the assistance required, relevant staff responsibilities, communication methods, safe routes and any equipment needed. They will be reviewed when circumstances change and tested through proportionate drills where appropriate.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school kitchen will be thoroughly cleaned at the end of each day by the school's cleaning team, to ensure potential fire hazards, such as excess grease, are mitigated.

Electrical appliances and installations used in kitchens, classrooms and practical areas will be subject to appropriate user checks, formal visual inspection, testing and maintenance according to risk, manufacturer instructions and competent-person advice. Portable appliance testing will not be treated as an automatic annual requirement for every item unless the risk assessment indicates this is appropriate.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied **daily** to mitigate fire risks.

Staff members will report any defective equipment to the site manager, fire safety officer or headteacher as soon as possible.

8. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Wastepaper bins will be emptied regularly to reduce combustible waste. External waste containers and refuse bins will be positioned and secured so as to minimise the risk of deliberate or accidental fire spread to the building, in accordance with the fire risk assessment.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the fire safety officer. Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g., regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

9. Procedure in the event of a fire

In the event of fire, the person who discovers fire or smoke will raise the alarm immediately. The fire and rescue service will be contacted without delay in accordance with the school's emergency arrangements. Any member of staff should call 999 if necessary and must not delay an emergency call while attempting to locate a particular senior member of staff.

Pupils, volunteers and visitors will not attempt to fight a fire and will evacuate by the nearest safe route. Staff will only use firefighting equipment where they have received suitable instruction, it is safe to do so, the fire is small and manageable, an escape route remains available and doing so does not delay evacuation.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for pupils, by their class teacher.

People will only re-enter the building when authorised by the fire and rescue service or another competent person with authority to do so. Where re-entry is not possible, the school will implement its emergency relocation and reunification arrangements. Pupils will remain appropriately supervised until they are safely transferred to an agreed alternative location or collected or transferred in accordance with the emergency plan.

Where anyone is injured, emergency medical assistance will be requested without delay and trained first-aid staff will provide appropriate first aid while awaiting the emergency services.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and headteacher **once per year**, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

10. Detection equipment

The school will maintain a suitable automatic fire detection and alarm system appropriate to the premises, building fire strategy and fire risk assessment. Detection devices will be installed in appropriate locations and maintained in accordance with the system design, applicable standards and competent-person advice.

The fire alarm system will be tested weekly using different manual call points in rotation where practicable. Servicing, inspection and maintenance will be undertaken by competent persons at appropriate intervals, and defects will be addressed promptly.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

The Proprietor will ensure sufficient resources are available to maintain fire-detection, alarm, emergency-lighting and other fire-safety systems in effective working order.

11. Protection equipment

Suitable firefighting equipment will be provided, located and maintained in accordance with the fire risk assessment and competent-person advice. Equipment will remain accessible, clearly identified and subject to appropriate inspection and servicing.

12. Fire drills

Fire drills will normally take place at least once per term. Their timing and format will be planned to test the school's procedures while taking appropriate account of pupils' SEND, sensory, communication and emotional needs. Individual pupils may be prepared in advance where this is necessary as a reasonable adjustment. Staff, pupils, visitors and contractors present at the time will follow the school's evacuation arrangements.

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers.

The fire safety officer will make notes based on the evacuation, e.g., speed and organisation. Depending on the success of the fire drill, e.g., how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

Staff will promote calm and safe evacuation and respond to behaviour during drills in accordance with pupils' individual needs, risk assessments and the Behaviour Policy. Any difficulties identified during a drill will be reviewed and used to improve future evacuation arrangements.

13. Staff training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the fire safety officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The fire safety officer will undergo [annual](#) training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff at least [annually](#) and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

The school will retain appropriate fire-safety records, including the fire risk assessment and fire-safety arrangements, alarm and emergency-lighting tests, fire drills, staff training, servicing and maintenance, fire-door checks where applicable, faults and remedial actions, PEEPs, and significant fire incidents or false alarms. Records will be kept securely and made available to the enforcing authority where required.

14. Monitoring and review

This policy will be reviewed annually by the Fire Safety Officer and Headteacher, with oversight from the Proprietor/Directors, and sooner where significant changes to the premises, occupancy, fire risk assessment, legislation or statutory guidance require it.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to pupils, e.g., their responsibilities, will be communicated to parents and pupils.

