



PREP
SCHOOLS
TRUST



Policy 6.13

Kitebrook Preparatory School Fire Prevention Policy
(to include boarding, day and EYFS pupils)

Updated:	30.08.23
Reviewed by:	BRS
Next Review date:	01.09.24

1. Regulatory Compliance:

1.1 This policy and its implementation are in accordance with The Regulatory Reform (Fire Safety) Order 2005 which requires the school and its Trustees to take such fire precautions as will ensure, as far as is reasonably practicable, the safety of staff or anyone else legally on the premises.

1.2 Further non-statutory guidance can be found at: [Making your premises safe from fire](#).

2. Fire Risk Assessment

2.1 A fire risk assessment of the premises has been carried out by the Head. This risk assessment has been formally recorded and is regularly reviewed in order to keep it up to date. For further information, please refer to the Fire Risk Assessment.

3. Elimination/Reduction of Risks

3.1 The school will implement such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises.

3.2 These general fire precautions will be implemented on the basis of the following principles from [Part 3, schedule 1 of the Order](#):

- avoiding risks
- evaluating the risks which cannot be avoided
- combating the risks at source
- adapting to technical progress
- replacing the dangerous by the non-dangerous or less dangerous
- developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- giving collective protective measures priority over individual protective measures
- giving appropriate instructions to employees

3.3 The school will implement, so far as is reasonably practical, the general precautions listed in [Article 4 of the Fire Safety Reform Order](#):

- measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
- measures in relation to the means of escape from the premises
- measures for securing that, at all material times, the means of escape can be safely and effectively used
- measures in relation to the means for fighting fires on the premises
- measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises
- measures in relation to the arrangements for action to be taken in the event of fire on the premises, including: measures relating to the instruction and training of employees and measures to mitigate the effects of the fire

3.4 All school buildings are maintained to a standard that will not be adversely affected by fire for at least sufficient time to allow all occupants to vacate in safety. Ongoing preventative maintenance in line with the school's Health and Safety Policy, as well as regular reviews of the Fire Risk Assessment, ensures that

appropriate measures are in place to ensure the elimination or reduction of risks from dangerous substances.

4. Fire Procedures - to ensure the safety of those legally on the school premises

4.1 Fire procedures are developed and reviewed each term by the Health and Safety Committee. Trustees monitor the policy and its implementation at the termly LAG meetings as well as at the meetings of the Full Board of Trustees.

4.2 [The Health & Safety at Work Act](#) imposes a duty on everyone at work:

- to take reasonable care for the health and safety of other persons who may be affected by their actions, or lack of them
- to cooperate with their employer to ensure that they comply with any action the employer takes to protect the health and safety of employees
- not to intentionally or recklessly interfere or misuse anything or procedure provided in the interest of health and safety

4.3 All staff and visitors to the school must acquaint themselves with Fire Evacuation Procedures which are displayed in prominent locations around the school.

5. Disabled and non-ambulant pupils, staff and visitors

5.1 The school is responsible for making suitable arrangements for the safe evacuation of disabled and non-ambulant persons during any emergency. Appropriate risk assessments will be in place where necessary to aid the safe evacuation of disabled or non-ambulant persons.

5.2 All visitors to the school are made aware of the Fire Evacuation Procedure and where the assembly point is.

6. Staff training

6.1 All staff receive training as part of their induction and this may be completed through the Educare Online Platform. This training is updated at least every two years as well as regular updates/e-bulletins/reminders on good housekeeping etc.

6.2 The school operates a system of fire wardens with responsibility and oversight for all areas of the premises.

6.3 A log of all staff training is kept in the Red Fire File, kept by the Head of Operations.

7. Organisation

7.1 The Trustees of the Prep Schools Trust have oversight of the policy and implementation of fire safety procedures in the school. These are reviewed at termly LAG meetings as well as meetings of the Full Board of Trustees.

7.2 The Head ensures that the school identifies a 'responsible person' who should keep records of the following:

- the Fire Prevention Policy
- fire procedures and arrangements
- training records
- records of inspections of escape routes
- fire practice drills

- certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire fighting systems/equipment

7.3 The Head also ensures all new infrastructures/buildings and alterations to buildings are designed and built and all existing buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety.

7.4 The Health and Safety Committee will assist the 'responsible person' in carrying out their duties including staff induction and good housekeeping. The Health and Safety Committee have oversight for risk assessments of key areas of the school and line manage staff in their areas.

7.5 All staff are required to have received appropriate fire safety as part of their induction, or at the very least to have signed an acknowledgement that they have read and understood the information in the Fire Prevention Policy and the Health and Safety Policy.

7.6 All staff have a legal responsibility under [Section 7 of the Health and Safety at Work A \(1974\)](#) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.

7.7 [Regulation 14 of the Management of Health and Safety Regulations \(1999\)](#) requires all employees to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation. All staff are responsible to ensure that:

- buildings are kept free of rubbish
- fire exits are not blocked
- fire fighting equipment is not used to prop doors open
- fire doors remain shut as required
- good housekeeping is maintained in their areas

8. Fire Drills and Contact of Emergency Services when necessary

8.1 [Legislation](#) requires that fire drills are carried out at least once per year although guidance for schools is that they are carried out termly and at different times of the day. The school is aware of the need for regular drills, particularly when new pupils and staff have started the school.

8.2 Drills are also carried out at least once per term in boarding time. This refers to any time outside the normal school day, after lessons and formal activity periods cease. Occasional drills should also occur when boarders are asleep (NMS 10).

8.3 A log of all drills is kept with any comments or action taken.

9. Call the Fire Brigade

9.1 If calling the Fire Brigade, use the following prompt guide:

- The Fire Brigade is called by the person discovering the fire or the person to whom the fire is reported
- Dial 999 and ask for the Fire Brigade
- When the operator answers, state: "FIRE AT KITEBROOK PREPARATORY SCHOOL"
- Do not replace the receiver until the address has been repeated back to you

10. The Responsible Person

10.1 The school has appointed the Head of Operations as the 'responsible person' to ensure preventative and proactive measures are taken to ensure fire safety.

10.2 The responsible person receives appropriate training, knowledge and experience to carry out their role (including firefighting and evacuation).

10.3 The responsible person will:

- provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures that have been taken to prevent fires, and how these measures will protect them if a fire breaks out
- consult colleagues about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions. A system of fire wardens is in place for all areas of the school
- ensure that non-employees, such as pupils and temporary or contract workers, are appraised of the relevant risks to them, and provide them with information about the fire safety procedures for the premises
- consider the presence of any dangerous substances and the risk this presents to relevant persons from fire
- establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances
- provide appropriate information, instruction and training to employees, when they start working and periodically throughout the period they remain in employment
- ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state and in good repair

10.4 The responsible person will keep records of the following:

- the fire risk assessment and its reviews
- the fire prevention policy
- fire procedures and arrangements
- training records
- records of inspections of escape routes
- fire practice drills
- certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment

11. Provision and Maintenance

11.1 The school has a thorough system for the provision and maintenance of the following:

- emergency exits - ensuring routes and exits are clear and any external fire escapes are regularly checked and cleaned of debris
- signage/notices - regular checks to ensure that the signage is clear and in a good state of repair
- emergency lighting - monthly check by the occupier and a check/servicing every 6 months by a 'competent person'*
- fire detectors/alarm system - a weekly test of the alarm by the occupier and then a full system test and servicing every 6 months by a 'competent person'
- extinguishers - visual check each month by the occupier and then an annual check and service /replacement by a 'competent person'
- A log of all the above checks and servicing is maintained and ready for inspection by the fire service or any other inspecting body
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* A 'competent person' is someone with the appropriate qualifications and training to carry out the role, for example ISO9001 certified or BAFE approved.

12. Fire Safety Information - What to do in the event of a fire



FIRE **EMERGENCY EVACUATION PROCEDURE**



Break the glass in the nearest alarm point.



Leave the building by the nearest exit.



Do not stop to collect personal belongings.



Report to Assembly Point (day tennis courts, night The Ark) where a head count will be taken.



The School Secretary/Head of Boarding will summon the Emergency Services.

Immediately report anyone who is waiting to be evacuated or who is missing.

WAIT AT THE ASSEMBLY POINT UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE DESIGNATED FIRE OFFICER

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the School Office.
They are made aware of Emergency Evacuation Procedures and Assembly Point.

ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING.

2021/2022
Reviewed annually

Annex A

Fire Drill Report

Please circle the following general information:

Day Night Planned Unplanned Real fire Boarding Main School

Date:	
Time:	
Weather:	
Preparation:	
Time taken:	
Notes:	
Action taken	
Signed:	
Dated:	