KING EDWARD'S SCHOOL
POLICY DOCUMENT

Title: FIRE RISK ASSESSMENT & PREVENTION POLICY

Policy Category	H&S
Status	Approved
Current Author	Estates and Facilities Manager
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Frequency of Review	Annual
Date of Next Review	September 2026
Application	Whole School
Responsibility	Estates & Facilities Manager

This policy applies throughout King Edward's School.

King Edward's School recognises its legal responsibility to complete a fire safety risk assessment, as part of its overall responsibility for the Health and Safety of all those who , work at, or visit the school. This document is designed to ensure that risks from fire are identified and that arrangements are in place to control those risks and so enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

RESPONSIBILITY

It is the responsibility of the **Estates & Facilities Manager** to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including fire risk assessments of all areas of the site and buildings.

It is the responsibility of the **Estates & Facilities Manager** to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the School and that all gas and electrical appliances are monitored for safety on a regular basis. The Estates & Facilities Manager also keeps records of Fire Safety Inspections.

It is the responsibility of **all employees** at the school to take reasonable precautions to prevent fire.

When running an event in school, it is the responsibility of the **person leading the event** to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

DUTIES OF THE RESPONSIBLE PERSON

The **Estates & Facilities Manager** is the responsible person for record keeping and is to keep records of the following:

- The fire risk assessment and its review;
- This Fire Risk Assessment & Prevention Policy;
- Fire procedures and arrangements, including the School's Fire Policy and Safety Procedures policy;
- Inspection of escape routes; Adequate means of escape are to be provided for all employees including those with disabilities and all other school users
- Fire practice drills;
- Certificates for the installation and maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment. Information, instruction and training is provided to all staff and pupils
- fire induction training given to new staff and pupils
- The premises fire logbook is maintained and kept up to date
- Hot works are assessed, and hot works permits are in place
- Fire incidents and unplanned activation of the fire alarm systems are investigated and reported to the Health and Safety Committee.

FIRE HAZARDS

The following fire hazards are identified:

- Smoking
- Electrical Equipment
- Naked flame and gas appliances
- Portable heaters
- Laboratory equipment
- Lightning
- Flammable / combustible substances
- Arson

TO REDUCE RISK OF FIRE

Smoking

The school is a non-smoking site. Smoking is not allowed on any part of the School site and signs are distributed around the buildings to reinforce this.

Electrical equipment

Electrical equipment is PAT tested every 12 - 18 months.
Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
Extension cables are never plugged into other extension cables and adaptor blocks are not used.
Central electrical cut-off points are located in laboratories.

Naked flame and Gas Appliances

The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas.
Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency.
In the kitchen, correct clothing must be worn.
The kitchen is covered by separate risk assessments and safe systems of work.

Laboratory equipment

All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.

All potentially hazardous equipment and procedures are used / carried out with strict adherence to CLEAPSS guidelines.

Portable heaters

Occasionally the use of additional heaters may be required. The School seeks to use oil radiators in these circumstances, where possible. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

Flammable / combustible materials

All new school furniture should conform to British Fire Safety Standards.
Flammable or combustible materials are stored in accordance with COSHH.
Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded, and any obsolete stocks are disposed of safely in accordance with relevant guidance.
All containers / storage areas are clearly and appropriately signed.
Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

Lightning

The School's lightning conductors are inspected regularly.

Arson

Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day.
No unaccompanied visitors are to be on site at any time.
Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called. There is plenty of telephone access across the site.

FURTHER MEASURES FOR FIRE SAFETY

Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times (eg lunch queue) supervising staff will ensure that bags are not left in corridors or doorways.

Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
Fire doors are installed at appropriate points around the building, in accordance with the advice of the Fire Service advisors and building control.

Smoke detectors are in use throughout the building and these are tested and serviced annually by a specialist contractor. The Estates Team undertake weekly call point and fire door checks as well as monthly emergency lighting tests.

Rubbish should not be left adjacent to buildings. Bins are emptied on a regular basis. Larger exterior bins are emptied regularly.

Combustible materials including cardboard boxes are not to be stored under stairwells or in attics and are to be periodically inspected.

Fire extinguishers of different kinds (water, foam, powder and CO2) are located strategically around the school site, according to the main type of fire risk posed. These are serviced annually or when required.

Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. Signage is considered as part of the regular Fire Risk Assessment surveys performed by an independent expert.

Boiler rooms must be kept clear, clean and locked.

IN THE EVENT OF FIRE

Evacuation procedures are regularly practised at different times of the day every term.
Fire notices are distributed throughout the buildings.
Escape routes are clearly marked.
There are regular reminders of this information during the year.
Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.
Any member of staff who discovers a fire should make an immediate assessment, sound the fire alarm from a call point (if not already activated) and contact the fire brigade by dialling 999.

TRAINING

Staff are trained in fire safety and records of the training are kept.
The School carries out a fire drill at least once every six months one of which is always in September
Heads of Department risk assess their subject areas and review and update this with their staff regularly.

ARRANGEMENTS FOR THE DISABLED

If a pupil or staff member with a disability joins the School, an assessment of need is made prior to his/her arrival and risk assessment is carried out according to individual need.
A Personal Emergency Evacuation Plans (PEEP) is to be developed for staff and pupils where necessary. A Personal Emergency Evacuation Plan (PEEP) will be completed for disabled visitors in advance of their visit, where we are made aware of any impairment that puts them at a disadvantage in the event of an emergency.
All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the disabled individual.

LONE WORKING

When lone working it is the responsibility of individuals to ensure that other colleagues are aware that they are working in School. Teaching staff and Support staff who work term time only are expected to sign in when coming to school during holidays.

OTHER USERS OF THE SCHOOL SITE

Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments. Our standard contractual terms that we use for lettings specifies that the hirer should certify that s/he has read and understood the School's Fire Assembly and Evacuation Procedure: External Hires document. A School Porter is always on duty when the School is let or hired for an outside function or event.

COMMUNICATION OF THE POLICY

This policy is held on the School's Website and on the School's Policy SharePoint drive of which all Staff are made aware.

Employees are also directed to read the emergency/fire evacuation procedures contained within the Fire Policy and Safety Procedures policy. This is also available on the School's Website and on the School's Policy SharePoint drive.