



St Hilda's School

HARPENDEN

Caring, Curious & Confident

FIRE RISK (PREVENTION) POLICY (INCORPORATING FIRE SAFETY PROCEDURES AND FIRE RISK ASSESSMENT POLICY)

Name of Policy	Fire Risk (Prevention) Policy (Incorporating Fire Safety Procedures and Fire Risk Assessment Policy)
Reviewed by	Dan Sayers Daniel James
Review Date	October 2025
Next Review Date	October 2026
To be Read in Conjunction with	
Legislation Referenced	<ul style="list-style-type: none">Regulatory Reform (Fire Safety) Order 2005

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

CONTENTS

1. INTRODUCTION
2. AIMS
3. ROLE OF THE SCHOOL FIRE SAFETY MANAGER
4. EMERGENCY EVACUATION PROCEDURES
5. FIRE SAFETY PROCEDURES
 - 5.1 Briefing New Staff and Pupils
 - 5.2 Summoning the Fire Brigade
 - 5.3 Visitors and Contractors
 - 5.4 Responsibilities of Teaching Staff
 - 5.5 Fire Practices
6. FIRE PREVENTION MEASURES
 - 6.1 Escape Routes and Emergency Exits
 - 6.2 Electrical Safety
 - 6.3 Gas Safety
7. FIRE RISK ASSESSMENT

1. INTRODUCTION

The regulations require a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and place on the proprietor or governing body additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises.
- carry out fire drills and contact emergency services when necessary.
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire-fighting and evacuation);
- have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, I S09001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

2. AIMS

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils, and visitors do not add to the fire risk and through safe evacuation of school buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Hilda's school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The school's Fire Risk (prevention) Policy, and associated policies are drawn up in accordance with all relevant current legislation and in accordance with ISI Regulations Part 3, paragraph 4.22.

3. ROLE OF THE SCHOOL FIRE SAFETY MANAGER

Groups using the premises outside normal school hours receive a copy of the school's fire evacuation procedures and must ensure a competent person is designated to act as fire warden.

The Business Manager is designated as the School Fire Safety Manager (and is the 'responsible person' under ISI Regulations, guidance note 76).

The School Fire Safety Manager is responsible for ensuring that:

- This policy and any other fire related policy is kept under regular review.
- This policy and any other fire related policy is known and understood by the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired.

- Installation and maintenance of fire detection and alarm systems.
- Weekly testing of alarm is conducted
- Annually review of this risk policy by the Business Manager and SLT, or sooner if there are changes to legislation, personnel, or building structure.

4. EMERGENCY EVACUATION PROCEDURES

Personal Emergency Evacuation Plans (PEEPs) are maintained for any pupil, staff member, or visitor requiring assistance. These are reviewed termly and shared with relevant staff. All new staff, pupils, contractors, and visitors are advised of the following:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- If you are responsible for a class, make them leave quietly with you.
- No one should talk or run. Make your way to the assembly point on the Field.
- If you are teaching a class, do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
- The School Office or the Premises Manager will summon the Emergency Services if the alarm sounds.
- Take the hard copy of the electronic Register of your class as soon as you reach the assembly point. Registers will be distributed by the Office staff.
- Report anyone who is waiting to be evacuated from a designated refuge, or who is missing, immediately to the Business Manager. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the assembly point with your pupils until the all-clear is given.
- Faults are recorded immediately and rectified via the school's maintenance provider within 24 hours.

ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING

5. FIRE SAFETY PROCEDURES

5.1 BRIEFING NEW STAFF AND PUPILS

All new staff (both teaching and non-teaching) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St Hilda's School. The emergency exits, escape routes and outside assembly points are identified.

Fire action notices are displayed on the walls of all rooms and in all corridors. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of the building is the school's priority. The school offers fire awareness INSET training and e-learning modules for all staff. All staff are responsible for completing statutory fire awareness training annually and ensuring their knowledge remains up to date.

5.2 SUMMONING THE FIRE BRIGADE

The master panel that shows the location of all alarm call points on the networked alarm system in the school buildings is located in the school hallway. The School Office is always given advance

warning of fire drills. If the alarm is activated, the School Office and / or caretaker have standing instructions to summon the Fire and Emergency Services.

5.3 VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge which should be worn at all times when on school premises. All visitors are provided with Safeguarding & Safety Information when using the Sign In App upon arrival.

When large numbers of visitors attend the school for open days, plays, concerts, exhibitions, a brief announcement is usually made advising them of the location of the emergency exits to be accessed in the event of an alarm sounding.

5.4 RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting pupils safely out of the building in silence and in an orderly fashion. A head count should be taken on arrival at the assembly point to ensure that all staff and children are present or accounted for. Details of anyone missing should be passed immediately to the Business Manager, the Headmaster or the Deputy Headteacher. It is their responsibility to ensure that this information is passed to the Fire and Emergency services on arrival.

5.5 FIRE PRACTICES

A fire drill is held at least once a term. This is combined with a programme of inducting new staff and pupils in emergency escape procedures to ensure the safe evacuation of the school in the event of a fire.

6. FIRE PREVENTION MEASURES

The following fire prevention measures are in place at St Hilda's School:

6.1 ESCAPE ROUTES AND EMERGENCY EXITS

- Fire notices and evacuation signs are displayed in every room, corridor, and stairwell.
- Fires extinguishers (of the appropriate type) are located in all buildings in accordance with the recommendations of the school's professional advisors.
- Automatic door closers activated by the fire alarms are fitted to escape route doors.
- The master panel for the alarm system is located in the Lobby of the new entrance and shows the location of a fire.
- Alarms sound in all parts of the building.
- Fire routes and exits should be kept clear at all times. The Premises Manager is responsible for unlocking the buildings in the morning, and removing bolts from all emergency exits, checking that escape routes are not blocked, and reporting defects;
- Fire alarms are tested weekly on a Friday. Records are kept by the Premises Manager of all tests and defects. This is overseen by the Business Manager, who also arranges for an ISO-9001 certified/SAFE approved contractor to carry out a biannual service of alarms, smoke detectors, emergency lights, smoke control systems, fire extinguishers and hoses.
- Records of all tests are kept by the Business Manager.

6.2 ELECTRICAL SAFETY

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.

- Regular portable appliance testing takes place.
- Records of all tests are kept by the Business Manager.
- All staff are made aware that all computers, projectors, printers, and electronic whiteboards should be switched off automatically each evening and during holidays and weekends.

6.3 GAS SAFETY

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Business Manager.
- All kitchen equipment is switched off at the end of use.

6.4 SAFE STORAGE OF DANGEROUS SUBSTANCES

- The school ensures that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day. Chemicals for the pool are kept in the Pool House.
- Safety procedures and specific risk assessments are reviewed annually for the safe storage of dangerous substances.

6.5 RUBBISH AND COMBUSTIBLE MATERIALS

- Combustible materials are locked in the Premises Manager's shed.

6.6 FIRE DRILLS AND TESTING LOGS

Records of all alarm activations, drills, servicing, and staff training are maintained in the School's Fire Safety Logbook, located in the Business Manager's Office

6.7 SMOKING

Smoking is banned at St Hilda's School in accordance with the National Smoking Ban of 1 July 2007. No smoking or vaping is permitted on the school premises.

7. FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO) <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

The enforcing authorities are the Fire Brigade, the Health and Safety Executive and the Ministry of Defence.

Under the FSO the school is required to appoint a Responsible Person. The Business Manager is appointed as the Responsible Person, taking the title of Fire Safety Manager. The Fire Safety Manager is required to keep records of the following.

- The fire risk assessment and its review
- The fire risk (prevention) policy and its review
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment.

The FSO specifically identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce, and protect from the risk
- The measures needed to record, plan, inform, instruct, and train people in risk reduction or removal
- The arrangements for reviewing the assessment.

St Hilda's school has a professional fire risk assessment that is updated annually, or more frequently if significant changes are made to the interior of buildings, or if new buildings are acquired or added. Copies of St Hilda's school's fire risk assessments are available from the Business Manager. Comments or suggestions for improvement are encouraged.

This policy will be Reviewed annually by the Business Manager and SMT, or sooner if there are changes to legislation, personnel, or building structure.