

Fire Policy

Fire Policy for both the Junior School and Senior School

Date Originated	
Issue number	
Last Revision Date	March 2018
Governors Review Date	
This policy is endorsed by	The Governors and SLT
This policy is owned and maintained by	Bursar
ISI Reference	
Next Review Period	December 2018
Review Body	Bursar

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal Staff Only	
Internal Students Only	
Internal Staff and Students	
Statutory requirement to be made available (non-ISI)	
Statutory requirement to have on website (non-ISI)	



FIRE RISK POLICY

The Regulatory Reform (Fire Safety) Order 2005 repealed the Fire Precautions Act 1971 and the Fire precautions (Workplace) Regulations 1997 and amends or removes wherever possible the many other provisions dealing with fire safety contained in other legislation.

- The order places the responsibility for the fire safety on the employer or “responsible person” for a building or premises. The School’s responsible person is the Headmaster who is answerable in the first instance to the Town Clerk of the City of London Corporation.
- The responsible person is required to assess the risks of fire and take steps to reduce or remove them. This requirement has been delegated to the nominated Fire Officer whose duties include those listed in Building Bulletin 100 (Designing and Managing against Risk of Fire in Schools). The City Fire Officer provides a professional overview of all arrangements and regularly visits the School. The Bursar is responsible for premises matters and the Estates Maintenance Manager is tasked with the installation and maintenance of Fire Safety equipment.
- Businesses no longer need a fire certificate which have been abolished and cease to have legal status. Local fire and rescue authorities will continue to inspect premises periodically to ensure adequate for precautions are in place and offer advice.

The Order requires an up-to-date risk assessment of fire precautions including recognition of fire hazards and proper management of fire risks throughout the premises. The School’s Fire Risk Assessments have been drawn up by an independent Health and Safety consultant – these are held electronically and hard copies are held in the Estates Maintenance Manager’s office.

The risk assessment is reviewed regularly by the Senior Leadership Team and the independent consultancy to keep it up to date or if there is a reason to suspect that it is no longer valid or if there has been a significant change in the assessment.

The School ensures that the structure, fixtures, fittings and procedures are in place to ensure compliance with the following requirements;

- *Emergency routes and exits are adequate, be properly maintained, facilitate a quick and safe escape, be freely accessible and be kept clear at all times. Emergency exit doors should be conventionally hinged and open in the direction of escape. Fire doors must never be propped open and employees*

will be formally reminded of this requirement as often as is necessary. When fire doors do need to be kept open on a regular basis it is possible in certain circumstances to do this with devices which release on activation of the fire alarm. All emergency exit doors must be readily open-able during times when the premises are occupied.

- *Regular formal inspections of the fire exit routes and structural fire precautions are undertaken. Records of these inspections will be maintained. Training is required to ensure that the person carrying out the inspection is competent.*
- *Before displays on fire exit routes are posted these will be subject to risk assessment. Displays are often located in corridors and in entrance foyers, and generally comprise materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. The school will evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly. To reduce the risk of fire spread, the school should consider the following;*
 - *Avoiding the use of displays in corridors and foyers;*
 - *Minimising the size and number of display areas to discrete, separated areas;*
 - *Never displaying down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions) or close to exits;*
 - *Treating displays with proprietary flame-retardant sprays; the use of display boxes;*
 - *Keeping displays away from ceiling voids which may lack fire barriers;*
 - *Ensuring that there are no ignition sources in the vicinity; and*
 - *Ensuring that displays do not obstruct escape routes or obscure fire notices, fire alarm call points, fire-fighting equipment or escape signs.*
- *Emergency lighting is fitted to illuminate emergency exit routes and at emergency exits. This is particularly important in areas devoid of natural light and in areas where large numbers of people congregate. Emergency lights are properly tested and maintained regularly.*
- *Fire doors, fire exit doors, escape route directions (in all corridors and communication spaces) and the positions of fire extinguishers etc. are identified by signage. Simple fire procedure signs are posted adjacent to alarm call points. Full and complete signing is essential, where parts of the premises are let out from time to time.*