

Fire Safety Policy

The Eden School



Approved by:

The Board of
Governors

Date: 31st of August 2024

Last reviewed on:

1st September 2025

Next review due by:

31st August 2026

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent School Standards (England) Regulations 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- The whole school, including all activities provided by the school, both during and outside of normal school hours
- All staff (teaching and non-teaching), governors, and volunteers working at the school

Related Documents:

- Health and Safety Policy
- Accessibility Plan

Availability

This policy is made available to parents, staff, and pupils through:

- The school website
- The Parents Policies Folder in the reception area
- A copy can also be requested from the School Office

The Fire Safety Policy and Emergency Evacuation Procedures are provided either in hard copy or electronically to all new employees and volunteers before they commence work at **The Eden School**. All staff are required to confirm that they have read and understood these documents by signing the Policies Register.

Monitoring and Review:

- This policy will be continuously monitored, refined, and audited by the Headteacher.

- The Board of Governors will conduct a formal annual review of this policy to ensure the effective discharge of related duties. This review will occur no later than one year from the date below or earlier if changes in legislation or best practice guidelines require it.

Date: February 2024

Laura Osei

Headteacher

Keath Davidson

Chair of Governors

1. Fire Safety Policy and Procedures

This document outlines the fire safety regulations and how they are interpreted at **The Eden School**. We are committed to protecting pupils, staff, visitors, and the school's property. Our policy emphasizes both preventive physical precautions and the active cooperation of every member of staff, pupil, and visitor in adhering to fire safety protocols.

2. Compliance

Fire safety is a legal requirement. All staff must comply with the fire safety protocols. The ultimate responsibility for fire safety rests with the Board of Governors, who ensure compliance through the Headteacher. The Senior Leadership Team (SLT) and Faculty Leaders hold devolved responsibility for ensuring that fire safety policies and procedures are observed and enforced.

3. Main Objectives of the Fire Safety Policy

- Safeguard the lives of all staff, pupils, and visitors to **The Eden School**
- Protect the school's physical assets
- Minimise the risk and incidence of fires
- Reduce disruption to the school's activities caused by fire
- Minimise the occurrence of false alarms and unwanted fire signals
- Protect the environment by reducing fire-related hazards

4. Responsible Persons

The Regulatory Reform (Fire Safety) Order 2005 defines the "Responsible Person" as:

- The employer, if they control the workplace
- The person who has control of the premises (as occupier or otherwise) in connection with their business or undertaking

5. Fire Risk Assessment

The Headteacher, working alongside the Health and Safety Officer, is responsible for conducting regular fire risk assessments in line with the Fire Precautions (Workplace) Regulations 1997 (amended 1999). An external contractor also conducts an annual fire risk assessment to ensure compliance with regulations.

6. Main Requirements of Fire Safety Legislation

The **Eden School** ensures compliance with the following key requirements:

- Conducting fire risk assessments to minimise fire risk
- Designing buildings to prevent the spread of fire
- Installing and maintaining effective fire detection and alarm systems
- Providing and maintaining safe means of escape
- Establishing and regularly testing emergency evacuation procedures
- Equipping the school with adequate fire-fighting equipment
- Training staff in fire safety and fire management

7. Fire Safety Arrangements

The **Eden School** has fire safety arrangements to safeguard lives, property, and the continuity of school operations. These arrangements include:

- Fire call points identified and weekly call point tests conducted and recorded
- Regular servicing and maintenance of fire extinguishing appliances
- Clearly marked fire escape routes and firefighting equipment
- Regular evacuation drills conducted termly
- Clear signage designating fire escape routes and firefighting equipment
- Training for all staff on fire safety procedures

8. Fire Safety Management

The Headteacher, in collaboration with the Health and Safety Officer, is responsible for managing fire safety arrangements. This includes:

- Appointing and training a sufficient number of Fire Wardens
- Ensuring that all staff, pupils, and visitors are aware of fire safety procedures
- Ensuring that all means of escape are kept clear of obstructions

- Conducting regular fire drills to familiarise everyone with evacuation procedures
- Reporting and addressing defects with the fire alarm system, emergency lighting, and fire doors

9. Emergency Contact

Parents are required to provide emergency contact information at the start of each academic year and update the School Office with any changes. Staff must also provide emergency contact and next-of-kin information. This information is essential in the event of a crisis or disaster.

10. Fire Drills and Emergency Evacuation Procedures

Fire drills are conducted at least once per term. The objective is to ensure that the building can be fully evacuated within four minutes. The results of each drill are recorded in the Fire Logbook and shared on the school's internal systems.

11. Fire Warden Responsibilities

Fire Wardens are responsible for:

- Ensuring all occupants evacuate the building in an orderly manner during an emergency
- Assisting with the control of pupils, staff, and visitors at the fire assembly area
- Reporting faulty firefighting and fire detection equipment
- Making recommendations to improve fire safety

12. Fire Prevention and Control

To reduce fire hazards:

- Inflammable materials are securely stored
- Waste bins are emptied regularly
- Fire exits and doors are kept clear of obstructions
- Staff and pupils are instructed on fire prevention measures

13. Bomb Threats and Arson Prevention

Procedures are in place to prevent and respond to bomb threats or arson. Staff are trained to identify suspicious packages and report any concerns immediately.

14. Firefighting Equipment

Fire extinguishers are inspected and maintained annually by an external contractor. The Maintenance Manager ensures that all firefighting equipment is operational and available. Records of inspections are kept in the Fire Logbook.

15. Fire Risk Assessment and Review

An annual fire safety audit is conducted to ensure that all fire safety systems, equipment, and procedures comply with regulatory standards. This includes checking fire extinguishers, fire blankets, fire signage, and fire detection systems.

16. Training and Awareness

All staff are required to complete Fire Safety Awareness Training annually, with new staff receiving training as part of their induction. Fire Wardens receive specialised training on evacuation procedures, fire detection, and the use of firefighting equipment.

17. Roles and Responsibilities

The effectiveness of this Fire Safety Policy depends on the full cooperation of all staff. The key responsibilities are:

- **Board of Governors:** Legally responsible for fire safety on the premises
- **Headteacher:** The designated "Responsible Person" who plans, implements, monitors, and reviews fire safety policy
- **Maintenance Manager:** Assists the Headteacher in managing fire safety and health and safety on-site
- **Employees:** Must comply with the fire safety policy and protect themselves and others

18. Fire Precautions Maintenance

The school has established a routine for fire precautions, which includes:

- Checking fire extinguishers and signage
- Testing fire alarms weekly
- Inspecting emergency lighting systems

19. Fire Alarms and Equipment

Fire alarms are tested weekly. Any defects are reported immediately and addressed. Fire extinguishers and other fire equipment are serviced annually by approved contractors.

20. Smoking

Smoking is prohibited anywhere on the school premises to reduce the risk of fire.

21. Practice Evacuations

Practice evacuations are held at least once a term. The first drill of the academic year is held early to ensure that new staff and pupils are familiar with evacuation procedures.

22. Record Keeping and Reporting

Fire drills, tests, and equipment inspections are recorded in the Fire Logbook and on the school's online shared drive. Records are maintained for auditing purposes and to ensure compliance with fire safety legislation.