



## **FIRE SAFETY POLICY**

<b>Date</b>	<b>Review Date</b>	<b>Headmistress</b>	<b>Proprietor</b>
<b>September 2025</b>	<b>September 2026</b>	<b>Mrs Eilish Sleator</b>	<b>Mr Brian Berkery</b>

<b>Fire Officer</b>
<b>Miss Victoria Wigmore Deputy Headmistress</b>

The Proprietor, Headmistress, Fire Officer (Deputy Headmistress) and Staff of Broadhurst School recognise their responsibility for developing managing and reviewing procedures to ensure that pupils, staff, volunteers and visitors are all protected from the risk of fire.

Broadhurst School will comply with the Regulatory Reform (Fire Safety) Order 2005 (RRO) by following accepted standards of good practice, having as its first priority the immediate and total evacuation of all buildings upon discovery of fire and/or an alarm being raised.

### **Policy Objectives:**

- to safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimize the risk of fire and to limit fire spread
- to minimize the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

### **Evacuation:**

Written evacuation procedures are in place and these are conducted at least once every term and each is used as an opportunity for review. The fire alarm system is checked weekly. The fire alarm system, signage, emergency lighting and firefighting equipment are maintained regularly and at least once per annum.

### **Minimizing the Risk of Fire:**

In compliance with this policy formal fire risk assessments are to be carried out by professionally qualified personnel with clear recommendations for fire risk. Undertaking work in accordance with recommendations will be given a high priority. Portable and fixed electrical equipment is to be inspected and tested annually.

### **Controlling the Spread of Fire:**

The risk of fire spreading is controlled by a combination of early detection and fire containment. Fire doors are closed when the fire alarm sounds and are closed at night. Fire extinguishers of an appropriate type are placed around the school building according to the appropriate requirements; these are checked and maintained on an annual basis. In the event of a fire that cannot be easily and quickly controlled using the above measures the emergency services will be called, this will include, as a priority, the Fire Service. The Headmistress, Deputy Headmistress (Fire Officer) or a member of school administration will call the emergency services. Fire Wardens receive training to assist them in knowing how to deal with a fire and evacuate the building and this training is updated periodically.

### **Smoking:**

Smoking is prohibited inside all buildings.

### **Responsibilities:**

This Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- ultimate responsibility for Health and Safety (including risk assessment) and Fire Safety rests with the Proprietor.
- the Proprietor ensures that appropriate processes are in place to have a written Fire Safety Policy in the school and that arrangements are made for its effective implementation
- the Fire Officer (Deputy Headmistress) has overall responsibility for the implementation and management of this policy
- the Fire Officer is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy: all staff will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained in their area of operational responsibility. All concerns shall be raised with the Fire Officer.
- all staff have a responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or others at risk. Teaching staff are responsible for escorting their pupils safely out of the building quietly and in an orderly fashion.

The Fire Safety Policy is kept under regular review by the Fire Officer, with the support of the Proprietor and Headmistress. The Fire Safety Policy is disseminated to the entire school community.

- clear written instructions on where one (including visitors and contractors) should go in the event of fire are posted in all entrance areas, corridors and classrooms
- records are kept of staff fire training and fire induction training given to new staff and pupils
- procedures and arrangements 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 and/or extended
- records are kept of all fire practices
- records are kept of inspection of escape routes
- certificates for the installation and maintenance of fire-fighting systems and equipment, alarms, detectors and emergency lighting are kept

## **Fire Safety Procedures:**

All new staff (teaching and non-teaching alike) are given a briefing on the school's emergency evacuation procedures as part of their induction at Broadhurst School. We show them where the emergency exits and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff also read the Fire Safety Policy, as part of their induction. All visitors are made aware of the emergency evacuation procedures and of the assembly point. When large numbers of visitors are at the school for plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

A copy of 'A Short Guide to Making Your Premises Safe from Fire' is available in the Policy Folder in the staff room.

## **FIRE PROCEDURE – STAFF ACCOMPANYING CHILDREN**

A fire drill is held at least once a term. During the autumn term staff will be notified in advance to familiarise all children with the expected procedure. Subsequent fire drills may have no notification and will be held at various times throughout the school day. Staff must make themselves familiar with the notices displayed within each classroom which give directions for evacuation in the event of fire.

## **THE EVACUATION OF DISABLED PEOPLE**

If a visitor or member of staff considers that they will encounter difficulty evacuating the school it is important they inform Senior Management. For members of staff an initial assessment should enable suitable management, practical and physical arrangements to be identified and a **Personal Emergency Evacuation Plan (PEEP)** to be drawn up. Impairments or disabilities that will need to be considered when assessing emergency evacuation procedures generally fall into one or more of the following categories:

- **hearing impairment:** affecting a person's ability to hear or react to the emergency warning systems or instructions (i.e. the activation of the fire alarm or instructions given as part of the emergency procedures)
- **visual impairment:** affecting a person's ability to identify escape routes, directional information, instructions, objects or hazards in such a way as to reduce the evacuation time of these persons
- **physical or mobility impairment:** affecting a person's ability independently to leave the premises or negotiate structural elements including stairs, steps, doors and fire doors etc.

## **Staff**

At present no member of staff has indicated that they require a 'PEEP'.

## **Visitors**

- **impaired mobility:** It is to be noted that, due to the nature of the building with its steep stairs and narrow, tight corridors and the prohibitive cost of making substantial alterations to its layout, any visitor or member of staff with mobility needs will be restricted to the ground floor/lower floors of the building. Visitors will be accompanied at all times and assisted in the event of an evacuation
- **impaired vision:** a sighted person will accompany any visitor throughout their visit and will accompany them along the escape route
- **impaired hearing:** Some people may have sufficient perception of certain types of audible alarm signals to require no additional provision. Visitors will be accompanied and alerted when the fire alarm is sounding

## **IN THE EVENT OF A FIRE**

- on hearing the fire alarm the children in each room will be lined up and escorted out of the nearest fire exit by staff to the assembly point
- no person is to use the fire extinguishers, it is most important to exit the building
- the Headmistress, Deputy Headmistress (Fire Officer) or another member of available staff will identify disabled individuals in the building and assist with their evacuation
- A member of school administration staff will collect all registers from the office unless they are still with the class teachers, in which case it will be their responsibility to ensure they are brought out of the building. They will also collect the Chubb red log book and the Visitors Book and check that all the visitors are at the designated assembly point
- the Headmistress, Deputy Headmistress (Fire Officer) or a member of school administration staff will call the emergency services using a mobile phone at the same time as she has evacuated the building, and notify them if evacuation of a disabled individual is required
- no person must re-enter the building until fire officers or a member of the Senior Management Team has given the all clear
- where it is not possible to return to the building, the children will be taken to UCS Pre- Prep, 36 College Crescent, London NW3 5LF
- to be kept warm and dry and to await collection by their parents
- the Headmistress and School will inform parents/carers that the children can be collected from UCS Pre Prep

## **APPENDIX 1**

### **ISSR FIRE POLICY CONTENT**

176. 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 additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances
- develop and implement 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 firefighting and evacuation)
- have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally 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, ISO9001 certified or BAFE approved)
- provide staff and any others working on the school site with fire safety information