



BROADHURST
SCHOOL

FIRE SAFETY POLICY

Date	Review Date	Headteacher	Proprietor
October 2026	October 2027	Mrs Paula Flindell	Mr Brian Berkery
Fire Officer			
Miss Victoria Wigmore Deputy Headmistress			

The Proprietor, Headteacher, Fire Officer and staff of Broadhurst School recognise their responsibility for developing, managing and reviewing procedures to ensure that pupils, staff, volunteers, contractors and visitors are protected from the risk of fire.

Broadhurst School will comply with the **Regulatory Reform (Fire Safety) Order 2005**, as amended, and applicable independent school standards. The school will maintain suitable and sufficient fire precautions, risk assessments, emergency arrangements, training and information, with the immediate and total evacuation of the building as the priority when fire is discovered or the alarm is raised.

Policy Objectives

- to safeguard all persons from death or injury in the event of fire through effective fire safety management;
- to minimise the likelihood of fire occurring and limit the spread of fire and smoke;
- to maintain clear escape routes, suitable fire detection and warning systems, emergency lighting and firefighting equipment;
- to ensure staff understand their responsibilities and can evacuate pupils, including very young children and anyone requiring additional assistance, safely and calmly;
- to minimise disruption to the school and protect buildings, equipment and the environment.

Evacuation and Fire Drills

Written evacuation procedures are in place and are practised at least once every term. The first autumn-term drill may be announced in advance so that new pupils and staff can be familiarised with the procedure; subsequent drills may be unannounced and may take place at different times of the school day. Each drill is recorded and reviewed, with lessons used to improve arrangements.

The fire alarm system is checked weekly. Fire alarm systems, emergency lighting, signage and firefighting equipment are maintained and tested at appropriate intervals by competent persons, in accordance with legal requirements and manufacturers' guidance.

Fire Risk Assessment and Prevention

A suitable and sufficient written fire risk assessment is maintained for the premises. It is reviewed regularly, at least annually, and whenever there is reason to believe it is no longer valid or following significant changes to the premises, staffing, activities, occupancy or use of the building. Significant findings and required control measures are recorded.

- Fire hazards are identified and risks to pupils, staff, visitors and contractors are assessed.
- Particular consideration is given to young children, pupils or adults with disabilities, and anyone who may require additional assistance to evacuate.

- Dangerous substances and combustible materials are safely stored, controlled and, where reasonably practicable, risks are eliminated or reduced.
- Portable and fixed electrical equipment is inspected, maintained and tested at appropriate intervals.
- Escape routes and exits are kept clear, available and adequately signed.
- Fire doors, detection systems, alarms, emergency lighting and firefighting equipment are maintained and defects are acted upon promptly.
- Fire procedures and the risk assessment are reviewed following building alterations, extensions or changes in use.

Controlling the Spread of Fire

The risk of fire spreading is controlled through early detection, appropriate fire separation and good housekeeping. Fire doors are kept closed as required and must not be wedged or held open in a way that compromises fire safety. Fire extinguishers of appropriate types are positioned throughout the school and maintained by competent persons.

If a fire cannot be safely and immediately controlled without placing anyone at risk, staff must evacuate and the emergency services must be called. Staff and pupils must never delay evacuation to tackle a fire.

Smoking and Ignition Sources

Smoking and vaping are prohibited inside all school buildings. Ignition sources, portable heaters, candles, cooking equipment and other heat-producing equipment must be managed in accordance with the fire risk assessment and school procedures.

Responsibilities

- **Proprietor:** has ultimate responsibility for health and safety and fire safety and ensures that appropriate processes, resources and competent support are in place.
- **Headteacher:** has day-to-day leadership responsibility for ensuring that the policy is implemented, that fire safety arrangements are effective and that significant concerns are escalated to the Proprietor.
- **Fire Officer:** has responsibility for the implementation and management of this policy, coordinating fire precautions, drills, training, records and liaison with competent contractors and relevant authorities.
- **All staff:** must cooperate with fire safety arrangements, follow training and instructions, keep escape routes clear, report defects or concerns promptly and never place themselves or others at unnecessary risk.
- **Teaching staff:** are responsible for escorting their pupils safely out of the building, maintaining supervision and accounting for children at the assembly point.
- **Visitors and contractors:** must comply with the school's fire procedures and any instructions given by staff while on site.

Records, Training and Monitoring

- Clear written fire action notices are displayed in classrooms, corridors and relevant entrance areas.
- New staff receive fire safety induction, including emergency exits, escape routes, assembly arrangements and the location of fire action notices.
- Visitors are made aware of evacuation arrangements and the assembly point; large events include appropriate verbal or written information about emergency exits.
- Records are maintained of staff fire training, induction, fire drills, inspection of escape routes and relevant maintenance and testing.
- Certificates and records for fire alarms, detectors, emergency lighting and firefighting equipment are retained.
- The Fire Officer monitors implementation and reports significant issues to the Headteacher and Proprietor.

Emergency Evacuation — Children

On hearing the fire alarm, staff must immediately supervise children to the nearest safe fire exit and escort them to the designated assembly point. Staff must remain calm, maintain appropriate supervision and ensure that no child is left behind in classrooms, toilets, cloakrooms or other areas within their responsibility.

Registers or other reliable attendance information must be used at the assembly point to account for all children and adults. Missing persons must be reported immediately to the person coordinating the evacuation and to the Fire and Rescue Service on arrival. No one may re-enter the building until the Fire and Rescue Service or an authorised senior member of staff gives the all-clear.

Evacuation of Disabled People and Anyone Requiring Additional Assistance

Fire safety arrangements must take account of the needs of individuals who may have difficulty hearing or responding to an alarm, identifying escape routes, or physically evacuating the premises. Where an individual may require additional assistance, the school will identify suitable arrangements through risk assessment and, where appropriate, a Personal Emergency Evacuation Plan (PEEP) or equivalent individual evacuation plan.

- Hearing impairment: alternative or additional means of receiving the warning may be required.
- Visual impairment: an appropriate person may need to provide guidance along the escape route.
- Mobility impairment: the evacuation route, equipment, assistance and any restrictions must be assessed in advance.
- Young children or pupils with additional needs: staff must use age-appropriate and individualised arrangements where required.
- Visitors with additional needs will be accompanied and assisted in accordance with the school's risk assessment and emergency arrangements.

Because of the building's steep stairs and narrow corridors, any restriction on access for an individual must be based on an appropriate risk assessment and must not be used as a substitute for considering reasonable and practicable evacuation arrangements. The school will review arrangements where the needs of a pupil, staff member or visitor change. **In the Event**

of a Fire

- On hearing the alarm, children in each room are lined up and escorted by staff through the nearest safe fire exit to the assembly point.
- No person should use a fire extinguisher unless they have been specifically trained and it is safe to do so; evacuation takes priority.
- The Headteacher, Fire Officer or another designated member of staff will coordinate evacuation and identify anyone requiring additional assistance.
- A member of administration staff will take the available registers/attendance information and Visitors Book to the assembly point where this can be done safely and without delaying evacuation.
- The emergency services will be contacted immediately where required. Staff should provide information about any missing person or anyone requiring assistance.
- No person may re-enter the building until authorised by the Fire and Rescue Service or an appropriately authorised senior member of staff.
- If the school cannot safely return to the premises, children will be taken to the agreed alternative assembly/reception location: UCS Pre-Prep, 36 College Crescent, London NW3 5LF, where this remains the current agreed arrangement.
- Parents/carers will be informed of collection arrangements as soon as practicable and children will remain supervised until safely collected.

Safeguarding and Welfare Considerations

Fire evacuation is a safeguarding and welfare matter as well as a health and safety requirement. Staff must maintain supervision of children throughout an evacuation, at the assembly point and during any temporary relocation. The school will take account of children's age, developmental stage, individual needs and any relevant safeguarding information when planning evacuation arrangements.

Any incident, near miss, failure of equipment, difficulty accounting for a child, or concern arising during a drill or real evacuation must be recorded, reported to the appropriate senior leader and used to review the school's risk assessment and procedures.

Policy Review and Legal/Guidance Framework

This policy is reviewed at least annually and sooner where there is a significant change to the premises, school operations, legislation or official guidance. The school will maintain the policy alongside its current fire risk assessment and wider health and safety arrangements.

The policy has been reviewed against current requirements and guidance applicable to an independent school in England, including the Regulatory Reform (Fire Safety) Order 2005 (as amended), the Department for Education's *Independent school standards guidance* (April 2026), the Home Office/DfE fire safety risk assessment guidance for educational premises, and relevant government health and safety guidance for schools.

Independent School Standards — Fire Safety

The Independent School Standards require the proprietor to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The school's arrangements therefore include a suitable fire risk assessment, fire prevention and emergency procedures, staff training and information, competent persons to assist with preventive and protective measures, and appropriate provision and maintenance of emergency routes and exits, signs, emergency lighting, fire detection, alarms and extinguishers.

Key Operational Checks

Area	Minimum school expectation
Fire risk assessment	Written, suitable and sufficient; reviewed regularly, at least annually, and after significant change.
Fire drills	At least once each term; recorded, evaluated and used to improve arrangements.
Alarm	Weekly check and maintained/tested by competent persons at required intervals.
Emergency lighting / equipment	Maintained and tested at required intervals; defects addressed promptly.
Escape routes	Kept clear, available, signed and suitable for the people using the premises.
Staff induction	All new staff receive fire evacuation and emergency arrangements as part of induction.
Visitors	Visitors are informed of emergency arrangements; large events include suitable evacuation information.
Additional needs	Individual evacuation arrangements/PEEPs used where risk assessment identifies a need.
Records	Drills, training, inspections, maintenance and significant actions are documented.

Related Documents

- School Fire Risk Assessment
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Accessibility / SEND arrangements and individual emergency evacuation plans where applicable
- Emergency and Business Continuity arrangements
- Premises maintenance and statutory testing records

Important: This policy does not replace the school's site-specific fire risk assessment. The risk assessment and emergency arrangements must reflect the actual building, escape routes, occupancy, staffing, activities and any changes to the premises.

Appendix 1 — ISS Fire Safety Requirements

The Independent School Standards guidance (April 2026) explains that the proprietor must ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. This includes requirements concerning fire precautions, equipment, training and information.

- Maintain a suitable and sufficient fire risk assessment and keep it up to date.
- Maintain a fire prevention policy and reduce or eliminate risks from dangerous substances.
- Develop and implement fire procedures and provide staff training, repeated periodically where appropriate.
- Ensure the safety of staff and anyone else lawfully on the premises.
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Carry out fire drills and contact emergency services when necessary.

- Appoint competent person(s) with sufficient training, experience and knowledge to assist with preventive and protective measures.
- Maintain suitable emergency routes and exits, signs/notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Provide staff and others working on the site with appropriate fire safety information.

Sources consulted for this October 2026 update

Department for Education, *Independent school standards guidance*, April 2026; Home Office, *Fire safety risk assessment: educational premises*, current GOV.UK version (last updated September 2023); GOV.UK, *Health and safety: responsibilities and duties for schools*; GOV.UK, *Fire safety in the workplace*; and the current revised text of the Regulatory Reform (Fire Safety) Order 2005.

This policy has been updated for Broadhurst School's current leadership arrangements and should be read with the school's current site-specific fire risk assessment and emergency plan.