

Fire Safety Policy

Policy Type	Statutory
Regulation	RR(FS)O 2005 Part 3
Approval Committee	EIC
Last Review	Summer 2021
Next Review	Autumn 2022



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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the Schools' websites.

1.2 Regulatory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

The principles are—
(f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;

1.3 Supporting Documents

The following related information is referred to in this policy:

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O)
Health and Safety Policy

1.4 Terminology

School means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Aske's School for Girls **and/or** The Haberdashers' Aske's Boys' School, as now or in the future constituted (and any successor).

Student or **Students** means any student or students in the School at any age.

2 Introduction

The School will ensure, so far as reasonably practicable, that all staff, Students, contractors and visitors are protected from the risks of fire whilst on the premises.

2.1 Legal Requirements

The RR(FS)O places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This policy explains how the School complies with the RR(FS)O to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

3 Responsibilities

The 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:

- Governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation
- The Chief Operating Officer has the ultimate responsibility for the implementation and management of this policy
- All employees have the responsibility to cooperate and to ensure that the workplace and its effects is safe from fire and must not do anything that will place themselves or other people at risk.

4 Managing Fire Safety

4.1 Responsibility

The School has delegated day to day responsibility for managing fire safety to the Deputy Director of Operations who will:

- Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all fire fighting appliances and devices including:
 - Fire detection and alarm systems
 - Emergency lighting systems
 - Firefighting equipment
 - Notices and signage relating to fire procedures
 - Means of escape, considering the needs of any disabled users
- Arrange for a fire safety risk assessment on each of the School buildings to ensure the School's facilities are compliant; and reduce the risk of fire incidents by carrying out appropriate task risk assessments
- Provide appropriate instruction and training for all School staff on the action to be taken to protect people and property including regular fire evacuation practices
- Ensure that staff, Students, contractors and visitors are made aware of and comply with the School's fire procedures
- Identify any special risks e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks

- Liaise with third parties, the emergencies services, and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- Monitor and review this policy on a regular basis to ensure that any new risk or alteration to legislation is addressed.

4.2 Monitoring

The School utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The School fire detection and alarm systems are maintained and checked by an external contractor on a quarterly basis. The alarm sounders are tested on a weekly basis by caretakers
- The School emergency lighting is checked annually by an external contractor
- Notices and signage are updated as and when required
- Firefighting equipment is replenished or replaced annually by an external contractor
- A file repository which contains records of fire safety issues is maintained by the Deputy Director of Operations and contains:
 - Records of fire drills
 - Inspection and testing of fire detection and alarm systems
 - Servicing and replacement of firefighting equipment
 - Records of external Fire Risk Assessments
 - Staff training records.

5 Fire Risk Assessment

The School carries out comprehensive fire risk assessments for each of its buildings. These assessments are kept with the Deputy Director of Operations.

6 Fire Safety Training

All staff receive fire safety training annually.

Students are given instructions by their form tutors during their first week of term on their actions to be taken in the event of fire.

Fire practices are planned each term to evaluate the effectiveness of the School's evacuation procedures. The findings of the practice are reported to staff through the Health and Safety Committee and any conclusions and remedial actions are recorded and implemented.

Appendix A – Fire Action

If you discover a fire:

- Operate the nearest call point
- Call the fire brigade by telephoning 999 or ask an adult to do so
- Leave the building by the nearest exit
- Report to your assembly point:
 - Boys' School Pre-Prep – Car Park
 - Boys' Prep School – Playground
 - Boys' Senior School - Astroturf
 - Girls' School Outside the main entrance

- Do not stop to collect personal belongings
- Do not use lifts