



Kimbolton School  
Cambridgeshire

# FIRE SAFETY POLICY

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**Policy owner:** Amanda Janes – Health and Safety Manager

## **SLT Policy**

### **Policy Summary Statement:**

The School has a legal duty to minimise the risk from fire. This policy sets out the processes and procedures in place to comply with that duty.

#### **LINKED DOCUMENTS**

This policy should be read in conjunction with the:

- Health and Safety Policy – Statement of Intent

**Release Date:** Spring 2025  
**Review Date:** Spring 2027



## Fire Safety Policy

### INTRODUCTION

It is the overall aim to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

#### Legal Position

The school will meet the requirements of the *Regulatory Reform (Fire Safety) Order 2005 (RRFSO)*. The purpose of the legislation is to place 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.

In May 2022, the *Fire Safety Act 2021* was enacted, it made amendments to the RRFSO regarding duties in relation to multi-occupied, residential buildings.

In January 2023, the *Fire Safety (England) Regulations 2023* came into force aimed at identifying and communicating fire risk information to those who need to know about the risk.

### ORGANISATION

#### Assessment

Under the RRFSO fire risk assessments should be conducted by a competent person. The School has employed its Health and Safety Consultants to complete the fire risk assessments. The assessments will be updated every two years or when changes occur that have an impact on fire arrangements e.g. building work.

#### Responsibilities

The school undertakes to accept the following responsibilities:

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the School.
- All manual call points must be simple to operate and be in a conspicuous position.
- All means of escape should be properly maintained, clearly marked, kept free from obstruction and available for safe and effective use at all times.
- Fire exits should not be locked but can be operated by a release and closing mechanism e.g. push bars and bolts or other similar approved devices.
- Suitable and sufficient fire doors must be provided, capable of isolating areas of the building.
- Where appropriate, an emergency lighting system must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the School buildings.
- All equipment/apparatus provided to extinguish fires must be replenished immediately if partially or totally discharged whether by accident or design.
- The School must have a comprehensive evacuation procedure and conduct termly evacuations. In the boarding houses these evacuations should take place in "night-time" hours in the first two weeks of each term.
- During a fire evacuation all the School should be cleared completely in the minimum time consistent with the difficulties inherent in the buildings (three minutes to clear any building). If this is not achieved the evacuation will be considered unsatisfactory and a further practice will be held until the satisfactory standard is achieved.
- All staff, students, contractors, visitors and third-party hirers should be made aware of and comply with the School's Fire Emergency Evacuation Procedures (FEEP's).
- Fire action notices displaying the action to take in the case of a fire should be displayed at each fire alarm call point, at each fire exit and in each classroom.



## Fire Safety Policy

- Any special risks e.g. the storage of hazardous materials, should be identified and appropriate procedures put in place to minimise the risks.

### Responsibilities of Heads of Departments

- Department Heads must report immediately all faults with fire safety equipment and systems in their department to the Health and Safety Manager.
- They should endeavour to ensure that fire doors are kept closed and all exits kept free of obstructions in areas under their control or influence.
- Annually, the Departmental Health and Safety Inspection form should be completed which includes checks on fire safety measures.

### Responsibility of all School Staff

- All School staff are responsible for maintaining a high standard of fire precautions in areas they work in.
- Staff should be fully aware of the FEEP's.
- They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.
- Any pupils for whom they are responsible should be informed of the FEEP's.

## PLANNING AND IMPLEMENTING

### Fire Emergency Evacuation Procedures (FEEP's)

These are annexed to this policy. The documents detail the actions of staff and individuals during an evacuation and subsequent roll call.

### Fire Training and Evacuations

- The School's Health and Safety Induction training includes the FEEP's and the location of the assembly points.
- Training will be provided for all staff. It will include refresher training of the School FEEP's as well as fire safety training and where necessary, the practical use of fire extinguishers.
- Fire evacuations will evaluate the effectiveness of the FEEP's. The findings of the evacuations are reported to the Health and Safety Committee. Any conclusions and remedial actions are recorded and implemented.

### Maintenance

The school will conduct the following tests on the systems and precautions:

System	Frequency	Responsibility	Method of Test
<b>Escape Lighting</b> – Luminaires and fire exit signs	Monthly	Maintenance Dept.	Function test.
<b>Escape Routes</b> - Fire Exit Doors and release mechanisms.	Termly	Health and Safety Manager ( <i>as part of Fire Safety Inspection</i> )	Check that fire exit doors are opening freely and that release mechanisms (push bars and levers) are operating correctly.

## Fire Safety Policy

<b>Escape Routes</b> – Escape routes, Fire Doors.	Termly	Health and Safety Manager ( <i>as part of Fire Safety Inspection</i> )	External routes are clear and safe. Fire door seals and self-closing devices are in a good condition and operating correctly. External escape route stairs are safe.
<b>Fire Fighting Equipment</b> – Fire extinguishers and blankets	Termly	Health and Safety Manager ( <i>as part of Fire Safety Inspection</i> )	Check all equipment to ensure in good condition.
<b>Fire Warning Systems</b> - Call Points, and alarm systems.	Quarterly	Health and Safety Manager	Test key operation of all call points to ensure signal sent to alarm panel. Alarm sounders reacted and could be heard and visual alarms work. Release and closing mechanisms worked correctly.
<b>Fire Warning Systems</b> – Full Fire Alarm System	6-monthly	External Fire Contractors	Check that all components of the alarm system operate effectively. Record on fire panels date of check.
<b>Escape Lighting</b> - Luminaires and fire exit signs	Annually	Maintenance Dept.	Check that luminaires operate on test for their full rated value.
<b>Fire Fighting Equipment</b> – Fire extinguishers and blankets	Annually	External Fire Contractors	Check and service all equipment to ensure in good condition. Record on equipment date of check.
<b>Final Fire Exit Door</b> – Fire Exit Doors.	Annually	Maintenance Department (trained fire door inspector)	Inspection of final fire exit doors for damage to constituent parts and that they are in a good condition and operating correctly.

### Fire Safety Inspections

Termly Fire Safety Inspections are carried out in all areas of the School by the Health and Safety Manager.

Results of these will be passed on to Heads of Department as necessary. Further actions required as a result of these inspections will be quickly addressed by the relevant department or external contractors as appropriate.

## MONITORING

### Records

The Health and Safety Manager will ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The following records will be kept by the school:

## Fire Safety Policy

Record Type	Information to be Recorded
Emergency Lighting	Date of test, locations of lights tested and whether test was satisfactory.
Escape Routes	All final fire exit doors checked (date and any action).
Fire Evacuations	Date of evacuations, time taken to evacuate and any comments.
Fire Fighting Equipment	All equipment checked (date of the test and any action).
Fire Safety Training	Nature of training, names of those who attended.
Fire Warning Systems – Call Points	Date of test, call points tested and whether test was satisfactory.
Fire Warning Systems – Full Fire Alarm System	Date of test, systems tested and whether test was satisfactory.
Housekeeping	Portable Appliance Testing (PAT) and Electrical Installation Condition Reports (EICR) dates of tests and results. Details of servicing to air conditioning, ventilation systems and kitchen extraction systems.

### REVIEW

The policy is reviewed and updated regularly (at least every two years), or each time that a new measure is introduced.

### Further Information

**ISBN 9781851128198** – “Fire Safety Risk Assessment: Educational Premises”

**ISBN 9781851128174** – “Fire Safety Risk Assessment: Sleeping Accommodation”