

## FIRE SAFETY, PROCEDURES AND RISK ASSESSMENT POLICY

September 2026

### 1 **Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### 2 **Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance (including DfE and ISI requirements).

### 3 **Guidance**

#### 3.1 The School has in place procedures for:

- (a) carrying out fire risk assessment
- (b) preventing fires
- (c) evacuation in the event of a fire
- (d) maintaining and checking all fire detection, alarm and fighting systems.

#### 3.2 The Chief Operating Officer (COO) has responsibility for maintaining and ensuring the local implementation of the Fire Safety, Procedures and Risk Assessment Policy and for making and maintaining the Fire Action Plan. Copies of both documents are brought to the attention of all employees and others who may be affected.

### 4 **Fire Risk Assessment**

#### 4.1 All of the School premises will be subject to a fire risk assessment. This is conducted by an external consultant.

#### 4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

#### 4.3 A copy of the fire risk assessment for each building is available on the school's SharePoint or from the Chief Operating Officer.

#### 4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 All directly employed members of staff act as Fire Marshals. Fire Marshals receive regular refresher training.

4.6 Regular checks will be made by staff to ensure that the walkways are kept clear of obstruction and tripping hazards.

## 5 **Fire Detection**

5.1 Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## 6 **Fire Alarm**

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced quarterly (The Grove) or six monthly (all other sites) by an ISO 9001/BAFE registered contractor.

6.4 Records of these tests and servicing are maintained in the fire log books held on site and available via the Caretakers.

## 7 **Fire Fighting Equipment**

7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

7.2 Fire extinguishers will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

## 8 **Emergency Lighting**

8.1 Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

8.2 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

8.3 Records of testing and servicing of emergency lights will be maintained by the Chief Operating Officer.

## 9 **Emergency Procedures**

9.1 Written emergency procedures will be provided in the Fire Action Plan. These written instructions will include procedures in the event of a fire.

- 9.2 Fire Action Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlighting the assembly point to evacuate to in an emergency.
- 9.3 There are adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- 9.4 The means of escape will be regularly inspected by the Fire Marshals and Caretakers to ensure they are kept clear of obstructions and tripping hazards.
- 9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place.
- 9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion in the event of an evacuation. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Senior Fire Marshal. It is the responsibility of the Senior Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

The most senior person on site will take the role of Senior Fire Marshal.

This is likely to be:

West Ave: Co-Head(s) of Junior School / COO

The Grove: Headteacher / Deputy Headteacher / Assistant Headteacher

Moor Rd South\*: Head of 6th Form

\*All staff who work at MRS should be prepared to take on Senior Fire Marshal duties.

- 9.7 **SUMMONING THE FIRE BRIGADE:** Any member of staff / visitor should call the Emergency Services if they discover a fire that cannot be quickly and safely extinguished. The Senior person on site must also be informed as well as reception staff (The Grove / West Ave).  
The decision to call the Emergency Services during an evacuation will be made by the Senior Fire Marshal.  
The number is 999 and will usually be called from the office or a mobile phone.
- 9.8 Fire drills will be held every term.
- 9.9 Dates & times of fire / evacuation drills will be recorded in the fire log book. A written report with a summary of the main issues and staff observations and detailing any recommendations will be provided by the person organising the drill which will be forwarded to the Chief Operating Officer and saved in the school's SharePoint.

## 10 Fire Training

- 10.1 Staff will be informed in relation to:
- (a) action to take if they discover a fire, including how to activate the fire alarm
  - (b) action to take on hearing the alarm, including location and use of exits and escape routes.
- 10.2 Pupils will be informed of exits and escape routes.
- 10.3 Senior Fire Marshals will be trained in:
- (a) emergency evacuation procedures
  - (b) use of fire extinguishers; emergency procedures
  - (c) how to spot fire hazards
  - (d) the provision of "safety assistance" in the event of a fire.
- Fire Marshals will receive regular refresher training.
- 10.4 Visitors and contractors:
- (a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
  - (b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

## 11 Fire Prevention

- 11.1 The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Chief Operating Officer, Caretakers and staff will:
- (a) Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc).
  - (b) Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
  - (c) Maintain awareness through training and refresher training of the preventative steps that need to be taken.
  - (d) Include fire prevention and evacuation procedures during the induction process with all new starters.
  - (e) Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## 12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

## **Legal Requirement & Education Standards**

This policy is informed by current statutory fire-safety legislation, DfE guidance and ISI inspection requirements

### **References:**

- A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools. ([www.isi.net](http://www.isi.net)).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))
- C. Fire Safety Act 2021
- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd ([www.owendavidsafety.net](http://www.owendavidsafety.net))
- F. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfe](http://www.gov.uk/dfe))
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))
- H: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

## **Appendix 1: Staff and visitors registration**

### **Staff signing-in sheets (West Avenue only)**

All staff are required to sign in/out each and every time they enter or leave a school building. Signing in sheets are located on the counter at in the office at West Avenue. In the event of the fire alarm, the sheets are taken out to the Final Assembly Point and used to register staff.

### **InVentry sign in/out system (The Grove and Sixth Form Centre sites only)**

At the Senior School, including the sixth form centre, the School uses the InVentry sign in/out and visitor management information system. On both sites the dashboard for this system is located on the wall as you enter the main entrances. All staff, visitors and sixth form pupils are required to use the dashboard to sign in/out each and every time they enter or leave the senior school site or the sixth form centre. In the event of the fire alarm, a member of staff will be assigned the responsibility of using the InVentry Evac app to take a register of the staff and visitors present at the designated assembly point.

### **Visitors and contractors**

All visitors and contractors are required to sign in at reception, where they are issued with a visitor's badge. This should be worn at all times that they are on school property. They are made aware of the fire action notice and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, 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.

## **POLICY CONTROL - FIRE SAFETY PROCEDURES AND RISK ASSESSMENT POLICY**

### **Status & Review**

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Statutory policy or document</b> | Yes               |
| <b>Publish on school website</b>    | Yes               |
| <b>Review frequency</b>             | Every three years |
| <b>Approval date</b>                | September 2026    |
| <b>Review date</b>                  | September 2029    |

### **Version Control**

| <b>Author</b> | <b>Creation / Revision Date</b> | <b>Version</b> | <b>Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|---------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COO (MAD)     | November 2025                   | 1.0            | Final approved version for publication.<br>Paragraph 10.3: Fire Marshals changed to Senior Fire Marshals.<br><br>Introduction of version control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| COO (MAD)     | April 2026                      | 1.1            | Remove North Avenue references and updated the staff sign in procedure for the Junior School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| COO (MAD)     | September 2026                  | 2.0            | Reviewed the policy to ensure continued compliance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, and ISI inspection requirements.<br><br>Confirmed suitability for co-educational provision, with no single-sex assumptions or language.<br><br>Standardised terminology throughout to Fire Marshal / Senior Fire Marshal for consistency with the Fire Action Plan.<br><br>Clarified references to education-specific guidance to reflect current DfE and ISI expectations.<br><br>Removed all references to North Avenue, reflecting the closure of this site and ensuring the policy accurately reflects the School's current premises.<br><br>No substantive procedural changes; amendments improve clarity, accuracy and alignment across the School's fire safety documentation. |