



**LEIGHTON PARK**  
FOUNDED 1890

## **Fire Safety Policy**

The School will conduct and maintain a fire risk assessment to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

As part of its obligations in respect of the Regulatory Reform (Fire Safety) Order 2005, the School will:

- Prepare suitable and sufficient fire risk assessments in order to ensure that School buildings are adequately protected from the risk of fire and that occupants are adequately safeguarded and can escape in the event of fire. Fire risk assessments will follow the 5-step narrative method as advocated by the HMG document Fire Safety Risk Assessment – sleeping accommodation or DCLG Fire Safety Risk Assessment – educational premises. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly. Fire risk assessments will be regularly reviewed.
- Produce a fire prevention policy which includes the elimination or reduction of risks from dangerous substances
- Develop fire procedures and provide staff training, updated at suitable intervals
- Ensure the safety of staff, students and all others who are legally on the School premises
- Carry out fire drills and contact emergency services where necessary, including night time evacuations of boarding houses.
- Appoint one or more Competent Persons with sufficient training, experience and knowledge to assist in taking preventative and protective measures including fire fighting and evacuation. The Governors have overall responsibility for fire safety matters.
- The Competent Person is the Health & Safety Advisor, and in his/her absence the Bursar. When neither are present the Deputy Heads and Housemasters/Housemistresses will deputise.
- Maintain a suitable system for the maintenance of clear emergency routes and exits, signs, notices, emergency lighting, fire detection systems, alarms and fire fighting equipment.

- Provide staff, students and all others on site with fire safety information. Students are made aware of fire safety information through display in classrooms and houses and through planned fire drills. Visitors are made aware of fire safety information by their host on arrival.

The School will seek to ensure that:

- All fire call points are identified and weekly call point tests undertaken and recorded (different call point every week).
- All boarding houses undertake a weekly fire alarm test.
- Adequate means of escape are provided and maintained. These are checked weekly (Caretakers for central buildings and Handymen for boarding houses).
- Adequate and suitable fire extinguishing appliances are provided and maintained. These are checked internally each month and externally annually by a competent contractor.
- Suitable means of fire detection and signalling of the presence of fire is provided and checked six monthly externally by a competent contractor.
- Emergency lighting is tested monthly internally and annually by a competent contractor.
- Suitable signs designating firefighting equipment and means of escape are provided and maintained.
- Fire training is provided to employees at induction and through refresher training via Insets.
- Evacuation drills are undertaken once per term during the day for central buildings and the results recorded and reviewed by the Health and Safety Adviser.
- Boarding houses undertake termly evacuation drills, both in daylight hours and at night. The results are recorded and reviewed by the Health and Safety Adviser.
- The Head of Estates logs and retains all records of fire equipment tests and ensures any remedial actions are carried out.
- Fire procedures are published in the attached Fire Safety Management System:
  - On discovering a fire the Senior Person (teacher, Head of Department, Housemaster/Housemistresses or Senior Manager) will contact the fire service.
  - An appropriate number of employees will be trained as Fire Marshalls.

This policy is available on the V and Z drive and summary information is made available to contractors on their badges and via induction.

Author:	Keith Eldridge, Bursar
Reviewer:	Philip Griffin, Governor
Sign off:	Nigel Williams, Head
Date of last Review:	April 2018
Date of next Review:	April 2021
Published:	Z:\Policies\Current Policies\Fire Safety Policy V:\School Policies\Fire Safety Policy <a href="http://www.leightonpark.com">http://www.leightonpark.com</a>