

## Fire Safety Policy

### Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into effect on 1<sup>st</sup> October 2006 and replaces all previous fire safety legislation, specifically the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

This policy explains how the School complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

### Responsibilities

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

The School's 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 Head has ultimate responsibility for the implementation and management of this policy and supports the Bursar in this respect.
- The Bursar is responsible for the effective implementation of this policy and its role within the School's Health and Safety Policy.
- The RRO places duties on the 'responsible person(s)' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the School's case, this is the Fire Officer and the Bursar.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that places themselves or other people at risk.

### Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

### Managing Fire Safety

The School has delegated day to day responsibility for managing fire safety to the responsible persons, the Fire Officer and the Bursar.

The Bursar and Fire Officer will:



- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; 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
  - fire-fighting equipment
  - notices and signage relating to fire procedures
  - means of escape, taking into account the needs of any disabled users
- Carry out, or arrange for a suitable person to carry out, a fire safety risk assessment on each of the School buildings to ensure that the School's facilities are compliant; and reduce the risk of fire incidences 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 for everyone in the School.
- Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the School's fire procedures.
- Identify any special risks, e.g. the storage of hazardous materials via COSHH assessments and implement appropriate control measures to mitigate or remove such risks.
- Liaise with third parties including the School's Health and Safety advisor, the emergency 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 so as to ensure that any new risk or alteration to regulations is addressed.

## **Monitoring**

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

- The School fire detection and alarm system is maintained and checked by Calder Security quarterly.
- The fire alarm sounders are tested on a weekly basis;
- The School emergency lighting is checked monthly in-house and bi-annually by Calder Security including an annual full discharge test. Records of testing and servicing of emergency lights are maintained by the Operations Manager.
- Notices and signage are updated as and when required.
- Firefighting equipment is checked regularly in-house and extinguishers are replenished or replaced annually by Fire Screen Limited.
- Records of fire safety issues are maintained as follows:
  - fire drills (kept by the Fire Officer)
  - the storing of hazardous materials (kept by Department Heads for cleaning, maintenance grounds, Science and DT)
  - the inspection and testing of fire detection and alarm systems, emergency lighting systems and fire-fighting equipment (kept by the Operations Manager)
  - staff training records (kept by the Operations Manager)



## **Fire Risk Assessment**

The School has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the Bursar's Department.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment is reviewed at least annually and without delay following any significant change or if there is a reason to suspect it is no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc.,) which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## **Reporting and Compliance**

The School will comply with all statutory reporting requirements under the Regulatory Reform (Fire Safety) Order 2005. The Responsible Persons will:

- Notify and cooperate with West Yorkshire Fire and Rescue Service in the event of any fire, enforcement action or significant findings.
- Maintain and make available fire safety records for inspection by enforcing authorities and insurers;
- Ensure that any enforcement, alteration or prohibition notices issued by the Fire Authority are acted upon promptly
- Report significant fire incidents, risks or failures in fire precautions to the Health & Safety Committee and Governance.

## **Fire Safety Training**

All staff receive basic fire safety induction training and attend refresher sessions when required. On an annual basis, they are required to confirm that they have read the Evacuation Procedures (which are published on Firefly).

Key staff in the individual school buildings receive more detailed instruction including the use of fire fighting equipment.

Pupils are given instruction regularly during each term on their actions to be taken in the event of a fire.

Fire drills are planned termly to evaluate the effectiveness of the School's evacuation procedures. The findings of the drill are reported to Governors through the minutes of the



Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The School operates a 'one-out, all-out' evacuation policy for pupils, staff and visitors.

## **Guidance on the Evacuation of Disabled Persons from the School Buildings**

Pupils with a disability should already have been identified and information held in an appropriately identified area. In conjunction with the Head of Learning Support, the Responsible Persons and the School Nurse will undertake a risk assessment for each individual and arrange for appropriate action as required, according to the nature of the disability.

Having considered the risks, the Fire Officer and Nurse will propose specific procedures for assisting in the evacuation of persons with a known disability. Where necessary, this will include a personal emergency evacuation plan (PEEP). A 'buddy' will be appointed for any pupil requiring assistance in an emergency evacuation. Where teachers have a pupil with a known disability, they must ensure that pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Fire Officer and Nurse and any specific requirements addressed as soon as they are known.

## **Specific Evacuation Requirements**

Wheelchair users or any person with mobility difficulty, e.g. anyone temporarily using crutches, should wait until everyone else has left the room before making their way to the exit, assisted by their 'buddy' or other third party if required. On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

**Reviewed by:**

Mr Chris Evans – Senior Deputy Head /Fire Officer  
Mrs Emma Sanderson – Bursar

**Date of last review:**

June 2026

**Date of next review:**

June 2027



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