

Bedales Schools’ Fire Safety Policy

INCLUDING EYFS

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Author	Health and Safety Manager
Review body (individual or group)	Head of Estates and Facilities
Approval Body	Bursar
ISI Regulatory Paragraph Number	A11
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Tick relevant box(es) ✓ how this Policy should appear:

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Fire Safety Policy

Fire Safety

Fire is a major risk to both the lives of occupants and loss or damage to buildings.

Bedales Schools acknowledge and accepts its responsibilities under current fire legislation (The Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) regulations 2022) and will proceed with due diligence to address these risks by the provision of suitable and proportionate fire precautions and management systems. This management approach will enable the safe evacuation of Students, Staff and Visitors from school buildings and minimise fire damage to the premises.

Policy standards

The following standards shall be implemented to support this policy:

Fire Precautions

- Suitable means for giving warning in case of fire will be provided by a detection and alarm system
- Clearly marked escape routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire
- Sufficient emergency lighting will be provided where necessary and maintained in good order
- Fire instructional signage will be provided
- Good quality firefighting equipment will be available and maintained
- Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current best practice in the construction industry with the control measures to be adopted based on 3-yearly Fire Risk assessments
- All systems and provisions will be maintained in all premises and records kept as proof of compliance
- Staff will be provided with comprehensive and relevant information and training
- Inspections will be carried out by the Fire Service on an ad-hoc basis

Management System

Bedales Schools have a Health & Safety management provision in place which is overseen by the Health & Safety Manager. The arrangements for fire safety are included in the Health & Safety policy.

Fire Risk Assessment

The School's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) regulations 2022*. Specifically they consider the following:

- Occupants especially at risk from fire
- Sources of ignition
- Sources of fuel and fire burden
- Dangerous substances, chemicals and materials
- Preventive and protective measures

- Means of escape
- Fire safety signs and notices
- Means of giving warning in case of fire
- Measures to limit fire development and spread
- Management of fire safety
- Procedures for serious and imminent danger
- Maintenance of premises and fire protection equipment
- Avoidance of non-fire resistant cladding – current is compliant *
- Training and information for Students and Staff

Fire Risk Assessments were carried out by an independent 3rd Party Assessor and all were completed between 2023 and 2024. Highest risk first with Boarding houses, refurbished buildings, and buildings of public occupancy, followed by smaller less hazardous buildings or those with lower occupancy levels.

Following assessment, electronic tickets are raised for each action required, which are then monitored by the H&S Manager until completion.

Boarding houses and places of public access are then reviewed internally by the Health & Safety Manager on a continuous basis between formal assessments, or more frequently if significant changes are made to the occupancy, use or fabric of any building.

Monitoring and Review

- A monitoring and review system is in place with a two way reporting process operating throughout the management chain
- The Board of Governors will be informed of any significant findings and recommended actions
- Students and Staff will be informed of any findings that may directly affect them

Roles and Responsibilities

The Board of Governors

The Board of Governors are the 'responsible person' as set out in the Regulatory Reform (Fire Safety) Order 2005 in relation to all its workplaces.

All documentation relating to Fire protection measures and records of maintenance are made available on request.

The Bursar

The Bursar takes delegated responsibility for the Board of Governors compliance with the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) 2022, including the obligation to:

- Provide strategic direction and oversee all policies and procedures relating to fire protection
- Ensure that robust fire safety management systems, arrangements and organisation exist in each department
- Support the Board of Governors in meeting their safety responsibilities for the School as a whole
- Ensure that there is an appropriate and resourced response to the 'in-house' and Fire Service inspections

- Ensure a process is in place to respond to and prioritise any significant findings which are identified by the school H&S Manager, which fall within Senior Management authority. This process is driven by the findings of the Fire Risk Assessments
- Establish an annual capital/budget for improvements and address significant findings in priority order
- Ensure agreed actions are communicated back to the school to feed into local fire safety action plans

Health and Safety Manager

Ensure that a Fire Safety Management Plan is maintained for all Bedales Schools premises as follows:

- Fire risk assessments are completed for all school buildings and information of significant risks brought to the attention of Staff and any others at risk
- Ensure Fire Marshals have been appointed and have authority in either fire evacuations or monitoring and maintaining fire safety arrangements
- Ensure that they inform the relevant manager of any findings that fall outside of their local remit
- Cooperate fully with Fire Service inspections
- Ensure an emergency evacuation plan is produced for all premises
- Ensure practice fire drills are undertaken, recorded and any issues addressed. Boarding house practice drills shall be carried out twice per term (one in daylight – one in darkness). The whole school shall carry out an evacuation practice once per term and records kept.
- Monitor Fire Safety training, on-line for all staff and specifically face-to-face for those with more responsibilities relating to Fire, such as Fire Marshals
- Ensure fire safety equipment is maintained and tested by competent persons with suitable and sufficient records kept and all extinguishers are replaced if damaged, discharged or reach 5yrs old.

Staff and Students

- Adhere to the fire safety instructions and procedures implemented by the Schools without question. This will include swift evacuation on the sound of the alarm, not tampering with or activating alarms inappropriately and by reporting the whereabouts of any student 'slow to arrive' at the muster point
- Bring defects and matters of concern to the attention of their line manager/tutor, who should ensure the **H&S Manager** and/or **Facilities helpdesk** is informed immediately
- Ensure that all fire routes and exits are kept clear at all times, fire doors are not wedged open and firefighting equipment is not interfered with
- Never tamper with equipment or set off an alarm (e.g. by smoking/vaping) when there is no risk of fire – this could endanger themselves or others on the premises

Teaching and Pastoral Care Staff

Teaching and pastoral care staff have additional responsibilities for:

- Ensuring their students are safely escorted out of a building in an orderly fashion on hearing the alarm. There must be no running or pushing particularly on stairwells
- Conducting a roll call on arrival at the assembly point and ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location), is passed immediately to the head of the relevant School, the Fire Marshal, or the Bursar – to ensure that this information (in the event of a real fire) is passed to the Fire Service as soon as possible

Visitors and Contractors

- All Visitors and Contractors are required to **sign in** at either the main school reception or the Facilities reception where they will be issued with a Visitors or Contractors badge. They will also be shown the emergency evacuation procedures and location of the relevant assembly points.
- Badges **MUST** be worn at all times when on school premises and returned to the relevant reception when leaving. The Visitor / Contractor must sign out before leaving.
- Bring defects and matters of concern with regards to fire safety to the attention of their school contact to enable the appropriate action to be taken
- Carry out their undertakings in a safe manner that considers their own safety and that of others

Disabled Students and Staff

A special one-to-one induction on fire safety for disabled students and their assistant (if applicable), and for disabled staff is provided during the first few days on site. From this meeting a Personal Emergency Evacuation Plan (PEEP) is developed by the H&S Manager. The assistant will ensure that they inform the H&S Manager and/or duty Facilities staff of their location and whether they need help to evacuate safely.

Ultimately, it remains the responsibility of the School Teachers, House parents, Line Managers and Fire Marshalls to ensure the safe evacuation of everyone.