

Fire Safety Policy

Reviewed by: Bursar, June 2026
Approved by: HSRM Committee June 2026

Next review by: June 2027



1 Introduction

- 1.1 The Godolphin and Latymer School will make every effort to reduce the risk from fire by ensuring that this policy and associated procedures and risk assessments are in place and kept under review.
- 1.2 The aim of this policy, which should be read together with the Health and Safety Policy and the Emergency Evacuation Procedure is to:
- keep the risk of fire to a minimum;
 - safeguard means of escape;
 - limit the spread of fire;
 - specify the responsibilities of individuals;
 - ensure there are at least three fire drills per year; and
 - ensure that the lessons from fire drills are assessed and reviewed.

2 Responsibilities

- 2.1 The School Governors bear ultimate responsibility to provide leadership in fire safety and will ensure that sufficient funds are available to meet these responsibilities.
- 2.2 The Head and Bursar must ensure that this policy is known and implemented. The Bursar is responsible for the review of the Fire Safety Policy.
- 2.3 The Bursar as the Responsible Person for fire safety, is responsible for ensuring that fire drills are carried out. The planning and operational delivery of fire drills is delegated to the Assistant Head (Educational Developments and Co-curricular. The first fire drill of the academic year is carried out as close to the start of the term as possible.
- 2.4 The Head of Premises, and in his absence the Premises Manager, is responsible for:
- providing staff and any others working on the premises with fire safety information;
 - ensuring staff are aware of fire procedures and arrangements;
 - ensuring that clear fire evacuation procedures are displayed in each room and corridor;
 - ensuring that appropriate arrangements are in place for the safe evacuation of persons requiring assistance, including those with Personal Emergency Evacuation Plans (PEEPs), under the direction of the school's fire safety management arrangements and in consultation with relevant staff (see Wheelchair and Crutches Procedure for further detail);
 - ensuring the weekly fire alarm test takes place;
 - ensuring that the remote link to the Fire Services is operating correctly;
 - working with the Head of Legal and Compliance recording the timings of fire drills (and following up any concerns or issues raised);
 - the checking and maintenance of signage and fire-fighting equipment and maintain the relevant records;

- the checking and maintenance of fire detection and protection equipment and maintaining the relevant records;
- ensuring locking up procedures are followed to secure the site;
- ensuring the Premises team carry out regular checks to ensure fire evacuation routes are unobstructed and open freely, that the site is kept free of debris and that combustibles are correctly stored; any defects should be remedied at the earliest opportunity;
- reviewing and updating the Fire Risk Assessment regularly and arranging for a new assessment to be carried out at least every two years or sooner where there are significant changes;
- alerting the Bursar to any fire safety issues which need to be brought to the attention of the Governors.

2.5 Security personnel will ensure that:

- visitors are aware of the Assembly Point and the School's evacuation procedures, which are shared with all visitors on entry to the School premises;
- contractors undertaking work which may increase fire risk (e.g. hot works) are subject to appropriate controls, including permits to work issued by the Head of Premises; and
- cars, including the minibus, are parked correctly and any cars left overnight are notified to the Head of Premises and parked away from the building.

2.6 The Premises Assistants will:

- check the batteries in the megaphones on a regular basis;
- follow instructions from the Head of Premises regarding storage of combustibles, including by contractors, and inform the Head of Premises of any failure by staff, contractors or visitors to comply with a reasonable request; and
- ensure, as far as possible, that the site is kept tidy and free from combustible materials and that corridors, stairwells and fire exits are kept clear at all times.

2.7 The Director of IT and Digital Strategy will ensure that the IT team carry out weekly checks/activation of the fire emergency print system.

2.8 All site users are responsible for ensuring they:

- report any fire hazard to the Head of Premises immediately;
- familiarise themselves with the emergency evacuation procedure, fire alarm buttons, emergency exits and assembly point in case of fire;
- be aware of the different types of fire extinguishers, including their location and purpose (using the wrong type can be dangerous), and report any damaged or discharged fire extinguishers to the Head of Premises immediately;
- keep all gangways, corridors and exits clear and emergency doors unlocked while the building is in use;
- keep work areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks;

- keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- not smoke anywhere on the School site, including outside;
- not prop open fire doors or remove/reposition firefighting equipment without the authority of the Head of Premises.

3 On Activation of the Fire Alarm

3.1 The School's Emergency Evacuation Procedure should be read in conjunction with this section.

3.2 On the sounding of the fire alarm:

- The fire alarm is connected to a monitoring station and, on activation of the fire alarm, the monitoring station will contact the school to confirm the alarm activation is valid. If the alarm is confirmed as genuine or if there is any uncertainty the monitoring station will call the fire brigade immediately. During school hours, Security will also telephone the fire brigade as a failsafe.
- All site users evacuate the building to the designated Assembly Area as per the Emergency Evacuation Procedure (the Astroturf during term time and the front car park during the school holidays).
- The Bursar, Head of Premises or Premises Manager will attend the Fire Panel to assess where the activation has taken place.
- In accordance with the Emergency Evacuation Procedure, the Controller will ensure everyone is accounted for and will make themselves known to the Fire Brigade when they arrive and pass on any concerns.
- The fire alarm will be silenced and re-set when the Fire Brigade and/or Controller agree it is safe to do so.
- Staff and Pupils must not re-enter the building until the Fire Brigade or Controller tells them it is safe to do so.
- The Head of Legal and Compliance maintains the fire logbook of fire drills and evacuations and ensures actions arising are followed up. Details which are recorded include the date and time of the evacuation, duration of evacuation, the results including any issues or concerns that are highlighted and therefore required follow-up.
- Ignoring emergency procedures may lead to disciplinary action.

3.3 Any persons requiring assistance to evacuate must be managed in accordance with a Personal Emergency Evacuation Plan (PEEP). See Wheelchair and Crutches Procedure for further details.

4 Preventing a Fire

4.1 The School enforces a no smoking policy, which includes the use of electronic cigarettes, across the entire site, including the grounds. Users of the school minibus must not smoke inside the vehicle.

4.2 Fire doors must not be wedged open unless this has been specifically incorporated in a written risk assessment. Where possible, electro-magnetic door retainers have been

fitted. These are fitted to the fire detection system and if the alarm is activated, they automatically release the doors letting them shut.

- 4.3 In accordance with the School's insurance policy, the use of naked flames e.g. candles, is not permitted on the premises unless prior agreement and control measures have been put in place.
- 4.4 The use of portable fan heaters and oil-fired radiators is strictly controlled by the Premises Team who maintain the stock of heaters and ensure they are signed out to staff. All are fitted with timers to control their use.
- 4.5 The electrical infrastructure of the School is tested every five years, or if there has been a major failure or significant alteration to the system.
- 4.6 Portable Appliance Testing takes place on an annual basis. Staff are required to ensure that all electrical equipment, for which they are responsible, is available for this annual check. All items that have passed the check are clearly identified with a label. Those items which fail are made unusable pending repair or removal by the Head of Premises.
- 4.7 All individuals who use electrical equipment or an extension lead must satisfy themselves that the equipment displays its PAT label and that it is being used correctly. Wherever possible, electrical equipment should be securely stowed away.
- 4.8 Staff are not allowed to bring onto site and use their own electrical equipment unless the Head of Premises is confident it:
 - Complies with the safety requirements of portable equipment;
 - Will not impose unduly high loads on electrical services;
 - Will be properly used.
- 4.9 Waste is not allowed to accumulate and should never be stored in the School buildings overnight. The Premises Team regularly removes rubbish and unwanted combustible material from around the School. The Lodestone House Manager is responsible for ensuring that all catering and cleaning waste is taken to the bin store each evening and no waste is left in the catering area or cleaning cupboards overnight.
- 4.10 A weekly check is carried out to ensure all corridors and stairwells are kept clear.
- 4.11 Although the bin store is adjacent to the Premises Assistants' shed, the bins which hold waste paper and flammable waste, are located at the furthest point from any buildings.
- 4.12 Gas isolating valves are fitted in the plant rooms and linked to the fire alarm system.
- 4.13 The storage of flammable liquids and chemicals is strictly monitored. Only the minimum, necessary for day-to-day use, is kept available; the remainder is stored inside locked COSH cabinets. Highly flammable liquids are stored, in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations, in the Chemical Store, which is detached from the School Buildings. A maximum of one jerrycan of gasoline is stored, locked in the Groundsman's shed, on the premises.
- 4.14 Staff may not leave their cars parked on the school site overnight without the express permission of the Head of Premises.
- 4.15 The School takes the following approach to preventing arson:

- deter unauthorised entry to the school site (see the Security Policy);
- prevent unauthorised access to school buildings (see the Security Policy);
- reduce the opportunity for an offender to start a fire (see above in this section);
- reduce the scope for potential fire damage (as per this policy, in particular sections 3, 7 and 8);
- reduce subsequent losses and disruption (see the Emergency Evacuation Procedure and this policy).

5 Contractors and Hot Works

- 5.1 Contractors are required to sign the contractor log and receive a copy of the school's site rules for contractors which include guidelines concerning fire safety.
- 5.2 The following policies should be read in conjunction with this section:
- Hot works policy;
 - Contractor rules and permit to work policy; and,
 - Portable appliance testing policy.
- 5.3 The risks that contractors pose can be anticipated and each contractor is required to discuss and agree their method of work with the Head of Premises. Arrangements for the safe storage of combustible materials, flammable liquids, gases and the location of skips are all agreed with the Head of Premises before the contractor starts work on site.

6 Public Events and Hire by Third Parties

- 6.1 In the evenings and weekends, when it is rare for the entire School to be open, care should be taken to ensure escape routes remain accessible.
- 6.2 Third parties using the building will be unfamiliar with the layout of the buildings and the evacuation routes. All new hirers are required to familiarise themselves with the School's Health and Safety Policy, Fire Safety Policy and Emergency Evacuation Procedure. Hirers must also comply with conditions set out in the hire agreement.
- 6.3 Third parties are not allowed to bring onto site and use their own electrical equipment unless the Head of Premises is confident it:
- complies with the safety requirements of portable equipment;
 - will not impose unduly high loads on electrical services;
 - will be properly used by competent people.
- 6.4 Areas of the School open to the public and regularly used for public performances have emergency lighting on escape routes. The Premises Team are responsible for checking that fire exit doors are functional and other fire precautions are in place prior to the event.
- 6.5 A competent marshal is required to be on duty during school events; this is generally one of the Premises Assistants or the Performing Arts Technician. The marshal will report to the responsible person on duty (generally a member of the Senior Leadership Team). Duties of the marshals include:

- being identifiable to the public;
 - ensuring there are no areas of overcrowding;
 - exits and gangways are kept clear;
 - being aware of the needs of people with disabilities;
 - in the event of the fire alarm sounding, ensuring everyone has evacuated the building.
- 6.6 The event organiser should ensure the marshals are familiar with the fire drill, escape routes and the need for any fire doors to be kept shut. The responsible person is required to brief all the marshals at the beginning of each event.

7 Staff Training

- 7.1 The Head of Legal and Compliance is responsible for ensuring staff undertake all required training e.g. the annual refresher training at the start of the academic year and individual training relevant to their role e.g. fire marshal training.
- 7.2 The Head of HR is responsible for induction/initial training for all new staff which normally takes place at the start of the academic year. Training may be required in smaller groups as and when required e.g. new staff joining during the academic year.
- 7.3 All new staff are given training and guidance on:
- general fire prevention;
 - action to be taken if they discover a fire;
 - how to raise the alarm;
 - action to be taken on hearing the alarm;
 - location of escape routes and assembly points;
 - evacuation and roll call procedures.
- 7.4 In addition, new members of the Premises Team are given instruction on:
- the operation of the fire alarm control panels;
 - the location of firefighting equipment;
 - the arrangements for safe evacuation of staff, pupils and visitors (the evacuation of anyone with a Personal Emergency Evacuation Plan (PEEP)).

8 Fire Fighting and Detection Equipment

- 8.1 Fire extinguishers that deal with the three types of fire that occur in Schools are installed, regularly checked and maintained. Fire blankets are installed in the kitchen, food technology, design technology and laboratories.
- 8.2 Monthly checks by a member of the Premises Team include checking the safety clip and indicating devices to determine whether fire extinguishers have been operated, checking fire extinguishers for any external corrosion, dents or other damage that could impair the safe operation of the extinguisher and checking fire blankets to ensure they have not been damaged or used.
- 8.3 An annual service of all fire fighting and detection equipment is carried out.

- 8.4 The premises are fitted with a variety of automatic fire and heat detection units. It is important that the detector is matched to the environment and the number and location of detectors is based upon advice from the School's insurers and the fire alarm maintenance company. Fire detection coverage on site varies from L/P1 to L/P4 depending on the level of risk. A specialist fire suppression system is installed in the School's main kitchen.
- 8.5 Alarm sounders are located throughout the premises to ensure the fire alarm can be heard clearly throughout the School and continue to operate until the building is evacuated. The fire alarm is tested at 8.00 a.m. each Monday morning by members of the Premises Team.
- 8.6 Break glass points are located throughout the premises to ensure all users of the building can quickly and easily raise the alarm. The break glass points are maintained during the annual service of the fire alarm system.
- 8.7 The main fire panel is located next to Security, at the front of the School.
- 8.8 Emergency lighting provides sufficient illumination in parts of the building to ensure a quick and safe evacuation, particularly when public events are being held and to ensure that processes and machinery can be safely shut down. Emergency lighting undergoes a monthly flick test carried out by a member of the premises team and an annual three hour drain down by a certified professional.
- 8.9 Lightning protection equipment is inspected on an annual basis.

9 Fire Risk Assessment

- 9.1 The Head of Premises is responsible for monitoring, updating and acting on the recommendations stated in the School's Fire Risk Assessment, which is reviewed regularly, with a formal review at least every two years or sooner where there are significant changes.
- 9.2 Every two years the Head of Premises arranges for the School's consultants, Assurity, to review the Fire Risk Assessment and associated documentation.