



KING'S HOUSE SCHOOL
RICHMOND



**FIRE RISK MANAGEMENT
POLICY & PROCEDURES**

Member of staff responsible:	Head/Estates Manager
Date of policy review:	January 2026
Date of next review:	January 2027
Approved by Governors:	January 2026



This policy applies to the whole school, including the EYFS.

I. INTRODUCTION

The fire safety policy, procedures and risk assessments at King's House School are designed:

- 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.

The School has in place procedures for:

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

Role of the School Fire Safety Manager

The Estates Manager is the designated School Fire Safety Officer. The School shall ensure that the Fire Safety Officer has received sufficient training and has sufficient experience and knowledge to carry out the obligations set in this Policy.

In the absence of the Estates Manager, the Premises Manager should be contacted.

The School Fire Safety Officer has responsibility for ensuring that:

- The School's Fire Safety Policy & Procedures are kept under regular review by Governors and the SMT and are made available to all members of staff.
- Staff are kept informed of any changes that are made to fire procedures.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and adjusted as necessary.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, rebuilt or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- at least one trained Fire Marshall is provided in every building.



Emergency Evacuation Procedures

1. On discovering a fire:

- If you discover a fire, raise the alarm immediately by breaking the glass in the nearest alarm point and then alert the Fire Safety Officer as soon as possible.
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided. **Remember that the fire should be no larger than a wastepaper basket.** However, responsibility for the evacuation of pupils always takes priority.
- Ensure you leave the building to play your part in the roll call so you are safely accounted for.

2. If you hear the fire alarm:

- If you are teaching a class, make them leave quietly with you. Do not take anything with you and do not allow the pupils to take any of their belongings. Shut doors and windows behind you. No one should talk or run. Make your way to the site's designated assembly point.
- If you have a disabled pupil in your class, you should follow the evacuation procedures agreed in their Personal Emergency Evacuation Plan (PEEP).
- Take the register of your class as soon as you reach the assembly point.
- Report anyone who is missing immediately to the Head / Deputy Head who will inform the Fire Brigade and Fire Safety Officer. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the assembly point with your pupils until the all clear is given.
- On no account should anyone return to a burning building.

2. FIRE SAFETY PROCEDURES

Briefings and training

All new staff are given induction training on the school's emergency evacuation procedures and how to raise the alarm. Fire action notices are displayed on the walls of all rooms and in all corridors and contain instructions on where the room occupants should go on hearing the fire alarm.

All pupils are briefed on Fire Safety Procedures during assembly at the start of each term and a fire drill is held on each site once per term to familiarise all staff and pupils with the procedures.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own or anyone else's safety. Members of staff undertake fire awareness training, including the basic use of fire extinguishers, which is refreshed as necessary. No one should attempt to use a fire extinguisher before he or she has been trained in its use.



Fire Marshal Training

Fire marshals will be trained in:

- emergency evacuation procedures
- use of fire extinguishers and emergency procedures
- how to spot fire hazards
- the provision of 'safety assistance' in the event of a fire

Summoning the Fire Brigade

In the event of alarm activation at any time, the alarm receiving centre will contact a keyholder to ascertain that it is not a false alarm. If a keyholder cannot be contacted, the fire services are requested to attend. This is to ensure a member of staff is aware of any fire related incidents at all times.

The master panel, that shows the location of the alarm call point on the networked alarm system in the school buildings, is located just outside the school offices, except in the Junior Department where it is located within the main entrance by the waiting area. The panels are fitted with an uninterrupted power supply (UPS).

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the office staff have standing instructions to summon the Fire and Emergency Service at once.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property.

Contractors working onsite are made aware of the emergency evacuation procedures and the location of the assembly point.

If the alarm sounds, members of staff are advised that if they are with a visitor, or they encounter a visitor, they are to ensure they accompany them out of the building.

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.

Disabled staff, pupils or visitors

Personal Emergency Evacuations Plans (PEEPs) will be produced for all disabled pupils and members of staff.



Members of staff will ensure that disabled visitors are escorted safely off the premises in an emergency.

Staff responsibilities

All members of staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

Teaching staff

Teaching staff are responsible for:

Escorting their pupils safely out of the building in silence and in an orderly fashion.

Taking the register 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 Head / Deputy Head.

Responsibilities of "Home" and "Away" Staff

If the fire alarm sounds, the premises are evacuated by staff designated "Home" or "Away". Home staff remain on site and sweep all buildings to ensure that all have evacuated safely. Away staff manage the assembly point to ensure that all are accounted for. Members of either team at any location may be varied from time to time to take account of particular circumstances.

Fire Practices

We hold one fire practice, on each site, every term at King's House School which are scheduled at different times of the day each time. This helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Methods

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits:

- There are at least two escape routes from every part of all buildings.
 - Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
 - Fires extinguishers (of the appropriate type)
 - Smoke/heat detectors are located in every building. These can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
 - All stairs, passages and emergency exits are illuminated by emergency lighting.
 - Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- Alarms sound in all parts of the building.
- Fire routes and exits are kept clear at all times.



- The Premises Team is responsible for unlocking the buildings in the morning, which is when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed, and reports defects.
- All fire alarms are tested weekly and all tests and defects are recorded. This test is the responsibility of the School Fire Safety Officer, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights.
 - Six monthly professional check on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept on the Estate's team drive.
- Plans showing the location of fire hydrants, gas and electricity shut off points are kept in the front office of each building.
- The kitchens are fitted with heat alarms and 30 minute fire doors.
- Both the JD and SD kitchens have a fire-suppression system installed above the deep-fat fryers.

Electrical Safety

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. Records of all tests are kept on the Estates team drive.
- Premises Staff check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers in the IT Suites have been set to switch off automatically every evening and during holidays and weekends. The school is moving towards implementing this more widely, rather than just allowing equipment to fall into standby mode.
- The On-site manager/supervisor of the catering company providing outsourced catering services to the School checks that all kitchen equipment is switched off at the end of the day.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept on the Estates team drive.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage



- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers when not in use and also at the end of every day.

Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in the secure rubbish compound.

Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Letting or hiring the school premises

Our standard contractual terms that we use for letting and hiring the school, cover fire safety and specify that the hirer should certify that [he/she] has read and understood the school's Fire Safety Policy and procedures.

A school caretaker / member of the premises staff is always on duty/call when the school is let or hired for an outside function or event.

3. FIRE RISK ASSESSMENT

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard.
- The people at risk.
- The measures to evaluate, remove, reduce and protect from the risk.
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

King's House School has a professional fire risk assessment for each of its locations, which are reviewed every 2 years and updated every 4 years or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.

Copies of King's House School's fire risk assessments are on the School's CRL/Every system for all staff to read, together with this document. The School will carry out any actions identified by the fire risk assessment, particularly any which are of high priority. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their department read the sections that are relevant to them.