



Fire Safety Policy

(Regulatory)



Reviewed by: Deputy Head
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Next review: Dec 2026
Next review by: Director of Estates

See also: Emergency Evacuation Procedures
Godolphin Prep Fire Evacuation Procedures

Contents

General	4
The Responsible Person	4
Competent Persons	4
Documentation & Records	5
Employees' Duties	5
Communication	5
Procedures.....	5
Legal Requirement & Education Standards.....	7
Appendix 1: Emergency Evacuation Notice.....	8
Appendix 2: Disabled Staff, Students or Visitors	8

General

The School is a responsible employer that takes our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order) and other education specific guidance.

This policy addresses our obligation under the order that requires the School to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of our General Health and Safety Policy, and is supplemented by our No Smoking Policy.

The Responsible Person

The School has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire.

The person appointed is: Director of Estates

The responsible person must ensure that a competent person carries out a Fire Safety Risk Assessment.

Competent Persons

The School will appoint competent persons to carry out the following duties:

Director of Estates

- To oversee fire safety management in the School, including building and area Risk Assessments, oversight of fire safety equipment, management of weekly checks, etc.
- To ensure appropriate Emergency Evacuation Plans are in place and updated regularly or at need
- To ensure that Personal Emergency Evacuation Plans (PEEP) are in places for disabled students and staff
- To liaise with insurers and safety advisors to manage and improve the safety systems in School
- To provide training mechanisms for Fire Wardens

Fire Wardens

- To carry out fire safety checks in the area(s) for which they are responsible
- To carry out firefighting duties (small fire and where safe to do so)
- Make contact with the emergency services (in liaison with the Estates Team)
- Assist in evacuations.

Maintenance Staff

- To carry out weekly checks of alarm systems in the School
- To carry out additional inspections of fire detection, fire fighting equipment and escape route systems, and, where needed and within their competence, to carry out repairs to these (e.g. holders for extinguishers, escape route signage etc)
- To contact the Director of Estates if they detect any deficiency.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

Documentation & Records

The School documents and keeps records to prove that we have acted responsibly. The lack of records could leave the matter open to doubt. Inspectors will require inspection of our records during any enforcement visit and, therefore, the following records will be kept at the School premises:

- The Fire Safety Policy
- No Smoking Policy
- Emergency evacuation procedures
- Detailed records of all fire training
- A record of all fire drills listing all evacuation times and any comments
- Records of weekly tests of fire alarms
- Records of tests of suppression system in the Kitchens
- Record of annual inspection and test of all fire fighting equipment
- Records of periodic tests of emergency lighting
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- Records of inspection and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety.

Employees' Duties

All 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 the Senior Leadership Team (SLT) in complying with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

Communication

The Senior Leadership Team (SLT) will ensure that all staff and students at the School are provided with all information related to fire safety and will consult with staff on all matters of fire safety policy and arrangements. The SLT will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. They will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

The School has introduced the following procedures in order to maintain high standards of fire safety:

- Following the appointment of the Responsible Person, that person shall make, record, review and where applicable revise Fire Safety Risk Assessments. This task may be delegated by the Responsible Person to some other “competent” person.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are staff, students, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- The whole School fire evacuation procedures will be practiced at least termly.
- All staff will be given training, this maybe face to face or an online course. A H&S induction (face to face or email) and the staff ‘buddy’ will inform ‘the action to be taken’ in an evacuation. Refresher training will take place as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is School policy that all House and fire wardens will be trained periodically in the use of fire extinguishers whether or not they have been given specific firefighting duties.
- All escape routes will be established and kept in good working order and free from obstruction at all times.
- Firefighting equipment will be provided. In general, this means fire extinguishers but additional provision of fire blankets, hoses or fire suppression equipment may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times when the room or corridor concerned is not in use.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and students there will be an Personal Emergency Evacuation Plan (PEEP) in place; visitors will be led to safety by the staff member overseeing their visit to the site; the DFO will ensure that external users of the premises are fully aware of evacuation and other safety procedures. Example arrangements are included at Appendix 2 to this guidance.
- Teaching staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting student

registration 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 Deputy Head in charge. It is the responsibility of Deputy Head to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- Godolphin staff are responsible for escorting their visitors to the evacuation point or, if the visitor has become trapped, alerting the authorities to their likely whereabouts.
- This policy forms part of our staff terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

The policy statement will be regularly reviewed and updated as necessary. The Senior Leadership Team endorses this policy and is fully committed to its implementation.

Legal Requirement & Education Standards

References:

- A. Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools (www.isi.net).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- D. United Learning Fire Safety Management document
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd
- F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)
- H. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

Appendix 1: Emergency Evacuation Notice

All new staff and students, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the students to take anything. Shut doors and windows behind you.
4. The School Office or the onsite residential staff will summon the Emergency Services if the alarm sounds.
5. Take the register the students as soon as you reach the assembly point (see Emergency Evacuation Policy).
6. Report anyone who is waiting to be evacuated from a designated area, or who is missing immediately to the Deputy Head who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your students until the all clear is given.

Appendix 2: Disabled Staff, Students or Visitors

We give one-to-one induction on fire safety for disabled students and their carers and for disabled members of staff. They will be provided with a Personal Emergency Evacuation Plan (PEEP) following discussion with them of their needs.

Visitors are the responsibility of their host.

