



TRURO  
SCHOOL

**PREP AND SENIOR SCHOOL**

# Fire Risk Assessment and Fire Procedures Policy

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A copy of this policy is published in the following areas:

The school's website

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Created by: Compliance Officer

Reviewed by: Chief Operating Officer

## Fire Risk Assessment and Fire Procedures Policy

### **1. Scope**

- 1.1 This policy applies to all premises and activities under the control of Truro School, including Senior and Prep. It outlines the approach to fire risk management to ensure the health, safety and welfare of all building users in accordance with applicable legislation and best practice guidance for educational settings.

### **2. Objectives**

- To identify, assess, and manage fire risks within the school.
- To establish effective procedures for fire prevention, detection, evacuation, and response.
- To ensure compliance with all relevant fire safety legislation.
- To maintain a safe learning and working environment for pupils, staff, contractors and visitors.
- To ensure roles, responsibilities and training are clearly defined and implemented.

### **3. Responsible Person and Fire Safety Management Structure**

- 3.1 Under the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person for Truro School Senior and Prep is the respective Head.
- 3.2 The Responsible Person may delegate duties to competent persons, including:
- Director of Estates
  - Compliance Officer
  - Prep Operations Manager
  - Fire Marshals
- 3.3 These individuals assist in implementing fire safety measures, but accountability remains with the Responsible Person.

### **4. Legislative and Guidance Framework**

- 4.1 Fire safety at the School is managed in accordance with:
- The Regulatory Reform (Fire Safety) Order 2005
  - Fire Safety Act 2021
  - Fire Safety (England) Regulations 2022
  - DfE Building Bulletin 100 (BB100): Designing for fire safety in schools
  - Relevant British Standards including:
    - BS 5839 – Fire detection and alarm systems
    - BS 5266 – Emergency lighting

- BS 5306 – Fire extinguishing installations

## **5. Fire Risk Assessment**

- 5.1 All school buildings will be subject to comprehensive fire risk assessments conducted by a competent person, most likely an external consultant.
- 5.2 The fire risk assessment will be reviewed yearly or in the event of significant changes to the building's occupancy or use.
- 5.3 A copy of each fire risk assessment report and associated action plan will be available on site (from the Compliance Officer and Support Services Manager) and employees attention brought to any hazards found in the assessment.
- 5.4 Control measures will be implemented to eliminate or reduce fire risk reduced to the lowest practicable level.
- 5.5 Regular inspections will be conducted by the Fire Marshals, Director of Estates, Operations Director, Support Services Manager and Compliance Officer to ensure walkways and escape routes are kept clear and safe.

## **6. Fire Detection Systems**

- 6.1 All premises are equipped with adequate fire detection systems, maintained in accordance with BS 5839.
- 6.2 Detection systems are tested routinely and inspected by external accredited contractors.

## **7. Fire Alarm Systems**

- 7.1 Each building has an appropriate fire alarm system.
- 7.2 The alarm system is tested weekly using a different call point each time. Tests are managed by the Director of Estates and Support Services Manager.
- 7.3 Alarms are serviced biannually by a competent contractor, with records maintained in the Fire Safety Logbook.

## **8. Firefighting Equipment**

- 8.1 Firefighting equipment is installed based on fire risk assessment finding and complies with BS 5306.
- 8.2 All extinguishers and fire suppressant systems are inspected annually by a qualified contractor and the service date recorder on each extinguishers/system.

## **9. Emergency Lighting**

- 9.1 Emergency lighting is installed in all areas where required (e.g. stairs, passageways, emergency exits) and maintained in accordance with BS 5266.
- 9.2 Battery operated emergency lighting will be tested monthly (charge and illumination) and an annual full discharge test will be conducted by a competent electrician.

- 9.3 Records of testing and servicing of emergency lights will be maintained by the Director of Estates and Support Services Manager.

## **10. Emergency Procedures**

- 10.1 A documented Fire and Evacuation Plan is maintained, detailing:
- Evacuation strategy
  - Staff responsibilities
  - Alarm activation process
  - Communication with emergency services
  - Assembly points
  - Provisions for those with hearing, visual or mobility impairments
- 10.2 Emergency procedures are accessible on the school intranet and displayed in every building.
- 10.3 All escape routes are clearly marked with compliant signage and kept unobstructed.
- 10.4 Pictogram signage is used in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- 10.5 Personal Emergency Evacuation Plans (PEEPs) will be developed for staff by the Compliance Officer as notified, and for the pupils with support from the Pastoral/SEND team.
- 10.6 Teaching staff are responsible for escorting pupils safely, in silence and in an orderly fashion to a designated assembly point. A head count will be completed, and missing persons reported to the Senior Fire Warden and a Deputy Head.
- 10.7 Staffed Offices:
- Truro School Senior Front Office (during term time): 0800 – 1700
  - Truro School Senior Front Office (during non-term time): 0800 – 1600
    - This does not include Bank Holidays or during Christmas close-down period where the Front Office is closed.
  - Truro School Prep Reception (during term time): 0800 – 1630
- 10.8 Fire drills are held at the beginning of each term and separately for Boarding Houses, including a least one nighttime drill annually.
- 10.9 Drill records are maintained by the Compliance Officer.

## **11. Fire Safety Training**

- 11.1 All staff will undertake annual Fire Safety Awareness training.
- 11.2 Boarding staff and Caretakers receive annual training on the use of extinguishers and evacuation protocols.
- 11.3 Pupils are informed on evacuation procedures and safe conduct.
- 11.4 Visitors and contractors receive a safety briefing on arrival, including location of exits and assembly points.
- 11.5 A risk assessment for large events will be completed, and a pre-event fire safety announcement if required.
- 11.6 All training is documented and records kept for inspection.

## **12. Fire Prevention Measures**

12.1 The School actively prevents fire risks by ensuring:

- Safe storage, transportation, handling and disposal of flammable materials and hazardous substances.
- Regular inspection of ignition sources.
- Secure use of electrical equipment.
- Good housekeeping in all areas.
- Induction and refresher training for staff.
- Oversight of contractor activities during works.
- Anti-arson measures, including security checks and CCTV where applicable.

## **13. Fire Records**

13.1 The following records are maintained:

- Fire Risk Assessment and action plans
- Fire alarm and detection tests
- Emergency lighting tests
- Firefighting equipment servicing.
- Fire drills (including feedback and improvements).
- Staff fire safety training records.
- PEEPs and evacuation planning.
- Fire incidents or false alarms.

13.2 Records are retained for a minimum of 3 years and are reviewed annually as part of the review of the Fire and Evacuation Plan.