TRURO SCHOOL

PREP AND SENIOR SCHOOL

Fire Risk Assessment and Fire Procedures Policy

A copy of this policy is published in the following areas:
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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 school sites. It outlines the school's arrangements for managing fire safety to protect the health, safety and welfare of pupils, staff, contractors, visitors and all building users in accordance with relevant legislation and recognised best practice guidance for educational settings.

2. Objectives

2.1 The objectives of this policy are to:

- Identify, assess, and manage fire risks across the school.
- Establish effective arrangements for fire prevention, detection, evacuation, and emergency response.
- Ensure compliance with all applicable fire safety legislation and guidance.
- Maintain a safe learning and working environment for all building users.
- Clearly define responsibilities, training requirements and fire safety management arrangements.

3. Responsible Person and Fire Safety Management Structure

3.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person for Truro School Senior and Prep is the respective Head, acting on behalf of the Governing Body.

3.2 The Responsible Person may appoint competent persons to assist in discharging their fire safety duties, including:

- Director of Estates
- Compliance Officer
- Prep Operations Manager
- Fire Marshals

3.3 Whilst duties may be assigned to competent persons, overall accountability for compliance with fire safety legislation remains with the Responsible Person.

4. Legislative and Guidance Framework

4.1 Fire safety arrangements are managed in accordance with, but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022

- Department for Education 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 are subject to suitable and sufficient fire risk assessments conducted by a competent person.

5.2 Fire risk assessments will be reviewed annually or sooner where there are significant changes to the site, the building's occupancy or use or following a fire related incident

5.3 Copies of current fire risk assessments and associated action plans will be available on site and employees will be informed of any significant findings relevant to their work and responsibilities.

5.4 Appropriate control measures will be implemented to eliminate fire risks where reasonably practicable or reduce them to the lowest practicable level.

5.5 Routine fire safety inspections will be conducted by designated competent persons to ensure fire precautions, escape routes and fire safety arrangements remain effective.

6. Fire Detection and Alarm Systems

6.1 All school premises are provided with appropriate fire detection and alarm systems designed, installed and maintained in accordance with BS 5839.

6.2 Fire alarm systems are tested weekly using a different manual call point on each occasion.

6.3 Fire detection and alarm systems are inspected and serviced at least every 6 months by a competent contractor.

6.4 Records of testing, inspection and serving are maintained within the school's Fire Safety Logbook.

7. Firefighting Equipment

7.1 Suitable firefighting equipment is provided based upon the fire risk assessment and maintained in accordance with BS 5306.

7.2 Fire extinguishers and any fixed fire suppression systems are inspected annually by a competent contractor, with service records maintained.

8. Emergency Lighting

8.1 Emergency lighting is installed where required to provide safe means of escape and is maintained in accordance with BS 5266.

8.2 Emergency lighting is function tested monthly, with an annual full test undertaken by a competent electrician.

8.3 Records of testing and servicing are maintained by the Director of Estates and Prep Operations Manager.

9. Emergency Procedures

9.1 The school maintains a Fire and Evacuation Plan detailing:

- Evacuation arrangements
- Staff responsibilities
- Alarm activation procedures
- Communication with emergency services
- Assembly points
- Arrangements for persons requiring assistance during evacuation

9.2 Emergency procedures are communicated to staff, accessible on the school intranet and displayed in every building.

9.3 All escape routes and emergency exits are clearly identified with compliant signage and are kept unobstructed at all times.

9.4 Safety signage complies with the Health and Safety (Safety Signs and Signals) Regulations 1996.

9.5 Personal Emergency Evacuation Plans (PEEPs) will be developed where required for staff or site visitors by the Compliance Officer as notified, and for the pupils with support from the Pastoral/SEND team.

9.6 Teaching staff are responsible for escorting pupils calmly and safely to the designated assembly point, where attendance will be checked and any concerns immediately reported to the Senior Fire Warden and a Deputy Head.

9.7 Fire drills are held at the beginning of each term, with separate drills undertaken for Boarding Houses, including a least one nighttime evacuation drill annually.

9.8 Records of all fire drills, including any lessons learned and improvement actions, will be maintained by the Compliance Officer.

9.9 No person may re-enter a building following evacuation until authorised to do so by the Senior Fire Warden, or the Fire Services.

10. Fire Safety Training

10.1 All staff will undertake annual Fire Safety Awareness training.

10.2 Boarding staff, Caretakers and other designated personnel will receive additional role specific training appropriate to their responsibilities.

10.3 Pupils are instructed in fire evacuation procedures and expected standards of conduct during evacuations.

10.4 Visitors and contractors will be provided with appropriate fire safety information relevant to the areas they occupy.

10.5 Fire safety arrangements will be considered as part of the planning process for large events, with event specific risk assessments and safety briefings provided where appropriate.

10.6 Training records will be maintained and made available for audit or inspection.

11. Fire Prevention Measures

11.1 The school seeks to minimise the risk of fire by ensuring:

- Safe storage, transportation, handling and disposal of flammable materials and hazardous substances.

- Regular inspection and maintenance of electrical equipment and potential ignition sources.
- High standards of housekeeping in all areas.
- Appropriate staff induction and refresher training.
- Effective management of contractor activities and hot works.
- Suitable security arrangements to reduce the risk of deliberate fire setting.

12. Fire Records

12.1 The school maintains appropriate records including:

- Fire risk assessment and action plans
- Fire alarm testing, inspection and servicing
- Emergency lighting testing and servicing
- Firefighting equipment inspections and servicing
- Fire drills and any resulting actions
- Fire safety training records
- Personal Emergency Evacuation Plans
- Fire incidents or false alarms investigations

12.2 Fire safety records are retained in accordance with the school's record retention schedule and reviewed periodically as part of the school's fire safety management arrangements.