Fire Risk Management Policy Including EYFS

Godstowe School

Document control

Field	Details
School	Godstowe School
Policy owner	Jack Davidson - Headteacher
Approved by	Ali Khan – Proprietor
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1. Purpose, status and scope

This policy explains how the school prevents fire, assesses risk, protects relevant persons, maintains fire precautions and prepares for a safe evacuation. It applies to every non-domestic school building and, where relevant, the common and managed parts of boarding or other residential accommodation. It also applies to school-controlled events, lettings, temporary structures, construction work and off-site premises used under the school's control.

- The Responsible Person is determined in accordance with Article 3 of the Regulatory Reform (Fire Safety) Order 2005. In relation to a workplace, this will normally be the employer where the workplace is to any extent under its control. In other cases it may be the person who has control of the premises in connection with an undertaking, or the owner. Other persons may also have fire-safety duties to the extent that they exercise control or have contractual responsibilities for the premises or fire precautions. More than one Responsible Person or duty holder may therefore have responsibilities for the same premises.
- Delegating fire-safety tasks to the Headteacher, Fire Safety Lead, premises staff or an external competent person does not transfer the Responsible Person's legal accountability.
- The Responsible Person must ensure that a suitable and sufficient fire risk assessment is completed, maintained and acted upon, and that the required fire-safety arrangements are recorded.
- The fire risk assessment is the foundation of the School's fire-safety arrangements; a policy, certificate, servicing record or annual maintenance visit does not replace it
- Life safety takes priority over property protection or continuity of education.
- The school will evacuate people without relying on the Fire and Rescue Service to complete the planned evacuation.
- No person should put themselves at risk to fight a fire, collect belongings, search an unsafe area or rescue another person.
- The local Fire Emergency Plan contains site-specific operational instructions and forms part of this policy framework.

2. Legal and regulatory framework

Source	Application
Regulatory Reform (Fire Safety) Order 2005, as amended	Core duties for suitable and sufficient assessment, general fire precautions, emergency arrangements, maintenance, information, training and cooperation.
Fire Safety Act 2021	Clarifies the scope of the Fire Safety Order for the structure, external walls and relevant doors of multi-occupied residential buildings.
Dangerous Substance and Explosive Atmosphers Regulations 2002 (DSEAR)	Assessment and control of fire, explosion and related safety risks from dangerous substances, including flammable liquids, gases, aerosols, dusts, pressurised gases and other materials capable of creating a dangerous atmosphere.
Building Safety Act 2022, section 156	Requires the full fire risk assessment and fire-safety arrangements to be recorded, assessor details to be recorded, Responsible Persons to identify and coordinate with each other and fire-safety information to be handed over.
Fire Safety (England) Regulations 2022, where applicable	Fire Safety (England) Regulations 2022, where applicable Additional duties for buildings containing two or more domestic premises, with further requirements applying according to building height, including specified fire-door checks, resident information and, for high-rise residential buildings, plans, information boxes, lift / firefighting-equipment checks and Fire and Rescue Service information.
Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, where applicable	Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, where applicable From 6 April 2026, applies to specified buildings containing two or more domestic premises that meet the statutory height / storey threshold or the more-than-11-metre simultaneous-evacuation threshold. Requires building evacuation planning and, for relevant residents who engage with the process, identification, person-centred fire-risk assessment and associated evacuation information and measures.
Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999	Employer duties, risk management, emergency planning, competent assistance, cooperation and coordination.

Source	Application
Education (Independent School Standards) Regulations 2014, as amended	Requires compliance with the Fire Safety Order and effective health, safety, premises and leadership arrangements.
Independent School Standards Guidance, April 2026	Current DfE interpretation and evidence expectations for independent schools.
Home Office fire-safety risk-assessment guidance for educational premises	Article 50 technical guidance for teaching and educational areas.
Home Office fire-safety risk-assessment guidance for sleeping accommodation	Article 50 technical guidance for boarding-school sleeping accommodation and other sleeping areas.
Good Estate Management for Schools, updated July 2026	Estate governance, competent assessment, maintenance, records and review.
Boarding schools: National Minimum Standards, May 2026	Boarder evacuation knowledge, accessible alerting, clear plans, boarding-time drills and overnight drill expectations.
Equality Act 2010	Non-discrimination and reasonable adjustments, including effective evacuation arrangements.
EYFS statutory framework for group and school-based providers, September 2026	Premises safety, supervision, emergency procedures, records and welfare requirements for young children.
UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025	Lawful and secure processing of PEEPs, disability information, drill records and incident information.

3. Definitions

Term	Meaning in this policy
Responsible Person	The employer, owner, landlord, occupier or other person with control of premises to the extent of that control under the Fire Safety Order.
Duty holder	A person who has duties under the Fire Safety Order because of control, contract, tenancy or responsibility for maintenance, repair or fire precautions.
Relevant person	Anyone lawfully on the premises and anyone in the immediate vicinity who may be at risk from a fire on the premises.
Fire risk assessment	A suitable and sufficient, organised assessment of fire hazards, people at risk, preventive and protective measures, emergency arrangements and necessary action.
Competent person	A person with sufficient training, experience, knowledge and other qualities to assist effectively with fire-safety measures.
General fire precautions	Measures to reduce fire risk and spread, secure escape, detect and warn, fight fire where appropriate, and provide emergency routes, lighting, signs, procedures and training.
PEEP	A Personal Emergency Evacuation Plan for a person who may need assistance or an adjusted procedure to evacuate safely.
GEEP	A Generic Emergency Evacuation Plan for visitors or occasional users with common needs where an individual PEEP is not practicable in advance.
Place of total safety	A place beyond the premises where a person is no longer at risk from fire.
Compartmentation	Fire-resisting construction intended to restrict the spread of fire and smoke.
Impairment	A planned or unplanned period when a fire-safety system, route, door, compartment or control is unavailable or ineffective.

4. School fire-safety profile

SCHOOL-SPECIFIC POLICY INFORMATION

- Responsible Person(s): Ajay Gill
- Fire Safety Lead: Ajay Gill
- Current fire risk assessment date: 01/09/2026
- Next formal review date: 01/09/2027
- Assembly point(s): Tennis Courts

5. Aims and core principles

- Safeguard pupils, staff, residents, visitors, contractors and members of the public from injury or death.
- Prevent fire so far as reasonably practicable and reduce the potential for rapid growth or spread.
- Provide reliable detection, warning, escape, emergency lighting and firefighting facilities based on the assessment.
- Plan for the needs of children, disabled people, sleeping occupants, unfamiliar visitors and anyone who may need assistance.
- Protect continuity, property and the environment only after life-safety requirements have been met.
- Maintain accurate records, close actions by risk priority and learn from drills, alarms, near misses and fires.
- Ensure pupils understand age-appropriate fire safety without being given unsafe responsibilities.

6. Responsible Person, duty holders and governance

Role	Responsibilities
Responsible Person(s)	Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 to the extent of their legal responsibility and control; ensure suitable and sufficient fire-risk assessment, general fire precautions, emergency arrangements, competent assistance, maintenance, information, training, cooperation and required records.
Proprietor	Ensure the Independent School Standards requirement for compliance with the Fire Safety Order is met; provide effective governance, resources and oversight; receive assurance on assessment, significant actions, systems, incidents and compliance.
Headteacher	Implement the policy; designate operational leads; ensure the local plan, staffing, drills, training and communication are effective.
Fire Safety Lead	Coordinate the assessment and action plan; maintain records; organise checks, drills and training; manage impairments and report significant issues.
Site / Estates Lead	Complete routine checks; control contractors and hot work; maintain routes, doors, systems and access; report defects immediately.
Boarding Lead	Maintain night-time evacuation arrangements, staffing, boarder induction, drills, checks and contingency accommodation.
EYFS Lead	Ensure procedures reflect ratios, supervision, sleeping children, mobility, pushchairs, cots and very young children.
Department / activity leads	Control local ignition, fuel, equipment and processes; maintain clear routes; implement departmental procedures.
All staff	Follow instructions, keep routes clear, report defects, evacuate pupils and visitors, participate in training and never compromise fire precautions.
Pupils and boarders	Follow instructions, raise concerns, do not interfere with equipment and leave promptly when the alarm sounds.
Contractors, hirers and visitors	Follow local rules, cooperate with the school and avoid compromising escape routes, alarms, doors or compartmentation.

7. Competent assistance and fire-risk assessor

- The Responsible Person will appoint competent assistance proportionate to the complexity, age, construction, occupancy and sleeping use of the premises.
- The school will record the assessor's name and organisation and retain evidence of competence, experience, insurance, scope and independence.
- Complex, heritage, multi-storey, boarding, mixed-use or materially altered premises will normally require a suitably qualified external specialist.
- The assessor's appointment does not transfer liability from the Responsible Person.
- Where advice conflicts, the school will obtain clarification or an independent second opinion and document the decision.

8. Fire risk assessment process

1. Identify fire hazards: ignition sources, fuel, oxygen, processes, dangerous substances, electrical equipment, cooking, heating, smoking, arson and building work.
2. Identify people at risk: pupils, staff, boarders, visitors, contractors, neighbours and people especially at risk because of age, disability, sleep, unfamiliarity, location or activity.
3. Evaluate risk and remove or reduce hazards and risks, applying preventive measures before relying on emergency response.
4. Evaluate and provide detection, warning, escape, compartmentation, lighting, signs, firefighting facilities, access, emergency procedures and training.
5. Record the full assessment, findings, existing controls, actions, responsibility, priority and completion evidence.
6. Prepare and maintain the Fire Emergency Plan, inform and train relevant people, and coordinate with other duty holders.
7. Review and revise after change, concern, incident, evidence of ineffectiveness and at the planned interval.

- The assessment will cover normal operation, lessons, breaks, arrival and departure, events, lettings, holidays, exams, construction, temporary accommodation and out-of-hours use.
- Educational and sleeping accommodation will be assessed against the appropriate Home Office technical guide. One guide must not be applied blindly to a different use.

9. Recording, action planning and review

- The school's internal standard is a formal review at least annually, with a new assessment or earlier review whenever there is reason to believe the assessment is no longer valid or there has been significant change.
- Triggers include fire or near miss, repeated false alarms, changes to occupancy or needs, boarding changes, alterations, compartmentation breach, new equipment, new dangerous substances, construction work, enforcement or inspection findings and changes to law or guidance.

Priority	Expected control
Immediate / intolerable	Stop use, evacuate, isolate or introduce effective interim controls at once; notify senior leadership and the Responsible Person.
High	Named action and short completion deadline; daily or frequent monitoring until closed.
Medium	Planned corrective action with a defined date and verification.
Low / improvement	Managed through planned maintenance or improvement, without allowing drift or repeated deferral.

10. Fire prevention and housekeeping

- Maintain good housekeeping and remove combustible waste, packaging, displays, laundry and unwanted furniture promptly.
- Keep plant rooms, electrical cupboards, boiler rooms, stairways, corridors, under-stair spaces and escape routes free from storage.
- Store combustibles away from ignition sources and do not allow displays or decorations to compromise detection, sprinklers or fire-resisting surfaces.
- Control smoking and vaping under the school's no-smoking arrangements; charging or disposal of vapes will be risk assessed.
- Secure refuse and recycling away from buildings, ignition sources and public access, with lids closed and collections managed.
- Use only approved heaters and appliances. Personal heaters, cooking devices, candles and naked flames are prohibited unless specifically authorised and risk assessed.

- Maintain ventilation around equipment and prevent overheating caused by blocked vents or unsuitable extension leads.

11. Ignition sources, fuel and oxygen

Hazard group	Controls
Electrical and charging	Suitable equipment, inspection and maintenance, safe loading, approved chargers, no daisy-chaining, defects removed from use and charging separated from escape routes.
Heating and cooking	Competent servicing, safe clearances, shut-down arrangements, supervision, extraction cleaning and controls for oils and hot surfaces.
Laboratories and workshops	Departmental controls for burners, hot work, kilns, furnaces, flammables, gases, dust and machinery.
Naked flame and performances	Specific authorisation, competent supervision, flame-retardant materials, extinguishing provision and cancellation where controls cannot be assured.
Fuel and gases	Minimum quantities, secure ventilated storage, separation, signage, leak procedures and emergency isolation.
Oxygen enrichment	Medical oxygen and oxidising materials stored and used under specialist controls away from ignition and incompatible substances.

12. Dangerous substances and higher-risk materials

- The fire risk assessment will consider dangerous substances together with COSHH and DSEAR duties, including flammable liquids, gases, aerosols, dusts, oxidisers, fuels and laboratory chemicals.
- Quantities will be minimised, incompatible materials separated and containers labelled, closed and stored in suitable cabinets or compounds.
- Emergency arrangements will address leaks, spills, cylinders, isolation, contaminated firefighting water and information for the Fire and Rescue Service.
- Insulated panels, combustible cladding, timber construction, voids, heritage features and temporary structures will be identified and reflected in the assessment.

13. Arson, security and deliberate fire-setting

- External storage, bins, sheds, vehicles and deliveries will be positioned and secured to reduce arson and fire-spread risk.
- The school will control access to roofs, plant, waste, laboratories, kitchens and service areas and investigate evidence of tampering or deliberate ignition.
- Repeated fire-setting, malicious alarms or possession of ignition materials by a pupil will be managed through safeguarding and behaviour procedures, with individual risk assessment where appropriate.
- Security controls must not prevent immediate escape or delay access for emergency services.

14. Means of escape and final exits

- Escape routes will be sufficient for occupancy, travel distance, building layout and the needs of users.
- Routes, stairs, corridors, final exits and external paths to a place of total safety will be clear, adequately lit and available whenever the premises are occupied.
- Emergency doors will open easily and immediately in the direction required by the assessment, without a key or code where occupants may need to use them.
- Security devices, access control and magnetic locks will fail safe or have an approved emergency release arrangement.
- Alternative routes will be known and practised where appropriate. Staff must not assume the normal route will always be available.
- The school will control occupancy and furniture layouts for halls, performances, examinations, dining, events and temporary uses.

15. Compartmentation, fire doors and building fabric

- Fire-resisting walls, floors, ceilings, doors, shutters, glazing, dampers and service penetrations will be identified, maintained and protected from unauthorised alteration.
- Fire doors must close fully into their frames, have suitable seals and ironmongery, and must not be wedged open unless held by an approved automatic device compatible with the alarm system.
- Doors on circulation and sleeping routes will be checked at a frequency determined by risk, use and competent advice, with high-use and boarding doors checked more frequently.
- Any work that penetrates or disturbs fire-resisting construction requires authorisation, suitable fire-stopping and recorded handover evidence.
- External walls, cladding, balconies and relevant doors will be included where the Fire Safety Act 2021 applies.

16. Fire detection and alarm systems

- The school will maintain a suitable fire detection and warning system appropriate to the building, use, evacuation strategy and people at risk.
- The alarm must be distinctive, audible throughout occupied areas and accessible to people with hearing, sensory or communication needs. Visual, vibrating or personal alerting devices will be provided where required.
- Boarding and sleeping areas will use automatic detection and addressable or zoned information appropriate to their complexity and risk.
- The alarm will be tested routinely from different call points, serviced by a competent organisation and monitored where specified by the assessment.
- The local plan will define who calls 999. Automatic alarm transmission does not remove the need to confirm an emergency call.
- False alarms, unwanted activations, isolation and faults will be recorded, investigated and corrected.

17. Emergency lighting, signs and notices

- Emergency escape lighting will be provided where normal lighting failure would place people at risk and will cover routes, changes of direction, stairs, exits, firefighting equipment and other required locations.
- Escape signs and fire-action notices will be clear, consistent and positioned for the people using the building, including unfamiliar visitors.
- Photoluminescent, tactile, low-level or additional wayfinding will be considered where needed for sleeping accommodation, sensory needs, smoke conditions or complex routes.
- Plans and notices must match actual routes and assembly arrangements. Obsolete signs will be removed immediately.

18. Firefighting equipment and fixed systems

- Portable extinguishers, blankets, hose reels, sprinklers, suppression, smoke control and other systems will be provided only where identified by the assessment or building strategy and maintained by competent persons.
- Staff are not expected to fight a fire. Equipment may be used only by a trained person, where the fire is small, escape is assured, the alarm has been raised and the correct equipment is immediately available.
- No one should delay evacuation, re-enter or turn their back on an escape route to use firefighting equipment.
- Fixed-system isolation, impairment or unwanted operation will be controlled under section 33.

19. Fire Emergency Plan and evacuation strategy

- Anyone discovering fire will raise the alarm immediately, call or ensure a call to 999 and leave by the nearest safe route.
- Staff responsible for a class or group will direct immediate evacuation and take pupils to the assigned assembly point. They must not delay to collect possessions or undertake unsafe checks.
- Where safe and expressly assigned, staff may isolate a process or close doors. Such action must never delay evacuation.
- No unauthorised person may re-enter until the Fire and Rescue Service, or the authorised incident lead following a confirmed false alarm, declares it safe.

20. Assembly, roll call, accounting and reunification

- The school will maintain an effective method to account for pupils, boarders, staff, visitors, contractors and hirers using live registers or a tested electronic system with resilient backup.
- Registers must reflect late arrivals, early departures, pupils in specialist rooms, trips, clubs, boarding status and visitors.

- Missing persons will be reported immediately to the incident lead and Fire and Rescue Service. Staff must not re-enter to search unless specifically directed by the Fire and Rescue Service.
- Assembly points will not obstruct fire-service access or expose people to smoke, traffic, falling debris or other hazards.
- The emergency plan will include bad-weather shelter, alternative assembly, prolonged evacuation, communication with parents and controlled reunification.
- Each School will maintain a current, site-specific Fire Emergency Plan covering, as a minimum, alarm and detection arrangements; the evacuation strategy; actions on discovering fire and hearing the alarm; responsibility for calling 999; staff and group-leader duties; any fire-warden sweep arrangements and their limitations; primary and alternative assembly points; PEEP and assisted-evacuation arrangements; Fire and Rescue Service liaison; re-entry authority; and, where applicable, boarding and overnight contingency arrangements.
- The Fire Emergency Plan will be readily available to relevant staff, kept consistent with the fire risk assessment and reviewed following material change, a fire or serious near miss, an ineffective drill or any change to the evacuation strategy.

21. Personal Emergency Evacuation Plans and assisted evacuation

- The school will identify employees, pupils, boarders and regular visitors who may need assistance because of mobility, sensory, cognitive, medical, behavioural or temporary needs.
- A person-centred PEEP will be prepared with the individual and, for a pupil, appropriate involvement of parents and relevant professionals. It will identify routes, alerting, assistance, equipment, staffing, refuge use and alternatives.
- PEEPs will be tested sensitively and reviewed after any change in need, building, timetable, staffing or evacuation experience.
- GEEPs and accessible visitor information will support unplanned visitors, but will not replace an individual PEEP where the need is known.
- Refuges are temporary places of relative safety and require communication, management and an onward evacuation plan. They are not places to leave a person awaiting rescue by the Fire and Rescue Service.
- Information will be shared only with those who need it for safety and handled under data-protection law.

22. Fire drills and exercises

- A school-day evacuation drill will be carried out at least once each term and whenever needed to test changed arrangements or induct a significant new group.
- Drills will test realistic variations over time, such as an alternative route, unavailable exit, lunch, assembly, after-school activity or a person requiring assistance, without creating avoidable distress or unsafe surprise.
- All drills will be risk assessed. Staff may be notified where necessary for safety, but advance notice will not make the exercise meaningless.
- The record will include date, time, scenario, alarm point, participation, evacuation and accountability times, PEEP performance, problems, observations, actions, owners and closure evidence.
- A poor drill will be analysed and repeated after corrective action. Speed alone is not the measure of success; safe behaviour, route use, communication and accurate accounting matter.
- Actual alarm activations may count as evidence only where the full response is evaluated and recorded.

23. Early Years Foundation Stage

- The assessment and plan will reflect the number and ages of children, sleeping arrangements, ratios, staffing, mobility, pushchairs, cots, doors, stairs, outdoor areas and children who may hide or freeze.
- Staff will maintain continuous supervision and a method for promptly accounting for every child. Evacuation equipment will be suitable, accessible and practised.
- Babies and children who cannot self-evacuate will have a clear staff-assisted plan that remains workable at minimum permitted staffing levels.
- Fire procedures will be included in induction and practised in an age-appropriate, non-frightening way.
- EYFS sleep rooms and nappy-changing or storage areas will not accumulate combustible materials or compromise escape routes.

24. Boarding and sleeping accommodation

- Sleeping accommodation will be assessed using the Home Office sleeping-accommodation guide, not only the educational-premises guide.
- Boarders and staff will be trained on what to do and be capable of safe evacuation.
- Alerting systems will be accessible and evacuation plans will reflect individual needs

- A boarding time drill must be carried out at least once per term. At least one drill each year will be carried out overnight unless a documented welfare assessment concludes that this would be detrimental.
- Flexi-boarding arrangements may require additional drills to ensure competence of boarders.
- Night staffing, staff location, alarm audibility, automatic detection, bedroom doors, charging, laundry, kitchens, personal appliances, medication, visitors and boarders with additional needs will be addressed.
- The school will maintain an overnight evacuation, relocation and emergency-accommodation plan, including safeguarding, medication, weather, transport and parent communication.
- Boarder induction will include routes, alarms, prohibited items and the importance of not returning for belongings.
- Any decision not to conduct an overnight drill must be pupil-specific or cohort-specific, documented, risk assessed and supported by an alternative robust test.

25. Contractors, maintenance, alterations and hot work

- No work may begin until the school and contractor have exchanged relevant fire-safety information, assessed the impact and agreed controls.
- Contractors must not isolate alarms, detectors, sprinklers, fire doors, smoke control or emergency lighting without written authorisation and an impairment plan.
- Hot work requires a permit, combustible clearance, suitable equipment, competent personnel, continuous observation and a post-work fire watch for the period specified by competent advice and the permit.
- Penetrations and fire-stopping will be photographed, certified or otherwise evidenced before concealment. The fire strategy, plans and asset records will be updated.
- Occupied-building work must maintain safe escape and protect children from construction fire risks. Where it cannot, the area or building will not be occupied.
- Changes of use, layout, occupancy, doors, access control, partitions, ceilings, services and temporary buildings will be reviewed before implementation and may require building-control approval.

26. Lettings, events, visitors and external organisations

- The school will give hirers written fire information, occupancy limits, alarm arrangements, routes, assembly points, PEEP expectations, prohibited activities and emergency contacts.
- The hirer must nominate a responsible event lead, brief attendees, maintain an attendance system and cooperate with the school.
- Large events, performances, fairs, fireworks, temporary structures, catering, overnight stays and public access require an event-specific fire risk assessment.
- Visitor information will be proportionate to the visit and may be provided through induction, badges, signage, hosts and event briefings.
- Where another organisation is responsible for children during a let, this does not remove the school's duties as premises controller or Responsible Person to the extent of its control.

27. Shared premises and coordination with other Responsible Persons

- The school will coordinate assessments, alarms, evacuation strategies, drills, routes, assembly points, impairments, access, maintenance and emergency information across shared premises.
- Each Responsible Person will be informed of risks arising from the school's activities and will provide equivalent information about their own activities.
- Conflicting evacuation strategies, alarm signals or assembly arrangements must be resolved before occupation or use.
- A written interface schedule will identify ownership and testing responsibility for shared alarms, doors, routes, plant, sprinklers, information boxes and emergency access.

28. Out-of-hours use, lone working and holidays

- The Fire Emergency Plan applies whenever any person is on site, including evenings, weekends, holidays and lone working.
- Out-of-hours users will have a reliable alarm, escape, 999-calling and accountability arrangement and must not enter areas affected by system isolation or building work.
- Unoccupied-period inspections, waste, arson, heating, charging, construction and automatic fire-system monitoring will be managed under the site plan.
- A lone worker must not undertake hot work, enter a high-risk area or perform a task where the fire assessment requires a second person.

29. Kitchens, laboratories, workshops, performance and specialist areas

Area	Specific controls
Kitchens and catering	Extraction and duct cleaning, appliance and gas isolation, oil controls, supervision, waste, suppression where provided and no water on burning oil.
Science	Gas and electrical isolation, flammables, cylinders, oxidisers, experiments, burners, emergency shutdown and information for responders.
Design and technology / estates workshops	Hot work, dust extraction, timber and waste, machinery, welding, gas, finishing products, battery tools and shutdown.
Art / ceramics	Kilns, solvents, oils, aerosols, rags, drying, unattended heating and combustible displays.
Drama / music / halls	Stage lighting, curtains, scenery, smoke effects, temporary electrics, seating, occupancy, exit visibility and audience management.
Sports / swimming	Plant, chemicals, changing areas, large spaces, public events, wet evacuation and alternative assembly.
Archives / stores / laundry	Fire load, spacing, housekeeping, detection, dryers, lint, ventilation and no storage on routes or against heaters.

30. Electrical safety, charging and lithium-ion batteries

- Electrical installations and equipment will be maintained under the Health and Safety Policy, with damaged, overheating or recalled equipment removed from use.
- Charging stations will use manufacturer-approved equipment, be located away from escape routes and combustibles, and be supervised or subject to a documented safe charging arrangement.
- E-bikes, e-scooters and other large lithium-ion batteries will not be charged or stored inside occupied school or boarding buildings unless a competent fire assessment specifically approves the location and controls.
- Power banks, laptops, tablets, radios and boarding devices will be checked for damage, swelling and overheating and will not be charged under bedding, on soft furnishings or in blocked ventilation.
- Battery fires, damaged cells and disposal require specialist isolation and emergency arrangements; staff should not handle a smoking or hissing battery unless trained and it is safe to do so.

31. Lifts, refuges and evacuation equipment

- Ordinary passenger lifts must not be used during fire unless the building strategy and competent advice identify them as evacuation or firefighting lifts and procedures are in place.
- Evacuation chairs and other aids will be suitable for the user, route and staff capability, maintained, accessible and supported by enough trained staff.
- Refuge communication and management will be tested. Staff will know who monitors refuges and how onward evacuation is achieved.
- A lift or evacuation-aid fault affecting a PEEP will trigger immediate interim controls and review of occupancy.

32. Fire and Rescue Service access and information

- Access roads, gates, hydrants, dry or wet risers, inlets, control panels, fire-service switches and rendezvous points will be unobstructed and clearly identified.
- The incident lead will provide information about the fire location, missing people, PEEPs, hazardous materials, gas and electrical isolation, building layout, sleeping occupants and system impairments.
- Plans, keys and other emergency information will be current, secure and accessible in the form agreed with the local Fire and Rescue Service.
- The school will not assume the Fire and Rescue Service will hold or remember school-specific information unless a formal current arrangement exists.

33. Testing, inspection, maintenance and impairment controls

The School will maintain a current Fire Safety Logbook / Compliance Schedule setting out the inspection, testing and servicing frequency, responsible person or contractor, records and escalation arrangements for all applicable fire-safety measures. This will include, as applicable:

- escape routes and final exits;
- fire alarm user tests;
- automatic detection and alarm servicing;
- emergency-lighting functional and duration testing;
- portable and fixed firefighting equipment;
- fire doors and hold-open devices;
- sprinklers, suppression and smoke-control systems;
- evacuation chairs, evacuation lifts and refuge communication; and
- risers, hydrants and Fire and Rescue Service facilities

Frequencies will follow the fire risk assessment, system design, manufacturer instructions, applicable statutory requirements and standards, and competent advice. A local schedule must not set a frequency below any applicable statutory minimum.

- All faults will be recorded, risk assessed and repaired promptly. Critical faults may require closure, relocation, waking watch or other competent interim measures.
- No system may be isolated without authority, clear labelling, communication, time limits and a restoration check.

34. Information, instruction, training and fire wardens

- All new staff, temporary staff and regular volunteers will receive fire-safety induction before being left responsible for pupils or working unsupervised.
- All staff will receive regular refresher information and instruction, and whenever risks, duties, buildings or procedures change.
- Training will cover alarms, routes, alternative exits, assembly, roll call, PEEPs, visitors, raising the alarm, calling 999, re-entry, fire doors, fault reporting and local hazards.
- Fire wardens and staff with specialist duties will receive role-specific practical training and periodic refreshers set by the assessment and competent advice.
- Wardens may perform a limited sweep only where this is part of the plan and can be completed without delaying their own escape. No sweep duty requires entry into smoke or a dangerous area.
- Pupils and boarders will receive age-appropriate instruction at induction and after significant change.

35. Fire, alarm activation, false alarms and post-incident action

- Every fire, suspected fire, smell of burning, smoke event, battery thermal event, serious near miss and malicious activation will be reported to the Fire Safety Lead and Headteacher.
- The school will preserve relevant evidence, notify the Responsible Person, insurer, Fire and Rescue Service, enforcing authority, safeguarding agencies or others where required, and cooperate with investigation.
- A post-incident review will examine prevention, detection, alarm, evacuation, accounting, PEEPs, staff action, communication, system performance and recovery.
- The fire risk assessment, emergency plan, training and maintenance programme will be revised where learning indicates a need.
- False alarms will not be dismissed as inconvenience. Repetition, location and cause will be analysed and corrected without weakening detection or response.

36. Records, data protection and document control

- Full fire risk assessments and assessor details.
- Responsible Person and duty-holder records, cooperation and handover information.
- Fire action plans, PEEPs, GEEPs, occupancy and floor plans.
- Fire-risk action tracker, interim controls and completion evidence.
- Daily or routine checks, alarm tests, emergency-light tests and fire-door checks.
- Competent service, installation and commissioning certificates.
- Drill and training records, including boarding and overnight exercises.
- Impairments, faults, false alarms, incidents, investigations and corrective action.
- Contractor permits, fire-stopping evidence, change-control and handover documents.
- Fire and Rescue Service, insurer, enforcement and inspection correspondence.

- Records will be retained under the school's records-retention schedule and made available to enforcing authorities and inspectors where lawfully required.
- PEEP and disability information will be access-controlled and available to operational staff who need it for safety.

37. Monitoring, audit and proprietor oversight

- The Fire Safety Lead will review checks, defects, alarm activations, drills, training and outstanding actions at least termly and more frequently where significant defects, impairments, repeated false alarms or high-risk actions require closer oversight.
- The Headteacher will review high-risk actions and system impairments until closure and will escalate resource or compliance concerns immediately.
- A competent fire-safety audit will be commissioned at a frequency determined by the Responsible Person having regard to the complexity, risk and use of the premises and competent advice, and additionally following major change, a significant fire or near miss, enforcement concern or evidence that existing arrangements may be ineffective.
- The proprietor will receive assurance at least termly on fire-risk-assessment status, significant and overdue actions, drills, system performance, boarding arrangements where applicable, incidents, impairments and any enforcement or inspection findings.
- This policy will be reviewed annually and sooner following legal change, material premises or occupancy change, fire, serious near miss, enforcement action or inspection finding.

38. Policies and procedures to be read in conjunction

- Health and Safety Policy
- Risk Assessment Policy
- Fire Emergency Plan and building-specific fire procedures
- Safeguarding and Child Protection Policy
- First Aid Policy
- Behaviour and Discipline Policy
- Non-Discrimination and Inclusion Policy
- SEND Policy and Accessibility Plan
- Staff Code of Conduct
- Data Protection Policy and Data Protection Privacy Notice
- Educational Visits procedures
- Contractor and Construction Management procedures
- Lettings Agreement and event-management procedures
- Business Continuity and Critical Incident Plan
- Security, Lockdown and Emergency procedures
- COSHH and departmental safety procedures
- Boarding policies and overnight emergency plan, where applicable
- EYFS policies and procedures, where applicable

39. Source register

Source	Application
Regulatory Reform (Fire Safety) Order 2005, as amended	Primary fire-safety duties for non-domestic premises and relevant residential common areas.
Fire Safety Act 2021	Clarification of building parts within scope for multi-occupied residential premises.
Building Safety Act 2022, section 156, and Home Office guidance	Full recording, assessor details, cooperation, identity and information-handover duties.
Fire Safety (England) Regulations 2022	Conditional duties for specified multi-occupied residential buildings.
Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 and statutory guidance	Conditional duties from 6 April 2026 for specified residential buildings and relevant residents.
Home Office: A guide for persons with duties under fire-safety legislation	Current responsible-person, assessment, cooperation, information, training and maintenance guidance.

Source	Application
Home Office: Fire safety risk assessment, educational premises	Technical risk-assessment guide for educational areas; does not cover boarding sleeping accommodation.
Home Office: Fire safety risk assessment, sleeping accommodation	Technical guide for boarding-school sleeping accommodation and other sleeping areas.
DfE: Good Estate Management for Schools, updated July 2026	Competence, assessment, maintenance, checks and estate records.
Education (Independent School Standards) Regulations 2014 and guidance, April 2026	Independent-school fire, health and safety, premises and leadership standards.
Boarding schools: National Minimum Standards, May 2026	Fire precautions, accessible alerting, boarding-time and overnight drills.
EYFS statutory framework for group and school-based providers, September 2026	Emergency, premises, supervision and welfare arrangements for young children.
Equality Act 2010	Reasonable adjustments and fair access to safe evacuation.
Health and Safety at Work etc. Act 1974; Management Regulations 1999; DSEAR 2002	Employer duties, risk management, dangerous substances and cooperation.
UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025	PEEP, health, disability and incident information.
Relevant current British Standards and manufacturer instructions	System-specific design, installation, testing and maintenance, applied through competent advice.