ST AMBROSE PREPARATORY SCHOOL

FIRE SAFETY POLICY

Reviewed: September 2026

To be reviewed:

September 2027

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

1.1 Scope

This policy is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

1.2 Objectives

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.

1.3 Guidance

1.3.1 The School has in place procedures for:-

(a) carrying out fire risk assessment;

(b) preventing fires;

(c) evacuation in the event of a fire;

(d) maintaining and checking all fire detection, alarm and fighting systems.

1.3.2 The School Business Manager has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

(a) posting a copy of the fire map on notice boards;

(b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;

(c) providing at least one trained Fire Marshal in every building

1.4 Fire Risk Assessment

1.4.1 All of the School premises is subject to a fire risk assessment. This is conducted on an annual basis by an external consultant, Compliance Education who are registered with BAFE (British Association of Fire Engineers). The person undertaking the assessment liaises with relevant school staff.

1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

1.4.3 A copy of the fire risk assessment report will be available on site (from the School Business Manager) and employees' attention brought to any hazards found in the

assessment.

1.4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

1.4.5 Regular checks are made by staff to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.5 Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

1.6 Fire Alarm

1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

1.6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the School Business Manager / Maintenance Person. The alarm will be activated using a different activator point each week, where this is practicable and records are maintained.

1.6.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)

1.6.4 Records of these tests and servicing are maintained in a fire log book held by the School Business Manager.

1.7 Fire Fighting Equipment

1.7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

1.7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

1.8 Emergency Lighting

1.8.1 Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

1.8.2 Where emergency lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme will be arranged by the School Business Manager.

1.8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

1.8.4 Records of testing and servicing of emergency lights will be maintained by the School Business Manager.

1.9 Emergency Procedures

1.9.1 Written emergency procedures are in place. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

1.9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.

1.9.3 There is adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

1.9.4 The means of escape are regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the School Business Manager when notified.

1.9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count 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 Incident

Controller, who will ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

1.9.7 SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.30am and 4.30pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the Headteachers office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

1.9.8 Fire drills will be held every term at the School.

1.9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the School Business Manager.

1.10 Fire Training

1.10.1 Staff will be informed in relation to:-
(a) action to take if they discover a fire, including how to activate the fire alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb alert.

1.10.2 Pupils will be informed of exits and escape routes

1.10.3 Fire Marshals will be trained in:-
(a) emergency evacuation procedures;
(b) use of fire extinguishers; emergency procedures; and
(c) how to spot fire hazards.

(d) the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular annual refresher training.

1.10.4 Visitors and contractors:-
(a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation

arrangements.

1.11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the School Business Manager will:

1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);

1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

1.11.4 Consult regularly with the Fire marshals;

1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

1.12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

Legal Requirement & Education Standards

References:

A: Handbook for the Inspection of Independent Schools: Section B Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).
B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
C. Fire Safety Act 2021

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
E. "Fire Safety" Chapter O of the School Business Managers' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)
F. "Fire Safety: In new and existing school buildings" DfE 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: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, 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 on the field opposite the school.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation chairs.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Incident Controller who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Policy Title	Fire Safety Policy
Prepared by	School Business Manager for Headteacher
Approved by	Governing Board
Applies to	Whole school
Date Approved	September 2026
Effective From	September 2026
Related Documents	Health, Safety & Welfare Policy
Review Frequency	Annually, and immediately following any revision related to legislation outlined above
Next Review	Summer 2027