

FIRE RISK POLICY

The 'School' refers to all staff and students in Abbot's Hill School, which includes the Early Years/Foundation Stage (EYFS), the Pre-Prep, Prep and Senior School.

The term 'parent' refers to those who have a parental responsibility for a child.

MONITORING AND REVIEW

Person Responsible	Bursar
Reviewed by	H&S Committee
Approved by	Head
Frequency of Review	Annually
Date of Last Review	December 2022
Date of Next Review	December 2026

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Fire Risk Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

1. Introduction

- 1.1. The school's Fire Risk Policy is to ensure that pupils, staff and visitors, together with the fabric of the school, are protected at all times.
- 1.2. The school has a separate Fire and Emergency Policy & Evacuation Procedure, Fire Risk Assessment and Critical Incident Policy.
- 1.3. The school ensures that a new Fire Risk Assessment is completed at regular intervals (normally every 3-4 years by an external provider) but it is reviewed annually by the school.

2. Checks Made and Records Kept

- 2.1. Weekly checks of the fire alarm system are made and recorded by the Facilities Manager.
- 2.2. Fire Alarms and Smoke Detectors are checked at least annually by a competent engineer and records of checks are kept by the Facilities Manager.
- 2.3. Fire Extinguishers are checked regularly by the Facilities Manager and serviced annually with appropriate records kept.
- 2.4. A full Fire Risk Assessment by an external safety consultant is in place which is reviewed annually by the Bursar in conjunction with the Facilities Manager and Health & Safety Co-ordinator. The risk assessment includes an assessment of the risks posed by dangerous substances such as flammable liquids at the school.
- 2.5. Unannounced Fire Drills are held each term as a minimum. Records are kept, including any action taken.
- 2.6. Fire Procedures are reviewed at least annually.
- 2.7. Visual inspections of the premises are made routinely by the Facilities Team to include signage, notices and fire detection systems. A regular (often termly) walkabout is also carried out by the Bursar, Facilities Manager and Domestic Bursar as part of general Health & Safety procedures.

- 2.8. The termly Health and Safety Meeting includes a review of Fire Safety and any actions arising from the review of Fire Drills.

3. Training

- 3.1. All staff are provided with fire safety training when they join the school and their training is updated regularly as required.
- 3.2. Fire Wardens are appointed for each building and undergo training, as appropriate.

4. Risk Assessments

- 4.1. Risk Assessments for each room and activity are carried out each year and compiled into a risk assessment register maintained by the Health and Safety Co-ordinator.

5. Responsibility

- 5.1. The Governors, on behalf of the school, have overall responsibility for Fire Safety.
- 5.2. The Bursar has day to day delegated responsibility for the Fire Safety of the school and reports directly to the Head and Chairman of the Governors. The school is supported by external fire safety consultants.

Signed

Issue Date: December 2022

Review Date: December 2023 or earlier if major change



Mrs Kathryn Gorman
Head