Date of adoption of this policy	1st September 2026
Date of last review of this policy	12th August 2026
Date for next review of this policy	12th August 2027
Policy owner (SLT)	Headteacher
Authorised by	Headteacher and Proprietor

Aims of this policy
To safeguard all staff, pupils and visitors from fire, explosion or dangerous substances by the following:
- compliance with all relevant regulation and legislation;
- checks by certified fire safety advisers;
- effective roles and responsibilities with regard to managing fire risk (i.e. the 'responsible person', etc.);
- formal and regularly reviewed fire risk assessment;
- procedures for and frequency of staff training;
- comprehensive and regular fire drills;
- well-maintained fire safety equipment;
- the availability of fire safety information to all staff and visitors.

Requirements of this policy
This policy is compliant with paragraph 12 of Part 3 (Welfare, health and safety of pupils) of the Education (Independent School Standards) Regulations, This regulation specifies the duty to comply with the Regulatory Reform (Fire Safety) Order 2005. The School appoints a 'responsible person' for fire safety who adheres to the government's guidance, Fire safety in the workplace.

Certified fire safety advisers
The School employs certified fire safety advisers when needed, including to advise on the fire risk assessment. The School employs certified contractors to undertake maintenance of its fire-fighting equipment.

Management of fire risk
The School is committed to the effective management of fire risk so as to ensure the safety of its staff, pupils and visitors in all parts of the School site. The School takes all reasonable and practicable steps to do so, as outlined in this policy. The responsible person for fire management at the School is the Headteacher, who coordinates the School's health and safety procedures, appoints fire wardens to implement the School's fire action plan and organises regular training, fire equipment maintenance and risk assessments by qualified external agencies.

The School's policy and procedures are reviewed annually or in the event of a serious incident.

The School will keep records of the following:
- the fire risk assessment and its review;
- the fire risk policy (i.e. this policy);
- fire procedures and arrangements;

- training records;
- fire practice drills;
- certificates for the installation and maintenance of fire-fighting systems and equipment (including alarms, detectors, emergency lighting and firefighting systems and equipment);
- record of inspection of escape routes;
- record of fire safety equipment weekly check;
- record of Gas safety certificates;
- record of Electrical installation and PAT testing certificates.

All staff will ensure that designated fire doors are not obstructed or held open or interfered with in any way.

Fire risk assessment
A fire risk assessment is made by a certified fire safety provider and renewed annually by the Headteacher.

As part of their fire safety training, all members of staff are instructed in how to identify and act upon potential fire hazards, particularly within their own classrooms.

Outline of fire safety provision:
- Properly-maintained and unobstructed fire escapes.
- Properly-functioning fire doors throughout the building.
- Adequate and fully-maintained emergency lighting.
- An effective and reliable alarm system.
- Adequate fire appliances and training in their use.
- Fit for purpose safety plan that is understood by staff.
- Measures, commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.

Staff training
All staff receive regular fire training on the appropriate action when dealing with a fire. Designated staff receive regular fire training on the appropriate action when marshalling children in the event of a fire.

The fire marshalls are Cecile Lemenager, Julie Bonaz and Natasha Henderson-Stewart (ground floor), Sarah Williams and Isabelle Labru (1st floor), Karen Guenantin, Anne Moreau and Cecile Friel (second floor).

Fire drills
Fire drills occur at least once per term. Results and subsequent recommendations are recorded in the Fire Log Book.

Fire action plan
The School's fire action plan is displayed in rooms and corridors around the School. See Appendix 3.

Fire evacuation routes
Fire wardens should evacuate pupils (in silence) through the safest possible route, these are generally as listed in Appendix 1, although in the event of obstruction a safe alternative route should be used.

Fire Assembly Point: Pavement opposite the Church

Duties of all staff and those on the premises
All members of staff, children and visitors are required to adhere to the School's fire safety and evacuation procedure. In the event of a fire alarm, everyone on site must evacuate the building according to the set procedures and only re-enter on the instruction of the responsible person or the fire brigade.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

www.communities.gov.uk/publications/fire/firesafetyrisk6

Appendix 1
What to do in emergency (detailed procedure)

Any person discovering a fire must:

Operate the nearest alarm

Call the fire brigade dialing 999

a) Locations of fire alarms

Floor	Alarm nb	Location
Ground floor	1	Next to entrance door
Ground floor	2	Next to electric meters cupboard
Ground floor	3	In the PE room, next to Fire door
Ground floor	4	Next to staff toilets, next to back stairs Fire door
1st floor	5	In staircase C, next to fire door
1st floor	6	Next to the library entrance
2nd floor	7	At the top of Staircase B
2nd floor	8	In the corridor, next to the stationery cupboard

Evacuation of the premises

b) On hearing the fire alarm

Pupils must calmly line up and exit the classroom after the order to evacuate is given by the teacher and according to the various evacuation routes planned (ref. displayed evacuation map in each school room).

Evacuation routes to be used

Room	Staircase	Fire exit	Instructions
GROUND FLOOR			On hearing the fire alarm: • Take the register and at least one phone • Line up the pupils • Direct them towards the closest escape route • One adult walks in front to open the doors • One adult walks last to check the premises (no one left behind) and to close all fire doors
Office	NA	Door A	
Nap room	NA	Door A	
Russian classroom	NA	Door A	
PE room	NA	Door D	
Dining-hall	NA	Door D	
Kitchen	NA	Door C	
FIRST FLOOR			
Library	Staircase B	Door B	
Reception/ Nursery classroom	Staircase B	Door B	
Year 1/2 classroom	Staircase C	Door C	
GS/CP classroom	Staircase C	Door C	

PS/ MS classroom	Staircase C	Door C	• At the assembly point (opposite 83 Clarendon Road/ 82 Cambridge Gardens for the Nursery), check the register and that all the members of staff are present: report to the fire warden • Fire Warden must shut all fire doors on the evacuation route and check that no one is left behind before exiting the building • Call 999 • Wait for the fire brigade • Wait for the all clear to re-enter the premises <u>Reminder</u> • An emergency register is hung by each fire exit. • The school Fire Warden should take the registers to give to the fire brigade. • Priority must be given to safeguarding people (no attempt to pick up belongings or coats). • All staff members must help discipline pupils but also reassure them to avoid panic issues. • Every time a new term starts, pupils and staff must be reminded of the evacuation procedure. • A training fire drill will take place at least once, each term.
Staff room	Staircase C	Door C	
Toilets	Staircase C	Door C	
SECOND FLOOR			
Toilets	Staircase B	Door B	
Year 3 classroom	Staircase B	Door B	
Year 4 classroom	Staircase B	Door B	
Year 5/6 classroom	Staircase B	Door B	
Staff room	Staircase C	Door C	

GENERAL FIRE SAFETY INSTRUCTIONS

- Fire doors must be closed at all times
- Turn off any electrical appliances when not in use
- Only appliances which have been tested and approved are to be used (showing a PAT sticker).
- Do not keep inflammable materials in the classrooms (glue, paint, paper, cardboard, art materials…).
- Do not hang objects near heating sources such as heaters.
- Do not obstruct the fire doors windows.
- The use of halogen lamps, cooking devices or kettle is forbidden in classrooms.
- Do not block fire exits, corridors or staircases.
- Try and implement rigorous daily cleaning and tidying.

FIRE WARDEN DUTIES 2026/2027	
Ground floor	**Cecile LEMENAGER** **Julie BONAZ** **Natasha HENDERSON-STEWART**
1st floor	**Sarah WILLIAMS** **Isabelle LABRU**
2nd floor	**Karen GUENANTIN** **Cécile FRIEL** **Anne MOREAU**

NB: Fire warden are the last to leave each floor in case of a drill, making sure no one is left behind and all the fire doors are shut.

Appendix 2

FIRE EMERGENCY PLAN

NB The Fire Assembly Point is: **pavement opposite the Church**

On discovering a fire

- Raise the alarm at once by pressing the nearest Fire Call Point.
- Shout "FIRE! FIRE! FIRE!" if necessary and then leave the building immediately, using the nearest safe Fire Exit.

On hearing the Fire Alarm

- Listen carefully to your teacher's instructions
- Stand behind your chairs in silence
- When told to do so by your teacher, follow them silently to the Fire Assembly Point
- On reaching the Fire Assembly Point line up in year groups
- Wait in silence before and after your class roll-call

DO NOT STOP TO GATHER YOUR PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY TEACHERS

DO NOT TAMPER WITH THE FIRE EXTINGUISHERS – THEY MAY SAVE YOUR LIFE, OR SOMEBODY ELSE'S