



**Chigwell School**

D.A.P. King  
Headmaster

dking@chigwell-school.org

D: +44 (0)20 8501 5701

T: +44 (0)20 8501 5700

High Road, Chigwell, Essex IG7 6QF

www.chigwell-school.org

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## Fire Prevention – Safety Policy

## Contents

1.0	Introduction.....	3
2.0	Scope of Policy.....	3
3.0	Legislative Requirements.....	3
4.0	Fire Safety Responsibilities .....	3
5.0	Arrangements for Fire Safety .....	6
6.0	Boarding Houses.....	7
7.0	Communication of Information .....	7
8.0	Principles of Fire Safety .....	8
9.0	Misuse of this policy.....	8
10.0	Policy review .....	8

## 1.0 Introduction

- 1.1 Chigwell School takes its fire safety duties seriously and recognises the need for good management to ensure that fires are unlikely to occur.
- 1.2 Due to the risk and serious consequences of fire, the School has produced this Fire Safety Policy to ensure it complies with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005.
- 1.3 Chigwell staff must comply with the requirements of this policy and this document should be read in conjunction with the Fire Safety Procedures/Guidance.

## 2.0 Scope of Policy

- 2.1 This policy is relevant to all staff employed by Chigwell School, pupils, contractors and any other persons who may work on, visit or use the premises. This policy will be implemented throughout all premises owned, occupied or managed by Chigwell School.

## 3.0 Legislative Requirements

- 3.1 The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) with other legislation applicable to fire safety including:
  - Health & Safety at Work Act etc. 1974
  - Building Act 1984
  - Management of Health & Safety at Work Regulations 1999
  - Dangerous Substances and Explosive Atmospheres 2002 (DSEAR)
- 3.2 The RRFSO has consolidated all existing fire safety legislation (Fire Precautions Act 1971 (as amended by the Fire Safety and Places of Sport Act 1987), Fire Precautions (Workplace) Regulations 1997, amended 1999 and all local Fire Legislation). It now puts the emphasis on owners / occupiers taking responsibility for all fire safety in their premises. Under this legislation, all Chigwell School properties will need a Fire Risk Assessment carried out by a Competent Person; the responsibility/management of this has been designated to the schools Health, Safety and Risk Compliance Manager who is deemed the competent person. This may be subject to change and the school may contract this requirement to an external consultancy.

## 4.0 Fire Safety Responsibilities

### 4.1 Governors/Headmaster

The Governing body/Headmaster accepts responsibility for ensuring the fire safety of all the staff, pupils, visitors and contractors who enter any of the school premises.

The Board in its role will ensure, so far as is reasonably practicable, the fire safety at work of employees and others including contractors, pupil, visitors etc.

### 4.2 Responsible Person – Bursar

The Bursar is the person designated as the 'Responsible Person' on behalf of the School, and s/he will be responsible and accountable for fire safety matters. S/he will delegate duties to

the Health, Safety and Risk Compliance Manager (competent person) to ensure the School is meeting its legal obligations in terms of completing Fire Risk Assessments and ensuring that all persons that use school premises are kept safe.

The Bursar will provide adequate resources/budget and advise the board accordingly in order to maintain fire safety arrangements and equipment for all buildings as controlled by Chigwell School.

### **4.3 Health, Safety & Risk Compliance Manager**

The Health, Safety & Risk Compliance Manager will be responsible for the School Fire Safety Strategy including the development and maintenance of policies and procedures, training, monitoring and technical support on fire safety matters, which will enable Chigwell School to meet its legal and contractual obligations.

The Health, Safety & Risk Compliance Manager will monitor and maintain fire safety arrangements and equipment in all buildings controlled by Chigwell School. These arrangements will include

- Completion and upkeep of building risk assessments for fire safety purposes.
- Promotion of a positive fire safety culture across the School.
- Provision and upkeep of 'means of escape'.
- Compliance with the Regulatory Reform (Fire Safety Order) 2005.
- Creation and upkeep of building evacuation procedures.
- Organisation and control of building evacuation practices in conjunction with Management.
- Provision and testing of fire safety equipment

In support of these arrangements, The Health, Safety & Risk Compliance Manager will:

Act as the first point of contact between Chigwell and local enforcement agencies during site visits and inspections.

Maintain a central schedule of fire safety equipment installed at all Chigwell school locations.

Be given authority, delegated by the Headmaster, to close School buildings / part of a building and stop processes or activities if s/he believes that there is a serious likelihood of fire or risk of injury.

### **4.4 Chigwell School Line Managers**

Line Managers are responsible for ensuring that:

Information regarding fire safety and emergency procedures is given to new staff on their first day of employment as part of the induction process.

Fire safety procedures are observed within work locations and activities under their control, and that general risk assessments include any necessary local fire precautions.

Personal Emergency Evacuation Plans (PEEPs) are completed for all staff and pupils who make themselves known to the School as needing assistance during an emergency evacuation of the building.

Employees who volunteer as Fire Marshals are given adequate time away from their usual duties to attend appropriate training.

Managers with responsibility for technical, electrical or network installations, or for areas where highly volatile or flammable substances are used, will ensure that fire systems are operational, fire emergency arrangements are in place, and that the highest standards of housekeeping are maintained so as to minimise fire risks.

### **4.5 All Chigwell School Employees**

They are aware of the fire safety arrangements within their place of work and are fully conversant with emergency evacuation procedures and assembly points.

They do not increase fire risks by following poor housekeeping and/or waste disposal practices.

They do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers / blankets from their brackets, removing fire signs or notices or blocking from clear view fire call points.

They must report any near miss fire incidents at Chigwell School locations or dangerous practices that they become aware of to the Health, Safety and Risk Compliance Manager.

They report any fire risks or misuse of fire safety equipment that they become aware of to the Health, Safety and Risk Compliance Manager.

#### **4.6 Pupils, Contractors and Other Persons**

Staff will ensure that all pupils, contractors, visitors under their control that attend Chigwell School premises are made aware of the current arrangements for emergency evacuation at their location(s) and that they must obey all fire safety instructions.

Contractors shall at all times be mindful of fire risks and complete their work with due regard for fire safety, they must avoid compromising Chigwell School fire safety provisions, including the completion of Permits to Work where necessary as agreed with the Health, Safety & Risk Compliance Manager.

Contractors and other persons must report any fire incidents arising from their tasks or presence at Chigwell School and any concerns they may have about fire safety, direct to their School contact and to the School Health, Safety and Risk Compliance Manager.

If necessary, contractors or project managers shall consult with the School Health, Safety and Risk Compliance Manager to ensure they adhere to the School's current fire strategy. Details of the fire safety arrangements associated with larger projects should always be passed to the Health & Safety Manager for review.

#### **4.7 Fire Response Team**

The Schools Fire Response Team (FRT) consists primarily of the Health & Safety, Maintenance, and Security and identified Staff from Facilities with assistance from the other school operatives (Fire Marshalls) as delegated. There will be a designated Crisis Control Officer (CCO) for each fire emergency evacuation e.g. Health, Safety and Risk Compliance Manager, or the Head of Security & Portage or SMT member.

The FRT will manage all fire emergencies with the CCO as the lead team member. Their duties will include:

Identifying the location of an activation;

Confirming whether there is an actual fire or whether it is a false alarm;

Assisting staff, pupils, contractors and other persons to safely evacuate the building(s) and site as necessary;

Checking evacuated areas for the presence of staff, pupils, contractors and other persons;

Liaising with the emergency services;

Designating specific duties to the fire marshals and staff, as required

Outside of normal working hours the Senior Manager on site with support from the School caretaker and Security staff will take responsibility for the safe evacuation of staff/pupils and whether to contact the Emergency Services i.e. Fire Brigade

The Maintenance team is responsible for the testing of all fire alarm systems

The Health, Safety & Risk Compliance Manager is responsible for organising and instigating fire drills throughout the School estate.

## 4.8 Fire Marshals

Through the process of risk assessment the requirement for Fire Marshals will be decided by the Health, Safety and Risk Compliance Manager. Their duties will include:

Familiarising themselves with the fire escape routes within the buildings they are responsible for.

Participating in fire drills and assisting staff, pupils, contractors and other persons to safely evacuate the building(s) and site as necessary.

Liaising with the FRT to give further assistance where necessary.

Guiding people to the correct assembly points.

Helping to prevent re-entry until the building is deemed safe by the CCO or the Emergency Fire Service when present.

NOTE: During an evacuation the FRT and Fire Marshals are not to put themselves at any risk. If there is any sign of danger they should evacuate the building with all other occupants and pass on as much information as possible to the CCO regarding their observations.

## 5.0 Arrangements for Fire Safety

5.1 The School sets out specific procedures/guidance to be followed in the event of a fire, which can be found on the Health & Safety Gateway <https://chigwellschool.sharepoint.com/sites/cs-health,safety&compliance/Fire%20Safety/Forms/AllItems.aspx> in the Fire Safety Procedures/Guidance document.

5.2 The following procedures are also adopted to ensure the School maintains high levels of fire safety:

- Fire drills will take place termly it will not be necessary evacuate every building on one drill, a decision will be made on which building to evacuate on relevance and to ensure pupil/staff are aware of the process, a decision may be taken to carry out a drill on multiple buildings at the same time;
- All pupils will be given an overview of the fire evacuation procedures during their first week into the School year, this should be carried out by their form or house tutor
- All staff will be given information regarding the fire safety and emergency procedures by their line manager on their first day of employment with the School. In addition all staff will receive induction training which contains information regarding the procedures to follow in the event of a fire or emergency. All staff will be instructed to complete the online fire awareness training giving a broader outline to fire precautions, safety equipment and current procedures and is a mandatory session for all staff. Refresher training will take place every three years.
- Fire safety systems will be tested / inspected at set intervals outlined within the Fire Safety Procedures/Guidance document.
- Fire risk assessments will be reviewed on an annual basis or when any significant changes have been identified.
- Any changes to School fire safety precautions or procedures will be communicated to all staff and pupils.

## 5.3 Fire Risk Assessments

- 5.4 The RRFSO places a specific responsibility upon the employer to assess the level of risk arising from fire and to effectively control the risks identified; this is achieved by the completion of fire risk assessments.
- 5.5 All Chigwell School properties will have a fire risk assessment carried out by a competent person. At Chigwell school the competent person identified is the Health, Safety and Risk Compliance Manager. The competent persons shall make, record, review and where applicable, revise the fire risk assessments at regular intervals in accordance with the RRFSO. The competent person may outsource as required if additional competency is required.
- 5.6 Heads of department have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.
- 5.7 A 'five step' approach to risk assessment will be taken as follows:
- **Step 1:** Identify potential fire hazards in the workplace.
  - **Step 2:** Decide who might be in danger, in the event of a fire or while trying to escape from it.
  - **Step 3:** Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks, e.g. by improving the fire precautions.
  - **Step 4:** Record findings and the details of the action taken as a result.
  - **Step 5:** Keep the assessment under review and revise it when necessary.
- 5.8 The form used to complete the assessment will be based upon the PAS 79 document, a British Standard Institute published document that has been endorsed by the Chief Fire Officers Association.

## 6.0 Boarding Houses

- 6.1 Boarding houseparents are responsible for ensuring that fire drills take place termly and within the first two weeks of every new term and a report issued to the Health, Safety & Risk Compliance Manager in a timely manner.
- 6.2 Boarding houseparents will ensure that a minimum of one evacuation drill takes place between 11pm and 6am per academic year.
- 6.3 Boarding houseparents are responsible for ensuring that all proper fire precautions within their area of responsibility including testing as agreed are followed and that pupils are aware of their responsibilities.
- 6.4 If fire or smoke are detected the houseparent must ensure that all occupants have been evacuated and the emergency services have been called.
- 6.5 It will be the responsibility of the houseparent to ensure that house tutors know what to do in the event of a fire or false alarm.

## 7.0 Communication of Information

- 7.1 Chigwell School will:
- Ensure that all staff, pupils, contractors and other persons that attend school sites are aware of the fire safety and emergency procedures through various means including training, posters, notices and announcements on the intranet depending on the target audience.

- Ensure that all staff, pupil, contractors and other persons that attend school sites are aware of the localised fire procedures and that the sounding of alarms means the possibility of a fire in the immediate area.
- Ensure that all staff, pupils, contractors and other persons are aware of their responsibilities in relation to fire safety whilst on site at Chigwell School.
- Ensure that any changes in policy are communicated to all premises and departments by email, the intranet, posters and newsletters, and if appropriate that further training is provided.
- Agree a schedule for Fire drills with the Director of Operations to limit disruption and avoid non-compliance. However, it should be noted that the agreed schedule will not be communicated to staff, pupils, contractors or other persons in order to maintain the authenticity of any fire drills in respect of replicating a real emergency event.

## **8.0 Principles of Fire Safety**

8.1 The essential principles of fire safety shall be observed in all premises to ensure:

- The risk of fire is reduced;
- When fires do start they are quickly detected;
- On detection of a fire that the alarm is raised to warn occupants and that the fire services are notified immediately;
- There is a safe means of escape from the area of any fire to a place of safety in keeping with the requirements of the building regulations;
- The development and spread of fire is delayed and contained as long as possible, by structural and other means;
- Building occupants are aware of the basic requirements of fire safety and means of escape. Training will be undertaken in evacuation procedures to enable staff to identify safe procedures and escape routes;
- Evacuated areas are checked for the presence of pupils and other persons;
- The provision of adequate firefighting equipment that it is properly maintained;
- First response firefighting is attempted if it is safe to do so by trained personnel;
- Records are kept of tests for all fire related equipment and for all fire related training.

## **9.0 Misuse of this policy**

9.1 Any misuse or breach of this policy may lead to action taken under Chigwell Schools Disciplinary Policy.

## **10.0 Policy review**

10.1 It is the responsibility of the Bursar with support from the Health, Safety & Risk Compliance Manager to monitor and review this policy, and to present any necessary changes, after agreement with the Health and Safety Executive Committee.

- 10.2 This policy will be reviewed annually or in the event of any significant operational changes within the business, following a serious fire related accident or significant change in legislation.

**For and on behalf of the Governors**  
**D.A.P. King**