



**RMS**  
FOR GIRLS

## FIRE SAFETY POLICY

***Category: Referred to Sub-Committee for approval from School***

School update	
Responsible for review of policy	DFO
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Governor Sub-Committee approval	
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Related policies	Fire Orders
Uploaded to Staff Shared	April 2025
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## **1. Introduction**

### **Scope**

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

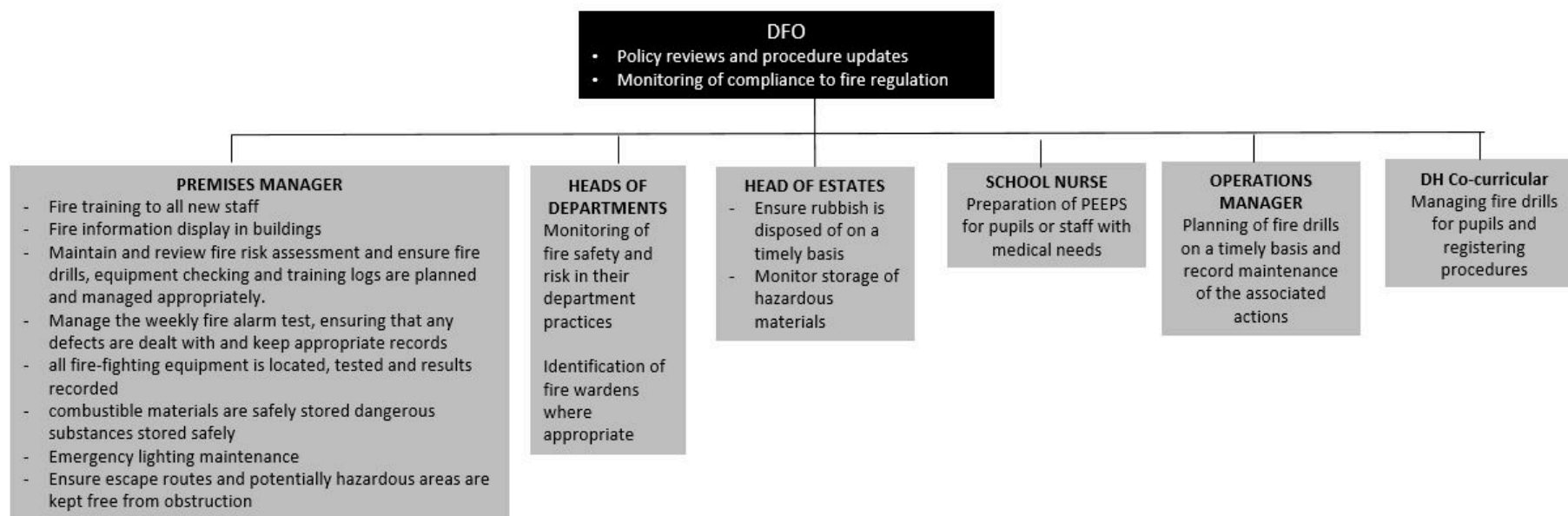
### **Objectives**

- 1.2 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.

### **Guidance**

- 1.3 The School has in place procedures for:
- carrying out fire risk assessment;
  - preventing fires;
  - evacuation in the event of a fire;
  - maintaining and checking all fire detection, alarm and fighting systems.
- 1.3 It is the policy of the Royal Masonic School for Girls, so far as reasonably practicable, to:
- safeguard all persons on School premises from death or injury in the event of fire.
  - minimise the risk of fire and limit the spread of fire if it occurs.
  - minimise the potential for fire to disrupt teaching and routine School business, damage to buildings and equipment, and harm the environment.
  - comply with the requirements of legislation relating to fire and fire safety.
- 1.4 Overleaf is an outline of the allocation of responsibilities for Fire Safety within RMS for Girls.

## Organisation of Fire Safety at RMS for Girls



## 2. The School's undertakings

### 2.1 The School will ensure that:

- at least two **fire drills** are held per term, one during the day and one during the evening (some known and some unknown).
- all premises are subjected to a **fire risk assessment** and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable. The presence of any **dangerous substances** and the risk these present to relevant persons from fire at the School are specifically addressed within these risk assessments.
- fire risk assessments are **regularly reviewed**, especially in light of alterations to buildings or changes in building use.
- **measures are taken to protect** buildings, installations and equipment from fire commensurate with the risks to life and appropriate to their value for teaching and other factors affecting their commercial importance. This includes (but is not limited to) the provision of means of escape, adequate emergency lighting, means of giving warning and of firefighting.
- **measures are taken for maintaining** emergency routes and exits, fire signs and notices, emergency lighting where required, fire detectors, alarms and extinguishers by suitably qualified persons.
- **all new buildings** and refurbishments are designed, specified and constructed in accordance with all relevant fire safety legislation.
- **maintenance of buildings** is designed, specified and carried out in accordance with all relevant fire safety legislation
- **fire safety information** is provided to staff and any other persons working on the site
- **effective management procedures** are in place to respond to any fire or emergency and to deal with aftermath.
- **appropriate instruction** is given to all persons on the Royal Masonic School for Girls premises in relation to fire safety and appropriate fire training is given to designated staff who have an active role in the implementation of fire precautions and emergency situations.

## 3. Responsibilities of staff and pupils

- ### 3.1
- It is the duty of all staff to be fully conversant with the contents of the separate document, Fire Orders, in order to comply with Health and Safety Orders

3.2 Staff and pupils must:

- cooperate with managers and supervisors, and those with fire safety responsibilities, and comply with the implementation of the School Fire Safety Policy
- ensure they know what to do in the event of fire, leave equipment in a safe condition, and be familiar with escape routes from their work location.
- consider the risk of fire from their activities and reduce or control that risk.
- not interfere with or abuse any equipment provided for fire safety.
- check during the weekly alarm tests whether the fire alarm is audible in their areas of work and report any deficiencies
- if disabled, or less mobile, be familiar with their personal emergency evacuation plan and take responsibility for keeping it up-to-date

#### **4. Fire Risk Assessment**

- 4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Maintenance Engineer. The person undertaking the assessment should liaise closely with Heads of Department.
- 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.
- 4.3 A copy of the fire risk assessment report will be available on site (from the Premises Manager) and employees' attention brought to any hazards found in the assessment.
- 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.
- 4.5 Regular assessments will be made by staff, including the Premises Manager and the operations manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

#### **5. Fire Detection and Alarm**

- 5.1 Each of the buildings on the School premises has an adequate means of fire detection and raising the alarm in the event of fire.
- 5.2 The fire alarm system in each location is tested weekly with the date and time made known. This will be managed by the Premises Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 5.3 The detection equipment and fire alarm system will be serviced regularly by a competent contractor (e.g. ISO 9001 / BAFE)

- 5.4 Records of these tests and servicing are maintained in a fire log book held by the Works Department.

## **6. Fire Fighting Equipment**

- 6.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- 6.2 Fire extinguishers and other fire suppression systems will be serviced by a competent contractor annually and the service date recorded on each piece of equipment.

## **7. Emergency Lighting**

- 7.1 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.
- 7.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Premises Manager.
- 7.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- 7.4 Records of testing and servicing of emergency lights will be maintained by the Premises Manager.

## **8. Emergency Procedures**

- 8.1 Written emergency procedures are provided in the form of **Fire Orders**. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 8.2 Notices will be displayed in each building of the School detailing the action to take in the event of a fire alarm sounding, and highlight the assembly point to evacuate to in an emergency.
- 8.3 There are adequate means of escape for all occupants of the school premises, which are clearly signed with pictograms.
- 8.4 The means of escape will be regularly inspected to ensure they are kept clear of obstructions and tripping hazards.
- 8.5 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 Premises Manager / School Nurse when notified.
- 8.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Heads of Support Departments are similarly responsible for ensuring all of their staff evacuate to the appropriate assembly point. They are responsible for conducting a roll call 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 the Fire Assembly Point coordinator at the assembly point. It is the responsibility of the School Fire Safety Manager (Premises Manager) to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- 8.7 Master panels that show the location of any activated alarm call points on the networked alarm system in the school buildings are located at Centre Doors and in the Admin Department corridor outside the Bursar's PA's office. Unless it is a fire drill, the Duty Engineer will immediately check the location and summon the Fire and Emergency Service if a fire is identified.
- 8.8 Fire drills will be held at least once every term at the School. We also practice a night-time evacuation of the boarding houses every term.
- 8.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Premises Manager.

## **9. Fire Training**

- 9.1 Staff will be informed in relation to
- action to take if they discover a fire, including how to activate the fire alarm;
  - action to take on hearing the alarm, including location and use of exits and escape routes
- 9.2 Pupils will be informed of exits and escape routes
- 9.3 Where felt appropriate – for example in the Science department – designated members of staff will be trained in:
- emergency evacuation procedures;
  - use of fire extinguishers; emergency procedures; and
  - how to spot fire hazards.
- 9.4 Fire Marshals will be trained
- emergency evacuation procedures;
  - emergency procedures; and how to spot fire hazards.
  - the provision of "safety assistance" in the event of a fire.
- 9.5 Visitors and contractors
- On arrival at the School will be made aware of the policy procedures and assembly points in the event of an evacuation and will be escorted by the member of staff whom they are visiting.
  - 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

## **10. 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 DFO, Premises Manager, Operations Manager and Heads of Department will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate.

## **11. Fire Records**

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

## **APPENDIX 1 - ACTIONS IN THE EVENT OF A FIRE**

### **BY PERSON DISCOVERING THE FIRE**

- Raise the alarm by shouting “FIRE” and sounding the nearest alarm call point.
- 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
- Make contact with the Director of Finance & Operations, Premises manager, duty engineer or any member of the SLT to report the location of the fire; they will normally contact the Fire Brigade.
- If you cannot contact someone, or there is the possibility of undue delay, call the Fire Brigade yourself by using the nearest phone 9-999.
- Attempt to put out the fire with the available equipment if it is safe to do so.
- Close doors/windows if it is safe to do so.
- Evacuate the building.
- Go to Assembly Point.
- Take the register of your class as soon as you reach the assembly point.
- Report anyone who is missing immediately to the Premises Manager / DFO / Operations Manager/ Assistant Head Academic / duty engineer who will inform the Fire Brigade. On no account should anyone return to any building until given permission.
- Remain at the assembly point with your pupils until the all clear is given.

### **PREMISES MANAGER/WORKS DUTY ENGINEER.**

- Upon hearing the alarm try to check the control panel to ascertain where the fire is.
- Call the Fire Service using the nearest phone on 9-999 if not already done
- Attend Assembly Point and confirm with each Department that their area is clear
- Monitor buildings to ensure nobody re-enters until given clearance to do so.

### **ALL OTHER PERSONNEL**

- Upon hearing the alarm you are to close windows and doors if it is safe to do so and proceed to the designated assembly point.
- Be prepared to assist as required.

DO NOT re-enter the building unless authorised to do so by the school Premises Manager/ Duty Engineer normally signaled by the deactivation of the fire alarm.