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Individual(s) responsible:	Andrew Ritchie, Domestic Bursar/ Mark Hudson, Head Teacher

# Fire Safety Policy

## INTRODUCTION

Overall responsibility for fire precautions within Kew House School is vested in the Proprietors, GSG. This Fire Policy Statement reflects the importance which GSG attaches to the safety of its staff, pupils, visitors and other persons who may be affected by its activities and its property.

Kew House School takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

## THE POLICY

Kew House will comply with the Regulatory Reform (Fire Safety) Order 2006 and all other applicable fire safety legislation and standards. Where Kew House could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Overall responsibilities for fire precautions are exercised through the members of Kew House's Health & Safety Committee.

LPS delegates to all Kew House staff the proper application of the Fire and Bomb Scares Policy and procedures in their areas of responsibility. All members of staff, pupils, contractors and visitors are required to follow the standing instructions and fire procedures (Fire and Bomb Scares Policy) approved by the Health & Safety Committee and issued to staff. In particular, in the event of a fire alarm sounding in the school, occupants must evacuate the building and only re-enter upon the instruction of the Head (or in his absence, Deputy Head) or the Security Officer or the Fire Brigade.

## OBJECTIVES

The Objectives of Fire Risk Management are to:

- a. Safeguard all personnel in the school occupied property, including visitors, from death or injury in the event of a fire or associated explosion.
- b. Reduce fire incidences.
- c. Minimise the potential for fire to occur and disrupt the work of the School and cause damage to property and the environment.

In respect of the whole site, Kew House will:

- a. Provide appropriate means of escape in case of fire
- b. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- c. Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.

- d. Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- e. Provide and maintain in working order all fire fighting appliances and devices.
- f. Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire and managing the evacuation of students from the site.
- g. Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- h. Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.

## **MANAGEMENT AND STAFF RESPONSIBILITIES**

Individual responsibilities and legal duties in respect of fire safety for all of School staff and pupils are contained in the Fire and Bomb Scares Policy and procedures. These Instructions also specify the responsibilities of managers, staff and pupils in respect of fire safety. These instructions specify provision for management of disabled staff and students. All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

## **STANDARDS AND MONITORING**

The Health & Safety Committee are responsible for the promulgation of the School Fire Policy, Fire and Bomb Scares Policy and procedures. These are designed to reflect the statutory obligations and particular Fire Risk Management needs of Kew House School.

The Health & Safety Committee is to appoint a Fire Safety Team who will be required to audit the effectiveness of the School's Fire Policy's and Fire and Bomb Scares Policy and procedures and report annually to the Health & Safety Committee.

The Health & Safety Committee will monitor the application of these arrangements within all areas of the school and will notify the Fire Safety Team if, in its opinion, further measures are required to meet all legislative and other requirements.

This policy statement will be reviewed by the Fire Safety Team annually or at more frequent intervals if there are relevant legislative changes.

*REVIEWED BY: Chairman of the Health & Safety Committee, Kew House School, the Domestic Bursar (Andrew Richie) and (Mark Hudson)*

*READ & APPROVED BY: LPS Directors, Kew House School Senior Leadership Team.*

*READ & SHARED: with all staff at Kew House School*

*DATE: September 2016*

*REVIEW DATE: July 2017*

*This policy is made available to parents on the school website and a paper copy is available in the school office upon request. All policies which are accessible to parents are specified in the 'Parent Handbook'.*

*This policy is made available to all staff through the school intranet.*