



Fire Risk (Prevention) Policy

Diversity, Equality & Inclusivity Statement:

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

This policy is the responsibility of the Bursar and will be reviewed annually.

Introduction

Fire can have a devastating effect. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

Objectives

The objectives of this policy are:

- To safeguard all persons on Austin Friars premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.
- To eliminate or reduce risks from dangerous substances.

Application

This policy applies to all persons on Austin Friars premises.

Policy

Austin Friars will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of a fire.

Austin Friars will ensure:

- That adequate means of escape in case of fire exist for all persons on Austin Friars premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. These are controlled and records kept by the site manager.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order. These are controlled and records kept by the site manager.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.

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- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on Austin Friars premises on evacuation procedures.
- That Fire drills are carried out each term. Dates of drills are recorded in a log book held by the Site Manager under the Bursar's authority.
- That Staff are trained appropriately.
- That Austin Friars premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures. These are recorded in a log by the site manager.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

Fire Prevention

Whilst it is the school's responsibility to ensure, so far as reasonably practicable, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Bursar.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 - Appropriate escape routes
 - Location of fire extinguishers
 - Assembly Point (School Playground)
 - Emergency services number (currently 999 or 112)
 - Smoking is forbidden in all buildings and on school grounds.

Staff must not leave or store items in designated escape routes or block emergency exits.

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Chemicals must be kept locked away in the prep room, or designated storage and used only with close supervision. Staff must report any observed shortcomings in the fire precautions to the Bursar.

To minimise the risk of arson, staff should close windows in their areas before leaving.

Arson and Fire Preventative Measures (including the elimination or reduction of risk from dangerous substances)

To avoid a possible arson attack or fire at the school, staff are to observe the following immediate preventative measures:

- All litterbins to be emptied at the end of the day.
- All doors throughout the school should be closed at the end of the day.
- All windows should be securely fastened.
- All corridors should be kept clear of combustible materials.
- All stores in and around the school containing combustible materials should be made secure.
- All wheelie bins should be located away from the buildings.
- All rooms and stores containing hazardous materials such as chemicals e.g. cleaning cupboard, site team workshop, should be well managed, clean and permanently secure.

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- All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

Bursar
September 2025

Reviewed and endorsed by Full Trustees Meeting on: 7 November 2025

Next Review by Trustees: Michaelmas Term 2026