Fire Policy

St. Francis' College

September 2026

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Introduction

The 'College' refers to all the staff and pupils of the Nursery, Prep School and Senior School which includes Early Years Foundation Stage (EYFS), (Key Stage 1 and 2) and Senior School (Key Stages 3-5).

This Fire Policy is designed to ensure a safe environment by outlining essential procedures and responsibilities related to fire prevention, preparedness and response. It aims to minimise the risk of fire incidents and to provide clear guidance on actions to take in the event of a fire, ensuring everyone's safety through effective prevention measures, regular drills and prompt evacuation protocols.

Policy Statement

This is a statement of Fire Policy by St. Francis' College about its intentions, organisation and arrangements for ensuring the safety at work of its employees, and the physical safety of visitors and contractors, whilst on the premises or sites under the control of St. Francis' College.

The organisation is committed to preventing fires, reducing the risk of fire-related incidents and ensuring that appropriate measures are in place to protect people and property. This policy outlines the responsibilities, procedures and arrangements that must be followed to maintain a safe environment and ensure an effective response in the event of a fire or other emergency.

Statement of Intent

It is the policy of St. Francis' College to ensure, as far as it is reasonably practicable, the health, safety and welfare of its employees whilst they are at work and of others who may be affected by their undertakings, and to comply with all relevant legislation as appropriate including the Regulatory Reform (Fire Safety) Order 2005.

The College will ensure that suitable and sufficient fire risk assessments are undertaken and regularly reviewed, appropriate fire prevention and protective measures are implemented and maintained. Appropriate fire safety information, instruction and training will be provided by employees and where necessary pupils and other relevant persons.

The College recognises that effective fire safety is the responsibility of everyone and expects all employees, pupils, visitors and contractors to cooperate with arrangements set out within this policy and to report any fire safety concerns or hazard promptly.

General

The primary concern is to make sure that the alarm is raised and <u>everyone</u> gets out of the buildings quickly and safely to the Assembly Area. Firefighting is secondary and in most circumstances is best left to the professionals.

All employees, pupils, visitors and contractors are expected to follow the Colleges fire emergency procedures and evacuate immediately when the fire alarm is activated. Staff should only assist others to evacuate where it is safe and appropriate to do so and should not delay their own evacuation.

Objectives

In order to achieve compliance with the statement of policy, St. Francis' College has set the following objectives:

- To maintain high standards for fire safety and the protection of the environment at its premises.
- To identify fire safety risks and set in place programmes to remove or reduce these risks.
- To ensure that expected standards are communicated to all employees, contract staff, temporary workers and members of the public as appropriate.
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner.
- To ensure the dissemination and discussion of relevant information on fire safety issues.
- To ensure that suitable and sufficient fire detection, alarm, firefighting and emergency lighting systems are provided, maintained and regularly tested in accordance with relevant legislation, standards and recognised good practice.
- To ensure that appropriate arrangements are in place for the safe evacuation of all persons from the premises in the event of a fire and are communicated and regularly reviewed and practiced through appropriate fire drills and exercises.

Guidance

The College has in place procedures for:

(a) Carrying out fire risk assessment;
(b) Preventing fires;
(c) Evacuation in the event of a fire;
(d) Maintaining and checking all fire detection, alarm and fighting systems.

Organisation

To endeavour to prevent fires from occurring and, if it becomes necessary, to assist in the prompt and successful evacuation of the premises, the organisation described below has been established.

The College will ensure that sufficient competent persons are appointed and provided with appropriate information, instruction, training and resources to enable them to fulfil their fire safety responsibilities effectively.

Compliance Governing Body

Responsibility for the Fire Policy rests with the Senior Leadership Team of the College; however, the Compliance Committee will review the annually or more frequently if required.

The Board of Governors is further responsible for:

- Keeping the Fire Policy under review.
- Monitoring its implementation and setting targets or objectives where appropriate.
- Ensuring that the effectiveness of the policy is regularly reviewed and revised as and when necessary.
- Ensuring that specific induction programmes on fire safety are in place for all new employees.

Responsible Person

The Responsible Person is the Operations Manager who is be responsible for:

- The practical implementation of the Fire policy.
- Ensuring that the operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment and regular audits.
- Reviewing as necessary reports on incidents to ensure, where necessary, that full investigation is carried out and appropriate remedial action taken.
- Maintaining and ensuring the local implementation of the College's fire procedures; for making and maintaining a fire map of the premises, showing places of high risk and the precautions put in place by the College; and that
    - Copies of these maps are brought to the attention of employees and others who may be affected by;
        (a) Posting a copy of the fire map on noticeboards
        (b) Bringing the map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;
        (c) Provide training to delegated Fire Wardens (including boarding staff)
- Maintain the Fire Safety Logbook. The day-to-day management of the Fire Safety Log is delegated to the Area Health and Safety Manager.
- Ensuring that all equipment and plant is maintained, inspected and serviced as required.
- Ensuring that at least one evacuation practice is scheduled per term (to be undertaken when boarders are present), and once per annum during periods of school holiday closure along with any further practice, drills and training as prescribed by the fire risk assessment.

Individual Responsibilities

All employees are required to:

Co-operate in implementing the requirements of the Fire Policy, related codes of practice and safety instructions.

Refrain from doing anything, which constitutes a danger to themselves or others.

Immediately bring to the attention of their manager, the Head of Operations or Head any situations or practices, which might lead to an incident of fire or the compromising of fire safety measures within the premises.

Ensure that any fire safety equipment, including fire-fighting equipment in their area, is available and in a good state of repair at all times.

Be responsible for good housekeeping in the area in which they are working.

Familiarise themselves with the fire safety arrangements applicable to their workplace, including the location of fire exits, escape routes, fire alarm call points and assembly points.

Never assume that a fire alarm is a false alarm and never delay evacuation to investigate the cause of an alarm.

Fire Risk Assessment

All of the College's premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person.

The fire risk assessment will be reviewed and/or updated every 3 years with a yearly interim review or sooner in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Operations Manager) and employees' attention brought to any hazards found in the assessment.

Fire Hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff and duty caretakers to ensure that walkways are kept clear of obstruction and tripping hazards.

In accordance with amendments to the Regulatory Reforms (Fire Safety) Order 2005 following legislation changes under The Fire Safety Act 2021 responsible persons for multi- occupied residential buildings (any building containing two or more sets of domestic premises) are to manage and reduce the risk of fire for the structure. The Fire Safety Order applies to a building's structure and all doors between domestic premises and common parts.

From the 23 January the Fire Risk Assessment must take account of structures, external walls and flat entrance doors and be carried out by a suitably competent person.

To determine the priority of a buildings risk review, the Fire Risk Assessment Prioritisation Tool should be used https://www.gov.uk/government/publications/fire-safety-act- 2021/fire-safety-act-2021-factsheet-the-fire-risk-assessment-prioritisation-tool.

Fire Alarm and testing

The fire alarms are tested regularly (every Monday morning at 8.00 am) or otherwise, when prior notification of this will be given via email and on the daily staff Bulletin.

Each of the buildings must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by a competent contractor.

The fire alarm system in Broadway, Prep and Middle School will be tested weekly with the date and time made known. This will be carried out by the Site Services Team. The alarm will be activated using a different activator point each week, where this is practicable.

The Fire alarm system will be serviced six monthly by a competent contractor to BS5839 Part 1 standards.

Records of these tests and servicing are maintained in a fire logbook held by the Operations Manager.

Raising the alarm

Smoke detectors are located throughout the College and may automatically trigger the alarm before anyone has spotted a fire. The fire alarm will sound throughout the College no matter where the alarm is triggered.

The alarms are monitored by Southern Monitoring who will phone the designated members of staff in quick succession. If they are unable to get a response, they will automatically call the Fire Brigade.

If you see a fire and the alarm is not sounding, then immediately sound the fire alarm (shout "FIRE" and break the glass in the nearest fire alarm call point). Then, if staff, call the Fire Brigade and notify this action to the Head, or Deputy Head (Pastoral), or the Operations Manager. Pupils should find the nearest member of staff and report the fire to them.

When the alarm sounds

If the alarm sounds and rings continuously then EVERYONE MUST EVACUATE THE BUILDINGS WITHOUT FAIL (except during testing of the alarms and individuals, if instructed to the contrary,

during a fire drill).

Everyone should stop whatever they are doing and not waste any time gathering up personal possessions, but IMMEDIATELY LEAVE THE BUILDING, calmly and quietly, by the designated primary route, or if fire blocks this egress, by the nearest safe alternative. Unless in the immediate vicinity of fire, walk rather than run. This is particularly important on stairs. Teaching staff, Classroom Assistants, etc., should of course co-ordinate the evacuation of the pupils in their care.

Specific Duties

Reception Office Staff	Collect all Senior School registers, the signing in/out folder and the visitors' book, print evacuation lists from Entry-sign, lock front door from the school uniform shop and take them to the Fire Assembly Area. Distribute folders/registers to relevant members of staff.
Prep Office Staff	Collect all Prep registration and absence sheets and take them to the Fire Assembly Area
EYFS Staff	Collect EYFS registers and take them to the Fire Assembly Area
Site Service Team	Check the fire alarm panel in corridor opposite BG20 for location of device triggering alarm.
Site Service team	Go to the fire alarm panel in corridor opposite BG20 for location of device triggering alarm and investigate (with caution). Liaise with the member of the Site Services team and/or the Operations Manager. Reset alarm when the all clear has been given by either the Head, Deputy Head (Pastoral) or Operations Manager.

Assembly and Roll Call

The Assembly Area is on the grass area in front of the tennis courts. Pupils must line up by Form facing the tennis courts, with EYFS nearest the Prep Building through to Sixth Form nearest the Broadway (see plan in Form classrooms) so that a full roll-call can be carried out. Support staff line up in their departments opposite pupils facing the Broadway building. DO NOT RETURN TO THE BUILDINGS until authorised (by the Head, Deputy Head (Pastoral) or Operations Manager.

If there is a fire in the College, then it may be necessary to evacuate the site. This decision will be made by the Head or, in their absence, by the Deputy Head (Pastoral) (then the Operations Manager, then other members of SLT).

Specific Responsibilities – Fire List Checking

Fire Drill Structures
For Fire Drill Structure please see Appendix 1

The Fire Brigade and Summering the Fire Brigade

The Fire Brigade should ONLY be called by the member of staff who sees or is informed by a pupil of the fire and first raises the alarm, or by the Head, Deputy Head (Pastoral), or Operations

Manager, or someone acting on their instructions. This is to prevent false call outs during fire drills and so on. In the event of any fire in a building, even if small, the Fire Brigade must be called.

The school office is manned between 08:00 and 6.00 pm during weekday during term-time and between 08:00 and 17:00 pm during half terms and holidays, apart from the Christmas closedown. The master panel that shows the location of all the alarm call points on the networked system is located outside of the kitchen directly opposite Broadway BG20. The school office is always given advance warning of fire practices. If the alarm is activated, a signal is sent to a call-monitoring centre (Southern Monitoring) who will contact designated members of staff from the Site Services Team. A duty caretaker, resident caretaker or members of the Site Services team are on emergency call. They have instructions to summon the Fire Brigade and Emergency Services if the alarms go off when they is no resident caretaker present.

Fire drills will be held every term and out of hours evacuation practice for the boarding house will be held termly.

Written records of fire/evacuation drills will be maintained in the fire logbook, which is kept by the Area Health and Safety Manager.

Fire Fighting Equipment

The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present on the College premises.

All fire Extinguisher media will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose/system.

Only staff that have undertaken appropriate training should use the fire-fighting equipment provided throughout the College. Staff are encouraged to participate in such training when opportunity arises. Pupils must not attempt to firefight.

Emergency Lighting

Emergency lighting must be installed in the College where lighting would continue to be required in the event of a mains power failure, e.g., stairs, corridors and emergency exits.

Where emergency lighting is generated by power, the lighting will be tested monthly by way of simulated mains failure. The Maintenance department undertakes this.

Records of testing and servicing of emergency lights will be maintained by the Site Services team and held with the Operations Manager.

Emergency Procedures

Written emergency will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb or emergency warning (lockdown).

Notices will be displayed in each building of the College detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different

from the fire evacuation point depending on location.

There must be adequate means of escape for all accounts of the school premises. These means of escape will be clearly signed with pictograms.

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. Arrangements can be made in advance for Visitors.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Heads of Department are responsible for conducting head counts upon arrival at the assembly point; any unaccounted persons must be passed to the Senior Leader overseeing the evacuation, who must ensure that this information is passed to the Fire and Emergency services as soon as they arrive, where applicable.

Fire Training

Staff will be informed in relation to;

(a) action to take if they discover a fire, including how to activate the alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb or lockdown event;
(d) pupils will be informed of exits and escape routes;
(e) Visitors and contractors upon arrival at the College be giving a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation;
(f) For events with large numbers of attendees, such as concerts and shows an announcement will be made at the beginning of the event regarding evacuation arrangements.

Fire Prevention

The College 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 Head of Operations, Site Services Team, Area Health and Safety & Compliance Officer and Heads of Departments will:-

Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials.

Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are store close by;

Maintain awareness through training and refresher training of preventative steps that need to be taken; particularly in high-risk areas i.e. kitchen, labs etc.

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, particularly during maintenance and building works.

The College operates a strict no smoking & vaping site policy.

Fire Records

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

Communication

The Board of Governors has responsibility for disseminating all relevant fire safety information to all those requiring it but has delegated this task to the Head of Operations as the Responsible Person.

Consultation and Training

The Board of Governors is committed to involving employees at all levels in the maintenance of fire safety standards and to provide them with adequate information, instruction and training.

Accident Reporting

The reporting of all incidents including near miss incidents will be undertaken in accordance with the company's health and safety policy statement.

Policy Review

The effectiveness of this policy statement and the risk assessment will be regularly reviewed and revised where necessary on an annual basis or when significant change has occurred.

Version Control

Reviewed by:	Operations Manager
Authorised by:	Head
Effective From:	September 2026
Next Review Due:	September 2027

Appendix 1 Fire Drill Reporting Structures

Checking presence of teaching staff and technicians. **Report to Deputy Head Academic (CONFIRM ALL STAFF ACCOUNTED FOR TO THE HEAD)**

Teaching Staff: Faculty		**Person Responsible ***
Communications Faculty + Library	AGA, KD, DD, AG, RG, KK, YL, EOD, SOM, NP, MR, KL, MB	Head of Communications Faculty
STEMM Faculty	JG, AA, ME, JL, EP, JR, SS, VV, LT, LW	Head of STEMM Faculty
World Studies Faculty	EMH, PB, VC, CD, KE, YG, EG, DG, CY	Head of World Studies Faculty
Performance Faculty (inc. LAMDA + DofE)	HM, HA, NB, MAB, CC, EG, AP, PS, AS, RW, HB, CG, SM, ST, LB	Head of Performance Faculty
Pastoral	KB, GA, HH, PT, TW, DS, KS	Deputy Head (Pastoral)
Peri staff	CC, PG, AG, PH, JK, VLM, JM, RS, SW	Director of Music
Prep	FB, SB, AB, ZC, DD, MJ, DJ, AP, LR, CSP, RZ, TW, LH, JB, JR. RH, LW	Head of Prep
Nursery	NG, CA, SA, EB, LCA, LCH, MC, JC, FD, BD, MD, SF, SG, MG,SG,VH, LK, SL, JL, KL, EM, SM, SM, BM, MM, LN, SP, KP, SP, MR, NS, ES, ET, EVW, SV, SWW, JW, KW, MZ	Nursery Manager

Checking presence of non-teaching staff. **Report to Head of Sixth Form (CONFIRM ALL STAFF ACCOUNTED FOR TO THE HEAD)**

Department	**Staff**	**Person responsible***
Admin team, HR & Marketing	FB, JC, AD, LF, HM, VV, CW, CWI *CWI: 07:30 – 16:00 (Mon & Tue)* *JC: 07:30 – 16:30 (Weds, Thur & Fri)* *FB: 12:00 – 18:00 (Mon-Fri)*	Head's PA
Boarding	GA, LG, DMG, KM, OP, LP	Head of Boarding
Minibus Drivers, IT & Exams	EXAMS - SDR, KB, JC, AG, SG, FG, NK, CK, SMC, TP, BR, PS, JS, JV IT – NH MINIBUS – DG, VH, LK, AL, RM, RF	Deputy Head (Academic)
Estates	TG, JL, AS, CW, JW (Chris' wife)	Operations Manager *Reactive to situation*
Leisure	CM, SH, SC, MC, KF, SP, CP, KR, KT, MA	Leisure Manager/Senior Swim Teacher
Catering	BB, NB, LP, JS, PD, SJ, SL, SR, DS, SW	Head Chef
Cleaners	MT, SB, MB, DG, CH, PR, CW, AW	Cleaning Supervisor

Visitors		Reception

*** A designated person should be allocated in case 'person responsible' is absent.**

Tutors report to Heads of Year – Heads of Year report to Deputy Head **(CONFIRM ALL PUPILS ACCOUNTED FOR TO THE HEAD)**

Tutors		
Prep		JEM
Artemis		MRY
Athene		CYA
Hera		KKI
Selene		CCO
Year 11		CCO
Year 12 + 13		RHO

Reporting Structure
Faculty reps - CHA
Support staff reps – Head of Admissions
Form Tutors - Heads of Year - KVA
CHA/RHO/KVA - JSP (Signal all clear to Operations Manager)

For emergencies outside of College normal working hours, the Out of Hours & Weekend Evacuation Procedure should be followed.