



FIRE RISK ASSESSMENT POLICY ROYAL GRAMMAR SCHOOL AND RGS PREP

This policy establishes the way the Royal Grammar School (RGS) and RGS Prep (*the School*) will fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. Under the terms of the Schools' Health and Safety Policy, the Health and Safety Policy Group, working through the Bursar, is responsible for ensuring that the provisions of the Order are complied with.

The **Health and Safety Manager** will ensure that the detailed requirements are met by conducting fire risk assessments for all School buildings at appropriate intervals. These risk assessments will assist in ensuring that the Schools' fire safety procedures, fire prevention measures and fire precautions (plans, systems and equipment) remain suitable and sufficient. In the event that any areas of concern/ improvement are identified, these will be brought to the attention of the **Bursar** and the **Head of Estates** who may direct action to be taken.

The School will use as the basis for its assessment of fire risk and precautions, the '*Fire Safety Risk Assessment*' publication for educational premises, issued by HM Government.

All fire risk assessments will be subject to at least an annual review, or sooner in the event of a significant change in a building or its usage, or fire related incident. These fire risk assessments take the whole of the School's premises into account, including any rooms and areas that are rarely used. Documentary evidence will be created and retained to demonstrate that risk assessments have been conducted and that reviews have been completed. Copies of all fire risk assessment reports are held on the Schools' Health & Safety SharePoint pages.

The school has fire detection and alarm systems consisting of sounders (bells/ sirens) light emitting units, manually operated call points (break glass call points), smoke and heat detectors and addressable alarm control panels. These systems are designed to:

- Detect fires promptly and reliably.
- Give warning to the buildings' occupants so that they can evacuate safely.

The **Head of Estates** is responsible for overseeing the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records.

Arrangements will be made for the detection system to be monitored when the school is out of sessions and for the fire brigade to be summoned automatically.

To limit risk to life, there will be at least one drill/ practice, generally unannounced, each term, in each School (RGS, RGS Prep and RGS Pre-Prep).

Fire evacuation procedures will be displayed in each room and adjacent to each fire call point. Fire training will be provided for all staff at least once each year.

While guidance on the use of fire extinguishers will be provided, the School's policy is that it is the prime duty of staff to conduct themselves and their pupils to a place of safety and the School does not require staff to use portable fire-fighting equipment.

To assist the fire brigade, plans of the school showing floor layout, the location of particular hazards, the position of fire hydrants and the locations of fire call points and detectors will be positioned adjacent to the fire panel.

The location of the chained library will be made known to the fire services for salvage purposes.

Reviewed by: Bursar/ Health and Safety Manager

Date of last review: 24 May 2024

Date of next review: Trinity 2025