

Fire Plan Policy – Whole School including EYFS	12 b
---	-------------

Responsible for Initiating Review of Policy	Health and Safety Officer / Assistant Bursar (Buildings and Estates)
Committee to Review	Health and Safety
Last Review Date	August 2025
Review Period	Annual – aligned with risk assessment reviews
Approved by (Committee and Date)	Assistant Bursar (Health and Safety) August 2025
Approved by Board of Governors	Autumn 2025
Effective Date of Policy	August 2025
Next Review Date	August 2026
Related Policies	Fire Risk assessments Health and Safety Policy

Policy Statement

Burgess Hill Girls acknowledges its responsibilities regarding The Regulatory Reform (Fire Safety) Order 2005 and will take all reasonable steps to ensure that its obligations are carried out as far as is reasonably practicable and within current legislation.

Under The Regulatory Reform (Fire Safety) Order 2005 the responsible person must carry out a fire risk assessment and implement and maintain a fire management plan.

The School has boarding houses and therefore is considered to be at a higher risk with regards to fire safety. The West Sussex Fire and Rescue Service visit the school to carry out a Fire Safety Audit. The most recent audit took place in August 2019 and it was confirmed that there were no significant issues identified.

The FRS are either directly or indirectly involved in the approval of the building regulations for the alteration or extension of existing buildings e.g. to Croft Hall.

The Fire Policy, Guidance and Procedures and Fire Risk Assessment documentation are regularly reviewed to ensure they are current and up to date. The Governing Body regularly reviews, evaluates and monitors the Risk Assessment to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

Burgess Hill Girls will ensure;

Risks associated with fire will be identified and assessments made and recorded with procedures put in place.

A Fire Risk Assessment is produced by the Health and Safety Officer dealing with all aspects of Fire Safety. Included within this document are actions taken to identify safe areas of storage for dangerous and inflammable substances to either eliminate or reduce any potential risk.

The School will ensure that they appoint a suitable fire response team and provide relevant training.

The School ensure appropriate training takes place for all Estates staff in fire marshalling and extinguisher training. This ensures that one or more competent persons (with sufficient training, experience and knowledge) are able to assist in taking preventive and protective measures (including fire-fighting and evacuation). The Health and Safety Officer is fully trained and carries appropriate accreditation for his specific role.

Burgess Hill Girls will make sure that staff, pupils and visitors are trained and informed on what to do in the event of a fire.

The Fire Risk Assessment document includes information pertaining to fire safety routes, fire exits and fire assembly points, fire alarms, lighting, signage etc. that ensure the safety of staff or anyone else legally on the school premises.

In the event of a person either temporarily or permanently disabled, an initial risk assessment would take place, followed by any necessary adjustments being made and implemented.

The Fire Risk Assessment documentation includes details pertaining to monthly inspections carried out and a suitable system in place for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers. The maintenance of fire detectors and the alarm system is contracted out to an approved contractor. The maintenance of the fire extinguishers is carried out by an approved contractor.

Further Guidance and Procedures are provided within associated documents and departmental instructions.

The Fire Risk Assessment folder is located on School Y drive and resides within the Estates department documents.

Responsibilities

Implementation of Policy: Bursar

Management of Premises and Equipment: Assistant Bursar (B+E)

Policy Risk Assessments: Health and Safety Officer

Policy Review: Annually by Health and Safety officer/ Assistant Bursar (B+E)

Monitoring and Audit: Triennially Bursar and Head, External Health and Safety Consultant

The Governing Body regularly reviews, evaluates and monitors the Risk Assessment to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.