

## Fire Risk (Prevention)

### School Purpose Statement

#### Inspiring Education for Life

Caterham School is one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all. We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

#### General Statement

As a responsible employer Caterham School takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with the **Regulatory Reform (Fire Safety) Order 2005** (FSO). In compliance with the FSO we have adopted a risk assessment based approach to managing fire safety within our premises which is formally recorded on line and regularly reviewed. Based on the findings of the fire risk assessment (FRA) we have created an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

This policy works in conjunction with and also provides evidence of compliance with the National Minimum Standards for Boarding Schools (2022), Standard 10.

#### Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect

the safety and wellbeing of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

### **Communication**

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification badge and supervised by a member of staff at all times.

### **Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety.

- a FRA has been carried out by FCS-Live and this is available to view via the web at <https://www.compliance-audit.com> (For inspectors this is to be accessed at School where the login is available.) The findings of the FRA have been used to develop appropriate control measures to ensure the elimination or reduction of risk from dangerous substances to a level as low as is reasonably practicable. The FRA is reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it
- a Responsible Person (RP), the Estate's Bursar, Peter Curtis has been appointed and authorised to complete their duties
- the fire evacuation procedure is practised at least once a term, while the procedure for boarding houses is practised at night and during sleeping hours. The results are recorded in the fire log book
- all employees receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details retained on the employees' personnel files (or the fire log book)
- any employees with additional fire safety duties, i.e. fire marshals or their deputies, are given training on appointment to their specific duties and refresher training on an annual basis
- any other person identified to be at risk will receive training on the fire evacuation procedure
- all exits and emergency routes are kept clear at all times. These routes are properly signed, adequately lit, regularly inspected and fitted with the relevant standard of fire doors, alarms, extinguishers and fire detectors, which is overseen by the Estates Bursar

- the premises has appropriate firefighting equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis as defined in the fire log book
- the premises is equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting is tested on a regular basis as defined in the fire log book
- the School is monitored by a fully addressable, remotely monitored fire alarm system. In the event of alarm activation during school hours the monitoring service will contact the school to ensure we are aware of the activation. Marshals will check the cause of activation and if necessary call the fire brigade. The monitoring service will automatically contact the fire brigade to attend the School in event of a fire alarm outside school hours. The other emergency services will be contacted following School procedure as set out in our Health and Safety Policy
- There are appointed competent fire marshals, who have experience and knowledge to assist in taking preventative and protective measures, including firefighting and evacuation; these are named as fire marshals and should refer to the Fire Marshal Instructions
- the fire alarm is tested on a set day and time each week from a different call point which is be communicated before testing. Records are kept in the fire log book
- all electrical equipment is maintained in accordance with the manufacturer's instructions and routinely tested. Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested
- this policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

The School will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations from the Fire Service outstanding.

Reviewed by P. Curtis  
September 2024