



Fire Safety Policy

Approved by:	Board of Governors
---------------------	--------------------

Last reviewed on:	July 2025
--------------------------	-----------

Next review due by:	July 2026
----------------------------	-----------

Our vision

At Rugby High School, we set heights in our heart.

While striving for **excellence for all**, in all its forms, our aim as a school is to encourage our students to be ambitious and creative thinkers, to face challenges, to work together, to learn to apply and adapt their knowledge and understanding so that they are prepared and excited for the future, whatever it may bring.

Our aspiration is that **all our students** understand what it is to show compassion and empathy and to take responsibility as brave, independent global citizens.

Our students will move on from Rugby High School knowing how to be Resilient, Healthy and Successful, showing kindness, care and respect to others

Inspired by their curiosity and love for learning our students will leave us with a confident voice, ready to take their place, knowing that their actions have the potential to change the world.

OBJECTIVE

Rugby High School Academy Trust is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and in full working order.

INTRODUCTION

In the event that a fire breaks out, Rugby High School Academy Trust has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

LEGAL REQUIREMENTS

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Risk Assessment
- Fire Evacuation Record
- Lockdown and Evacuation Policy

RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- **Trustees** ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;

The **Headteacher** will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
 - Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
 - Employ or designate a Fire Safety Officer to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the Trust and the HSE where necessary.
 - Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
 - Work with the FSO to review and update this policy accordingly, every year.
 - Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.
 - has the ultimate responsibility for the implementation and management of this policy.
-
- The **Business Manager** is responsible for the effective implementation of this Policy and is the FSO (Fire Safety Officer) taking responsibility for the schools fire safety matters, in collaboration with the Headteacher and will sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
-
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the 'fire safety officer' i.e. the Business Manager

The Business Manager will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Ensure that the school provides and maintains in working order all firefighting appliances and devices including:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - firefighting equipment;
 - notices and signage relating to fire procedures;
 - means of escape, being aware of anybody who may be unable to evacuate the school unassisted- ensuring there are PEEPS in place where necessary.
3. Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant, reviewing when changes occur; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by Beta Fire biannually. The alarm sounders are tested on a weekly basis the Premises Manager;

The school emergency lighting is serviced annually by Beta Fire and tested on a monthly basis.

Notices and Signage are updated as and when required and checked annually by the Premises Manager.

Firefighting equipment is visually checked weekly by the Premises Manager and extinguishers are replenished or replaced annually by a contracted company.

A Fire Log area on **Parago** which contains records relating to fire safety is maintained by the **Premises Manager**, and overseen by the Business Manager. These records include:

- fire drills;
- the storing of hazardous materials;

The Premises Manager holds records of the inspection and testing of:

- fire detection and alarm systems;
- emergency lighting systems;
- firefighting equipment;

FIRE RISK ASSESSMENT

The school must have a comprehensive fire risk assessment carried out, for each of its buildings. These assessments are kept in the Premises Managers Office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training through video and personal briefing and attend refresher sessions annually.
- Pupils are given instruction by their form tutors during the first weeks of the autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff afterwards, and any conclusions and remedial actions are recorded and implemented.

EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

If You Discover a FIRE

Sound the alarm by breaking the nearest fire call point, then alert people in your **immediate** location.

The alarm bell will ring continuously; follow your evacuation route.

If you hear the fire alarm whether in class, during break or lunchtime:

If you have responsibility for a named person ensure they are provided for.

Leave the room, walking briskly but not running.

Check the room is empty.

Close the doors behind you.

Curriculum leaders on each floor/ building do sweep to ensure all rooms are empty.

If the usual exit is blocked, follow directions given by any staff member, or take the nearest available exit.

Exit the building and do not return until authorised to do so.

Line up at the assembly point on the SCHOOL FIELD in Tutor groups, even if evacuation happens during a break or lunchtime.

Attendance Officer will give out registers. If all students present show a **green** card. If you are missing students display a **red** card. The Attendance Officer will come to you to ascertain where a student is.

Business Manager will take a register of staff, visitors and contractors using the Sign In system Evacuation register.

Any unaccounted persons, must be reported immediately to the Premises Manager, Head Teacher and Business Manager.

Receptionist will call Fire service 999. School post code CV22 7RE.

First Aiders

Kasha Lea

Claire Partridge

Delyth Pedlebury

Kayleigh Unett

Chris Broderick

Julie Young

Rebecca Langham

Emily French

Appendix 1

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the SEND register.

Having considered the risks, the pastoral manager will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, visitors with disabilities coming to the School should inform staff of any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas located in the stairwell adjacent to the lift.

Lifts must not be used during an emergency evacuation