FIRE RISK ASSESSMENT POLICY & PROCEDURES

Policy Statement (1)

Fire can have a devastating effect on the school. The objectives of this policy are:

1) To safeguard all persons at AKS from death or injury in the event of a fire or associated explosion.
2) To minimise the risk of fire and to limit the spread of fire.
3) To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

Policy Statement (2)

1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the following policies: *Fire Safety Policy, Fire Management Plan, Health & Safety, and Risk.*
4) The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) Annie Millard: Director of Finance and Operations and Health & Safety Officer
2) David Harrow: Headmaster
3) Amanda Ilhan: Head of Nursery and Preparatory School
4) Robert Duncan Head of Estates and Grounds
5) Steve Shepherd: Catering Manager

Procedure

AKS complies with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its priority the immediate and total evacuation of the building upon discovery of fire.

AKS will ensure:

1) That adequate means of escape in case of fire exits for all persons on school premises.
2) That all means of escape are correctly maintained, always kept free from obstruction and available for safe and effective use. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
3) That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
4) That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
5) That adequate means for fighting fire are present and are maintained in efficient working order.
6) That appropriate instruction will be given to all persons on the AKS premises on evacuation procedures.
7) That AKS premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
8) That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

Responsibilities

1) The Fire Safety Officer is responsible for conducting and regularly reviewing fire risk assessments, providing advice and training, monitoring and auditing AKS's Fire Risk Policy, standards and procedures.
2) She is also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, firefighting equipment and emergency lighting by fully competent persons.
3) Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, pupils and visitors to care for their own safety and the safety of others. This includes, but is not limited to:
    a) Maintaining safe working practices.
    b) Identifying possible hazards and bringing these promptly to the attention of the Fire Safety Officer.
    c) Undertaking any necessary safety precautions.
    d) Being familiar with appropriate emergency procedures.

Minimising the Risk from Fire

The following measures will minimise the risk, and associated consequences, of fire in the school:

Training: The Fire Safety Officer is responsible for arranging suitable staff training and for organising regular fire drills/evacuations (at least once a term), in liaison with WSLT.

Instructions: Staff must comply with all instructions given to them in regard to fire safety and fire procedures, including any information disseminated about the elimination or reduction of risks from dangerous substances.

Faults: Staff must also report any observed shortcomings in fire precautions to the Fire Safety Officer.

Smoking: Smoking is banned in all buildings and grounds on the site.

Electrical system: The school's fixed wiring is tested on a five-year cycle. There are regular inspections of socket outlets and the use of multi-adaptors (removed from service).

Portable electrical equipment: All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display the date tested. Equipment must not be used if damaged in any way, until the equipment has been repaired and re-tested.

Plugs and cables: Where reasonably practicable access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

Storage: Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

Kitchen: All staff are made aware of the policy on the use of the cooker and other heating appliances on induction by their Catering Manager.

Science: All science equipment is checked and maintained by specialist contractors. Extraction is in place where needed and maintained to manufactures recommendations by specialist contractors. All ducts and flues are regularly checked and maintained and firefighting equipment suitable for the environment is supplied and maintained.

All flammable and combustible materials are kept to a minimum and are stored in the correct manner. The materials are kept away from sources of ignition. Science staff regularly review chemicals used.

All chemicals are stored, handled and transported as per recommendations. Chemicals must be kept locked in the prep room and used only with close supervision. All staff have been trained to use these chemicals.

All oxidising materials are kept in accordance with the COSHH and other regulations and as per supplier’s recommendations. Small amounts of oxygen are stored, and these are kept and maintained as per supplier’s recommendations and regulations governing such storage.

Waste storage: The waste area is situated at the rear of the kitchen block. Although the area is less than 10metres from the building, the skips are secured by padlocks in a secure compound.

Pupils: The rules, rewards and sanctions document explains that flammable items are not allowed in School.

Visitors: Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point.

Risk of arson: To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:

1) Doors should be locked and windows closed at all times when the school is unoccupied.
2) All internal doors throughout the school should be closed at the end of the day.
3) All corridors should be kept clear of combustible materials.
4) All rooms and stores containing hazardous materials such as chemicals (e.g. cleaning cupboard) should be well managed, clean and permanently secure.

Updated	7th July 2026
Reason for changes	Annual update and review
Name of the owner	Annie Millard: Director of Finance and Operations
Audience	Staff and School Community
Location	Whole School Team & School website
Review date	July 2027