



# Fire Risk (Prevention) Policy

Version 1 September 2025



**GREAT WALSTEAD**  

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**SCHOOL**

Director of Finance and Operations  
GREAT WALSTEAD

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# 1. Introduction

The School is committed to providing for the health, safety and welfare of all of its employees, pupils and any other persons who work on, visit, use its premises, or may be affected by its activities or services. The School seeks to identify the risks associated with its environment and activities, putting in place controls which so far as are reasonably practicable protect people from harm.

The School recognises fire as a significant hazard and takes the management of the risks seriously. For that reason this Fire Safety Policy has been formulated in order to put in place and monitor the procedures to preserve life, minimise building damage, and assist demonstrate its commitment to compliance with its legal obligations under the Fire Regulatory Reform (Fire Safety) Order [2005].

# 2. Scope

This policy is relevant to all employees, pupils, contractors, visitors and any other persons who use the School's premises.

# 3. Aims & Objectives

The aim of this policy is to establish the framework that demonstrates compliance with our obligations under the Regulatory Reform (Fire Safety) Order [2005].

The objectives are to implement and maintain the procedures that:

- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide and maintain a means of escape
- Demonstrate proactive preventative action
- Accurately record the active management in respect of fire safety

# 4. Arrangements

To achieve the above Policy Aims, Great Walstead School will provide and maintain:

- A nominated "Responsible Person"
- An organisational structure with clear roles and responsibilities with regards to Fire Safety
- Suitable organisational arrangements for:
  - Risk Assessments, identifying fire hazards and the controls to manage those risks
  - The provision, testing and maintenance of fire detection, firefighting and emergency lighting equipment.
  - Reviewing, updating and testing the School's Emergency Evacuation procedures.
  - Maintaining documents and records
- Providing information, instruction and training to all school users relevant to their responsibilities in relation to fire safety.
- Personal Emergency Evacuation Plans for staff and pupils who have difficulty in moving around site

# 5. Training

All staff are to be trained in fire and updated with any changes to procedures during INSET and the school will ensure that fire marshals have the correct level of training.

## 6. Monitoring & Review

As a minimum this Policy will be reviewed every two years.

The Director of Finance & Operations, Responsible Person, the Risk & Safeguarding Committee or the Ardingly College Governing Board may initiate a review at any time before the review date, where a material change has occurred externally, internally or an event has questioned the validity of the existing arrangements.

## 7. Related Legislation and Documentation

### 7.1. Legislation

- The Regulatory Reform (Fire Safety) Order [2005]
- The Health & Safety at Work Act [1974]
- The Management of Health and Safety at Work Regulations 1999

### 7.2. Internal Policies

- Health & Safety Policy
- Equality Policy
- Access Policy

### 7.3. Internal Procedures/Documents

- Fire Safety - Emergency Evacuation Plan
- Fire Risk Assessment
- Health & Safety Induction for new employees
- Personal Emergency Evacuation Plans (PEEP's)