



NORWICH SCHOOL

Fire Risk (Prevention) Policy

This policy is reviewed by the Finance & Property [inc. Health & Safety] Committee annually. This policy was last reviewed and agreed on Trinity 2026. It is due for review in Trinity 2027.

Confirmed by:

Steffan Griffiths	Head	Trinity 2026
Hannah Salmon	Governor	Trinity 2026

Version Control

Version number	Date issued	Author/key contact	Change(s) summary
1.0	August 2021	Nicole Reynolds	Update of Fire Safety Officer to Head of Estates. Moved Termly fire checks to Estates team rather than HoDs.
1.1	Trinity 2022	Paul Wishart	Private Hire of School Facilities wording updated, Fire Evacuation Practice amended and site map added.
1.2	Trinity 2023	Paul Wishart	Change of Governor responsible for H&S and minor updates.
1.3	Trinity 2024	Paul Wishart	Reference to recent (Oct 2023) amendments to the Regulatory Reform (Fire Safety) Order 2005. Explicit requirement to call 999 or 112 <i>before</i> other actions added to evacuation procedures.
1.4	Trinity 2025	Nicole Reynolds	See Summary of changes (Appendix 4)
1.5	Trinity 2026	Kate Smith	Annual review. Minor wording changes to reflect current practice.

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Statement of Intent

The school's priority is to minimise the risk to life and to reduce injury from fire, for staff, pupils, contractors, visitors and any other person legally on the premises, by:

- Maintaining the physical fire safety and integrity of the school;
- Ensuring that staff, pupils and visitors do not add to the fire risk; and
- Through safe evacuation of our buildings if a fire breaks out.

Specifically, the safe evacuation of everyone – staff, pupils and visitors alike - is the school's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

The fire safety principles, procedures and risk assessments at the school are designed to help its community to respond calmly and effectively in the event that fire breaks out in one of its buildings.

The Governors are ultimately responsible for the effective oversight, review and amendment of this policy. Day to day responsibility is delegated to the Head of Estates.

The school occupies buildings in and around the Cathedral Close. References to the school's 'building / buildings' in this policy assume that all buildings are occupied solely by the school and for which the school has day to day control over, can be considered in the same way from a Fire Risk Prevention perspective, unless specifically stated.

This policy applies to the school's EYFS provision.

Compliance

This document has been written with reference to the following:

Regulatory Reform (Fire Safety) Order 2005 – including amendments which came into force on 1 October 2023 under Section 156 of the Building Safety Act 2022.

The Order requires schools to:

- Appoint a competent person as Fire Safety Manager to carry out the preventative and protective measures necessary at the school. The school has appointed the Head of Estates who will be assisted by the Estates Supervisor.
- Assess formally the risk of fire to the employees, pupils and visitors and provide them with relevant information on the risks.
- Ensure that the school's equipment for firefighting, fire detection and warning, and emergency exits are covered by a suitable system of maintenance and are kept in efficient working order and in good repair.

- Provide staff with appropriate information, instruction, and training in firefighting. All relevant staff should attend approved fire-fighting courses on a regular basis.

Key Responsibilities

The Head of Estates is appointed as the school's Fire Safety Officer (FSO), supported by the Estates Supervisor. They are responsible for ensuring that:

- the fire safety and evacuation procedures are kept under regular review by Governors and the Senior Management Team (SMT);
- the fire safety and evacuation procedures are distributed to the entire school community,
- everyone in the school (including visitors and contractors) can access appropriate written instructions on where they should go in the event of fire;
- records are kept of:
 - (a) the Fire Risk Assessment and its review;
 - (b) the Fire Risk Prevention Policy;
 - (c) fire procedures and arrangements;
 - (d) fire training records;
 - (e) fire evacuation drills;
 - (f) certificates for the installation and maintenance of firefighting systems and equipment
- procedures for emergency evacuation are regularly tested and lessons absorbed;
- a Fire Risk Assessment (FRA) is completed and reviewed on an annual basis, covering all school buildings. A summary of the findings of the most recent FRA should always be available on The Hub with the Fire Risk (Prevention) Policy itself. The FRA and this policy should be reviewed following a fire incident and modified as necessary;
- Actions identified in the Fire Risk Assessments or their reviews will be implemented in a timely manner;
- fire prevention measures are followed;
- fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

The FSO will assume overall responsibility and control in the event of the fire detection system being activated.

If the FSO is not available an Incident Manager (IM) will be appointed and will assume the role of FSO until such time as the FSO arrives. For the avoidance of doubt the IM will be appointed in the following order:

- Estates Supervisor
- Head of Operations
- Chief Operating Officer
- Principal Deputy Head
- Deputy Heads
- Assistant Heads
- Heads of Department
- Duty Manager or the next most senior member of staff on site for the Senior School.
- Head of Lower School
- Deputy Head (Academic) or the next most senior member of staff on site for the Lower School.

Fire Risk Prevention Policy

The aim of this policy is to set out the undertaking of the school to minimise the risk of fire and the actions taken to protect lives.

All members of the school community, staff, pupils, contractors and visitors are reminded that they have a responsibility for minimising the risk of fire on the school site.

- An audible fire alarm system is installed in all school buildings, excluding those used solely for storage, and is capable of being heard in all the affected areas of the school.
- The installed fire alarm systems are simple to operate, located in a conspicuous position and clearly marked. For example, the use of red break glass call points.
- The fire alarm system is tested on a weekly basis by the estates team or other trained staff; a record of these checks and who carried them out is kept. The alarm system is serviced annually by a specialist engineer. All false alarms are investigated, and the activation recorded in the school's fire logs.
- The estates team routinely check that the alarm is audible in all parts of the school. All failures or faults are rectified as soon as is practicable and the FSO informed of the defect.

- All escape routes / exits are clearly marked, and those routes / exits are to be always kept free from all obstruction. The estates team will remove any obstructions as they move around the site.
- No fire exits will be locked other than by means which unlock the door in the event of the fire detection system being activated. For example, crash bars and bolts or other similar approved devices which will be assessed as part of the school's fire risk assessment.
- Suitable and sufficient fire doors are provided, capable of isolating the areas of accommodation. Fire doors can be held open using 'Dorguard' door stops, where fitted, but must not be held open by any other means. The estates team will remove any static wedges as they find them.
- An emergency lighting system automatically operates during evacuation if the main lighting system fails. The emergency lighting system is tested on a periodic basis by the estates team and a record kept.
- Firefighting equipment of the correct type is provided throughout the school buildings. Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes. They will be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use. Locations are checked Monthly.
- All equipment / apparatus provided to extinguish fires is inspected annually, a record of this will be kept. It must be replenished immediately if partially or totally discharged whether by accident or design.
- The Estates team should be made aware of any build-up of materials and waste around the site and will arrange for it to be stored tidily and/or removed regularly to reduce the risk of a fire.
- Staff must report to the estates team any faults with fire safety equipment, any faults on electrical or gas equipment, and stop the use of it immediately.
- The Estates team will carry out a fire safety check of their areas of the school each term; a checklist can be found in Appendix 2.
- Regular cleaning and maintenance of deep fat fryers reduces the risk of a fat fire in the Refectory. Cleaning and maintenance of kitchen extraction systems is carried out regularly. This will be managed by the school's contract caterers on behalf of the school, and they will keep a log of this cleaning and maintenance works.
- A comprehensive Fire / Emergency Evacuation Procedure is devised for each area of the school site, and regular drills must be carried out to ensure familiarity by occupants. Summaries of evacuation procedures should be disseminated via the Health & Safety Committee.
- The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school.
- External contractors working on site are reminded of the procedures for fire evacuation.

- Fire drills are recorded and a report submitted to the Health and Safety committee.
- Representatives from all organisations hiring the school premises will receive a fire briefing from an appropriate member of staff.

Smoking

Smoking, vaping, and the use of e-cigarettes is prohibited inside school buildings and within school grounds, signage is displayed where appropriate.

The school runs various 'events' throughout the school year in which third parties are invited onto school property. From time to time the school may decide to create a temporary smoking area within the school grounds, this is deemed to be more suitable than unauthorised smoking within school grounds. A temporary smoking area will only be created with prior agreement from the Head of Estates and event organisers will be appropriately briefed in the use of such temporary facilities.

Private Hire of School Facilities

All private hire groups will have an assigned responsible person; this will normally be the person who made the booking. They will follow the evacuation procedure detailed on their emergency contact sheet, which also lists the name of the responsible person, contact name and phone number for the duty caretaker, and fire escape routes and assembly point.

The Duty Caretaker will give the responsible person a fire safety briefing on arrival to the site, walking them through the fire exits and the nearest assembly point.

In the event of an emergency, the responsible person must:

- Raise the alarm
- Call the emergency services
- Check that all members of their group have gathered at the assembly point
- Contact the duty caretaker
- Inform the emergency services and the duty caretaker that all their group is present or that somebody is missing
- Follow instructions given by the emergency services or the school's duty caretaker at all times.

Visitors

Arrangements for visitors are dealt with in the school's Visitor Policy.

Fire Evacuation Practice

The school will carry out a school-wide fire evacuation practice at least once every term and there will be a separate Cathedral evacuation practice in the Michaelmas term. The practice evacuations will be unannounced and take place at different times of the school day. Records of each evacuation will be kept by the FSO, and a report will be delivered to the Health and Safety Committee.

From time to time and at the direction of the FSO the school will carry out a practice evacuation having already implemented obstacles such as a blocked fire escape or route, a collapsed person or a simulation fire to test how staff and pupils react and identify any additional training needs.

Fire Wardens

A Fire Warden and Deputy will be appointed for each area of the school.

All Fire Wardens and Deputies will be issued with a Hi-Viz jacket, and these are used to differentiate them from other staff during an evacuation. Their jackets will be yellow.

All Fire Wardens will undergo training when they are appointed and refresher training at least every three years.

The key responsibilities of Fire Wardens are:

- To carry out a sweep and search of their designated area;
- To assist with the safe evacuation of the school;
- To report to the FSO or IM at the assembly point and give a report as to whether their area of the school is clear. The Warden should also report if they have been unable to search and sweep their building so the Fire and Rescue Services can be notified.

Fire Grab Bag

A fire grab bag will be kept at 71a reception and should be taken by the FSO or Receptionist to the assembly point as soon as 71a are notified that a fire alarm has been activated. The grab bag will contain:

- An orange Hi-Viz jacket for the FSO or IM
- 2 x pens
- Clipboard
- School evacuation checklist
- Copy of the School Fire Policy
- 2 x laminated site plans
- Details of where hazardous materials are stored in the school

Fire Awareness & Equipment Training

The school will provide all new members of staff with fire safety training as part of their induction programme. Staff will receive a fire safety refresher at least once every three years.

The school will provide fire equipment training to all fire wardens and staff who work in higher-risk areas. No staff other than those who have been trained will use firefighting equipment to fight or smother a fire.

Document Control

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Prepared by:	Head of Operations
Authorised by:	Health & Safety Committee
Published location(s):	NS Hub NS Website
Other internal policies/documents referenced:	Fire Risk Assessments Visitors Policy Supervision Policy
External documents referenced:	The Regulatory Reform (Fire Safety) Order 2005 Section 156 of the Building Safety Act 2022 (for amendments made to the Fire Safety Order, in force from 1 October 2023)

APPENDIX 1 – FIRE EVACUATION PROCEDURE

Senior School Buildings & Sports Facilities

The procedure below sets out the way in which an evacuation of Norwich School buildings should be carried out if the fire alarm is activated.

The following procedure shall apply during the normal working hours of the school, and these are set out in the Supervision Policy.

1. **If a member of the community discovers a fire and the fire alarm is not ringing**, they should keep calm, quiet, and not panic. They should call the Fire and Rescue Service by dialling 999 or 112 from a mobile phone, break the glass in the nearest alarm point to set off the alarm, and leave the building by the nearest exit. Someone should phone the school Emergency line on 01603 971066.
2. **If the fire alarm is sounding in a building, phone the school emergency line on 01603 971066.** Where fire panels have been upgraded to L1 panels, the Estates team will be notified by our monitoring service, but a phone call to the emergency line should always be made.
3. **If staff are teaching a class**, they should make the pupils leave the building quietly by the nearest available safe route. No one should talk or run. As they leave, they should carry out a 'sweep and clear' check of the rooms they pass to check they have been evacuated, this includes toilets. Staff should shut doors and windows as they leave if it is practicable to do so.
4. **If a staff member is not teaching a class**, they should leave the building by the nearest safe route. As they leave, they should carry out a 'sweep and clear' check of the rooms they pass to check they have been evacuated, this includes toilets. Staff should shut doors and windows as they leave if it is practicable to do so.
5. **Fire Wardens & Deputies** should carry out the duty to 'search and sweep' their nominated area of the school and **must report to the FSO** when they arrive at the assembly point to confirm the sweep has been completed. If they are not in their designated area when the alarm sounds, they should not attempt to re-enter the building, instead they should tell the FSO that they were unable to complete their search and sweep of that building.
6. **Ensure that any physically disabled or sensory-impaired** staff, pupils or visitors leave the building. They should be moved downstairs OR directed, together with any carer, to wait for the Fire and Rescue Service in the nearest designated safe refuge in accordance with any Personal Emergency Evacuation Plan (PEEP) which is in place.
7. **Science and Design staff** should operate the emergency shut off valves for gas and electrical supplies as they leave the room.

8. **No attempt** should be made to extinguish or smother the fire unless it is safe to do so. Only staff who have received fire training, including practical use of firefighting equipment, must attempt to extinguish any small fire.

9. **All persons** should make their way to the following assembly points:

Assembly Point	Occupied Building / Location
Upper Close Green	1, 2 and 2a Almary Green 15 Upper King Street 68 The Close 69 The Close (School End House) 70 The Close (School House) 71 The Close 71a The Close 72 The Close Bishops Palace Blake Studio Carter Centre Chapel Daynes Sport Centre Dyers Lodge Fleming Building New Buildings Norfolk Club Squash Court The Refectory
Lower Close Green	Horse Fair House
Lower Close Field	Lower Close Pavilion Lower Close Tea Hut Lower School Infants
Redmayne Car Park	Redmayne Sport Pavilion

10. **Members of the Estates Team** on the instruction of the FSO will take up positions to prevent re-entry to the buildings or site until the 'all clear' has been given.

11. **At the assembly point** Fire Wardens and Deputies should report to the FSO immediately to state whether a full safety sweep of the building has been carried out. The FSO will wear an orange Hi-Viz jacket to make their presence obvious. The FSO will relay this information to the Fire and Rescue Services on their arrival.
12. **On no account** should anyone return to any building until given permission by the Fire and Emergency Services.

Lower School Building and Sports Pavilion Only

The procedure below sets out the way in which an evacuation of Norwich Lower School buildings and the Cricket Pavilion should be carried out if the fire alarm is activated.

The following procedure shall apply during the normal working hours of the school, and these are set out in the Supervision Policy.

1. **If a member of the community discovers a fire**, they should keep calm, quiet, and not panic. They should call the Fire and Rescue Service by dialling 999 or 112 from a mobile phone, break the glass in the nearest alarm point to set off the alarm, and leave the building by the nearest exit. Someone should phone the school Emergency line on 01603 971066.
1. **If staff are teaching a class**, they should make the pupils leave the building quietly by the nearest available safe route. No one should talk or run. As they leave, they should carry out a 'sweep and clear' check of the rooms they pass to check they have been evacuated, this includes toilets. Staff should shut doors and windows as they leave if it is practicable to do so.
2. **If staff are not teaching a class**, they should leave the building by the nearest safe route. As they leave, they should carry out a 'sweep and clear' check of the rooms they pass to check they have been evacuated, this includes toilets. Staff should shut doors and windows as they leave if it is practicable to do so.
3. **Fire Wardens or Deputies** should carry out the duty to 'search and sweep' their nominated area of the school, and they must report to the FSO when they arrive at the assembly point to confirm the sweep has been completed. If they are not in their designated area when the alarm sounds, they should not attempt to re-enter the building, instead they should tell the FSO that they were unable to complete their search and sweep of that building.
4. **Ensure that any physically disabled or sensory-impaired** staff, pupils or visitors leave with you. They should be moved downstairs OR directed, together with any carer, to wait for the Fire and Rescue Service in the nearest designated safe refuge in accordance with any Personal Emergency Evacuation Plan (PEEP) which is in place.

5. **No attempt** should be made to extinguish or smother the fire unless it is safe to do so. Only staff who have received fire training, including practical use of firefighting equipment, must attempt to extinguish any small fire.
6. **All persons** should make their way to the assembly points on the grass near to the cricket score board. Classes should line up in their form groups for registration checks. If you are teaching a class at the time of the fire alarm sounding, please register that class as the form tutor may be involved in Fire Warden duties.
7. **Members of the Estates Team** on the instruction of the FSO will take up positions to prevent re-entry to the buildings or site until the 'all clear' has been given.
8. **At the assembly point** Form Tutors should collect their class fire register from the Lower School Secretary. Form Tutors should complete their register and return it to the Lower School Secretary making it clear if a pupil is missing. The Lower School Administrator will check if all staff are accounted for and will make the FSO aware.
9. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

Out of Hours and Weekend Evacuation Procedure

In the event of a fire evacuation out of normal school hours or at weekends the above procedure should be followed with the following additional steps:

2. **Staff should** call the Fire and Rescue Service by dialling 999 or 112 from a mobile phone.
3. **The most senior** member of staff shall assume the position of 'Incident Manager' until such time as the FSO can arrive. The IM should notify the FSO by phone as early as is practicable by telephoning the school Regency Security Emergency Number (01376 528918 or 03300 563888) and asking for the FSO.



APPENDIX 2 – ESTATES DEPARTMENT TERMLY FIRE SAFETY CHECK

Name: _____ Date: _____

I have carried out a fire safety check for: _____
(Building Name)

Area / Item to be checked	Check completed?	Comments or actions following check
Corridors are clear of obstruction and flooring is well secured		
Designated fire routes/escapes are clear of obstruction and fire doors are not locked		
All fire extinguishers are fully charged		
Fire extinguishers are not showing signs of damage		
All signposted firefighting equipment is in place		
No fire doors are inappropriately pinned back		
There is no visible sign of damage to fire doors		
There is no visible sign of damage to ceiling or wall mounted fire detectors		
There is no visible sign of damage to the fire alarm panel		
Emergency lighting panels are displaying a green LED light		
Emergency cut off points in A&D and Science are tested and working.		

Signed by: _____

This check list must be submitted to the Head of Estates within 24 hours of the check being carried out. It can be submitted by email.

APPENDIX 3 – FIRE OFFICER CHECK LIST

Fire Marshal Checklist

- Fire alarm goes off
- Emergency line is called as per the evacuation protocol
- Receiver of Emergency phone call will use radio to notify Estates team, Chief Operating Officer and Head of Operations as fast as possible to ensure the team is at the site of the fire alarm sounding without delay.
- If Fire Officer is in 71a, Receptionist hands FO the grab bag and megaphone
 - Fire folder content – orange high-viz jacket; list of buildings and associated fire wardens; fire evacuation report log
- If FO not in 71a, FO to instruct the Receptionist to bring file and megaphone to incident location
- Once FO arrives at incident location; Fire Wardens should come to FO (if not, FO to go to Fire Wardens) to identify which buildings have been checked and which have not.
 - Use the list in the folder– tick off which area is cleared and identify any areas that have not been fully checked
- Members of staff should have control of the pupils. However, if the location is such that the pupils are not in silence and queued up in lines, FO to use megaphone to bring everyone under control.
- Once the evacuation is under control, visual check from a safe distance to see if the building is showing any signs of actual fire. Fire Warden may inform the FO or FO will liaise with the Estates Team (Estates Supervisor, Electrician, Caretakers) to check whether the building is on fire.
 - Nobody is to enter the building without agreement with the Fire Officer.
- If building is on fire or suspected of being on fire the FO gets a responsible person (e.g. Estates Supervisor) to call the fire brigade
- FO to get other responsible people (e.g. other caretakers) to guard entry-points to the affected building, at a safe distance, to prevent anyone entering
- FO to instruct other staff to take pupils to a safe location (e.g. Blake Studio, Daynes Sports Hall, Refectory). Appoint a senior member of staff to oversee.
- For Lower School, FO to instruct staff to take pupils to Astro, or, in inclement weather, to Senior School location, and the LS SMT to look after the pupils.
- FO prepares for the arrival of the fire brigade

- FO to inform fire brigade the location of suspect fire; make them aware whether the affected building has been swept and identify areas that are not checked fully.
- FO will decide whether to register all pupils in the school or not – only if fire is widespread.

APPENDIX 4 – ANNUAL UPDATE SUMMARY: TRINITY 2026

Version number	Date issued	Author/key contact	Changes	Page
1.4	Trinity 2025	Nicole Reynolds	Location of Fire Risk Assessment updated to The Hub.	4
			Fire Safety Officer list updated to reflect job titles, and include relevant staff	5
			Evacuation procedure updated to remove the need to 'send a runner' and to include the emergency phone line telephone number instead.	11
			Lower School assembly point updated	14
			Updated Map	16
			Fire Officer checklist updated	18
1.5	Trinity 2026	Kate Smith	Job titles and current practice updated throughout	Throughout