



Fire Risk (prevention) Policy

Responsibility of: Estates and Facilities Manager

Reviewed: December 2025

Next Review Date: December 2026

Approved by Director of Finance and Resources: Dec 2025

Scope

This guidance is applicable to all premises under the control of the school and details the approach to the control of risk from fire as subordinated to a procedures document by the Winchester College policy.

Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Guidance

The School has in place procedures for:

- carrying out fire risk assessments
- preventing fires
- evacuation in the event of a fire
- maintaining and checking all fire detection, alarm and fighting systems

The Estates and Facilities Manager has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School.

Copies of these maps are brought to the attention of all employees and others who may be affected by:

- posting a copy of the fire map on notice boards
- bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions
- providing at least one trained Fire Marshal in every building [and boarding house]. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

Responsible Person

In accordance with the requirements of Article 3 of the Regulatory Reform (Fire Safety) Order the "Responsible Person" is responsible for ensuring requirements are implemented. The Responsible Person at the School is the Headmaster, who delegates tasks to the Director of Finance and Resources and the Estates and Facilities Manager.

The Responsible Person will ensure that:

- The fire safety policy is kept under regular, annual review by the Governors
- The fire safety policy is communicated to all members of the School
- Everyone in the School (including visitors and contractors) are given instructions on where they should go in the event of fire

- Records are kept of the fire induction training given to new members of staff
- Procedures and arrangements for emergency evacuation are regularly tested
- Fire risk assessments are reviewed and updated in line with statutory guidance
- Fire prevention measures are meticulously followed
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept

Fire Risk Assessment

A Fire Risk Assessment (FRA) for all buildings has been undertaken as required by Article 9 of the Regulatory Reform (Fire Safety) Order 2005. This takes into account the means of escape, fire protection measures and other fire safety issues within the building.

The FRA is reviewed annually to assess how effectively the fire risk within the School is being controlled.

If there is any reason to suspect that the above fire risk assessment is no longer valid or there has been a significant change to the building then the fire risk assessment will need to be reviewed and revised, if necessary. The reasons for this could include:-

- Alterations to the building, including the internal layout
- Changes to work processes or the way that they are organised, including the introduction of new equipment
- Substantial changes to the furniture and fixings
- Introduction, change of use or increase in the storage of flammable or hazardous materials
- The failure of fire precautions, e.g. fire detection and fire alarm systems or ventilation systems
- The presence of persons with some form of disability

Fire Detection

Each of the School buildings have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

Fire Alarm

All buildings have a fully installed fire alarm system with a series of fire alarm call points which are supplemented by automatic fire detection (AFD) within many rooms.

The fire alarm system in each location is tested weekly with the date and time made known. This is managed by the Estates and Facilities Manager. The alarm is activated using a different activator point each week, where this is practicable.

The fire alarm system is serviced annually by a competent contractor.

Records of these tests and servicing are maintained in the fire logbook held by the main fire control panel.

Fire Fighting Equipment

The FRA determines the minimum level of firefighting equipment which must be present on the School premises.

Fire extinguishers are checked by the Maintenance Team on an annual basis in compliance with current legislation and best practice.

Other fire suppressant systems will be serviced by a competent contractor annually.

Records of all these checks are kept by the Estates and Facilities Manager.

Emergency Lighting

Within the Schools, escape routes, including external routes, are provided with sufficient lighting for people to clearly see their way out to safety. Typical areas requiring emergency escape lighting are those without natural light or those occupied at night.

Emergency lighting should both indicate the escape routes clearly and provide illumination along escape routes to allow safe movement towards the final exits.

Emergency lighting units are sited to cover specific areas, including:

- Intersections of corridors
- At each exit door
- Near each staircase ensuring direct light to each flight
- Close to a change in floor level
- Outside each final exit
- Near each fire alarm call point

Battery operated emergency lighting will be tested regularly by a competent contractor and inspected by the maintenance team on a monthly basis.

Records of testing and servicing of emergency lights will be maintained by the Director or Operations.

Emergency Procedures

Written emergency procedures will be provided to all members of staff and visitors, regarding what to do in the event of a fire (Appendix 1).

Notices will be displayed in each building of the School detailing the action to take in the event of a fire and highlighting the assembly point to evacuate to in an emergency.

There must be adequate means of escape for all occupants of the School premises, which will be clearly signed. The means of escape will be regularly inspected by the Fire Marshals and Maintenance Team to ensure they are kept clear of obstructions and tripping hazards.

For any members of staff, pupils or visitors who are disabled or have reduced mobility the relevant responsible person will prepare an individual Personal Emergency Evacuation Plan (PEEP). These plans should be tailored to meet the specific needs of the individual and are an essential communication tool for those required to provide assistance. Any such plans will be communicated to attending fire crew.

During Term time there will be at least four trained fire marshals on site at any one time. During any school holidays this will reduce to two fire marshals.

Fire Drills

Regular fire drills are carried out to confirm that facilities and procedures are effective and that everyone understands what they need to do in the case of evacuation.

The School holds at least one fire practice every term. There is also a night-time practice evacuation of the boarding houses every term.

All findings are recorded. Should there be any misunderstanding, or the fire drill is not to the recommended standard another unannounced drill will be carried out in quick succession.

Fire Training

Fire awareness training is provided to some staff enabling them to become certified fire marshals.

Training includes:

- Action to take on discovering a fire
- How to raise the alarm and how to react when it is raised
- Procedures for alerting and assisting any visitors
- The evacuation procedure
- Operation of escape doors
- Fire door discipline
- The importance of general fire safety and good housekeeping

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge which should be worn at all times that they are on school property. They are made aware of the emergency evacuation procedure.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc. a brief announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that good housekeeping can significantly reduce the risk of fire.

The School's housekeeping rules include:

- No smoking anywhere within any of the buildings, including the boarding accommodation

- All spills are cleaned away as soon as possible
- All rubbish is cleared away and not left in fire routes or against the building fabric
- Flammable waste and contaminated rags are kept in separate metal bins with close fitting metal lids
- All flammable materials, liquids and gases are stored properly in suitable containers/cages

As part of the monthly H&S inspection, the Estates and Facilities Manager will ensure that:

- All fire escape routes are kept clear of obstruction
- Emergency routes and exits lead as directly as possible to a place of safety and are identified by suitable fire signs
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed
- Emergency fire doors are not locked so that they can be easily and immediately opened by any person who may need to use them in an emergency
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting
- No items are stored under stairways
- Kitchen filter and extractor equipment is subjected to a regular cleaning regime

Appendix 1: Emergency Evacuation Procedure

Regular Term Time Day

Instructions for all staff (who are not trained marshals), pupils, and visitors

- If you discover a fire, you are not obliged to attempt to tackle the fire, activate the alarm by means of the nearest alarm call point and leave the building
- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit and assemble at the assembly point located in the Deanery Out Garden behind Pre prep
- If you are responsible for a class, make them leave quietly with you, ensuring that no pupils talk or run
- Do not delay in leaving the building
- Stay at the assembly point - do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so, the alarm stopping sounding is not the all clear

Instructions for Fire Marshals

- Upon the activation of the fire alarm system, all trained fire marshals will make their way to the main fire alarm panel. (Unless they have direct responsibility for students)
- The first fire marshal to arrive at the Main House panel will take overall charge of the situation and coordinate the response. This person is referred to as Control throughout this section
- On identifying the location(s) of the fire from the panel, Control determines who to send to the affected area(s) to perform search and rescue tasks
- For search and rescue, a minimum of two people will be sent into an area to ensure that there is support in case of an accident
- Control will also send at least one marshal to organise the assembly point (the Deanery garden behind Pre prep) who will perform a roll-call
- All marshals will be given radios

Specific duties for each Marshal role:

Role 1- Fire Panel Control Marshall

- Identify which marshals take which roles and ensure they are adequately equipped to do their job (i.e. they have radios, torches, fire lists etc.)
- Remain at the main panel to observe if any additional fires are detected
- Obtain regular reports from search and rescue team(s) and from the assembly point
- Determine whether and when to call the fire brigade and/or the all clear
- The Fire Panel Control person is the main contact for the fire brigade should they be called, including providing information about any missing persons which will have been identified by the roll-call

Role 2 - Search & Clear Team

- Search the area/zone where the fire has been detected in an organised, systematic and safe manner (for example check each and every door with the back of the hand before opening)
- Ensure any able bodied people left in the area immediately leave and report to the assembly point
- Ensure anyone in the area who has a specific evacuation procedure in place receives the evacuation support they require as part of their plan
- Close all fire doors found open during any search
- Search for both the fire and any casualties with equal emphasis on each
- Maintain regular contact with Control, updating her/him on progress
- Maintain at least audio contact with at least one other marshal throughout the search
- On discovering a fire, if it is small enough to tackle and safe to do so, use a single fire extinguisher. If it is not possible to tackle it, immediately clear the area and shut the door
- On discovering a casualty in immediate danger from fire, remove them as quickly as possible behind a fire door, calling for assistance if needed
- On discovering a casualty, not in immediate danger from fire, identify cause of injuries and arrange for appropriate medical intervention
- Only report back to Control that there is no fire if the entire area has been searched completely and the detector/call point that triggered the system has been identified

Role 3 - Assembly Point Person

- Take the fire list and all 'sign out' books to the assembly point
- Perform the roll-call in a calm and efficient manner
- Report to Control if anyone who is not a fire marshal is missing
- Prevent anyone returning to buildings until the all clear is given
- Once Control has given the all clear, communicate this to the assembled persons

Fire Marshall Arrangements

Relevant Support Staff Matrix								
Name	Role	Mon - Fri	Saturday	Sunday	Overnight	Vacation	Training	Specific Role
Andy Clark	Estates and Facilities	6.30 - 3.30	X	X	X	✓		Fire Control 2
Ricky Eastman	Maintenance		X	X	X	✓		
Alex Moughtin	Maintenance		X	X	X	✓		
Brian Doe	Maintenance	6.30 - 1.30	6.30 - 1.30	X	X	✓		
Emma Short	Registrar	9.00 - 5.00	X	X	X	X		
Julie Allen	Admissions		X	X	X	X		
Jane Goddard	Marketing		X	X	X	X		
Angela Slater	Data	WFH + PS	X	X	X	✓		
Jen Lovett	Office		✓	X	X	X		Registration and Visitor Control
Kimberley Jennings	Office		✓	✓	✓	✓		
Fiona Issacs	HR	9.00 - 5.00	X	X	X	✓		
Rupert Bentley	DoFnR	9.00 - 5.00	X	X	X	✓		Fire Control 1
Brendan Hodgson	Finance	9.00 - 5.00	X	X	X	✓		
Tim Butcher	Headmaster		✓	✓	X	✓		Evacuation Control
Karen Pacey	Heads PA	9.00 - 5.00	X	X	X	X		HM/Admin Support
Jodie Foard	Matron - Main School	✓	✓	X	X	X		
Maria Dudeck	Matron - Q School	✓	✓	✓	✓	X		
Anabel Hindmarsh	Science Technician	9.00 - 5.00	X	X	X	X		
Lewis Cullen	Music Admin Office	9.00 - 5.00	X	X	X	X		
Steven Cliff	IT Manager	9.00 - 5.00	X	X	X	✓		
Cameron McLean	IT	9.00 - 5.00	X	X	X	✓		
Laura Thomas	SLT Admin	9.00 - 5.00	X	X	X	X		
Buildings Needing Cover								
Building	Mon - Fri	Saturday	Sunday	Overnight	Vacation			
Pilgrims School	✓	✓	✓	✓	✓			
Main Boarding	✓	✓	✓	✓	✓			
Pilgrims Hall	✓	✓	X	X	X			
Maintenance	✓	X	X	X	✓			
Pre Prep	✓	✓	X	X	✓			
Priory Block	✓	✓	X	X	X			
Changing & Common Rooms	✓	✓	X	X	X			
Music Rooms	✓	✓	X	X	X			
Management Suite	✓	✓	X	X	✓			
Stancliffe	✓	✓	X	X	X			
Millennium	✓	✓	X	X	X			
Selwyn	✓	✓	X	X	X			
Q House	✓	✓	✓	✓	✓			
Octagon	✓	✓	X	X	X			
Toys	✓	✓	X	X	X			
Winton	✓	✓	X	X	X			

Staffing of Cover					
Building	Mon - Fri	Saturday	Sunday	Overnight	Vacation
Pilgrims School	IT/Admin/HR	IT/Admin/HR	X	X	IT/HR
Main Boarding	Boarding House Staff				
Pilgrims Hall	Maint	Maint	X	X	X
Maintenance	Team	X	X	X	Team
Pre Prep	Admissions	X	X	X	Team
Priory Block	LC	Music	Boarding	X	X
Changing & Common Rooms	Games	Games	Boarding	X	X
Music Rooms	LC	Music	Boarding	X	X
Management Suite	Team	Team	X	X	Team
Stancliffe	LT/Teaching	Teaching	X	X	X
Millennium	AH	Teaching	X	X	X
Selwyn	AH	Teaching	X	X	X
Q House	Boarding House Staff				
Octagon	Maint	Maint	X	X	X
Toys	Maint	Maint	X	X	X
Winton	Games/DT/SEN		X	X	X