

Fire Safety and Fire Risk Management & Prevention Policy

ISI Regulation	3: Welfare, Health and Safety of Pupils
Reviewed by	Kathryn Jones, Director of Finance & Operations
Date	September 2026
Date of Next Review	September 2027

This policy applies to Junior School, Senior School and EYFS

**Wimbledon High School is committed to the [GDST Fire Safety/Fire Risk Management Policy](#)
This policy applies to all GDST schools and all phases: Senior, Junior and EYFS.**

It is the policy of the GDST to ensure, as far as is reasonably practicable, the protection of people, GDST property and the environment from the effects of fire. The GDST is also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety Regulations 2022, and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises' and 'Sleeping Accommodation'.

The GDST recognises its duties to users of and visitors to its premises under the requirements of the Health & Safety at Work etc. Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety Regulations 2022, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and reviewed regularly in the light of any changes, or fire related incidents, that occur in the school.

Through risk assessment and construction design, suitable fire precautions will be built-in to GDST premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises the GDST will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current Building Regulations.

In order to minimise the risk of fire starting, spreading and disrupting normal school activities, and to safeguard staff, pupils, visitors and contractors from injury or death in the event of fire, each school and Trust Office will maintain high standards of fire safety by:

- Regularly maintaining, inspecting, testing, checking all passive and active fire precautions, e.g. fire compartmentation, escape routes, alarm systems, emergency lighting, emergency fire-fighting equipment and where necessary, making repairs and replacements;
- Appointing Competent Persons and Key Duty Holders and providing staff, pupils, visitors and contractors with appropriate fire safety information, instruction, training and practice emergency evacuations;
- Acting promptly on any fire safety recommendations made by the Fire and Rescue Service, external Fire Risk Assessors or H&S Auditors and GDST Advisers and Surveyors.



Each school and Trust Office should document and implement its own 'Fire Safety/Fire Risk Management Policy and Procedures' which reflects the GDST policy and guidance, and their own local circumstances.

Statement

This policy reflects the commitment to Health & Safety by Wimbledon High School. All reasonably practicable steps will be taken to secure the health, safety & welfare of everyone legally on school premises.

The GDST & Wimbledon High School recognise their duties to users of and visitors to its premises under the requirements of the Health & Safety at Work etc. Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety Regulations 2022, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and kept under review.

Introduction

Wimbledon High School recognises that fire can have a devastating effect on life as well as the School's business and activities. The risk of fire and its consequences will be reduced if this policy and its supporting procedures are followed.

Policy

It is the policy of the School, so far as reasonably practicable, to:

- Safeguard all persons on the School premises from death or injury in the event of fire.
- Minimise the risk of fire and limit the spread of fire if it occurs.
- Minimise the potential for fire to disrupt teaching and routine School business, destroy unique materials, damage buildings and equipment and harm the environment.
- Comply with the requirements of legislation relating to fire and fire safety.

In particular, the School will ensure that:

All premises are subjected to a fire risk assessment and, where risks are identified, (including risks from dangerous substances) action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable.

- All fire risk assessments will be regularly reviewed, especially considering alterations to buildings or changes in building use.
- Measures are taken to protect buildings, installations, and equipment from fire commensurate with the risks to life and appropriate to the value of teaching, research of commercial importance of assets. This includes (but is not limited to) the provision of means of escape, adequate emergency lighting, means of giving warning and of firefighting.
- Risks from dangerous substances are eliminated or reduced by Fire Risk Assessment and following applicable Golden Rules of Fire Safety (detailed below). Each department and particularly those designated as high risk (Science, PE, DT, Art, Cleaning & Maintenance)

ensures that hazardous substances are stored, used, and disposed of safely. These hazardous substances include mains gas, gas cylinders, petrol/fuel, chemicals, and all highly flammable materials.

- There is a procedure for the checking and/or maintenance, by a competent person, of clear emergency routes and exits (usually open in the direction of escape), signs, notices, emergency lighting, fire alarms, detectors, and extinguishers. Checks are carried out using daily buildings fire safety checklists and regular routine external inspections
- All new buildings and refurbishments are designed, specified, and constructed in accordance with all relevant fire safety legislation.
- Maintenance of buildings is designed, specified, and carried out in accordance with all relevant fire safety legislation.
- Effective management procedures are in place to respond to any fire or emergency and to deal with the aftermath, including contacting the emergency services when necessary. Fire procedures and plans are regularly reviewed and updated, and any changes are circulated to all staff and relevant stakeholders.
- Competent persons are appointed (with sufficient training, experience, and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation).
- Appropriate training & instruction is given to all persons on Wimbledon High School premises in relation to fire safety and appropriate fire training is given to designated staff who have an active role in the implementation of fire precautions and emergency situations.
- Staff, pupils, and visitors are provided with fire safety information.

All staff and girls must:

- Co-operate with managers and supervisors, and those with fire safety responsibilities.
- Ensure they know what to do in the event of fire, leave equipment in a safe condition, and be familiar with escape routes from their work location.
- Consider the risk of fire from their activities and reduce or control that risk.
- Not interfere with or abuse any equipment provided for fire safety.
- Check during the weekly alarm tests whether the fire alarm is audible in their areas of work and report any deficiencies.
- Disabled girls or staff members are to be familiar with their personal emergency evacuation plan and take responsibility for keeping it up to date.
- Some key members of staff are trained in basic fire safety including the use of fire extinguishers and fire blankets.
- Fire drills re-enforce all training given. Fire Drills are arranged by the Director of Finance & Operations and take place at least once a term. Records are retained in the Fire Logbook in the Senior Reception.

- From time to time the Trust will provide Health & Safety Training for key duty holders which will include Health & Safety Management for Health & Safety Coordinators (incorporating fire risk management) and 'Train the Trainer' training for suitable persons.

Internal Monitoring

Fire safety arrangements and systems across the School will be subject to regular monitoring. This will be done through fire risk assessment and general inspections of buildings by the Director of Finance and Operations, Estates Manager and the GDST H&S Advisor as well as through formal audit and monitoring processes. Appropriate records will be kept.

Fire safety training and fire drills

Line managers will ensure that all staff and any long term 'visitors' are thoroughly trained in fire safety procedures, including evacuation procedure and plans at their induction or on INSET days. Visitors are advised of the fire safety procedures, which are printed on the reverse of visitor badges. During the working day, the Estates Team take responsibility for calling the Emergency Services. Out of hours the alarm is linked directly to the Fire Service.

Fire drills will be unannounced and take place at least termly. In addition, the school will undertake a fire evacuation walk through at the beginning of each academic year.

[Fire and Evacuation Procedure](#)

Contractors will be given an evacuation briefing on the first day on site and asked to ensure that their Site Manager/Foreman communicates this procedure at each 'Toolbox' talk to sub-contractors. In addition, Contractors will be advised on sharing on information, control of hot works, management of waste, maintenance of fire exit routes and access for emergency services.

Training

All staff will be given regular (annual) refresher training on INSET days. Pupils will be reminded of the actions to take in the event of an emergency during practice fire evacuation drills.

Consequences of non-compliance

Non-compliance with the Fire Risk Policy will be viewed as a serious matter and ground for action under the School's disciplinary procedures.

Review and Update Arrangements

This policy will be reviewed annually by the Director of Finance and Operations and revised or updated, as necessary.

[GDST Fire Safety & Fire Risk Management Policy](#)

8. Golden Rules of Fire Safety

Ignition sources and combustible materials must be kept segregated as far as is practicable. Combustible rubbish and waste must be well managed: not allowed to build up and carefully stored until it is disposed of.

Internal storage - Waste bins should be emptied daily. Waste bins should not be located in stairwells or along escape routes.

External storage - large capacity bins should be kept locked and secured in a designated space away from the buildings. Regular collections should be arranged. Skips should not be placed immediately adjacent to buildings. Ideally, they should be at least 6m away.

Combustible materials such as fabrics, paper/card artwork or mobiles, etc must never be hung from, or within 50cm, of light fittings or electrical equipment, e.g. white board projectors, or other sources of ignition, nor should they be allowed to hang/accumulate next to heating appliances.

Dangerous substances such as highly flammable liquids (e.g. petrol, turpentine, industrial alcohol and acetone), highly flammable gases (e.g. propane and butane, also known as LPG), oxidising chemicals (e.g. chlorine, sodium hypochlorite and calcium hypochlorite - used in swimming pools) and potentially explosive substances (e.g. some fertilisers) should be avoided where possible. Where a safer alternative is not available, the smallest amount necessary for the task should be used/stored on the premises.

Dangerous substances must be:

- Stored in locked fire-proof cabinets/stores displaying warning signs
- Stored away from sources of ignition and combustible materials
- Used in strict accordance with the manufacturer's instructions / information on the COSHH Data Sheet and COSHH Assessment or CLEAPSS Hazard.

LPG cylinders, both full and empty, must be stored in secure, well-ventilated enclosures outside the building. They must never be stored below ground level.

The emergency services must be informed where dangerous substances are stored on the premises. More information on the storage of flammable liquids can be found [here](#).

Emergency routes and exits must be properly maintained to facilitate a quick and safe escape.

- They must be freely accessible and always kept clear of obstructions.
- Coats and bags should not be stored on fire exit routes, unless two-direction escape is available.
- Staircase enclosures should be maintained free of displays made of combustible materials, notice boards, furniture, and storage of any combustible items at all times.
- **Wall, ceiling-hung or free-standing artwork, displays and noticeboards** on escape routes should be inherently non-combustible (e.g. ceramics), treated to be non-combustible (indicate

this by putting a discreet sign, e.g. red dot in bottom left hand corner or artwork) or encased in a Perspex or polycarbonate frame fixed to the walls at all four corners. There should be regular breaks in a long run of display to prevent fire flashing along the length of the escape route and preventing egress of the occupants. (The flame retardancy characteristics of materials used in displays can be checked by cutting off a small piece and trying to ignite it (in a safe place). If the fabric is safe to use, then it will not ignite.)

Ideally, photocopiers and laptop charging units should **not** be positioned on emergency exit routes. However, if this is the only practical location for them, the following conditions must be met:

- There must be smoke detection within the corridor close to the photocopier or laptop storage;
- There should be no open displays boards, coats, or any other combustibles in the vicinity of the cabinet;
- There should be a carbon dioxide fire extinguisher nearby;
- There should be an alternative route of escape from the area. If not the cabinet should not reduce the available width of the corridor by more than 1 metre (so that if there is smoke escaping from a fire within the photocopier laptop storage people can safely pass without being overcome by smoke) and the corridor width should still be sufficient for the number of people that might need to use it (see the HM Government Educational Premises Guide, page 70 for guidance on minimum widths).

Fire doors must not be propped, wedged, or hooked open except with a 'hold open' device that allows the door to close fully into the frame when the fire alarm is activated. Doors in high fire risk areas, and leading directly onto and on 'primary escape routes' (e.g. staircases, dead end corridors etc.) must be fitted with a 'mag-log' or 'free-swing' type device connected to the fire alarm system. For doors not on 'primary escape routes', then 'Dorgard' or similar type devices may be used.

All **emergency exit doors** must be readily operable during times when the premises are occupied by the occupants' own unaided efforts. Final exit doors should be fitted with emergency exit type door furniture, easily operable from the inside without the aid of a key, but properly secure from the outside.

Staff and pupils must be informed of the importance of fire doors and fire door notices and to comply with the instructions given on the fire action notices.

Unless you are certain that the alarm is being tested, ALL instances of the fire alarm activating must be treated as if it were a real fire. **NEVER** presume it is a 'false' alarm.

Fire extinguishers and emergency **fire signage** must always be clearly visible and free from obstruction.

Key employees, e.g. premises staff, catering staff and staff in science, DT and food technology, should be **trained to use fire extinguishers and fire blankets**. This training should be refreshed at regular intervals - at least every 5 years.