FIRE RISK PREVENTION

Policy applies from EYFS to Sixth Form and to all Staff	
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Author:	Group Estates Director
Owner:	Group Estates Director

Version	Date	Section	Material change	Approval
10.25 v1	30.10.2025	17	Section updated.	Mrs Louise Brennan
10.26 v1	31.10.2026	6	Section updated.	Mrs Louise Brennan

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

Related Policies
Evacuation
Fire Risk Assessment
Health and Safety
Pembroke Education Health, Safety and Wellbeing Policy Statement
Risk Assessment
Risk Management

1. Introduction

This policy forms part of the School's fire safety management arrangements and should be read alongside the School's Fire Risk Assessment. It has been developed having regard to the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and the Building Safety Act 2022. The policy is reviewed by the School's Health and Safety Advisor.

2. Fire Risk

Clifton High School occupies a number of listed Georgian, Victorian and bespoke educational buildings constructed in the 1960's and the 2020's. The construction methods and the original design of the Georgian and Victorian buildings for residential occupancy present several

unique risks. These risks and the contingent actions are specifically addressed and reviewed in the annual Fire Risk Assessment or when a new risk is identified.

3. Fire Prevention

Clifton High School does not compromise on Health and Safety, and fire prevention is a core component of this commitment. The School's fire prevention strategy and systems have been developed using the School's annual Fire Risk Assessment and additional specific risk assessments for higher risk locations, for example the school kitchen and science and design innovation classrooms.

The School's approach to fire prevention includes the following:

- **Culture of reporting concerns:** we have a culture that encourages all staff to consider the health, safety and welfare of themselves and all other people on the School site. Fire prevention is always incorporated within that culture of safety. All members of staff are encouraged to report any fire prevention concerns they may have to the Estates Department.
- **The Fire Triangle:** to reduce the risk of fires, the School takes all reasonable precautions to eliminate the accidental presence of all three elements necessary for a fire (the **Fire Triangle**): oxygen, flammable materials, and a source of ignition.
- **Materials handling:** all staff and contractors must handle the storage, transportation, and disposal of flammable materials with extreme care.

This policy sets out the other policies and procedures that the School has put in place to help prevent fires.

4. Training

All staff receive detailed training at their induction and thereafter refresher training at Continuous Professional Development days on fire related matters. This training highlights the importance of fire prevention, and what to do if the fire alarm sounds.

5. Fire Marshals

Each year Clifton High School appoints/re-appoints fire marshals. These appointments/re-appointments are based on the location of the individuals' place of work to ensure that all buildings are covered. All fire marshals are instructed in the importance of fire prevention, specifically:

- That all fire doors which are not fitted with acoustic closing devices remain shut when not in use.
- That all acoustic doors close when the alarm goes off.
- That any concerns regarding potential fire risks are reported immediately.
- That fire exits are always kept free from clutter.

- That all pupils and if appropriate visitors, volunteers and contractors working in proximity to their place of work can safely leave the buildings.
- To prevent the risk of a fire spreading by closing windows and non-automated fire doors, after the alarm has sounded.
- The use of the fire extinguishers in School.

6. Risk Assessments and Risk Management

All Heads of Departments conduct an annual risk assessment of their teaching areas. Any risk of fire from planned activities or installations should be identified. Those departments such as Food and Nutrition, Innovation and Design and Chemistry which have the highest risk of fire have specific control devices in place to quickly shut off gas and electricity supplies, and must conduct risk assessments for any activity being planned that carries a fire risk. The School's risk assessments are kept in the Risk Assessment folder on SharePoint and are accessible to all staff.

Fire risk assessments will be kept under review and revised where necessary to ensure they remain suitable and reflect the School's premises, activities and occupants.

7. High fire risk areas

7.1 The School Kitchen

As the School kitchen is an area with a high risk of fire, the Executive Chef oversees the training and safety of all kitchen staff. To prevent fire, all staff have training on how to safely operate all items of cooking equipment. All equipment is maintained in accordance with the manufacture's specifications by competent persons. The extractor fans and ducting have been identified as a potential fire risk and they are cleaned annually by a professional company.

Should a fire break out in the kitchen, there is ample fire equipment including a fire blanket, fire extinguishers as well as emergency cut-off switches for gas and electricity. The main high risk heat sources are covered by a sprinkler system.

7.2 The Workshop

Clifton High School has a workshop which is a high-risk fire area because of the presence of wood shavings and dust being in close proximity to powered equipment running at high temperature e.g. powered drills and saws. Dust from this machinery is controlled by specialist collection equipment. All devices are maintained in accordance with the manufactures specifications band and are serviced by competent persons. All Estates Department staff required to use this equipment are trained by a competent professional.

8. Chemicals, Paint, Petrol and Gas Canisters

There are special secure areas on the school site for the storage of flammable substances. Chemicals for practical experiments are stored in a secure location in School Green, paint is

stored in a secure location in the Sports Complex and petrol is stored in the Groundsman's garage. Supplies are kept to the minimum to mitigate the damage that a fire would cause. Gas canisters for Duke of Edinburgh are kept in a secure external storage cage.

9. The Duty Caretaker and the Estates Department

The Estates Department has responsibility for providing a duty caretaker who is always on site whenever the School is in use. All full-time members of the Estates Department are trained fire marshals. Their duties include opening and closing the School each day, which gives them the opportunity to carry out a daily inspection of the entire site and provides the opportunity for any potential fire risks to be identified and either dealt with immediately or reported.

10. Fire Practices

The Head of School is always given advance warning of fire practices. The initial fire practice in September of each year is advertised in advance so staff can instruct all pupils in the correct procedure. Thereafter fire practices are unannounced to staff and pupils.

Fire practices are held every term and reviews and observations take place and are recorded in the fire logbook which is held by the Estates Manager.

11. Fire Detection

Clifton High School has a comprehensive fire alarm system which was installed and is maintained by a competent contractor who, in conjunction with Avon Fire and Rescue Services, has agreed the location and placement of smoke and heat detection devices in each building around the School.

12. Review

A review of the fire alarm system and the evacuation procedure is completed, and findings recorded whenever the alarms are triggered – whether as part of scheduled fire practice or when the sensors/alarm are triggered.

13. Testing the Fire Alarms

Each of the School premises has call points for raising the alarm in the event of a fire. The fire alarm is tested from a different "call point" where this is practicable, each week on a Tuesday at 4.15pm (or at 1.00pm during the exam period). Records of these tests are maintained in a fire logbook, which is held by the Estates Manager.

14. Servicing of the Fire Alarm System

The entire fire alarm system is inspected annually. There are also three periodic inspections per year. Records of these inspections are maintained in a fire logbook, which is held by the Estates Manager.

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15. Fire Fighting Equipment

The Health and Safety Advisor has agreed with the School on suitable locations for fire extinguishers to ensure that there is adequate provision of fire extinguishers of the appropriate designation in all School buildings. Fire extinguisher records are maintained and held by the Estates Manager.

16. Fighting Fire – Policy

It is School policy that only the Fire and Rescue Services should fight a fire. The priority of staff is to sound the alarm and then to supervise the safe controlled evacuation of all pupils, staff, visitors, volunteers and contractors. However, there may be occasions where a fire marshal or a member of staff feels that a small fire, for example a pan fire in the kitchen, can be safely tackled by using the equipment provided in the immediate vicinity.

17. Summoning Fire and Rescue Services

If a member of staff discovers a fire or is alerted to a fire they should use the nearest call point to trigger the fire alarm. The Estates Team will contact the Fire and Rescue Service if there is evidence of a fire.

When the School site is not in use and there is no Estates Team or duty caretaker on site and the alarms are activated, the fire detection system will alert the School's 24 hour, 365 days per year monitoring service provider who will immediately contact the School's security patrol company. The Fire and Rescue Service no longer provide the service when they attend site when the alarm is activated and will only attend site if someone phones to say there is a visible fire. The security patrol company will therefore always attend site and if they are concerned will telephone the emergency services to request the fire brigade

18. Emergency Procedures: Fire Assembly Points and Procedures on Discovering a Fire

Fire assembly points are displayed on red A4 cards at in each classroom and office and at other prominent points throughout the School. Each card has a detailed diagram showing where to assemble in the event of the fire alarm being sounded.

There are also clear "Fire Action" instructions at each call point on what to do if a fire is discovered.

19. Fire Escapes and Emergency Routes

Signs, many of which are illuminated, clearly mark fire escapes and emergency routes throughout the School. Staff and pupils are instructed to always keep these clear. All emergency routes are checked by the fire marshals and by the duty caretaker.

20. Emergency Lighting

Emergency lighting is installed in all School buildings where lighting would continue to be required in the event of a mains power failure because of a fire e.g. on stairs, in passageways and by emergency exits. Records of testing and servicing of emergency lights in accordance with the manufactures specifications and by competent persons are maintained and held by the Estates Manager.

21. Personal Emergency Evacuation Plans

The School will make provision for the safe evacuation of any disabled persons on the School site in an emergency. If any pupils, staff, or regular visitors are deemed to be at risk due to a lack of mobility a Personal Emergency Evacuation Plan (PEEP) will be provided by the Group Estates Director. The Estates Department will be briefed on the individual arrangements and will support the safe evacuation as directed. Records of all PEEP's are kept by the Group Estates Director and the Medical Team.

22. Events

For events with large numbers of attendees, such as concerts or drama productions an announcement is made at the beginning of the event by a member of staff describing the actions that should be taken on hearing fire alarms. These announcements include the location of fire exits and assembly point arrangements once the building being used has been evacuated. Fire marshals are also appointed for each event.

23. Visitors, Volunteers and Contractors

Members of staff who are hosting any visitors, volunteers or contractors are responsible for their safety at all times. This is initiated when the visitor, volunteer or contractor first arrives at the School Reception and are signed in by their host. Everyone will receive a briefing from their host on the procedure they should follow if the fire alarm sounds and the assembly point.

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Version history

Version	Date	Section	Material change	Approval
11.22 v1	4.11.2022	N/a	No material changes.	Mrs Louise Brennan
11.23 v1	17.11.2023	17	Updated to include security company role.	Mrs Louise Brennan
11.24 v1	15.11.2024	17	Updated to confirm Fire Brigade's new policy.	Mrs Louise Brennan
10.25 v1	30.10.2025	17	Section updated.	Mrs Louise Brennan
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