FIRE SAFETY POLICY

2026

Date of Policy	Aug 2026
Approved by Principal	**yes**
Next Review Date	August 2027
Lead for Review	Operations Manager

Table of Contents

1. Policy Statement 3

2. Scope 3

3. Legislative and Regulatory Compliance 3

4. Roles and Responsibilities 3

4.1 Governing Body 3

4.2 Rector 3

4.3 Fire Safety Manager (FSM) 3

4.4 All Staff 3

5. Preventative Measures 3

5.1 Fire Risk Assessments 3

5.2 Building Design and Maintenance 3

5.3 Fire Detection and Alarm Systems 4

5.4 Firefighting Equipment 4

5.5 Electrical Safety 4

5.6 Housekeeping 4

5.7 Boarding Houses 4

6. Reactive Measures 4

6.1 Evacuation Procedures 4

6.2 Fire Drills 4

6.3 Emergency Services Liaison 4

6.4 Post Incident Response 4

7. Training and Awareness 4

7.1 Staff Training 4

7.2 Student Awareness 5

8. Monitoring and Review 5

9. Supporting Documentation 5

10. Contact Information 5

Fire Safety Glossary (For General Use) 6

1. Policy Statement

Our schools are committed to providing a safe and secure environment for its pupils, staff, visitors, and the broader community. Fire prevention and safety are core elements of our safeguarding responsibilities. This Fire Management Policy sets out the measures we take to prevent fire incidents, respond effectively if they occur, and ensure ongoing compliance with UK fire safety legislation and best practice.

2. Scope

This policy applies to:

- All school buildings, facilities, and grounds
- Boarding houses and accommodation
- All staff, students, contractors, and visitors

3. Legislative and Regulatory Compliance

This policy complies with and reflects the requirements of the following:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021
- The Building Safety Act 2022
- Health and Safety at Work etc. Act 1974
- BS 9999: Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- Guidance from the National Fire Chiefs Council (NFCC)
- Fire safety in new and existing school premises – Department for Education

4. Roles and Responsibilities

4.1 Governing Body

- Ensure oversight and approval of fire safety strategy
- Monitor compliance and ensure adequate resources are allocated

4.2 Rector/Principal

- Responsible for overall implementation of this policy
- Delegates specific duties to the Fire Safety Manager

4.3 Fire Safety Manager (FSM)

- Appointed Competent Person under the Fire Safety Order
- Conducts fire risk assessments and ensures remedial actions
- Coordinates training, drills, and testing of equipment

4.4 All Staff

- Must comply with fire procedures
- Attend fire safety training and participate in drills
- Report hazards or concerns to the FSM immediately

5. Preventative Measures

5.1 Fire Risk Assessments

- Carried out at least annually and reviewed after any significant changes
- Conducted by a qualified and competent fire safety professional
- Includes evaluation of escape routes, ignition sources, and vulnerable persons

5.2 Building Design and Maintenance

- Compliance with fire compartmentation standards
- Routine inspection of fire doors, dampers, and structural fire protection
- All refurbishments to follow current building fire codes

5.3 Fire Detection and Alarm Systems

- Addressable fire alarm systems installed throughout all premises
- Weekly testing regime in accordance with BS5839
- Annual maintenance by a certified contractor

5.4 Firefighting Equipment

- Portable extinguishers and fire blankets located in all high-risk areas
- Maintenance per BS5306
- Staff trained in appropriate use of extinguishers

5.5 Electrical Safety

- PAT testing carried out annually for all portable equipment
- Fixed wiring tested every 5 years (or as per risk assessment)
- No unauthorised personal electrical equipment in dormitories

5.6 Housekeeping

- Storage of combustible materials monitored and controlled
- Escape routes kept clear and free from obstruction
- Waste regularly removed from buildings

5.7 Boarding Houses

- Nighttime
- fire checks conducted by house parents
- Fire resistant furnishings used in accordance with UK standards
- Sleep in staff trained in emergency evacuation procedures

6. Reactive Measures

6.1 Evacuation Procedures

- Comprehensive evacuation plans in place for all buildings
- Fire Action Notices displayed clearly at all exits and rooms
- Assembly points designated and maintained

6.2 Fire Drills

- Conducted at least once per term for each building
- Include both daytime and nighttime scenarios in boarding houses
- Debriefs carried out to identify learning points

6.3 Emergency Services Liaison

- Premises information boxes (PIBs) provided with site layout and key contact details
- Annual familiarisation visits coordinated with Cambridgeshire Fire and Rescue Service

6.4 Post Incident Response

- Fire incident logs maintained
- Investigation led by the FSM and Rector/Headteacher
- Support for affected staff or pupils, including counselling where appropriate

7. Training and Awareness

7.1 Staff Training

- Induction fire safety training for all new staff

- Annual refresher training
- Role specific training for fire wardens and night staff

7.2 Student Awareness

- Age-appropriate fire safety briefings
- Fire safety education incorporated into PSHE curriculum

8. Monitoring and Review

- This policy is reviewed annually or following any major incident
- Regular audits of fire safety records, drills, and risk assessments
- Fire logbook maintained and reviewed by the FSM quarterly

9. Supporting Documentation

A. CATS Cambridge Fire Risk Assessment Plan-

These can be found using the following link: New Policies 2025

10. Contact Information

Fire Safety Manager
CATS Cambridge - Daniel Lutomski: dlutomski@catscambridge.com, 07725208758
Rector/Principal - Karin Askham, kaskham@csvpa.com, 07850518010
Cambridgeshire Fire and Rescue - 01480444500

Approved by: Headteacher – Karin Askham

Policy Owner: Operations Manager

Date Approved: 28/08/2025

Next Review Date: 28/08/2026

Fire Safety Glossary (For General Use)

Assembly Point

A designated safe location outside the building where everyone gathers after evacuating during a fire alarm or drill.

Automatic Fire Detection System

A system (usually involving smoke and/or heat detectors) that automatically senses signs of a fire and triggers an alarm to alert occupants.

Compartmentation

The use of fire resistant walls and floors to divide a building into sections to slow the spread of fire and smoke, giving people more time to escape.

Emergency Lighting

Battery powered lighting that automatically turns on if the main power fails, helping people find their way out during an emergency.

Evacuation Plan

A preprepared plan showing how people should leave a building safely in case of fire. It includes routes, exits, and assembly points.

Fire Alarm Panel

The central control unit of a fire alarm system. It shows where a fire has been detected and allows the system to be tested or silenced.

Fire Door

A specially designed door that helps stop the spread of fire and smoke. Fire doors must be kept closed or fitted with automatic closers.

Fire Drill

A practice exercise where everyone follows the evacuation plan as if there were a real fire. It helps ensure people know what to do in an emergency.

Fire Extinguisher

A portable device used to put out small fires. There are different types for different fires (e.g., foam, water, CO_2, powder).

Fire Risk Assessment

A formal check of a building and activities to identify fire hazards, assess who may be at risk, and outline ways to reduce those risks.

Fire Safety Officer / Fire Safety Manager

A person responsible for making sure fire safety measures are in place and followed, including training, checks, and coordination during emergencies.

Fire Warden

A trained member of staff who helps others evacuate safely during an emergency and checks designated areas are clear.

Means of Escape

The clear and safe route people use to leave a building in the event of a fire. It must be easy to use, well lit, and kept free of obstructions.

Personal Emergency Evacuation Plan (PEEP)

A customised evacuation plan for a person who may need help to escape safely during a fire, such as someone with a disability.

Smoke Detector

A device that senses smoke in the air and sets off the fire alarm. Often part of an automatic fire detection system.

Fire Compartment

A section of a building separated by fire resisting construction to prevent fire and smoke from spreading to other areas quickly.

PAT Testing (Portable Appliance Testing)

Regular safety checks of electrical equipment to ensure it's safe to use and won't start a fire.

Fire Logbook

A written record of all fire safety checks, tests, training, drills, and incidents. Maintained regularly for compliance and review.

Fire Blanket

A safety device made of fire resistant material, used to smother small fires—especially effective in kitchens or clothing fires.

Fire Assembly Drill Report

A record or evaluation written after a fire drill, used to highlight what went well and where improvements are needed.