POLICY NAME	Fire Safety Policy	POLICY OWNER	Rory Pope
APPROVED BY	Wellbeing Committee	DATE APPROVED	November 2025
DATE OF LAST REVIEW	November 2025	DATE OF NEXT REVIEW	November 2026
POLICY SOURCE	Independent Schools' Bursars Association (ISBA) dated March 2023 (latest version)		

FIRE SAFETY POLICY

1.1 Scope

This policy is applicable to all premises under the control of the School and details the approach to the control of risk from fire. It applies to all staff, including academic, support, peripatetic and Governors, pupils, contractors, parents and visitors.

1.2 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, The Fire Safety (England) Regulations 2022 and other education specific guidance.

1.3 Guidance

1.3.1 The School has in place procedures for:
(a) carrying out fire risk assessment;
(b) preventing fires;
(c) evacuation in the event of a fire;
(d) maintaining and checking all fire detection, alarm and fighting systems.

1.3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire maps' of the School premises. Copies of these maps are brought to the attention of all employees and others who may be affected by:
(a) posting a copy of the fire maps at all fire panels;
(b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
(c) providing at least one trained Fire Marshal in every building and boarding house.

1.4 Fire Risk Assessment

1.4.1 All of the School premises are subject to a fire risk assessment. This are conducted by an external consultant, in liaison with the Fire Safety Officer, the Bursar and Heads of Department.

1.4.2 The fire risk assessment is reviewed and / or updated every year, or in the event of significant changes to the buildings or their usage.

1.4.3 A copy of the fire risk assessment reports (for Pre-Prep and the remainder of the site) are available via iAM Compliant and on site from the Health & Safety Coordinator. Any hazards found in the assessment are brought to the attention of all employees by the Health and Safety Coordinator.

1.4.4 Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

1.4.5 Weekly assessments are made by staff, including the Fire Marshals / Maintenance and Security Departments to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.5 Fire Detection

All of the School premises have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons (currently P&G Fire Security). Records of these checks are maintained by the Maintenance department.

1.6 Fire Alarm

1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

1.6.2 The fire alarm system in each location is tested weekly with the date and time made known. The weekly test is currently held on Thursdays at 1015. This is managed by the Maintenance Supervisor. The alarm is to be activated using a different activator point each week, where practicable.

1.6.3 The fire alarm system is serviced every six months by a competent contractor. The current contractor is PG Fire & Security (BAFE SP203)

1.6.4 Records of these tests and servicing are maintained in a fire log via iAM Compliant by the Maintenance Department.

1.7 Fire Fighting Equipment

1.7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises and confirm whether the School is compliant with regulations.

1.7.2 Fire extinguishers are serviced by a competent contractor (PG Fire and Security) annually and the service date recorded on each extinguisher.

1.8 Emergency Lighting

1.8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g., stairs, passageways and emergency exits.

1.8.2 Battery operated emergency lighting is to be tested termly (charge & illumination) and an annual full discharge test by a competent contractor.

1.8.3 Records of testing and servicing of emergency lights are maintained by the Maintenance Department via iAM Compliant.

1.9 Emergency Procedures

1.9.1 Written emergency procedures are provided at Appendix 1. These written instructions include procedures in the event of a fire. These written instructions apply to all staff, including academic, support, peripatetic and Governors, pupils, contractors, parents and visitors.

1.9.2 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this guidance

1.9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

1.9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / Health and Safety Coordinator when notified. Example arrangements are included at Appendix 2 to this guidance.

1.9.6 Teaching and Boarding staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Tutors are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Fire Officer. It is the responsibility of School Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

1.9.7 SUMMONING THE FIRE BRIGADE:

The Fire System is monitored 24 hours a day, 7 days a week, and 365 days a year by Scutum Group UK, provided through PG Fire and Security. In the event of an alarm activation, they contact the school office during office hours and site Security at all other times.

The School Bursary is staffed between 0830 and 1700 weekdays throughout the year, apart from the Christmas and Easter closedowns. During this period the Bursary Receptionist (Helen Gregory) is responsible for telephoning the Fire Brigade and then the Security Department immediately after, in order to receive additional support.

From 1700 to 0830 at all other times Security are responsible for telephoning the Fire Brigade. However, from 1930 to 0730 during term time, the duty member of staff in each boarding house is responsible for telephoning the Fire Brigade in the event of a fire, and should then immediately phone security for support.

The master panel that shows the location of all the alarm points on the networked alarm system in the school buildings is located by the North Door. The School Bursary is always given advance warning of fire practices.

A member of the Security Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

1.9.8 Fire drills are to be held every term at the School. A night-time evacuation of the boarding houses is to be practiced once per term.

1.9.9 Written records of fire / evacuation drills are to be maintained in the fire logbook via the Support Staff Compliance folder, located on the Central server.

1.10 Fire Training

1.10.1 Staff are informed of:
(a) action to take if they discover a fire, including how to activate the fire alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb alert.

1.10.2 Pupils will be informed of exits and escape routes

1.10.3 Fire Marshals are trained in:

(a) action to take if they discover a fire, including how to activate the fire alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb alert.

Fire Marshals receive annual refresher training. Records of this are maintained within Personnel Files within the Bursary.

1.10.4 Visitors and contractors:
(a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

1.11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Maintenance Supervisor, Security and Heads of Department will:

1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

1.11.4 Consult regularly with the Fire Marshals;

1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

1.12 Fire Records

Records are kept by the Maintenance Department of inspections; evacuations and maintenance of systems and equipment.

1.13 Boarding and Staff Accommodation

Boarding and staff accommodation may not be exempt from the provisions of the Fire Safety Act 2021 as it applies to the structure, external walls (including cladding and balconies) and individual flat entrance doors between domestic premises and the common parts of a multi-occupied residential building. Depending on the nature of the accommodation the requirements may apply if it is deemed a building with multiple private dwellings by virtue of containing staff and boarding accommodation or multiples of either. In the event that the Act applies all the above related policy guidance and requirements will apply to accommodation in addition to the other areas of the school.

Legal Requirement & Education Standards

References:

a) Handbook for the inspection of association independent schools, including residential (boarding) schools and registered early years settings 2023 (updated 2025)(www.isi.net).

b) Part II of the Regulatory Reform (Fire Safety Order) 2005 (www.opsi.gov.uk)

c) Fire Safety Act 2021

d) "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

e) "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)

f) "Fire Safety: In new and existing school buildings" DfE Guidance, (www.gov.uk/dfe)

g) "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

h) Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Appendix 1: Emergency Evacuation Notice

The following evacuation notice is for the Prep School and boarding. Separate orders are available via iAM Compliant for Port Regis Sports Centre Staff, Port Regis Sports Centre Users and Pre-Prep

The following notice applies to all staff, including academic, support, peripatetic and Governors, pupils, contractors, parents and visitors:

Staff Action

INITIAL ACTION

• Get to know locations of and how to operate Fire Alarms and Fire Extinguishers. Know your escape routes.

• If you discover a fire:

- Immediately break the glass of the nearest fire alarm call point.
- An adult may attempt to extinguish fire, without taking any risks.
- Summon help.

- Call 999. Give the Operator the school telephone number 01747 857800 and ask for FIRE. When the Fire Service Operator answers, say distinctly: "FIRE AT PORT REGIS SCHOOL, MOTCOMBE PARK, SHAFTESBURY". Wait until you have confirmed the details before disconnecting.

DURING THE DAY

If the fire alarm is activated from 7.30am to 7.30pm, all children should walk in silence, without delay, to the Flag Pole next to Centenary Hall. All children should line up in alphabetical order in Tutor Groups – Lower School nearest the dining room, and Upper School nearest Cunningham – and a register should be taken by each Tutor. If the form Tutor is not available, another member of staff should step in to take the register. Once registers have been completed, Tutors should report to the Head of either Lower, Middle or Upper School, and then to the Fire Officer.

Registers will be brought to the assembly point by the School Receptionist. If the fire occurs from between 7.30am to 8am or 7pm and 7.30pm, the Duty House Mother will collect the fire registers which will have been left on The School Receptionist's desk at 7pm each night. During lunch time, the Pritchard Housemother has ownership of the registers and will bring them to the assembly point. All adults walk to the allocated assembly point, the Flag Pole, and assemble in departments. The HoDs should check all the staff in their departments are accounted for and report any absences to the Fire Officer.

IN FREE TIME

Go directly to the FLAG POLE unless directed otherwise. Assemble in tutor groups in alphabetical order. Form Tutors to take the register and, in their absence, another member of staff should deputise.

AT NIGHT

From 7.30pm until 7.30am (i.e. when all children are known to be in their Houses), the Mansion, Grosvenor Hall and Prichard Hall are separate for the purposes of Fire Drills. Each building should respond independently to the Fire Bell in that building. Staff present should make sure that children:

- Put on slippers, shoes, and a dressing gown.
- Wake their nearest neighbours and get them out of bed.
- Get out and walk in silence behind their captain.
- After checking that each bed is empty, staff present should shut windows and doors if safe to try.
- Once the children and staff are all accounted for and the building has been checked for fire, the children may return to their boarding house.

REMEMBER

- All estate resident staff should report to the FLAG POLE on hearing the alarm.
- All children should have these orders read to them at the start of each term by their resident staff.
- All staff should have read these fire orders and be well briefed on what action to take.
- Get children out - avoid shouting - be swift and remain calm.
- Danger is often smoke. Close windows and fire doors. Crawl on floor if necessary.
- The register with all the tutor groups is located under of the fire panel in the foyer of Cent.

TELEPHONE

- During the day, the Bursary Receptionist (Helen Gregory) is responsible for telephoning the Fire Brigade and should then immediately phone security for support.
- At night time, the duty member of staff is responsible for telephoning the Fire Brigade if the fire is in Mansion and should then immediately phone security for support.
- At night time, the duty member of staff is responsible for telephoning the Fire Brigade if the fire is in Pritchard and should then immediately phone security for support.
- At night time, the duty member of staff is responsible for telephoning the Fire Brigade if the fire is in Grosvenor and should then immediately phone security for support.
- Security (at any time): 07739 632 186 If the above number fails: Rory Pope: 07721 986 627

FIRE EVACUATION FOR STAFF AND PUPILS

Please note these routes may not be using the nearest exit but have been chosen as the safest and most manageable. Make sure pupils are aware of all available exits and understand these are their typical evacuation routes but not exclusive.

CUNNINGHAM

Robotics – evacuate through top floor (North) fire exit

- Labs 1 & 2, and Senior Computer Room – evacuate via Cunningham (North) rear exit on middle floor.
- Maths 1, 2 & 3 – evacuate down the main stairs and through the main doors.
- Art, Technology, Craft and Design – evacuate via their own respective fire doors on the side of Cunningham

UPWARD

- Upward 3, 4, 5, 6, 11, 12, 13 & 14 – evacuate through the doors at the northern end of the building and go over the bridge to the assembly point.
- Upward 1, 2, 7, 8, 9, 10, 15 & 16 - evacuate through the doors at the southern end of the building and go to the assembly point.

CENTENARY

- CH 1, CH 2, CH 3, Main hall and Uniform shop evacuate through front western doors.
- CH 4, CH 5, CH 6, Green room – evacuate through rear eastern doors.

FARRINGDON MUSIC SCHOOL

- All northern lower floor classrooms through the fire exit to the east (pond side). All other lower floor
- classrooms use the exits in your room.
- All ground and upper floor rooms exit through the main doors

PRITCHARD

Ground floor

- Melchester use the north western exit. Stourcastle use the south western exit. Sandbourne use the east southern exit.

First floor

- Egdon Heath use the stairs to the north and exit via the top western door. Casterbridge use the stairs to the west and exit via the back south doors opposite the stairs. Sherton Abbas use the southern stairs and exit via the lower western door.

GROSVENOR

Ground floor

- Parks and Earhart use the main central doors.

First floor

- Hinch use the southern end stairs and exit at the bottom of the stairs. Malala use the western end stairs and exit at the bottom of the stairs.

MANSION

Ground floor

- Bursary via side exit door. OAH, Library, Reading room, Front offices and Staff room via the main north courtyard doors. Headmaster's office, all Wessex classrooms, ESU and Marketing via the North Door. Devices room and Dining hall via the foyer doors.

First floor

- Lower Huxley take the stairs by the Health Centre and exit via the North door. Talbot take the main central stairs and exit via the North Courtyard.

Second/Third floor

- Upper Huxley take the tuck room stairs and exit via the North door. Talbot take the main central stairs and exit via the North Courtyard.

MATCH DAYS (typically Wednesday and Saturday afternoons)

On match afternoons:

1. Pupils playing in matches should continue to do so (they are accounted for on the match fireboard list).

2. At the end of a match, pupils sign out with the coach. Team sheets returned to the office with list of who has signed out or not. The School receptionist (Paula Hayes) will update iSams.

3. All other pupils, including those in normal games sessions, and those waiting for their match to begin, assemble as usual at the Flag Pole. On Wednesdays and Saturdays, if the alarm rings during lunch or before a match has begun – parents should evacuate to the car park by Centenary Hall and pupils go to the FLAG POLE.

VISITORS

All visitors will have been signed in via Inventry and will be under the supervision of the relevant member of

staff.

Visitors should evacuate to the flagpole along with the rest of the school community. Once they are in place

they should seek guidance from any member of Port Regis Staff.

The Deputy Head Pastoral will check with the School Receptionist /Data Systems Administrator that we have accounted for all visitors on site.

Pupil Action

IF YOU DISCOVER A FIRE:

- IMMEDIATELY BREAK THE GLASS OF THE NEAREST FIRE ALARM CALL POINT.
- INFORM AN ADULT
- GO TO THE ASSEMBLY POINT – FLAG POLE

ON HEARING THE FIRE ALARM:

- PROCEED IMMEDIATELY TO THE FLAG POLE.
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- CLOSE ALL DOORS AS YOU LEAVE.
- USE THE NEAREST AVAILABLE EXIT.
- DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO.

IN THE UNLIKELY EVENT THAT AN ADULT IS NOT PRESENT, CALL THE FIRE BRIGADE:

- DIAL 999
- GIVE THE OPERATOR THE SCHOOL TELEPHONE NUMBER 01747 857800 AND ASK FOR FIRE.
- WHEN THE FIRE SERVICE OPERATOR ANSWERS, SAY DISTINCTLY FIRE AT PORT REGIS SCHOOL, MOTCOMBE PARK SHAFTESBURY, DORSET.
- DO NOT REPLACE THE TELEPHONE HANDSET UNTIL THE SCHOOL ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE.

Visitor Action

ON HEARING THE FIRE ALARM:

- Evacuate immediately with the rest of the Port Regis Community. Your chaperone will show you the way.
- Do not stop to collect personal belongings.
- Close all doors as you leave.
- Use the nearest available exit.
- Do not re-enter any building until authorised to do so.
- Please note a weekly fire alarm test takes place on Thursdays at 1015. There is no need to evacuate at this time unless the alarm sounds for more than 30 seconds.

IF YOU DISCOVER A FIRE:

- Immediately break the glass of the nearest fire alarm call point.
- Inform a member of Port Regis Staff.
- Go to the assembly point with your chaperone.

- Wait for instructions from your chaperone.

Appendix 2: Disabled Staff, Pupils or Visitors

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / Health and Safety Coordinator when notified.

A lightweight stairway evacuation chair, which is specially designed for moving disabled people downstairs in an emergency, is available outside of the Marketing office.