



St Swithun's School Winchester
 Incorporating St Swithun's School, St Swithun's Prep School
 and the Early Years Foundation Stage

FIRE risk (prevention) policy

Policy History	
Reviewed and updated	July 2025
Date of next review	July 2026

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GENERAL STATEMENT

St. Swithun's School will comply with the:

- [Regulatory Reform \(Fire Safety\) Order 2005 and ISSRs Part 3.](#)
- [The Fire Safety Act 2022](#)

These include the provision of a safe place of work / education where fire safety risks are minimised. It is recognised that boarding accommodation is considered a high-risk area and our policy has due regard to National Minimum Standards for Boarding. This fire safety policy forms part of our overall health and safety policy.

OBJECTIVES

Safeguard all personnel at St. Swithun's School, including visitors and contractors, from death or injury in the event of a fire. Minimise the potential for fire to occur and cause damage to property and the environment.

STAFF RESPONSIBILITIES

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that St. Swithun's School may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors. Housemistresses are responsible for fire safety within their houses. Heads of Department are responsible for fire safety within their departments. The Bursar, Estate Manager and H&S compliance assistant will exercise site-wide responsibility and provide advice and assistance as required. Specialist contractor / consultant advice will be sought when appropriate. The Estate manager & H&S compliance assistant will keep records of the following:

- Fire risk assessments and their review.
- The fire risk (prevention) policy.
- Fire procedures and arrangements.
- Training records.
- Records of inspection of escape routes.
- Fire practice drills.
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

COMMUNICATION

Staff will be informed of any changes that are made of the fire safety procedures and fire risk assessment and ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes and assembly procedures.

PROCEDURES

The following procedures are in place to maintain high standards of fire safety:

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. Fire risk prevention procedures will seek to eliminate or reduce the risk from dangerous substances.
- The fire evacuation procedures will be practised every term, from the main school buildings and from each individual boarding house.

- Training will be provided as necessary to all staff given additional fire safety responsibilities, such as fire marshals.
- It is our policy that some staff, including all boarding staff, will be trained in the use of fire extinguishers
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- Visitors to the school will be briefed on evacuation and assemble procedures.
- All escape routes will be clearly always signed and kept free from obstructions.
- All fire-related equipment will be regularly serviced and maintained by suitably accredited external contractors. If any member of staff notices defective or missing equipment, they should report it to the estate’s manager.
- Alarm systems will be tested regularly. (Staff will be told when a test is scheduled.)
- All fire safety systems will be checked regularly to ensure correct operation and serviceability, e.g. emergency lighting.
- Method and procedures for fire are found in the following document, [Method & Procedures for fire](#).

Reviewed By:	Date	
Health & Safety	John Dainton	July 2025
Estates Manager	Jim Ewing	Sept 2025
Bursar	Martyn Gamble	
Nominated Governor	Heather Mycock	Sept 2025
School Council		