



Fire Management Policy

Reviewed: 23/9/2024

Changes made:

Page	Change	Reason	Made by	Reviewed by
3.4	Incorporation of procedure for new build fire doors to policy	Reflect advice of SMS Fire Safety Consultants, 21/9/24	AM	PL

Next review: 30/8/2025

1. Statement of Purpose

It is the policy of “Redhill High School Ltd” (The School) to protect all persons including employees, pupils, contractors and members of the public from potential injury and damage which might arise from fire at these premises. It is our aim to ensure that we will, so far as is reasonably practicable, comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO).

Redhill High School will provide and maintain a safe environment and equipment, for any relevant persons as defined under article 2 (Interpretations) of the Regulatory Reform Fire Safety Order 2005, and to provide such information, training and supervision as they need for this purpose.

The School will make provision for the effective planning, organisation, control, monitoring and review of the preventative and protective measures in relation to fire safety.

The School will give a high level of commitment to health and safety and will take reasonably practicable steps to comply with relevant statutory requirements.

2. Scope

The management of “The School” recognises and accepts ultimate responsibility for the safety of all employees, pupils, visitors and any other relevant persons within the limits of management’s control, throughout the premises.

3. Management System

3.1 Responsible Person

The Health and Safety Officer has full responsibility for all Health and Safety matters which also include fire-safety related matters. The Health and Safety Officer will be responsible for the day to day running of the premises and will address any issues as they arise. In the first instance the Headmaster shall act as Health and Safety Officer.

3.2 Training

Any employees of the School are given induction training prior to being allowed to start work at the premises. This training will include a briefing on the fire safety arrangements at the premises and what actions to take in the event of a fire.

Fire safety training will be given at least annually, when changes have been made to the Emergency Plan or the Fire Risk Assessment and it will take account of any new risks to the safety of any relevant persons.

All persons receiving this training will be required to sign that these arrangements have been understood. Lists of employees, of the School who have received this training are to be maintained and on-going training will be provided as required.

3.3 No Smoking

The School enforces a no smoking policy throughout the premises including the grounds.

3.4 Final Exit Doors

In the event of a fire, it must be possible for staff and visitors to evacuate our premises as quickly and as safely as possible. To these ends, lever handles will be fitted and may be locked for security from the outside with a key, whereas on the inside a simple thumb-turn may be used to secure the door against intruders. (Note, the simple action of operating the thumb-turn device will automatically disengage the lock, and the simple action of pressing down the lever will open the door in accordance with BS:9999)

Therefore, the first member of staff to enter the school on any given day will unlock all thumb-turn devices fitted to all final exit doors. (These must be locked by the last member of staff to leave the building.)

The same will apply when the school is open outside normal operating hours.

4. Reviewing the Policy

This policy will be, reviewed and revised annually by the Compliance Sub-Committee, and approved by the Board of Directors.