Shrewsbury School

Fire Safety Policy

APPLIES TO: **Shrewsbury School**

Dated: **September 2026**

Shrewsbury School

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Shrewsbury School

FIRE SAFETY POLICY

This policy document replaces any previously published documents and comes into effect 1 September 2026.

1. Fire Safety

The priority of Shrewsbury School is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of all school premises.

1.1 The Fire Safety Policy, Fire Evacuation Procedures and Fire Risk Assessments at Shrewsbury School have been produced in such a manner as to help all members of the School community, and our visitors, to respond calmly and effectively in the event of a fire.

2. Role of the School Fire Officer

The Estates Building Surveyor is the designated School Fire Officer who has overall responsibility for ensuring that:

2.1 This Fire Safety Policy is reviewed regularly by the Governors and the Leadership Team.

2.2 The information contained within the Fire Safety Policy is available to all members of the School community.

2.3 Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the School, with additional information being given when large numbers of visitors are on site, i.e. for concerts, play performances etc.

2.4 Contractors working for the School will be given written documentation detailing the procedures that they should follow whilst working on the School campus and informing them of the School's procedures in an emergency situation.

2.5 Basic fire training is provided to all employees at least annually and the School's HR Department include Fire Training in the induction sessions given to all new employees upon commencing work at the School.

2.6 Emergency evacuations and fire practices are conducted.

2.7 The Shrewsbury School Fire Risk Assessment and assessments undertaken for individual buildings are regularly reviewed incorporating any alterations to the layout, systems installed or operational use of the premises.

2.8 The integrity of all fire prevention systems and equipment in place is maintained in good working order.

3. Emergency 'In Case of Fire' notice:

'In Case of Fire' notices, adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of all buildings.

3.1 The 'In Case of Fire' notice will be displayed in prominent positions throughout buildings and will follow the format detailed below:

- The actions to be taken upon discovery of a fire.
- The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled person(s).
- The actions to be taken upon reaching the Assembly Point.

4. Briefing of new members of staff and pupils, contractors and visitors to the school

Shrewsbury School recognises the importance of making sure all those on the school premises are aware of how they should respond if an emergency arises.

4.1 All new members of staff (teaching and support alike) and all new pupils will be given a briefing on the School's emergency procedures and Fire Safety Policy during their HR Induction.

4.2 For Open Days, concerts, plays etc when there will be a large number of visitors to the School the organiser of the function will undertake to ensure that a brief safety announcement is made prior to the start of any performance, detailing the location of emergency exits and the action to be taken in the event of an alarm sounding. Where deemed necessary, the organiser of the event will need to arrange for stewards to be on duty for the duration of the performance. Stewards may be required for events which take place in the hours of darkness, or which are likely to involve significant numbers of older or young visitors who may require additional support (guidance on this matter must be sought from the School Fire Officer, in advance, if the organiser has any doubts on the level of provision required).

4.3 Contractors working at the School will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place.

4.4 Groups or other organisations making use of the School's facilities (i.e. summer holiday lettings, sports courses, training evenings etc) are provided with detailed information with regards to the School's fire safety systems. A Site Warden, or other competent member of staff is on duty for events such as weddings, Leavers Ball etc. that operate late at night, or out of normal working hours in holiday periods. On such occasions the individual on duty must not be involved with any other aspect of the event.

5. Training:

5.1 All employees of the School receive will receive basic fire training on an annual basis. Due to the proximity of the School to the Fire & Rescue Services Headquarters this will emphasise the importance of fire prevention and the safe evacuation of a building rather than how to 'fight' a fire.

5.2 Specific employees, e.g. Works Department, Grounds, Science Technicians, will be given additional training in basic fire-fighting techniques. Additional training of individuals will be given as necessary and as determined by risk assessment.

5.3 In boarding houses there will be a minimum of at least one fire evacuation exercise each term. Housemasters are required to undertake fire practices within the first two weeks of the term commencing, and lessons learnt will be acted upon (the 2-week limit for completing the termly fire evacuation exercises may be extended marginally at the discretion of the Deputy Head Pastoral).

5.4 Housemasters and Faculty Heads are the designated 'Building Managers' of their respective premises and should consult closely with the School Fire Officer to ensure the actions/operations of their House/Faculty does not, at any time or in any way compromise the integrity of the fire safety of the building they occupy.

6. Fire Prevention Measures

The following fire prevention measures are in place at Shrewsbury School, and where appropriate staff are expected to support these measures:

6.1 Escape routes in all school buildings are kept clear and unobstructed.

6.2 Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.

6.3 Fire extinguishers are located in all school buildings and maintained in a good working condition by a professional company contracted by the School. The location of such equipment is as defined by visiting Fire Officers from Shropshire Fire & Rescue, from our professional advisors or by Building Regulations.

6.4 Automatic fire detection systems are in place in all boarding house accommodation to an L1 standard and the majority of other buildings have systems installed. In recent new build and refurbished buildings, the systems can include beacons as well as sounders. A few low risk buildings are without any permanent automatic fire detection system and the installation of a system where necessary be determined by risk assessment. A competent contractor services all installed systems every six months. Service records are maintained in the Estates Office.

6.5 All installed fire detection systems trigger sounders located throughout the building and in some areas visual beacons are also activated.

6.6 All magnetic holdback devices to corridor and fire escape route doors that are held open during normal day time activities are linked to the fire control panel in the building and close when the system is activated.

6.7 Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.

6.8 All installed fire systems are tested weekly during term time by the Estates Department and logged in individual logbooks held in each building.

6.9 The Estates Building Surveyor undertakes periodic room by room 'walk-abouts' in all school buildings to monitor any defects in any systems and all employees can submit a work request to the Estates Department if they notice anything of concern. The maintenance of the fire safety integrity of a building is given priority over other works that may be in progress.

6.10 Comprehensive information is kept by the Estates Department with regards to the location of emergency gas & electric shut off points, hydrants etc. The individual Fire Risk Assessments undertaken for the main school buildings contain detailed information of services and utilities.

6.11 The School is an Accredited Conforming Body under NICEIC and all remedial or installation work undertaken by the School electricians is to the current IEE Regulations. The electrical team is inspected annually by NICEIC to ensure that the work undertaken is up to the relevant standards.

6.12 Minor Works Certificates and/or Electrical Installation Certificates are required for all electrical work undertaken by outside contractors.

6.13 The School undertakes fixed electrical installation tests to all buildings on a rolling programme.

6.14 The School undertakes all portable appliance testing 'in house'. Appliances brought on site by pupils are visually inspected at least once a term by the trained Estates staff. The Estates Building Surveyor has issued guidance notes on the safe use of portable appliances to all Housemasters.

6.15 A specialist contractor undertakes the testing and servicing of the installed lightning protection systems.

6.16 The School is an accredited conforming body under Gas Safe (Registration 58198) and employs a full-time plumbing team. All remedial or installation work undertaken by them is to current regulations. The plumbing department is liable to inspection by Gas Safe at any time to ensure that the work undertaken is to standard.

6.17 All gas installations are serviced 'in house' and all necessary records are kept. Specialist contractors can be contracted in, as and when necessary.

6.18 All plant rooms, laboratories, main kitchens & laundry have 'Emergency gas shut off valves' located in prominent positions in case of emergency. Staff are expected to keep areas locked when not occupied.

6.19 Pressurised gas cylinders kept on site are stored in specific locations. Gas cylinders are inspected annually by an external supplier/ contractor.

6.20 Solvent cupboards have been provided for areas that hold small amounts of solvents (i.e. painters' stores) whilst a purpose-built flammable store has been fitted out for the Science Faculty.

6.21 There is no bulk storage of heating oil on site, a limited amount of petrol is held in controlled conditions at the Boathouse and in the Grounds Compound.

6.22 The CCF has storage facilities to current MoD standards for weapons, ammunitions and general stores.

6.23 Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings.

6.24 The Works Team operates a 24/7 emergency call out for emergency situations.

6.25 The Estates Building Surveyor works directly with Shropshire Fire & Rescue to ensure that all information available to the emergency services on their 7(2)d Risk Information Data (held on their appliances) is up to date and accurate.

7. Fire Risk Assessments

7.1 A generic Fire Risk Assessment has been undertaken for the whole school site as well as more detailed assessments for individual buildings which are of a significant size.

7.2 Assessments will be reviewed by the Estates Building Surveyor as and when any alteration (structural or operational) is made. All employees have a duty to inform the Estates Building Surveyor, as the designated Fire Officer, of any such intended changes in their House, Faculty or Department **before** implementing them.

7.3 In the normal course of events, Fire Risk Assessments for individual buildings will be reviewed at least annually for residential and biennially for non-residential on a rolling programme.

7.4 All Fire Risk Assessments are held by the Estates Office.

7.5 All Housemasters and Faculty/Departmental Heads should read those that apply to them and any comments on how to improve them are always welcome.

8. Record keeping

8.1 All records relating to Fire Safety are retained in the Estates Office and are available to view during normal office hours.

Records retained include those in relation to:

- Gas safety, Landlord Certificates etc
- Portable appliance testing
- Fire system testing
- Fire-fighting appliances service records
- Electrical installation testing, incl. Minor Works Certificates
- Lift installations service records
- Fire Evacuation Exercises
- Lightning conductor testing
- Training records

Owner: Chief Operating Officer
Reviewed September 2026
Next review September 2027