



Fire Risk (Prevention) Policy 2025-2026

This is a whole School policy and applies to all members of Copthorne Prep School.

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Contents:

- 1. Copthorne Prep Purpose**
- 2. General Statement**
- 3. Employees' Duties**
- 4. Communication**
- 5. Procedures**

Copthorne Prep Purpose

We exist to inspire curiosity and questioning, a love of learning and courage to speak out, confidence in problem solving and innovation along with an appreciation of the people and the world around us.

Copthorne Prep School is an outstanding, ambitious, nurturing, diverse and transformative community which places wellbeing, innovation, learning to learn and breadth at the heart of pupil experience, encouraging and enabling achievement for all.

We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. We believe in providing an education for life for all Copthornians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Copthorne School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of senior school and beyond and understanding their responsibilities towards others. We want our pupils to leave Copthorne well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.

General Statement

As a responsible employer Copthorne School takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO), Fire Safety Act 2021, Fire Safety (England) Regulations 2022 and section 156 of the Building Safety Act 2022. In compliance with the FSO we have adopted a risk assessment based approach to managing fire safety within our premises which is formally recorded on our FCS Live online system and regularly reviewed. Based on the findings of the fire risk assessment (FRA) we have created an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

This policy works in conjunction with and also provides evidence of compliance with the National Minimum Standards for Boarding Schools (2022), Standard 10.

Employees' duties

All employees 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 with us in complying with any fire

precaution procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor lanyard and supervised by a member of staff at all times.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- a FRA has been carried out by FCS-Live and this is available to view via the web at <https://www.compliance-audit.com> (For inspectors this is to be accessed at School where the login is available.) The findings of the FRA have been used to develop appropriate control measures to ensure the elimination or reduction of risk from dangerous substances to a level as low as is reasonably practicable. The FRA is reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it
- a Responsible Person (RP), The Director of Estates has been appointed and authorised to complete their duties
- the fire evacuation procedure is practised at least once a term, while the procedure for boarding houses is practiced during sleeping hours. The results are recorded in the fire log book
- all employees receive training and instruction on all of the fire and emergency procedures. All training will be recorded in the training records and details retained on the employees' personnel files
- any employees with additional fire safety duties, i.e. fire marshals or their deputies, are given training on appointment to their specific duties and refresher training when needed.
- any other person identified to be at risk will receive training on the fire evacuation procedure
- all exits and emergency routes are kept clear at all times. These routes are properly signed, adequately lit, regularly inspected and fitted with the relevant standard of fire
- doors, alarms, extinguishers and fire detectors, which is overseen by the Estates team
- the premises has appropriate firefighting equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis.
- the premises is equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting is tested on a regular basis.
- the School is monitored by a fire alarm system. In the event of alarm activation during school hours the fire Marshals will check the cause of activation and if necessary, call the fire brigade.
- There are appointed competent fire marshals, who have experience and knowledge to assist in taking preventative and protective measures, including firefighting and evacuation
- the fire alarm is tested on a set day and time each week from a different call point which is be communicated before testing. Records are kept in the fire log by the Estates Team
- all electrical equipment is maintained in accordance with the manufacturer's instructions and PAT tested. Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested.
- this policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

The School will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations from the Fire Service outstanding.