



RADLEY

Fire Policy

September 2025

1. Policy Statement

Radley College is committed to ensuring the safety of all pupils, staff, visitors, contractors, and external users by preventing fire risks and ensuring effective emergency response.

This policy complies with:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- National Minimum Standards for Boarding Schools
- Keeping Children Safe in Education
- ISI inspection requirements
- DfE Building Bulletin 100
- Fire Safety Risk Assessment: Educational Premises (Home Office)

2. Roles and Responsibilities

- The General Purpose Council (GPC): Overall accountability for fire safety compliance
- The Bursar: Responsibility to manage the implementation of the Fire Safety Policy.
- Head of Facilities and Compliance/Health and Safety Manager: Responsibility for maintaining fire systems, conducting checks, and oversees compliance of drills.
- Social Management Teams: Responsible for fire safety in Socials.
- All Staff: Responsible for ensuring all fire procedures are followed and their attendance of fire training.

3. Fire Risk Assessment

Fire Risk assessments are conducted every 3 years by a competent external Fire Risk assessor and reviewed annually by The Health and Safety Manager.

The College Fire Risk assessments include:

- Identification of vulnerable persons e.g. Personal Emergency Evacuation Plans (PEEPs)
- Assessment of Socials, classrooms, kitchens, workshops, Chapel, Mansion, Laundry, Boathouse, Countryside Centre, Housekeeping, Grounds and Gardens, The Lodge
- Review of Escape Routes, signage and fire doors
- Evaluation of fire detection, Emergency lighting, fire alarms, and suppression systems

4. Fire Safety Measures

- Fire Detection & Alarm Systems
 - Weekly Tests: Conducted on Wednesdays by Maintenance and Caretaker Teams. Call points are tested on a rotational basis to ensure full coverage over time.
 - Documentation: Results are recorded automatically by the Nimbus Panels located next to each fire alarm panel and recorded in fire logbooks, noting date, time, location tested and any faults.

- Escalation: Faults are reported immediately to the Energy and Services Manager and the maintenance team for urgent resolution.
- Emergency Lighting
 - Monthly Checks: Visual inspections conducted by Maintenance/Caretakers to ensure all emergency lights are operational.
 - Annual Servicing: Performed by certified Contractors, Compliance documents held with the Health and Safety Manager.
 - Documentation: All checks and Servicing are held on SharePoint in the Estates Library.
- Fire Extinguishers
 - Weekly visual Checks: Carried out by caretakers to ensure extinguishers are in place, undamaged, and fully charged.
 - Annual Servicing: Carried out by approved fire safety contractors. Tags are updated and certificates held in the Estates Library.
 - Escalation: Missing or discharged extinguishers are reported immediately through the web ticket system to the maintenance team and Health and Safety Manager.
- Fire Doors
 - Inspections: Monthly checks by the maintenance team/caretakers to ensure doors close properly, are unobstructed, and seals are intact.
 - Documentation: Findings are reported to maintenance on the web ticket system. Reports are reviewed annually by the internal compliance team.
- Electrical Safety
 - PAT Testing: All portable appliances are tested annually by certified technicians. Boys' appliances are tested in September and all other buildings/departments in December. Records are maintained in the Estates Library.
 - Fixed wiring: Full inspection every 5 years by qualified electricians. Reports are reviewed by the internal compliance team annually.
- Kitchen/Catering Equipment
 - Servicing: Annual maintenance of gas and electrical appliances by specialist contractors.
 - Documentation: Servicing reports are held by the Catering Manager and reviewed during Fire Risk Assessments.
- Dangerous Substances
 - Safe storage in fire-resistant cabinets.
 - Clear labelling and signage.
 - Use of appropriate PPE.
 - Restricted access to high-risk areas.
 - Elimination or substitution of high-risk substances where possible.

5. Evacuation Procedures

Fire Action Notices: Displayed in all buildings

Evacuation Drills: Social drills take place once per term. All other buildings are evacuated annually.

Assembly Points: These are clearly marked and communicated.

Roll Call: Conducted by designated staff using registers and visitor logs.

6. Training and Induction

All Staff: Fire Safety induction and refresher training every 2 years.

Social Management Teams: Fire Marshal Training every 3 years.

Contractors & Visitors: Informed of fire procedures upon arrival

Students: Age-appropriate fire safety education and participation in drills

7. Social Specifics

Night-time Procedures: Social Management Teams must be trained in evacuation and use of alarms.

PEEPs: Maintained for any vulnerable persons.

Fire Drills: Conducted during sleeping hours at least once per year.

Fire Doors & Exits: Must always remain unobstructed and functional.

8. Commercial Lets

Letting Agreements: Must include fire safety responsibilities and procedures.

Large Events: Must be briefed on emergency exits and procedures

9. Contractors

Must sign in, Wear ID and be briefed on fire procedures.

10. Monitoring and Review

Fire Logbook: Maintained with records of drills, checks, servicing, and training.

Annual Review: Policy reviewed annually or after any significant incident or change in legislation.