



## FIRE SAFETY POLICY

Author/reviewer responsible:	AMA	Last amended:	November 2025
Reviewed by:	SLT	Date of authorisation:	
Authorisation by resolution of:	Governors	Date of next review:	As required

### Aims of this policy

To safeguard all staff, pupils and visitors from fire, explosion or dangerous substances by the following:

- compliance with all relevant regulation and legislation;
- checks by certified fire safety advisers;
- effective roles and responsibilities with regard to managing fire risk (i.e. the ‘responsible person’, etc.);
- formal and regularly reviewed fire risk assessment;
- procedures for and frequency of staff training;
- comprehensive and regular fire drills;
- well maintained fire safety equipment;
- the availability of fire safety information to all staff and visitors.

### Requirements of this policy

This policy is compliant with paragraph 12 of Part 3 (Welfare, health and safety of pupils) of the [Education \(Independent School Standards\) Regulations](#). This regulation specifies the duty to comply with the Regulatory Reform (Fire Safety) Order 2005. The College appoints a ‘responsible person’ for fire safety who adheres to the government’s guidance, [Fire safety in the workplace](#). This policy has regard to the guidance in the Independent Schools Inspectorate (ISI) regulatory handbook.

### Certified fire safety advisers

The College currently works with G4S and Guernsey Fire and Rescue Service.

### Management of fire risk

The College is committed to the effective management of fire risk to ensure the safety of its staff, pupils and visitors in all parts of the College site. The College takes all reasonable and practicable steps to do so, as outlined in this policy. The responsible person for fire management at the school is the Fire Marshal. The Fire Marshal appoints fire wardens to implement the College’s fire action plan and organises regular training, fire equipment maintenance and risk assessments by qualified external agencies. The health and safety committee will review the school’s policy and procedures annually; this is led by the Vice Principal.

The Fire Marshal will keep records of the following:



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- the fire risk assessment and its review;
- the fire risk policy (i.e. this policy);
- fire procedures and arrangements;
- training records;
- fire practice drills;
- certificates for the installation and maintenance of fire-fighting systems and equipment.

All staff will ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system or interfered with in any way.

## **Fire risk assessment**

The College carries out fire risk assessments, as required. These are conducted by a certified fire safety provider, in conjunction with the Fire Marshal and Bursar.

The school was inspected on 11<sup>th</sup> November 2022 and the inspection [report is here](#). In August 2024 the school had a follow-up inspection – report is [Fire Risk Assessments 2024](#).

## **Outline of fire safety provision**

- Properly maintained and unobstructed fire escapes.
- Properly functioning fire doors throughout the building.
- Adequate and fully maintained emergency lighting.
- An effective and reliable alarm system.
- Adequate fire appliances and training in their use.
- Fit for purpose safety plan that is understood by staff.
- Measures, commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.

## **Flammable and hazardous substances**

Every reasonable effort will be made to minimise the risk of flammable and hazardous substances. Such substances are restricted to designated locations, such as the kitchen, science laboratory and art room, where they are stored securely in appropriate, non-flammable and clearly labelled containers. Separate risk assessments deal with the risks associated with those designated locations. Please see list of chemicals stored in the Science department [Chemical Store Contents for Fire Policy - Feb 2025.xlsx](#) and chemicals stored by office, maintenance and DT [Chemicals stored on-site.docx](#)

## **Staff training**



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As part of fire safety training, all members of staff are instructed in how to identify and act upon potential fire hazards, particularly within their own departments and classrooms. Next scheduled training for staff will be in 2026.

<b>Fire Marshal Training</b>			
<b>Qualified staff</b>	<b>Date of qualification</b>	<b>Date of expiry</b>	<b>Contact details</b>
Steve Clarke	11 <sup>th</sup> July 2024	10 <sup>th</sup> July 2027	
Alexa Yeoman	11 <sup>th</sup> July 2024	10 <sup>th</sup> July 2027	
Mark Keeling	11 <sup>th</sup> July 2024	10 <sup>th</sup> July 2027	Ext 224
Rick Glover	11 <sup>th</sup> July 2024	10 <sup>th</sup> July 2027	
Andrew Manning	11 <sup>th</sup> July 2024	10 <sup>th</sup> July 2027	Ext 269

## Fire drills

Fire drills occur once per term and subsequent recommendations are recorded in the Fire Logbook, stored in the School Office. Occasionally the circumstances will be varied, for example an obstacle may be placed in the way of an ordinary fire exit to force evacuation via alternative escape routes.

## Fire action plan

The College's fire action plan is displayed in rooms and corridors around the College. See Appendix 1.

## Duties of all staff and those on the premises

All members of staff, pupils and visitors are required to adhere to the College's fire safety and evacuation procedure. In the event of a fire alarm, everyone on site must evacuate the building according to the set procedures and only re-enter on the instruction of the Fire Marshal or fire brigade. Staff must ensure they are signed in each morning, or when they arrive at school. Staff must also ensure they sign-out upon leaving the site. All visitors will be signed in via Reception upon arrival.

## Emergency Assembly Area

Everyone to make their way safely onto the field, facing the College. Junior and Senior students will line up in alphabetical order in their forms.

Infants will line up next to their class teacher.



## Appendix 1

### FIRE INSTRUCTIONS

#### BLANCHELANDE COLLEGE

STUDY THIS NOTICE CAREFULLY SO THAT YOU KNOW WHAT TO DO IN AN EMERGENCY.

THE FIRE ALARM SIGNAL IS AN ELECTRONIC SIREN.

#### If you discover a fire (and if you see or smell smoke)

- Raise the alarm by sounding the nearest fire alarm button and if possible, tell a teacher.
- **Staff Only** – Attack the fire, if possible, with appliances provided but without personal risk – ensuring a clear escape route is always available.

#### IF YOU HEAR THE FIRE ALARM:

- The Office Manager or Estate Team will call the Fire Brigade immediately.
- Leave the building by the nearest available exit. You may use any staircase. Report to the Assembly point (which is the Playing Field) and stand by your form group or (if not a form tutor) register with IT / Office Receptionist by the hedges and await further instruction.
- Close the door of your room and any others you see. Go quickly and quietly. Do not run.
- DO NOT STOP to collect personal belongings.
- DO NOT GO BACK into the buildings until the all-clear is given and you are told that it is safe to do so.

**THINK ABOUT YOUR ESCAPE ROUTE NOW.**

**DO YOU KNOW WHERE THE NEAREST ALARM AND EXTINGUISHERS  
ARE TO THIS ROOM.**



## Appendix 2

### Blanchelande Fire Drill

#### Roles and Responsibilities

**The Estate Team** – Ensure that the following areas are clear; Victor House, The Design Centre, Valley House and 6<sup>th</sup> Form Common Room.

**Fire Marshal** – stand on the field ensuring the students file out quietly and are assigned in the right order with their form tutor. Check the following:

- Pink cottage is clear / Locker Rooms are clear
- Call the nursery staff (07781 409 409) to get a count of those present
- Call Estate Team to ensure all are accounted for

**Office Manager and Receptionist** – collects registers, print-out of pupil absences and information on staff presence.

1. Distributes registers to form teachers, ensuring all form tutors are present and letting Vice Principal know if this is not the case.
2. Takes a register of staff, using the electronic signing in system
3. Check guests and contractors against signing in system
4. Call Victor House, Design Centre, Valley House and 6<sup>th</sup> Form Common Room to ensure they are clear.

**Designated First Aider** – to check the First Aid room and Pastoral Office are clear.

**Bursar and Assistant Bursar** – Check administration block is clear (stair well and adjoining office space and toilets on the first and second floors, including staff room)

#### Estate Manager

- Liaises with emergency services and G4S.
- Monitor the fire panel if safe to do so.
- Informs Vice Principal that caretaking and grounds staff are accounted for.
- Ensure the Gym is clear



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**Teachers on each corridor** to check toilets and sweep the corridor they are on, reporting to the Office Receptionist and Fire Marshal that each area is clear. Teachers to sweep up any students in transit (on their way to a Music lesson for example) and ask them to make their way to the field and line-up in their form group.

**All teachers who are not a form tutor and admin and support staff** - are to congregate by the hedges behind the Tennis courts (in front of the form groups). Staff will line up to be registered by the Office Receptionist or a member of the IT Team before being asked to make their way to the side of the Tennis Courts, nearest the Pavilion.

**Science Department/Lab technician** – brief the fire brigade if any chemicals were left out when the alarm went off.

## Nursery Manager

- Evacuate children through the junior playground towards the pink cottage.
- Staff to collect the fire bag, paper register and mobile.
- Take the call from the Vice Principal to ensure they have all left the building.
- To aid with the pre-school registration a register will be taken at the large gate at the far end of the playground (well away from the building).
- The register will then be taken to the field by one of the pre-school team to inform the Principal's / Primary PA of those present and absent.
- Once the register is taken the children are to be taken to the field and await further instructions from the Vice Principal.
- A nominated staff member to assist the Nursery department in their evacuation.

**After School Club** – The after-school club should be evacuated to the field via the playground and the pink cottage.

## Form tutors

- Form tutors to line up with their form on the field. Registers will be distributed by the Office.
- If a form tutor is absent, the Vice Principal will assign another teacher and check whereabouts of the absent form tutor.
- Form tutor must return register to the Office staff and remain at the front of their group and await further instruction.



## Appendix 3

### FIRE INSTRUCTIONS FOR VISITORS / OUTSIDE AGENCIES

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#### If you discover a fire (and if you see or smell smoke)

- Raise the alarm by sounding the nearest fire alarm button and if possible.

#### IF YOU HEAR THE FIRE ALARM:

- Call the Fire Brigade immediately.
- Leave the building by the nearest available exit. You may use any staircase. Report to the Assembly point (which is the Playing Field)
- Go quickly and quietly. Do not run.
- Close the door of your room and any others you see.
- DO NOT STOP to collect personal belongings.
- DO NOT GO BACK into the buildings until the all-clear is given and you are told that it is safe to do so.

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