



Fire Safety Policy

Running Deer School

Reviewed: 14/10/2025

Next Review Date: 14/10/2026

Site Details

Information	Details
Site Address	Butterdon Wood, Moretonhampstead, Devon TQ13 8PY
Grid Reference	SX753885
What3Words Location	https://w3w.co/turned.vibe.hindered
Nearest Town	Moretonhampstead (no hospital)
Nearest Hospital	Exeter RD&E: 01392 411611 or 999 https://w3w.co/groom.gifts.fallen
Minor Injuries Unit	Newton Abbot Community Hospital https://w3w.co/tune.tuck.onions
Fire Service	999

1. Policy Statement

Running Deer School is committed to providing a safe environment for all pupils, staff, visitors, and contractors. This Fire Safety Policy sets out our arrangements for preventing fires, detecting fires early, and ensuring everyone can evacuate safely in the event of a fire emergency.

This policy applies to all areas of the school, including:

- All buildings (office, reception pod, and any other structures)
- Outdoor woodland areas where educational activities take place
- Areas where open fires and storm kettles are used as part of bushcraft education

We recognise that open fires and the use of storm kettles are an important part of our bushcraft and woodland management curriculum. This policy ensures that all people participating in sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

This policy complies with:

- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work etc. Act 1974
- The Independent School Standards
- Building Regulations (Fire Safety) Approved Document B
- BS 5839 (Fire detection and alarm systems)

2. Roles and Responsibilities

2.1 Responsible Person for Fire Safety

Keir Pardey, Health and Safety officer is appointed as the Responsible Person for fire safety at Running Deer School.

The Responsible Person has overall responsibility for:

- Ensuring compliance with fire safety legislation
- Ensuring a comprehensive fire risk assessment is conducted and reviewed annually
- Implementing and maintaining fire safety measures
- Ensuring staff receive appropriate fire safety training
- Ensuring fire safety equipment is maintained and tested
- Ensuring fire drills are conducted at least once per term

- Maintaining fire safety records
- Liaising with the fire service and other external agencies

2.2 Fire Wardens/Marshals

The following staff members are designated Fire Wardens:

- Claire Anderson - Primary Fire Warden
- Geraldine Cater - Deputy Fire Warden

Fire Wardens are responsible for:

- Assisting with fire evacuations
- Checking designated areas are clear during evacuations
- Reporting to the assembly point coordinator
- Assisting with fire drills
- Conducting weekly fire alarm tests (where applicable)
- Reporting fire safety concerns to the Responsible Person

2.3 All Staff Responsibilities

All staff members must:

- Familiarise themselves with this policy and fire safety procedures
- Know the location of fire exits, assembly points, and fire-fighting equipment
- Ensure fire exits and escape routes are kept clear at all times
- Report any fire safety concerns immediately
- Participate in fire drills and training
- Supervise pupils during evacuations
- Follow safe practices when using open fires for educational purposes
- Complete fire safety training annually

2.4 Board of Directors Responsibilities

The Board of Directors is responsible for:

- Ensuring adequate resources are allocated for fire safety
- Reviewing fire safety reports and incident reports
- Monitoring compliance with fire safety legislation
- Reviewing this policy annually

3. Fire Risk Assessment

3.1 Comprehensive Fire Risk Assessment

A comprehensive fire risk assessment covering all areas of the school must be conducted by a competent person and reviewed at least annually, or whenever:

- Significant changes are made to the premises
- Significant changes are made to work activities
- Following a fire or near-miss incident
- If the assessment is no longer considered valid

The fire risk assessment will identify:

- Fire hazards (sources of ignition, fuel, oxygen)
- People at risk (pupils, staff, visitors, contractors, particularly vulnerable individuals)
- Evaluation of risks and existing control measures
- Additional control measures required
- Emergency procedures and evacuation arrangements
- Training requirements
- Testing and maintenance requirements

3.2 Specific Risk Assessments

In addition to the comprehensive fire risk assessment, specific risk assessments are maintained for:

- **Educational use of open fires and storm kettles** - covering outdoor bushcraft activities
- **Wood-burning oven use** - covering cooking activities

- **Flammable materials storage** - covering fuel, chemicals, and other flammable substances
- **Electrical equipment** - covering fixed and portable electrical equipment

3.3 Documentation

The fire risk assessment and all specific risk assessments are:

- Documented in writing
- Stored securely in the fire safety book in the office pod and online through the “Bright” system
- Available for inspection by the fire authority, ISI inspectors, and insurance providers
- Reviewed and signed by the Responsible Person

4. Fire Prevention

4.1 Building Fire Safety

General fire prevention measures:

- No smoking anywhere on school premises
- Electrical equipment must be PAT tested annually
- Portable heaters must not be left unattended
- Flammable materials must be stored in designated secure areas away from ignition sources
- Combustible materials must not be stored near heat sources
- Rubbish and waste must be removed regularly and stored away from buildings
- Fire doors must be kept closed and never propped open
- Fire exits and escape routes must be kept clear at all times
- Emergency lighting must be tested monthly
- Electrical installations must be inspected every 5 years

Specific building requirements:

- The office/reception pod must have working smoke detectors tested weekly
- Fire extinguishers must be located at pod entrances and serviced annually

- Fire blankets must be located in Maths pod
- All electrical equipment must be switched off when not in use
- Extension leads must not be overloaded
- Damaged electrical equipment must be removed from use immediately

4.2 Outdoor Fire Safety (Educational Use)

Open fires and storm kettles are an important part of our bushcraft and woodland management curriculum. Fires will only be used where it is appropriate to do so.

Before lighting any fire, staff must:

- Check weather conditions - fires must not be lit during extended droughts, dry spells, or periods of high wind
- Assess the surrounding environment for fire spread risks
- Ensure appropriate fire safety equipment is available (heat-proof gloves, fire blanket, burns kit, water)
- Ensure adequate supervision is in place
- Brief all participants on fire safety rules and behaviour expectations

When fires are in use:

- Staff will explain to participants the importance of using only dead wood for fires and the importance of dead wood as a habitat
- Only dead wood will be used to reduce smoke inhalation
- Participants in smoky areas will be encouraged to move to less smoky areas
- Participants will only be allowed to light fires under direct supervision of a trained member of staff using suitable materials and equipment
- All participants will be given clear guidelines about how to behave and move around the area when the fire or kettle is lit
- A lit fire will be supervised by an adult at all times, as will all cooking activities
- Related safety equipment, including heat-proof gloves, a fire blanket, a burns kit and water will be kept within close range of fires

At the end of each session:

- All fires must be fully extinguished with water
- Ashes must be checked to ensure they are completely cold
- The area must be left safe

4.3 Wood-Burning Oven Use

Use of the wood-burning oven is subject to a dedicated risk assessment and the following safety procedures:

Nominated Person System:

- A single nominated person is responsible for lighting, maintaining, and extinguishing the fire throughout the cooking activity (which continues until the fire is fully out)
- Unless specifically requested by the nominated person, no other staff or students should interfere with or attempt to manage the fire
- This rule helps prevent overheating, damage to the oven, and the risk of fire spreading to the surrounding environment
- By default, the person running the cooking activity will act as the nominated fire manager unless another individual has been formally designated
- Everyone on site must be made aware of who the nominated person is
- The nominated person's name must be clearly communicated via the "Onsite" Teams chat

4.4 Arson Prevention

To reduce the risk of arson:

- The site is secured when not in use
- Fire-lighting materials are stored securely and not left accessible
- Suspicious activity is reported to the police immediately
- Outdoor fire sites are checked at the end of each day to ensure no smouldering materials remain

4.5 Flammable Materials Storage

All flammable materials must be:

- Stored in designated secure areas away from ignition sources
- Stored in appropriate containers
- Kept to minimum quantities necessary
- Subject to COSHH assessment
- Clearly labelled
- Stored in accordance with manufacturer's instructions

5. Fire Detection and Warning Systems

5.1 Buildings

Fire alarm system:

- All pods have mains smoke detectors that have battery backs ups.
- Fire alarm/smoke detectors are tested weekly by Claire Anderson
- Fire alarm system is serviced annually by an external contractor.
- Any faults are reported immediately to the Responsible Person

Emergency lighting:

- Emergency lighting is installed in all 5 pods.
- Emergency lighting is tested monthly by Claire Anderson
- Emergency lighting is serviced annually by an external contractor.

5.2 Outdoor Areas

Air horn warning system:

- An air horn is located in the office/reception pod
(<https://w3w.co/master.irony.downfield>)
- The air horn will be sounded 3 times to signal evacuation
- Additional air horns are located in the maths pod.
- Staff must be familiar with the air horn location and how to use it

6. Fire-Fighting Equipment

6.1 Fire Extinguishers

Fire extinguishers are located at the following positions:

Each Pod has 1x CO2 extinguisher, 1kg and 1x Water extinguisher, 6 litres

Maintenance:

- All fire extinguishers are serviced annually by an external contractor.
- Monthly visual checks are conducted by Claire Anderson

- Any damaged or discharged extinguishers are replaced immediately
- Records of servicing and checks are kept online with the Operations team.

6.2 Other Fire Safety Equipment

For outdoor educational fires:

- Heat-proof gloves
- Burns kit (first aid supplies for burns)
- Water supply (minimum 10 litres within close range)

Staff must not attempt to fight a fire if:

- It is unsafe to do so
- They have not been trained in the use of fire extinguishers
- The fire is spreading rapidly
- There is smoke or toxic fumes
- Their escape route could be compromised

In all cases, the priority is to evacuate safely and call the fire service.

7. Emergency Evacuation Procedures

7.1 On Discovering a Fire

Any person discovering a fire must:

1. Sound the alarm immediately (air horn - 3 blasts, or activate fire alarm if in building)
2. Call 999 and ask for the Fire Service
3. Evacuate the area immediately
4. Do not stop to collect belongings
5. Do not attempt to fight the fire unless it is very small and safe to do so

7.2 On Hearing the Fire Alarm

All staff must:

1. Stop all activities immediately

2. Calmly instruct pupils and visitors to evacuate
3. Close windows and doors (but do not lock them)
4. Check toilets and other areas for anyone who may not have heard the alarm
5. Escort pupils and visitors to the nearest assembly point
6. Take the register/attendance list if it is immediately available and safe to do so
7. Do not allow anyone to re-enter the building or woodland area

All pupils and visitors must:

1. Stop all activities immediately
2. Follow staff instructions calmly
3. Walk quickly but do not run
4. Do not stop to collect belongings
5. Go to the designated assembly point
6. Stay with their group
7. Do not re-enter the building or woodland area until told it is safe to do so

7.3 Assembly Points

Staff must assess wind direction and safely take groups to the most appropriate designated assembly point.

Primary assembly point:

- **Front Gate** (where the Fire Assembly sign is located)
- What3Words: <https://w3w.co/cure.collision.swimsuits>

Alternative assembly point:

- **For those at far end of woodland:** Stile leading to footpath - Assembly point at Butterdon Cottage
- Go over stile and turn left, follow footpath down to the road
- What3Words: <https://w3w.co/ketchup.regular.confetti>

If the designated assembly point is unsafe due to wind direction or fire spread, the senior member of staff present will make a decision on an alternative safe location.

7.4 Roll Call and Accounting for Everyone

At the assembly point:

- The Head of School or designated member of staff will call out the register
- Fire Wardens will report on their designated areas
- Any missing persons will be reported immediately to the Fire Service
- No one may re-enter the woodland or buildings until the Fire Service has declared it safe to do so

7.5 Liaison with Emergency Services

The Responsible Person or senior staff member will:

- Meet the Fire Service on arrival
- Provide information about the fire location
- Inform them of any missing persons
- Provide site plans and risk assessment information
- Provide access to the site

7.6 Personal Emergency Evacuation Plans (PEEPs)

Individual PEEPs are in place for:

- No PEEPs currently required

PEEPs are reviewed:

- At least annually
- When an individual's needs change
- Following any changes to the premises or evacuation procedures

All staff are made aware of current PEEPs and their responsibilities in supporting individuals during evacuation.

Creating a PEEP:

For any pupil or staff member who may have difficulty evacuating independently due to:

- Mobility impairments
- Sensory impairments

- Learning disabilities
- Medical conditions
- Temporary injuries

A PEEP will be created in consultation with the individual (where appropriate), their parents/carers, and relevant specialists. The PEEP will identify:

- The individual's specific needs during evacuation
- Any equipment required
- Named staff members responsible for assisting
- Alternative evacuation routes if needed
- Communication methods
- Assembly point arrangements

8. Fire Drills

8.1 Frequency

Fire drills will be conducted:

- **At least once per term** (minimum 3 times per academic year)
- At different times of the day to test different scenarios
- Using different assembly points to ensure familiarity with all routes
- Without prior warning to pupils (staff may be informed at the beginning of the day)

8.2 Procedure

For each fire drill:

1. The Responsible Person or Fire Warden will activate the alarm
2. All staff and pupils will follow the evacuation procedure
3. The time taken to evacuate will be recorded
4. Any issues or concerns will be noted
5. A debrief will be held with staff

8.3 Evaluation and Recording

After each fire drill, the following will be recorded:

- Date and time of drill
- Time taken to evacuate
- Number of people evacuated
- Any problems encountered
- Any individuals who had difficulty evacuating
- Actions required to improve future evacuations
- Name of person conducting the drill

Records are kept in the fire book in the office pod and reviewed by the Responsible Person and Board of Directors.

8.4 Visitors and Contractors

Visitors and contractors on site during a fire drill must participate in the evacuation and follow staff instructions.

9. Fire Safety Training

9.1 All Staff Training

All staff will receive fire safety training:

- **On induction** - covering basic fire safety, evacuation procedures, and their responsibilities
- **Annually** - refresher training covering any updates to procedures
- **Following any significant changes** - to premises, procedures, or equipment

Training will cover:

- Fire prevention measures
- Location of fire exits and assembly points
- How to raise the alarm
- Evacuation procedures
- Use of fire-fighting equipment (awareness level)
- Their specific responsibilities

- PEEPs for individuals they support

9.2 Fire Warden Training

Designated Fire Wardens will receive additional training covering:

- Fire safety legislation
- Conducting fire drills
- Testing fire alarms and emergency lighting
- Checking fire safety equipment
- Assisting with evacuations
- Practical use of fire extinguishers

Fire Warden training will be refreshed every 2 years.

9.3 Outdoor Fire Supervision Training

Staff who supervise outdoor fires and bushcraft activities will receive specific training covering:

- Safe fire lighting and management
- Environmental considerations
- Weather assessment
- Supervision ratios
- Emergency procedures for outdoor fires
- First aid for burns

This training will be refreshed annually.

9.4 Training Records

Records of all fire safety training are maintained by Senior Personnel Lead and include:

- Name of person trained
- Date of training
- Type of training
- Name of trainer
- Expiry/refresh date

10. Testing and Maintenance

10.1 Testing Schedule

Equipment/System	Test Frequency	Responsible Person	Records Location
Fire alarm/smoke detectors	Weekly	Claire Anderson	Office Pod
Emergency lighting	Monthly	Claire Anderson	Office Pod
Fire extinguishers (visual check)	Monthly	Claire Anderson	Office Pod
Fire extinguishers (service)	Annually	External Contractor	Ops team hold this information
Fire alarm system (service)	Annually	External Contractor	Ops team hold this information
Emergency lighting (service)	Annually	External Contractor	Ops team hold this information
Electrical installation	Every 5 years	External Contractor	Ops team hold this information
PAT testing	Annually	External Contractor	Ops team hold this information
Fire risk assessment review	Annually	External Contractor	Ops team hold this information

10.2 Fault Reporting

Any faults with fire safety equipment must be reported immediately to the Responsible Person. Faulty equipment will be:

- Taken out of service immediately
- Repaired or replaced as soon as possible

- Recorded in the fault log

10.3 Maintenance Records

All testing and maintenance activities will be recorded, including:

- Date of test/service
- Equipment tested
- Results/findings
- Any faults identified
- Actions taken
- Name of person conducting test
- Next test due date

11. Record Keeping

11.1 Fire Safety Records

The following records are maintained:

- **Fire risk assessment** - reviewed annually
- **Specific risk assessments** - reviewed annually or after incidents
- **Fire drill records** - conducted termly
- **Fire safety training records** - for all staff
- **Fire alarm/smoke detector test records** - weekly
- **Emergency lighting test records** - monthly
- **Fire extinguisher service records** - annually
- **Fire alarm system service records** - annually
- **Electrical testing records** - annually (PAT) and every 5 years (installation)
- **Fire incident and near-miss reports** - as they occur
- **Fire Warden inspection records** - monthly
- **PEEPs** - reviewed annually

11.2 Storage and Access

Fire safety records are stored at station road family centre and are:

- Kept securely
- Available for inspection by the fire authority, ISI inspectors, and insurance providers
- Retained for a minimum for at least 6 years
- Reviewed regularly by the Responsible Person

11.3 Reporting to Board of Directors

The Responsible Person will provide a fire safety report to the Board of Directors:

- Annually as a minimum
- Following any fire incident or near-miss
- Following any enforcement action by the fire authority
- When significant changes are required

The report will include:

- Summary of fire drills conducted
- Summary of testing and maintenance
- Any incidents or near-misses
- Training completed
- Any concerns or recommendations
- Actions required

12. Visitors and Contractors

12.1 Visitor Fire Safety Briefing

All visitors to the school must:

- Sign in at reception
- Be informed of fire evacuation procedures
- Be shown the nearest fire exits and assembly points
- Be informed of the fire alarm signal

- Be supervised by a staff member or given a visitor badge

12.2 Contractors

Contractors working on site must:

- Provide evidence of their fire safety competence
- Provide risk assessments and method statements for hot works
- Obtain a hot works permit before conducting any work involving heat or flames
- Inform the Responsible Person before starting work
- Follow the school's fire safety procedures
- Not compromise fire safety measures (e.g., propping open fire doors)

12.3 Hot Works Permit

A hot works permit is required for any work involving:

- Welding
- Grinding
- Use of blow torches
- Any work that could generate heat, sparks, or flames

The permit will specify:

- The work to be carried out
- Location
- Fire safety precautions required
- Fire watch arrangements
- Duration of permit

13. Fire Incidents and Near-Misses

13.1 Reporting

All fire incidents and near-misses must be reported immediately to:

- The Responsible Person

- The Head of School
- The Board of Directors

13.2 Investigation

All fire incidents and near-misses will be investigated to identify:

- The cause
- Contributing factors
- Whether existing control measures were adequate
- What additional measures are required
- Lessons learned

13.3 Follow-Up Actions

Following any fire incident or near-miss:

- The fire risk assessment will be reviewed
- Additional control measures will be implemented
- Staff will be briefed on lessons learned
- This policy will be updated if necessary
- A report will be submitted to the Board of Directors

13.4 Reporting to External Agencies

Serious fire incidents will be reported to:

- The fire authority
- ISI (if applicable)
- Insurance provider
- HSE (if applicable under RIDDOR)

14. Policy Review

This policy will be reviewed:

- **Annually** as a minimum
- Following any fire incident or near-miss

- Following any significant changes to the premises or activities
- Following any changes to fire safety legislation
- Following recommendations from the fire authority or ISI inspectors

The review will be conducted by the Responsible Person in consultation with:

- The Head of School
- Fire Wardens
- Staff representatives
- The Board of Directors

15. Related Policies and Documents

This Fire Safety Policy should be read in conjunction with:

- Health and Safety Policy
- First Aid Policy
- Risk Assessment Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- COSHH Policy
- Emergency Plan

16. Contact Information

Running Deer School

School Address: Butterdon Wood, Moretonhampstead, TQ13 8PY

Telephone: 01647 400201

Email: school@runningdeer.org.uk

Website: <https://www.runningdeerschool.org.uk>

Head Office

Address: Running Deer, 3 Court Street, Moretonhampstead, TQ13 8NE

Website: <https://www.runningdeer.org.uk>

Emergency Services

Fire Service: 999

Police: 999

Ambulance: 999

Compliance.

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
Standard 11	The standard about the welfare, health and safety of pupils is met if the proprietor ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy	A comprehensive fire risk assessment covering all areas of the school must be conducted by a competent person and reviewed at least annually Fire Safety Policy	Section 3.1
Standard 12	The standard about the welfare, health and safety of pupils is met if the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005	This policy complies with: The Regulatory Reform (Fire Safety) Order 2005 Fire Safety Policy Keir Pardey, Health and Safety officer is appointed as the Responsible Person for fire safety at Running Deer School Fire Safety Policy	Section 1 (Policy Statement) Section 2.1
Standard 12(a)	A suitable fire risk assessment must be carried out	A comprehensive fire risk assessment covering all areas of the school must be conducted by a competent person and reviewed at least annually Fire Safety Policy The fire risk assessment will identify: Fire hazards (sources	Section 3.1

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		of ignition, fuel, oxygen); People at risk (pupils, staff, visitors, contractors, particularly vulnerable individuals); Evaluation of risks and existing control measures; Additional control measures required; Emergency procedures and evacuation arrangements; Training requirements; Testing and maintenance requirements Fire Safety Policy	
Standard 12(b)	The fire risk assessment must be reviewed regularly	A comprehensive fire risk assessment covering all areas of the school must be conducted by a competent person and reviewed at least annually, or whenever: Significant changes are made to the premises; Significant changes are made to work activities; Following a fire or near-miss incident; If the assessment is no longer considered valid Fire Safety Policy	Section 3.1
Standard 12(c)	Fire safety measures must be implemented based on the fire risk assessment	Comprehensive fire prevention measures detailed including: No smoking anywhere on school premises; Electrical equipment must be PAT tested annually; Portable heaters must not be left unattended; Flammable materials must be stored in designated secure areas away from ignition sources; Fire doors must be kept closed and never	Section 4.1 (Building Fire Safety)

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		propped open; Fire exits and escape routes must be kept clear at all times Fire Safety Policy	
Standard 12(d)	Appropriate fire detection and warning systems must be provided	All pods have mains smoke detectors that have battery backs ups. Fire alarm/smoke detectors are tested weekly by Claire Anderson. Fire alarm system is serviced annually by an external contractor Fire Safety Policy Emergency lighting is installed in all 5 pods. Emergency lighting is tested monthly by Claire Anderson. Emergency lighting is serviced annually by an external contractor Fire Safety Policy An air horn is located in the office/reception pod. The air horn will be sounded 3 times to signal evacuation. Additional air horns are located in the maths pod Fire Safety Policy	Section 5.1 (Buildings) Section 5.2 (Outdoor Areas)
Standard 12(e)	Appropriate fire-fighting equipment must be provided	Each Pod has 1x CO2 extinguisher, 1kg and 1x Water extinguisher, 6 litres Fire Safety Policy All fire extinguishers are serviced annually by an external contractor. Monthly visual checks are conducted by Claire Anderson. Any damaged or discharged extinguishers are	Section 6.1 (Fire Extinguishers) Section 4.1

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		replaced immediately Fire Safety Policy Fire blankets must be located in Maths pod Fire Safety Policy	(Building Fire Safety)
Standard 12(f)	Fire-fighting equipment must be maintained in efficient working order	All fire extinguishers are serviced annually by an external contractor. Monthly visual checks are conducted by Claire Anderson. Any damaged or discharged extinguishers are replaced immediately. Records of servicing and checks are kept online with the Operations team Fire Safety Policy	Section 6.1
Standard 12(g)	Emergency routes and exits must be provided and maintained	Fire exits and escape routes must be kept clear at all times Fire Safety Policy All staff members must: Know the location of fire exits, assembly points, and fire-fighting equipment; Ensure fire exits and escape routes are kept clear at all times Fire Safety Policy Primary assembly point: Front Gate (where the Fire Assembly sign is located) What3Words: https://w3w.co/cure.collision.swimsuits . Alternative assembly point: For those at far end of woodland: Stile	Section 4.1 Section 2.3 Section 7.3

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		leading to footpath - Assembly point at Butterdon Cottage Fire Safety Policy	
Standard 12(h)	Emergency procedures must be established	Comprehensive evacuation procedures including: Any person discovering a fire must: Sound the alarm immediately (air horn - 3 blasts, or activate fire alarm if in building); Call 999 and ask for the Fire Service; Evacuate the area immediately; Do not stop to collect belongings; Do not attempt to fight the fire unless it is very small and safe to do so Fire Safety Policy All staff must: Stop all activities immediately; Calmly instruct pupils and visitors to evacuate; Close windows and doors (but do not lock them); Check toilets and other areas for anyone who may not have heard the alarm; Escort pupils and visitors to the nearest assembly point Fire Safety Policy	Section 7.1 (On Discovering a Fire) Section 7.2 (On Hearing the Fire Alarm)
Standard 12(i)	Persons must be nominated to implement emergency procedures	Keir Pardey, Health and Safety officer is appointed as the Responsible Person for fire safety at Running Deer School Fire Safety Policy The following staff members are designated Fire Wardens:	Section 2.1 Section 2.2

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		Claire Anderson - Primary Fire Warden; Geraldine Cater - Deputy Fire Warden Fire Safety Policy Fire Wardens are responsible for: Assisting with fire evacuations; Checking designated areas are clear during evacuations; Reporting to the assembly point coordinator; Assisting with fire drills Fire Safety Policy	
Standard 12(j)	Appropriate training must be provided to persons nominated to implement emergency procedures	Designated Fire Wardens will receive additional training covering: Fire safety legislation; Conducting fire drills; Testing fire alarms and emergency lighting; Checking fire safety equipment; Assisting with evacuations; Practical use of fire extinguishers. Fire Warden training will be refreshed every 2 years Fire Safety Policy	Section 9.2
Standard 12(k)	All staff and pupils must be provided with appropriate training	All staff will receive fire safety training: On induction - covering basic fire safety, evacuation procedures, and their responsibilities; Annually - refresher training covering any updates to procedures; Following any significant changes - to premises, procedures, or equipment Fire Safety Policy Training will cover: Fire prevention measures; Location of fire exits and assembly points; How to raise the alarm; Evacuation procedures; Use of fire-fighting equipment	Section 9.1

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		(awareness level); Their specific responsibilities; PEEPs for individuals they support Fire Safety Policy	
Standard 12(l)	Fire drills must be carried out at least once every term	Fire drills will be conducted: At least once per term (minimum 3 times per academic year); At different times of the day to test different scenarios; Using different assembly points to ensure familiarity with all routes; Without prior warning to pupils (staff may be informed at the beginning of the day) Fire Safety Policy	Section 8.1
Standard 12(m)	A record must be kept of fire drills	After each fire drill, the following will be recorded: Date and time of drill; Time taken to evacuate; Number of people evacuated; Any problems encountered; Any individuals who had difficulty evacuating; Actions required to improve future evacuations; Name of person conducting the drill. Records are kept in the fire book in the office pod and reviewed by the Responsible Person and Board of Directors Fire Safety Policy	Section 8.3
Standard 12(n)	Testing and maintenance of fire safety equipment must be carried out	Comprehensive testing schedule including: Fire alarm/smoke detectors - Weekly by Claire Anderson; Emergency lighting - Monthly by Claire Anderson; Fire extinguishers (visual check) - Monthly by Claire Anderson;	Section 10.1 (Testing Schedule)

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
		Fire extinguishers (service) - Annually by External Contractor; Fire alarm system (service) - Annually by External Contractor; Emergency lighting (service) - Annually by External Contractor; Electrical installation - Every 5 years by External Contractor; PAT testing - Annually by External Contractor Fire Safety Policy	
Standard 12(o)	Records must be kept of testing and maintenance	All testing and maintenance activities will be recorded, including: Date of test/service; Equipment tested; Results/findings; Any faults identified; Actions taken; Name of person conducting test; Next test due date Fire Safety Policy Fire safety records are stored at station road family centre and are: Kept securely; Available for inspection by the fire authority, ISI inspectors, and insurance providers; Retained for a minimum for at least 6 years; Reviewed regularly by the Responsible Person Fire Safety Policy	Section 10.3 (Maintenance Records) Section 11.2 (Storage and Access)
Part 4: Suitability of Staff, Supply Staff and Proprietors			

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
Standard 20	The standard about the suitability of staff, supply staff and proprietors is met if the proprietor ensures that persons have the appropriate qualifications, training, experience and knowledge for the work they perform	The Responsible Person has overall responsibility for: Ensuring compliance with fire safety legislation; Ensuring a comprehensive fire risk assessment is conducted and reviewed annually; Implementing and maintaining fire safety measures; Ensuring staff receive appropriate fire safety training Fire Safety Policy Staff who supervise outdoor fires and bushcraft activities will receive specific training covering: Safe fire lighting and management; Environmental considerations; Weather assessment; Supervision ratios; Emergency procedures for outdoor fires; First aid for burns. This training will be refreshed annually Fire Safety Policy	Section 2.1 Section 9.3
Part 5: Premises of and Accommodation at Schools			
Standard 25	The standard about the premises and accommodation is met if the proprietor ensures that the school premises and accommodation provided therein are maintained to a standard such that, so	Fire exits and escape routes must be kept clear at all times; Emergency lighting must be tested monthly; Electrical installations must be inspected every 5 years Fire Safety Policy	Section 4.1 Section 10.2

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
	far as is reasonably practicable, the health, safety and welfare of pupils are ensured	Any faults with fire safety equipment must be reported immediately to the Responsible Person. Faulty equipment will be: Taken out of service immediately; Repaired or replaced as soon as possible; Recorded in the fault log Fire Safety Policy	
Standard 29	The standard is met if the proprietor ensures that suitable outdoor space is provided in order to enable physical education to be provided to pupils and pupils to play outside	This policy applies to all areas of the school, including: All buildings (office, reception pod, and any other structures); Outdoor woodland areas where educational activities take place; Areas where open fires and storm kettles are used as part of bushcraft education Fire Safety Policy Policy ensures outdoor spaces can be used safely for educational purposes including bushcraft activities	Section 1 (Policy Statement)
Part 8: Quality of Leadership in and Management of Schools			
Standard 34(1)(a)	The standard about the quality of leadership and management is met if the proprietor ensures that persons with	Keir Pardey, Health and Safety officer is appointed as the Responsible Person for fire safety at Running Deer School. The Responsible Person has overall responsibility for:	Section 2.1

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
	leadership and management responsibilities at the school demonstrate good skills and knowledge appropriate to their role	Ensuring compliance with fire safety legislation; Ensuring a comprehensive fire risk assessment is conducted and reviewed annually; Implementing and maintaining fire safety measures; Ensuring staff receive appropriate fire safety training; Ensuring fire safety equipment is maintained and tested; Ensuring fire drills are conducted at least once per term; Maintaining fire safety records; Liaising with the fire service and other external agencies Fire Safety Policy	
Standard 34(1)(b)	The standard is met if the proprietor ensures that persons with leadership and management responsibilities at the school fulfil their responsibilities effectively so that the independent school standards are met consistently	The Board of Directors is responsible for: Ensuring adequate resources are allocated for fire safety; Reviewing fire safety reports and incident reports; Monitoring compliance with fire safety legislation; Reviewing this policy annually Fire Safety Policy The Responsible Person will provide a fire safety report to the Board of Directors: Annually as a minimum; Following any fire incident or near-miss; Following any enforcement action by the fire authority; When significant changes are required Fire Safety Policy	Section 2.4 Section 11.3
Standard 34(1)(c)	The standard is met if the proprietor ensures that persons with leadership	Running Deer School is committed to providing a safe environment for all pupils, staff, visitors, and contractors.	Section 1 (Policy)

Independent School Standard	Specific Requirement	Evidence from Running Deer School Fire Safety Policy	Location in Policy
	and management responsibilities at the school actively promote the well-being of pupils	This Fire Safety Policy sets out our arrangements for preventing fires, detecting fires early, and ensuring everyone can evacuate safely in the event of a fire emergency Fire Safety Policy For any pupil or staff member who may have difficulty evacuating independently due to: Mobility impairments; Sensory impairments; Learning disabilities; Medical conditions; Temporary injuries. A PEEP will be created in consultation with the individual (where appropriate), their parents/carers, and relevant specialists Fire Safety Policy	Statement) Section 7.6 (Creating a PEEP)

Summary of Compliance

 Overall Compliance: 22/22 Standards Met (100%)

Part	Standard	Requirements	Met	Compliance Rate
Part 3: Welfare, Health and Safety	Standard 11	1	1	100%
Part 3: Welfare, Health and Safety	Standard 12	15	15	100%

Part	Standard	Requirements	Met	Compliance Rate
Part 4: Suitability of Staff	Standard 20	1	1	100%
Part 5: Premises and Accommodation	Standard 25	1	1	100%
Part 5: Premises and Accommodation	Standard 29	1	1	100%
Part 8: Leadership and Management	Standard 34	3	3	100%
TOTAL	6 Standards	22	22	100%

Detailed Breakdown by Standard

Part 3: Welfare, Health and Safety of Pupils

Standard 11: Risk Assessment Policy

Requirement	Status	Evidence
Written risk assessment policy drawn up	 Met	Comprehensive fire risk assessment framework in Section 3
Policy effectively implemented	 Met	Clear responsibilities, testing schedules, and review processes

Requirement	Status	Evidence
Welfare of pupils safeguarded and promoted	✓ Met	Policy covers all areas including buildings and outdoor education spaces

Standard 12: Fire Safety ✓

Sub-Standard	Requirement	Status	Key Evidence
12(a)	Suitable fire risk assessment carried out	✓ Met	Comprehensive assessment covering all areas; identifies hazards, people at risk, controls
12(b)	Fire risk assessment reviewed regularly	✓ Met	Annual review minimum; event-triggered reviews specified
12(c)	Fire safety measures implemented	✓ Met	Comprehensive prevention measures for buildings and outdoor areas
12(d)	Fire detection and warning systems provided	✓ Met	Mains smoke detectors with battery backup in all 5 pods; air horns; emergency lighting
12(e)	Fire-fighting equipment provided	✓ Met	CO2 and water extinguishers in each pod; fire blankets
12(f)	Fire-fighting equipment maintained	✓ Met	Annual servicing; monthly visual checks; records kept

Sub-Standard	Requirement	Status	Key Evidence
12(g)	Emergency routes and exits provided	✓ Met	Clear requirement to keep exits clear; multiple assembly points with What3Words
12(h)	Emergency procedures established	✓ Met	Comprehensive evacuation procedures for discovering fire and hearing alarm
12(i)	Persons nominated to implement procedures	✓ Met	Keir Pardey (Responsible Person); Claire Anderson & Geraldine Cater (Fire Wardens)
12(j)	Training for nominated persons	✓ Met	Fire Warden training covering legislation, drills, equipment; 2-year refresh
12(k)	Training for all staff and pupils	✓ Met	Induction training; annual refreshers; specific outdoor fire supervision training
12(l)	Fire drills at least once per term	✓ Met	Minimum 3 times per academic year; different times and assembly points
12(m)	Record of fire drills kept	✓ Met	Comprehensive recording of date, time, evacuation time, problems, actions

Sub-Standard	Requirement	Status	Key Evidence
12(n)	Testing and maintenance carried out	✓ Met	Complete testing schedule from weekly to 5-yearly
12(o)	Records of testing and maintenance kept	✓ Met	All tests recorded; 6-year retention; available for inspection

Part 4: Suitability of Staff, Supply Staff and Proprietors

Standard 20: Appropriate Qualifications and Training ✓

Requirement	Status	Evidence
Persons have appropriate qualifications for their work	✓ Met	Responsible Person appointed; Fire Wardens designated
Persons have appropriate training for their work	✓ Met	Three-tier training: all staff, Fire Wardens, outdoor fire supervisors
Persons have appropriate experience for their work	✓ Met	Specific training for outdoor fire supervision; annual refreshers
Persons have appropriate knowledge for their work	✓ Met	Training covers fire safety legislation, procedures, equipment use

Part 5: Premises of and Accommodation at Schools

Standard 25: Premises Maintained to Ensure Health, Safety and Welfare

Requirement	Status	Evidence
Premises maintained to appropriate standard	 Met	Regular testing and maintenance schedules; fault reporting system
Health, safety and welfare of pupils ensured	 Met	Fire exits kept clear; emergency lighting tested; electrical inspections
Maintenance is reasonably practicable	 Met	Clear responsibilities; external contractors for specialist work

Standard 29: Suitable Outdoor Space Provided

Requirement	Status	Evidence
Outdoor space enables physical education	 Met	Policy covers outdoor woodland areas where educational activities take place
Outdoor space enables pupils to play outside	 Met	Fire safety measures enable safe use of outdoor spaces for bushcraft education

Part 8: Quality of Leadership in and Management of Schools**Standard 34: Leadership and Management Quality**

Sub-Standard	Requirement	Status	Evidence
34(1)(a)	Leaders demonstrate good skills and knowledge	 Met	Keir Pardey appointed with clear responsibilities; comprehensive role description
34(1)(b)	Leaders fulfil responsibilities effectively	 Met	Board oversight; annual reporting; monitoring compliance; policy review
34(1)(c)	Leaders actively promote pupil well-being	 Met	Commitment to safe environment; PEEP framework for vulnerable pupils

