



# CITY OF LONDON SCHOOL FOR GIRLS

## FIRE SAFETY POLICY

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Date policy last reviewed:	September 2023
Approved by:	Board of Governors
Date approved:	22 <sup>nd</sup> September 2023
Next review due:	July 2024

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# 1. Introduction

1.1 This document sets out our arrangements for controlling fire risk at City of London School for Girls (CLSG). It has been written with regard to the Regulatory Reform (fire Safety) Order (RRO) 2005, as well as the City of London's Corporate Fire Safety Policy and as stated in that document the Headmistress will act as the Responsible Person, and the CLSG Head of Facilities and Operations will assume the role of Premises Controller and will be accountable for fire safety within the premises under their control and through delegations of tasks.

1.2 Our priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, fire strategy, management plans, protective measures, training / instruction and monitoring. The aim of the fire safety procedures, which is separate to this document, is to ensure that clear guidance is given to ensure that our school community can respond calmly and effectively if fire breaks out.

1.3 The policy has regard to the Government's guidance [Fire safety in new and existing school buildings](#) (2014):

*"Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.*

*Under the [Regulatory Reform \(Fire Safety\) Order 2005](#) (RRO) fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools ([fire safety risk assessment: educational premises](#)). The guide deals with the provision and management of fire safety.*

*You will need to:*

- ensure procedures are in place to reduce the likelihood of fire
- maintain fire detection and alarm systems
- ensure staff and pupils are familiar with emergency evacuation procedures

*It is important that:*

- fire risk assessments are kept up to date and fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)".

1.4 The CLSG Head of Facilities and Operations acts as Fire Safety Coordinator, who is supported by the Senior Deputy Head in implementing this Policy.

1.5 The policy covers the following areas:

- Fire Safety Responsibilities
- Fire Prevention

- Fire Risk Assessment
- Evacuation Plans
- Prevention of Arson

1.6 This policy should be read in conjunction with:

- The Health and Safety Policy
- The Fire Safety Procedures
- CoL guidance: Personal Emergency Evacuations Plans
- The Security Policy
- The Critical Incident Plan
- The City of London Corporation Fire **Safety** Policy and associated guidance documents, which can be found on the [Property Health and Safety page on CoLNET](#).

1.7 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 12 (Fire) and Part 5 (Premises of and accommodation at schools) of the Independent School Standards Regulations.

## 2. Responsibilities

### 2.1 The Head

The Headmistress is accountable for fire safety matters at CLSG and her main responsibilities are set out in the CoL Fire Safety Policy. She works with the Senior Deputy Head and CLSG Head of Facilities and Operations to ensure that the school meets its legal obligations and is responsible for ensuring that:

- Procedures are in place to implement the requirements of the CoL Corporate Fire Policy. In particular, she is accountable for ensuring that fire risk assessments and fire management plans are in place for CLSG;
- The requirements of this fire safety policy and procedures are made known and available to the whole school community;
- Adequate resources are available for fire prevention and fire precautions;
- Responsibilities for fire prevention/precautions are clearly identified and assigned;
- Appropriate instruction and training are provided to staff and pupils.

### 2.2 The Premises Controller (CLSG Head of Facilities and Operations)

The CLSG Head of Facilities and Operations, is responsible for ensuring that:

- A suitable and sufficient fire risk assessment (FRA) is carried out every 5 years, more frequently if required due to changes to the building, by a CoL approved assessor, in line with all CoL FRA guidance and that control measures and recommendations are implemented in a timely manner;
- Fire risk assessments are reviewed yearly and that the CoL Fire Safety Teams Mandating requirements are met;

- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- A suitable and sufficient fire strategy, fire management plan and evacuation procedures are in place, following CoL guidance on [CoLNET](#) and that this is communicated to all relevant stakeholders;
- Ensuring suitable communication with internal and external stakeholders on fire safety within shared premises;
- Escalating fire safety issues to senior managers and any outstanding actions, if significant risk to people or property, to the Headmistress and CoL Fire Safety Team. This should also be documented on the Schools risk register.
- Systems are in place to maintain and test all fire safety equipment i.e. fire doors, alarms systems, emergency lighting, as set out in the CoL Fire Safety Policy and that appropriate records are kept;
- Adequate means of escape are provided for all employees including those with disabilities and all other school users;
- Adequate number of fire marshals are identified and appropriately trained;
- Information, instruction and training is provided to all staff and pupils;
- Everyone in the school (including visitors and contractors) are given clear written instructions on what they should do in the event of fire;
- Records are kept of the fire induction training given to new staff and pupils;
- Procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt;
- The premises fire logbook is maintained and kept up to date;
- Hot works are assessed, and hot works permits are in place;
- That a Guest Emergency Evacuation Plan (GEEP) is in place and that there is a system in place for Personal Emergency Evacuation Plans (PEEPs) to be developed for staff and pupils where necessary;
- Fire incidents and unplanned activation of the fire alarm systems are reported on the [CoL Accident Report Form](#) as described in the CoL Fire Safety Policy.
- CoL Guidance FSGN48 – Fire Safety Unit Notification Process is being adhered to.

### 2.3 Heads of Department and Designated Manager

Heads of Department and Designated Managers are responsible for ensuring that:

- Information regarding fire safety and emergency procedures are provided to new staff on their first day of employment as part of the induction process;
- Fire safety procedures are observed within work locations and risk assessments for activities under their control include any necessary local fire precautions;
- Managers with responsibility for electrical or networks installations, or where highly volatile or flammable substances are used must ensure that fire arrangements and good housekeeping are maintained so as to minimise fire risk.

### 2.4 Responsibilities of teaching staff

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion.

- They are responsible for taking the register at the assembly point (or if not a form tutor/deputy keeping the pupils silent), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Team or SMT. It is the responsibility of the [CLSG Head of Facilities and Operations](#) /SMT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

## 2.5 **All Staff**

All CLSG Employees are responsible for ensuring that:

- They are aware of the fire safety arrangements for CLSG, are fully conversant with the emergency evacuation procedures and assembly point;
- When the fire alarm sounds that they 'sweep' the building as the leave to ensure that all building users are safely evacuating as detailed in the fire procedures;
- They do not increase fire risks by following poor housekeeping and/or waste disposal practices;
- They do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers / blankets, removing signs or notices or blocking call points from clear view;
- Report dangerous situations or fire risks to their manager, the [CLSG Head of Facilities and Operations](#) and the Compliance Team by completing the [CLSG online Health and Safety incident report form](#).

## 2.6 **Pupils, contactor and other persons**

- Form tutors and CLSG Managers will ensure that all pupils, contractors and other persons that attend CLSG are made aware of the current arrangements for emergency evacuation and that they must obey all fire safety instructions;
- Pupils, contractors and other persons must report any fire incidents, however small, and any concerns they may have about fire safety to the [CLSG Head of Facilities and Operations](#).

## 2.7 **Fire marshals**

The Premises Team are the designated Fire Marshals for the school. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training, as set out in the CoL Fire Safety Policy. The [senior member of the premises team on duty](#) (Evacuation Coordinators) will take charge during alarm activation and direct the Fire Marshals to designated roles.

Their duties will include:

- Identifying the location of an activation;
- Confirming whether there is an actual fire or whether it is a false alarm;
- Check areas are clear of all people and close all doors and windows if safe to do so;
- Direct people to the assembly point;
- Report each area is clear to the Evacuation Coordinator;
- Liaising with the emergency services;
- Prevent people from re-entering the building until safe to do so;

- In the absence of a 'buddy' or carer, assist disabled people to the safe refuges and liaise with the Evacuation Coordinator as to next steps;
- Complete inspection of fire safety equipment as directed by the CLSG Head of Facilities and Operations.

2.8 The following staff have specific responsibilities as shown:

<b>Responsibility</b>	<b>Member of Staff</b>
Termly fire practices and emergency evacuation drills ensure that everyone can be safely evacuated in the event of a fire	Senior Deputy Head and CLSG Head of Facilities and Operations
Fire induction for new staff and training of key staff to help to ensure that the School can be safely evacuated in the event of a fire	Senior Deputy Head, HR, Line Managers, CLSG Head of Facilities and Operations
Fire induction and training for pupils	Senior Deputy Head and Form tutors
Testing all fire alarms weekly and recording results	CLSG Head of Facilities and Operations
Keeping fire routes and exits clear	CLSG Head of Facilities and Operations
Ensuring that flammable rubbish and combustible materials are stored away from buildings	CLSG Head of Facilities and Operations
Arranging the annual service and maintenance of fire alarms, smoke detectors, emergency lighting, fire extinguishers and other alarm systems	CLSG Head of Facilities and Operations, in conjunction with the City Surveyor (CoL)
Checking that all Science and Art and DT equipment is switched off, where appropriate, at the end of the school day	Heads of Biology, Chemistry, Physics and Art and DT (working with the relevant technicians)
Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers	Heads of Biology, Chemistry, Physics, Drama and Art and DT (working with the relevant technicians) and CLSG Head of Facilities and Operations
Fixed Electrical Safety Testing	City Surveyor, who will provide the CLSG Head of Facilities and Operations with a copy of current electrical installation certificates
Portable appliance testing	City Surveyors and CLSG Head of Facilities and Operations

All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	City Surveyor and CLSG Head of Facilities and Operations
Carbon Monoxide (CO) detectors are installed, tested and maintained wherever assessed as necessary	CLSG Head of Facilities and Operations
Switching off all kitchen equipment at the end of service	Catering Manager
Implementation of robust permits to work for all physical works on the fabric of the buildings and associated equipment, including hot works	CLSG Head of Facilities and Operations

### 3. Fire Prevention

- 3.1 All members of staff are to ensure that they comply with the following basic safety rules:
- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for other purposes. When such materials are retained, they must be kept tidily in designated storage areas.
  - All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
  - Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
  - Rubbish must be placed in metal bins or areas made of a non-combustible material. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards, etc.). Particular attention should be paid to general tidiness and areas around electrical appliances.
  - The stationery store and other cupboards containing stationery and other combustible materials to be kept locked and tidy.
  - Boiler rooms must be kept clear, clean and locked.
  - Electrical equipment must be used properly and kept in safe working order. Electrical sockets must not be overloaded and use of extension leads must be kept to a minimum.
  - Clothing and costumes are often highly inflammable, they must be stored tidily and well away from any heat source.

## 4.0 Fire risk assessment

- 4.1 A requirement of the RRFSO is the completion of a Fire Risk Assessment (FRA) to determine the risk of fire occurring and identifying the precaution necessary to eliminate, reduce or manage the risk. To ensure a suitable and sufficient FRA is produced [the CLSG Head of Facilities and Operations](#) will follow the information contained in the CoL Fire Safety Policy, as well as the published documents (available on COLNET):
- Fire Safety Guidance Note FSGN79 – External FRA Companies
  - Fire Safety Guidance Note FSGN77 - Ordering External Fire Risk Assessment
  - Fire Safety Guidance Note FSGN56 – Fire Safety Assessment Review (Yearly Mandating)
  - Col FRA Cover Page and Template
- 4.2 A full FRA will be completed every 5 years, in line with FSGN79, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. This will be completed by a competent assessor approved by the CoL and the standard CoL FRA Cover page and template will be used to ensure consistency across the City's portfolio.
- 4.3 CoL require yearly mandating (assessment review) of all FRAs as set out in FSGN56, this process will be managed by the [CLSG Head of Facilities and Operations](#).
- 4.4 The recommendations and action plan from the FRA will be managed by the [CLSG Head of Facilities and Operations](#) assisted by their Team and the [City Schools Health and Safety Apprentice](#).

## 5. Evacuation Plans

- 5.1 The Head, or another member of staff as delegated by the Head (such as [the Senior Deputy Head and / or CLSG Head of Facilities and Operations](#)), will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- save life
  - prevent injury
  - minimise loss
- 5.2 [The emergency plans are based on this sequence of priorities. The Appendices within the Fire Safety Procedures set out the emergency plans in detail for the following areas:](#)
- [Fire Evacuation Procedures \(Appendix 1\)](#)
  - [Fire Evacuation Notice \(Appendix 2\)](#)
  - [Procedure for evacuation during break times or class change \(Appendix 3\)](#)
  - [Fire Evacuation Routes \(Appendix 4\)](#)



- Procedure for Evacuation of the building by Disabled People and those unable to use stairs (Appendix 5)
  - Procedure for Evacuation during Public Exams (Appendix 6)
- 5.3 All new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at the City of London School for Girls as part of their induction. The Fire Evacuation Instructions (Appendix 2) are displayed on the walls of all classrooms.
- 5.4 All staff are to familiarise themselves with the nearest available exit route out of the building from rooms where they teach or work. Staff should also make themselves aware of alternative routes to evacuate the building in the event that your nominated escape route cannot be used for any reason.

## **6. Personal Emergency Evacuation Plans and Guest Emergency Evacuation Plans**

- 6.1 Personal Emergency Evacuation Plans (PEEPs) are a pre-planning system, for staff, and others, to ensure the adequacy of the emergency arrangements for staff, pupils and other frequent users of the school's premises who may require support or assistance.
- 6.2 A PEEP is a process used to explore what individuals may need in an emergency evacuation to ensure they can leave the building safely and in a timely manner. The aim of the completed PEEP is to identify any assistance, aids, information or building adjustments that may be required to ensure that evacuation is as independent and safe as possible. The PEEP, once agreed with the individual concerned, may be used to inform staff or others, but only with the agreement of the individual.
- 6.3 PEEPs are drawn up, as required, in the school in line with the City of London Corporation's *Guidance: Personal Emergency Evacuation Plans (PEEPs)* (HSG22)
- 6.4 Any disabled pupil or member of staff will be subject to a Personal Emergency Evacuation Plan (PEEP), which will be drawn up in consultation with the School Nurse and form tutor or line manager.
- 6.5 A PEEP may also need to be drawn up where a pupil or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness). It is the responsibility of form tutors to ensure the school nurse is aware that pupils require a temporary PEEP before the pupil returns to school.
- 6.6 A Guest Personal Emergency Evacuation Plan (GEEP) will be completed for disabled visitors in advance of their visit, where we are made aware of any impairment that puts them at a disadvantage in the event of an emergency. We also have generic GEEPs for

instances where notice has not been given and these can be obtained from the [CLSG Head of Facilities and Operations or City Schools Health and Safety Apprentice](#).

- 6.7 We have designated safe refuge points on every floor of every building, with signs advising of their location.

## **7. Visitors and contractors**

- 7.1 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They will be made aware of the emergency procedures by both the Receptionist and by the person they are visiting. The procedures are outlined in a visitor information booklet provided to all visitors.

- 7.2 In the event of a fire alarm activation, any visitor who has not been collected will remain the responsibility of the receptionist. It is for the receptionist to direct them to the assembly point.

- 7.3 When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

## **8. Training**

- 8.1 All new employees must be informed of the fire safety provisions at CLSG. As part of their induction training on their first day, they are made aware of these provisions and it is recorded on their induction document.

- 8.2 Staff are to be advised of the following:

- Fire action arrangements
- Location of fire exits
- Location of firefighting equipment
- Name of Fire Safety Coordinator ([CLSG Head of Facilities and Operations](#))
- The importance of fire/smoke doors and the need to close all doors at the time of a fire and on hearing the fire alarm
- Evacuation routes
- Refuge points
- Assembly point

- 8.3 All employees must complete the CoL online fire safety training as part of the corporation's induction training within the first 2 weeks of starting. This fire safety module must be repeated at least every 3 years.

- 8.4 Fire drills form part of our fire safety training and the whole school community are expected to participate in termly drills.
- 8.5 Pupils are to be informed of the fire procedures at CLSG on their first day and at the start of each academic year.
- 8.6 Fire marshals must attend fire marshal training every 3 years, this will include the use of fire extinguishers.
- 8.7 The [CLSG Head of Facilities and Operations](#) is also expected to attend CoL fire safety briefings which will advise them on their specific fire management plan duties.
- 8.8 Additional fire safety training will be reviewed dependant on departmental need i.e. fire extinguisher training, evac chair training, fire door maintenance training.

## **9. Letting and hiring of the school**

- 9.1 Our standard contractual terms, that we use for letting and hiring the school, covers fire safety and specifies that the hirer should certify that [they have](#) read and understood the school's fire safety policy and procedures. A member of the Premises Team is always on duty when the school is let or hired for an outside function or event.
- 9.2 Regular hires to the school will undertake their own termly fire drill. A record of this will be kept by the hirer, [a copy provided to the school](#), and any findings will be reported back to the [CLSG Head of Facilities and Operations](#)

## **10. Fire Strategy and Occupancy numbers**

- 10.1 The fire strategy outlines a strategy to aid the effective planning, organisation, control, monitoring and review of the preventative and proactive measures provided for fire safety at CLSG. This document will be updated following any major building works or following any material changes.
- 10.2 As part of the fire strategy maximum occupancy numbers are calculated following an assessment of means of escape, floor level, size of fire doors and available exits, to ensure safe means of escape of building and room users. Capacity numbers for all areas of the building are available from the [CLSG Head of Facilities and Operations](#) and must not be exceeded.

## **11. Prevention of Arson**

- 11.1 The school's approach relating to the Prevention of Arson is given in Appendix 1.

# Appendix 1: Prevention of Arson

## 1.1 Introduction

Arson attacks on schools are serious and frequent. Twenty schools a week suffer an arson attack in the UK. A third of these happen during normal school hours. Around 90,000 children are affected by school arson each year.

Arsonists are most commonly 10–18 years of age and live in the local area. School arson is frequently carried out by either a pupil, ex-pupil or someone with siblings at the school. Many arson attacks are opportunist.

## 1.2 Practical Advice on combating Arson in schools

Schools can protect themselves against the threat of arson with a few simple techniques. Protection does not need to mean 24-hour security, expensive alarm systems or hours of risk assessment. A few simple, low-cost housekeeping techniques can help to reduce the vulnerability of a school to arson and vandalism.

This appendix on the Prevention of Arson at the School has been developed in line with the Fire Safety Advice Centre (FSAC) guidance [How to Combat Arson in Schools](#), which gives some practical advice for schools as to how to make themselves less of a target. Not only will this reduce the risk of arson but will also improve security and the health and safety standards of the school. The guidance is addressed primarily at school governors, head teachers and their deputies, school premises managers and risk managers. It aims to alert those responsible for school premises to the continuing dangers of arson attacks on schools and suggests means by which such a potential can be reduced.

## 1.3 Prevention of Arson During School Hours

### 1.3.1 Education

- Staff should be made aware of the potential for daytime fires to occur (few schools have risk assessments for fire that mention daytime arson as a potential risk). Headteachers should be aware that they are responsible for the legal requirement to carry out and maintain risk assessments in case of fire. In particular, staff should be made aware of the danger of pupils being unsupervised in common rooms and corridors.
- Parents should be notified about occurrences of fires at their children's school. They should also be informed if arson is known, or suspected, to be the cause. This should be repeated whenever an incident occurs.
- Fire Safety Awareness sessions (including the risks of malicious calls) provided by the local fire service, should be held at regular intervals for all pupils.
- Regular fire drills should be undertaken as part of the Risk Assessment and records of them should be kept.
- Pupils should be told regularly that cigarette lighters and matches are not allowed in schools. Any breach should be treated as a serious disciplinary matter.

- Pupils who are suspected of involvement in starting fires should be considered for referral to Fire Service *fire setting aversion* schemes (there are different names for these schemes). Consultation with parents is essential as these schemes are often conducted at home.
- Members of staff responsible for PSHE should consider making fire issues and risks a part of everyday school life.
- All fires, no matter how small, should be reported to the Fire Brigade<sup>1</sup>. Sometimes waste bin fires and the like are not considered worthy of reporting, or staff feel embarrassed or think of the repercussions. The Fire Brigade will understand and can assist with possible solutions to prevent further occurrences.

### 1.3.2 Prevention

- Architects responsible for school building projects (new and alterations to existing) should consult with Fire Service and Insurance specialists.
- Stores in and around the School that contain combustible materials should be kept locked.
- Stores that contain chemicals and hazardous materials, often adjacent to chemistry laboratories, should be well managed, clean and kept locked. The Fire Brigade should be advised of the location of such rooms for their records.
- Waste bins and wheelie bins should be located well away from the buildings, preferably in locked compounds. Waste skips used for any purpose should be located well away from buildings but not near perimeter fences or walls. Litter bins should be emptied before / at start of lunch break and at the end of each school day.

## 1.4 Prevention of Arson Outside of School Hours

### 1.4.1 Deter unauthorised entry onto the site

Ensure perimeter fencing is maintained in good order and consider the use of boundary signs to deter intruders, particularly at vulnerable spots, or areas known to be used for unauthorized access to your site.

### 1.4.2 Prevent unauthorized entry into the building

The easiest points of entry into school premises will be via the doors and windows. Skylights are also a weak point unless fitted with internal bars or grills. Ensure the burglar alarm system is maintained fully functional.

### 1.4.3 Reduce the opportunity for an intruder to start a fire

Arsonists seldom bring combustible items with them but tend to use what is available on site. External combustible storage within the school should be removed or located elsewhere.

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<sup>1</sup> Small fires should be reported via the School's Health and Safety reporting procedures; the [Senior Deputy Head and / or CLSG Head of Facilities and Operations](#) will notify the Fire Brigade where appropriate.

#### 1.4.4 **Reduce the scope for potential fire damage**

Closing all doors at night will help contain any fire or smoke within the room of origin, or at the very least, slow down the rate of fire growth.

#### 1.4.5 **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan**

The time and effort put into creating a plan will pay dividends in the event of a serious fire, whether started accidentally or deliberately.

### 1.5 **Specific steps to reduce the risk of arson at the School**

- The security of the building is maintained by always having staff on duty at the main points of entry including Reception (during core opening times) and Prep Roof Gate from the Podium (during designated opening hours).
- When not in use, flammable materials are to be locked away in the correct storage containers / appropriate cupboards / locked prep rooms:
  - Science Area
  - Art department and DT
  - Drama
  - Workshops
  - Parking / Garage
- Fire Prevention is included in the PSHE programme.
- Fire inspections are undertaken regularly including vulnerable areas (such as those mentioned above)
- The Barbican Estate is closely monitored by the City of London Corporation with information provided to residents in the Good Neighbour Guide regarding management expectation within the common areas and refuse.