



Fire Safety Policy

Signed by headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

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Fire Safety

AI Generated Summary

-  **Preventing fire** is vital – staff must follow safety rules and act carefully.
-  **Life comes first** – evacuate pupils immediately; only tackle a fire if it's safe.
-  **Drills happen termly**, alarms are tested weekly, and exits must always be clear.
-  Fire doors must stay closed, and electrical equipment should be switched off daily.
-  **Plans are in place** to support safe evacuation for disabled pupils and staff.
-  In a fire: raise the alarm, evacuate silently, go to the **playground assembly point**, and don't return until told it's safe.

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions. Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Key Personnel

Fire Marshal: Amy Hughes, Dave Puckett, Kirsty Niziolek,

Appropriate person: Amy Hughes

Fire Safety Officer: Dave Puckett

Fire Wardens: Teresa Taylor, Tracey Meddings, Kim Abbott

- **Fire Safety Officer:** The Fire Safety Officer performs regular fire safety inspections ensuring that the school facilities meet all necessary codes and regulations. They also review the fire risk assessment annually.
- **Fire Marshal:** The Fire Marshals role is to coordinate information from Fire Wardens regarding the evacuation of the building, any relevant details regarding a possible fire, whilst ensuring the safe assembly of persons leaving the building. It is also their responsibility to liaise with emergency services upon their arrival. The Fire Marshals must be notified of any notable staff absence and are responsible for making adequate arrangements to cover specific duties and responsibilities for leave, courses and periods of sickness.
- **Fire Wardens:** The Fire Warden's primary responsibility is to manage the evacuation of all persons from his/her designated area during a fire or other emergency.

Fire Risk Assessments

A risk assessment has been carried out by an approved organisation and the following procedures should be followed:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment annually
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive guidance on our fire procedures during induction. The training will be recorded in the induction pack. All members of staff will receive refresher training as and when necessary.

Visitors

Accompanied visitors receive general guidance from the office team on our fire procedures when they sign in, including on their visitor lanyards. All rooms have instructions displayed on where the nearest evacuation meeting point is and evacuation routes are pointed out. All fire exits are clearly labelled.

Disabled Evacuation

All fire exits are wide enough to enable wheelchair users to leave the building easily and safely. Children and adults with hearing difficulties should be placed in West Room if possible where there are flashing fire alarms. Risk assessments will be carried out on all disabled people to ensure safe evacuation and a Personal Evacuation Plan drawn up.

Fire Drills

Fire drills will be carried out once a term at different times of the day and involving different groups. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook. The Fire Safety Officer, who will not normally inform other members of staff, will instigate emergency drills. However, the person who is responsible for calling the emergency services will always be aware that an emergency drill is to take place, and the alarm monitoring company should be asked to put the alarm in test mode for the duration of the test. This is so that the emergency services are not alerted unnecessarily. Emergency drills should be carried out at different times of the day so that pupils are aware of the different exit routes from the different parts of the school.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Fire Safety Officer. Each alarm point is numbered and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting is tested each month by an external supplier and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Check that their exit doors in classrooms are unlocked when they arrive in school. The Site Manager or in his absence the appointed key holder, will ensure the building is secured at the end of the day:
- Fire doors will not be propped open
- Exit doors are not blocked
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV, fans, laminator toaster, etc) are to be switched off and where possible unplugged everyday.
- All electrical items, plugs and cables are checked each year in PAT testing
- The fire blanket is stored by the cooker

Smoking

Smoking is prohibited in or around the school and grounds.

ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

Discovering a fire

1. If you discover a fire, operate the nearest fire alarm call point by breaking the glass. This will automatically dial through to the fire brigade.
2. If you hear the fire alarm, evacuate the premises immediately and use the nearest fire exit as detailed in the evacuation procedure for the school.
3. Do not attempt to extinguish the fire

On hearing fire alarm

1. Close all doors and windows if possible.
2. Proceed to your assembly point
3. A member of the office staff will provide a paper copy of the register and check for staff and visitors on the sign in inventory.
4. Class teachers will call the register and once all the children are accounted for, hold the register in the air to signify that all children are out
5. Office staff to ensure Fire Marshals have required information (register, building information eg gas/electric shut off & hazardous store location) to liaise with Emergency Service upon arrival. A Fire Warden to remain in front of the building.
6. Everyone should stand in silence.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished, do not disturb any evidence which could indicate the cause of the fire.
3. Either a fire warden or a member of the leadership team will ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

Classrooms

Escort your class from the building checking all areas of the classroom. If small groups of children outside the classroom are being taught, ensure they are also alerted. Take out the medical bag and close windows and doors if possible. Teaching assistants will take responsibility for their own children who may have additional needs.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If any route is cut off for exit, all will exit by the nearest door and wait safely with their adult outside.

ASSEMBLY POINT

The playground

All staff with registers will hold their registers above their head to indicate that the roll call is complete.

Policy Reviewed: October 2025

Fire Evacuation Procedure - IN CASE OF FIRE

Please leave by the correct exit IN SILENCE

Medical Bags to be taken OUTSIDE



PRE-SCHOOL

Through patio doors into canopy area and playground

RECEPTION CLASS

Through north (white) door to playground

YEARS 1,2,3,4,5 and 6

Through patio doors to playground

HALL

2 fire exits available. Double doors to car park and/or preschool – meet in playground

KITCHEN STAFF

Exit through the kitchen entrance or school hall exits and meet in the playground

STAFF ROOM

Exit through main entrance or Year 5/6 classrooms

OFFICE STAFF

Exit through the main entrance or year 6 classroom with registers and device for visitor/staff inventory

HEADTEACHER'S ROOM

Exit through year 6 classroom

HAPPY PLACE

Leave by the East door of the room, down stairs, out of the East door – join class in the playground.

LIBRARY

Follow signs and exit through the door nearest to the entrance and descend stairs to leave the building by Year 6.

BOOSTER ROOM

Downstairs and through the year 6 class to East path – join class in playground

SEN ROOM / SENCO OFFICE

Downstairs and through north door – join class in playground

CLOSE ALL DOORS

DO NOT RUN

All classes gather in the playground SILENTLY in register order.

Registers will be given out on the playground

Registers to be held above head when roll call complete





