



FIRE SAFETY POLICY

Rationale

Fire safety will be managed in accordance with the Regulatory Reform (Fire Safety) Order 2005. Everyone who enters these premises is responsible for ensuring fire safety. The designated 'responsible person' or Fire Safety officer is the Bursar. We have also trained staff who are based in different areas of the school as designated 'competent persons' to assist in taking preventative and protective measures including fire fighting and evacuation.

The School aims to provide a risk assessment-based approach to fire prevention using clear and relevant information, as a duty of care to all pupils, employees and visitors. The School will look at ways of preventing fire from occurring in the first place by removing or reducing hazards and risks (ignition sources) and then planning precautions to ensure that people are adequately protected if a fire was still to occur. The fire risk assessment will take into consideration the effect that a fire may have on anyone in or around the premises plus neighbouring property. This risk assessment will be reviewed annually and shared with Governors.

Nonemployees, such as work experience students, parent helpers and sports coaches must be informed of relevant risks to them and be provided with information about who is the competent person(s) and about fire safety procedures for the premises.

All visitors will be asked to read the sheet at the signing in table so they are aware of procedures should there be a fire.

The presence of any dangerous substances must be considered and then risk assessed. A suitable means of contacting the emergency services and providing them with any relevant information about such substances will be established.

All staff will be provided with appropriate fire safety information and training (during their normal working hours), when they start employment in this School and regularly throughout their employment. Every attempt to ensure the meeting of the requirements of the Fire Safety law will be made promptly and effectively.

Control Measures

- No smoking is allowed anywhere within the school's boundaries.
- Elimination or reduction of risks i.e. separating flammable materials from ignition sources.
- Procedures to be followed in the event of a fire occurring are detailed in the Health and Safety Manual as are Evacuation procedures. These are also displayed, along with the building plans, next to the main entrance/exit doors of the main building and infant block.
- Provision and maintenance of fire equipment
- Provision and maintenance of emergency lighting
- Correct type and sufficient quantities of fire signs and notices
- Ensure that staff, pupils and visitors receive the appropriate instruction/training e.g. actions to be taken in the event of a fire and fire evacuation drills.
- Suitable means of detecting and raising the alarm in the event of a fire
- Adequate emergency escape routes and exits
- The appropriate type and sufficient quantities of fire extinguishers
- Suitable provisions for the protection of Local Fire Authority Service personnel, i.e. clear access into building, fire detection systems properly maintained

Maintenance and Record Keeping

The following maintenance and record keeping systems are in place to ensure that regular and thorough care is taken to prevent a fire from occurring or if this is impossible, procedures and equipment in place to deal with such an occurrence.

- Recording of a fire risk assessment with review dates
- Recording of significant findings of fire risk assessments
- Recording of firefighting arrangements in place to control the fire risk, including testing and maintenance of fire fighting equipment by a competent person
- Carrying out of weekly tests of fire alarm system, monthly for emergency lighting and to record and deal with any faults immediately. Organise annual maintenance of above carried out by a competent person
- Annual Portable Appliance Testing to be carried out by a suitably trained person
- Recording of fire training and instruction
- Recording of termly fire drills including date, evacuation time and any other problems encountered
- Carrying out and recording of termly 'safety walks' with details of any problems encountered. Checks on passive systems i.e. fire doors
- Checking that the control panel shows that all electrical fire detection and alarm systems are working, and if not, that all faults are recorded and dealt with immediately
- Recording of false alarms
- Recording of policy reviews
- Ensure 5-year testing of whole school electrical system is undertaken and recorded by qualified electrician.

Evacuation Procedures

In the event of the fire alarm sounding, all personnel should evacuate the building via the nearest exit. These are as follows:

Infant block – through classroom fire escape doors or main doors to block – whichever is closer.

Main building – through designated fire escape doors wherever possible. The Year 3 classroom is evacuated through the school front door.

Upper floors – Years 4 and 5 use the external fire escape from their classrooms.

Top floor – all rooms on the top floor are evacuated through the Year 4 external fire escape.

Staffroom/kitchen – evacuate via the Year 5 external fire escape.

In the event of a fire breaking out during lunchtime, the following evacuation procedures will apply:

From the school hall – the hall will be roughly divided into two halves, children at the front of the hall (which will include EYFS children) should evacuate through the side fire door onto the front of the school and line up in the marked zones. Children in the back of the hall will evacuate through the side door in the PE corridor and line up on the playground marked zones. One member of the lunch staff will accompany the children from the back of the hall and sweep the changing room toilets enroute. The remaining lunchtime staff will evacuate through the side door at the front to supervise the younger children. Office staff and members of staff in the staffroom will evacuate to the front of the school to assist with supervision.

Any children in other areas of the school will evacuate following the usual procedures, through the nearest exit. In the event of a wet break/lunchtime, children will evacuate through the nearest exit.

Please note: In the event of an evacuation during a break or lunchtime, it is expected that all staff on the premises will assist with the safe evacuation and supervision of the children in line with the duty of care placed upon them.

After school clubs should evacuate using the above routes.

Kids' Club should evacuate through the main doors of the infant block.

Class teachers should be aware of any children who may be in the toilet when the fire alarm sounds. Class teachers are responsible for the safe evacuation of children in their class; teaching assistants working with the class should carry out a 'sweep' of toilets as they leave the building to ensure no one remains inside.

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
Emma Gibson	Theresa Wright	Spring 2025	Autumn 2026	2