

St Mary Magdalene C of E Primary School

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Fire Safety Policy

2025

Policy:	Fire Safety
Approved by:	Headteacher
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VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
2022	28.11.22	R Watson	New Policy
2023	30.11.23	B Enever	Updated legal 1. Framework DfE 2022 Updated 3. Risk assessments Updated 4. Preventative measures Updated 4. Provision and maintenance of emergency routes Introduced section 10. Detection equipment Change to fire marshall's route
2025	10.7.25	E Cave	Updated vision and values Updated 1. Legal Framework - DfE (2024) 'Good estate management for schools' Updated 4. Preventative Measures - Maintenance and Preventative Measures Updated 1.1.1 Emergency Evacuation of the Building – Actions to be taken when the fire alarm sounds o point 6 and 7.

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Risk assessments and checklists](#)
4. [Preventative measures](#)
5. [Educating pupils](#)
6. [Measures for disabled people](#)
7. [Cooking facilities](#)
8. [Fire hazards](#)
9. [Procedure in the event of a fire](#)
10. [Detection equipment](#)
11. [Protection equipment](#)
12. [Fire drills](#)
13. [Staff training](#)
14. [Monitoring and review](#)

Statement of Intent

St Mary Magdalene CE Primary School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

This policy is written in line with our school values:

We choose courage over comfort because we know that 'the Lord our God is with us' (Joshua 1:9).

Courage

We are called to create an environment where both children and staff aspire to be, and give, their best. Everyone is emboldened to take risks, overcome challenges and be courageous in their efforts to achieve their potential. Leaders make bold curriculum choices that enable children to:

- gain knowledge, skills and experiences to navigate life in an evolving world; and
- develop characteristics such as self-belief, ambition, and resilience to overcome life's challenges.

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God is with you."
(Joshua 1:9)

Love

Jesus embodies the love and compassion of God for each person, and Christians are called to follow him in this. In our family, love impels us to:

- put others' needs above our own;
- act with humility and without entitlement;
- empower all our community to flourish and succeed;
- provide a haven of compassion and safety, where children and adults know that they are cherished; and
- support those experiencing suffering and sadness – in our community and beyond.

"Let all that you do be done in love." (1 Corinthians 16:14)

Respect

We seek to model to children an ethos of living well together. The flourishing of pupils goes hand in hand with the flourishing of the wider school community: staff, families, governors and friends of the school. Just as Jesus respected people by taking the time to care for them, we endeavor to:

- celebrate the Christian faith;
- foster deep respect for other cultures, faiths and traditions;

- provide an inclusive environment where special provision is afforded to those with disabilities or special educational needs; and
- challenge inequality.

“Whatever you wish that others would do to you, do also to them.” (Matthew 7:12)

Forgiveness

Faults, flaws, and mistakes are an unavoidable part of human life. Though Jesus preached the importance of repentance, even in moments of great personal torture, he prayed for forgiveness for his tormentors. Therefore, in our family, we seek to:

- hold ourselves and others accountable for our/their actions;
- have a robust approach to dealing with situations when things go wrong;
- repent when we fall short of our own and others’ expectations; and
- forgive others for their indiscretions.

“If your brother sins, rebuke him, and if he repents, forgive him.” (Luke 17:3)

Honesty

An honest person makes a habit of making accurate, trustworthy statements about life, self, others, and God; they represent themselves just as they are and tell others the truth about themselves. That said, the Bible tells us that honesty should always be accompanied by gentleness (Colossians 4:6). With this in mind, we strive to build kind and trusting relationships by:

- speaking and acting with integrity;
- ensuring that children have a strong voice in every aspect of school life, and acting on this; and
- working openly and compassionately with others, even when messages might be difficult to give or receive.

“And you will know the truth, and the truth will set you free.” (John 8:32)

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) ‘Fire safety risk assessment: educational premises’
- DfE (2015) ‘Supporting Pupils at School with Medical Conditions’
- DfE (2024) ‘Good estate management for schools’

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Lockdown and Evacuation Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)

- Fire Safety Risk Assessment

2. Roles and Responsibilities

The governing board, in consultation with the headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The Governing Board will provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
- Adequate funds to ensure the training of the fire safety officer and all other staff.

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the FSO to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The Fire Safety Officer will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least **once per term** undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least **once per year**.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.

- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the fire safety officer and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the Fire Safety Officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer and/or the designated health and safety officer.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the headteacher and fire safety officer in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the fire safety officer and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the headteacher or fire safety officer.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is Y6 Playground for KS2 pupils and Main Playground for Foundation and KS1 pupils
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

3. Risk Assessments and Checklists

The Fire Safety Officer, in cooperation with the headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place. The Fire Safety Officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

Annual assessments of high-risk areas, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other lower-risk areas of the school. The Fire Risk Assessments will be reviewed by the Fire Safety Officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

4. Preventative Measures

The fire safety officer will inspect the school's fire prevention measures once per month to ensure the school is achieving maximum fire safety.

The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Hose reels
- Fixed systems, e.g. sprinkler systems
- Facilities for the fire service, including:
 - Dry risers
 - Access for emergency vehicles
 - Emergency switches for installations
 - Firefighting lifts
 - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding and using bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities. Relevant risk assessments will be undertaken before using certain equipment.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good Housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained,

the risk of fire spreading is vastly increased. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits

As part of the school's monthly fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

Maintenance and Preventative Measures

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher.

Fire blankets will be inspected at least annually and replaced as required.

Hose reels will only be used by the fire service; however, the school will ensure that hose reels are inspected on a yearly basis by a competent person. Hose reels will also be recorded in the risk assessment for Legionella and maintained accordingly.

Fixed systems will be inspected on an annual basis or to the manufacturer's guidelines. A record will be kept of any maintenance and testing.

The school will ensure that all facilities for the use of the fire service are maintained and kept in good order.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. The school will also conduct a more detailed condition test every six months, including a three hour battery test by a competent person.

Any lightning protection such as lightning conductors and surge protection will be inspected and tested at least annually. A fully qualified engineer will be responsible for ensuring that all joints and bonds are not corroded and still have electrical continuity.

5. Educating Pupils

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during RSE lessons.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

6. Measures for disabled people

The fire safety officer and headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer. This may include being led out by a teacher.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

Evacuation procedures for disabled people

People with mobility impairments: People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

People with hearing disabilities: People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The school will provide the appropriate alternative means of alarm.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school kitchen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school kitchen will be thoroughly cleaned at the end of each day by the school's catering team, to ensure potential fire hazards, such as excess grease, are mitigated.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Staff members will report any defective equipment to the site manager, fire safety officer or headteacher as soon as possible.

8. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept in a secure compound.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the fire safety officer. Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

9. Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called, automatically by the automated fire alarm system.

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and headteacher once per year, to ensure it is accurate and relevant.

10. Detection Equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with **two** smoke and heat detectors.

Fire detection and alarm systems will be tested each week. A competent person will test the smoke and fire detectors; any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

11. Protection Equipment

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

Fire extinguishers are placed in strategic points around the school

All fire protection equipment will be checked by the fire safety officer termly.

The fire safety officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly by the site manager to ensure it remains in full working order, and remedial action taken in the event of a failure. The site manager will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

12. Fire Drills

The fire safety officer will carry out random fire drills at least **once** per **term**. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers.

The fire safety officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

13. Staff Training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the fire safety officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005.

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

14. Monitoring and Review

This policy will be reviewed annually by the fire safety officer and the headteacher, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

The next scheduled review for this policy is **July 2026**

1.1.1 Emergency Evacuation of the Building

1.1.2 Action to take in the event of a fire

All staff, pupils and other visitors including contractors must know what action to take in the event of fire, including the following information.

All staff must be fully informed of the schools procedures during the emergency evacuation of the building, including any PEEPs.

1.1.2.1 1) On discovering a fire:

- Instruct anyone in the immediate area to evacuate verbally.
- Sound the fire alarm, by breaking the nearest 'break glass' call point
- ONLY USE FIRE EXTINGUISHERS if there is immediate danger to LIFE, and you have been trained to do so.
- Follow the action to be taken in the event of hearing the fire alarm.

1.1.2.2 2) On hearing the fire alarm:

ACTION TO BE TAKEN WHEN THE FIRE ALARM SOUNDS

The Fire Marshals will do a sweep of the building to ensure the building is evacuated and to re-direct the evacuation if necessary. They will also close the fire doors in the corridors, and then report to the assembly point.

The Head Teacher (Fire Marshall) will sweep from the Head Teacher's office through to Year 6 and onwards (including toilets.)

The Office Manager will sweep from the school office, school toilets (staff and pupil), the meeting room, through the hall and meet up with the Head Teacher.

All members of staff will take responsibility for the evacuation of the building in the following way:

1. Keep pupils calm.
2. All pupils must be quiet and walk, not run, during the evacuation.
3. Pupils must be led quietly to the nearest exit. Pupils should not stop to pick up bags. They must **not** hold the door open to let others pass.
4. Follow the 'Green Exit' signs, or use the nearest available exit.
5. Exit point

Foundation: Straight ahead from the classroom through the cloakroom door

Year 1: Fire exit in classroom

Year 2: Year 2 cloakroom

Year 3: Fire exit in classroom

Year 4: Year 4 cloakroom

Year 5: Fire exit in classroom

Year 6: Year 6 cloakroom

Nurture Room: Fire exit

Meeting Room: Year 6 cloakroom

- Foundation and KS1 to assemble on the Main Playground
- KS2 to assemble outside of Year 6 on the Year 6 playground.
- Visitors to take their nearest exit.
- Contractors to assemble outside of the main office
- Both Fire Marshalls to carry a mobile phone or walkie talkie to liaise with each other and confirm all present. Additionally, they should both have access to the 'Sign In' app on their mobile devices to check visitor and staff attendance.

6. Fire Marshalls should carry out a device with access to Scholar Pack and the 'Sign In' app. They should also ensure that they take the 'Off-site Register' file to cross match with fire lists.

7. Teachers should take school iPads out to the evacuation points and immediately perform a headcount. Next, teachers to use Scholar Pack to register pupils and report to the Fire Marshall on site as correct, or the names of missing pupils. If necessary, a search is organised. If all pupils are present, person in charge of the class to raise their hand to signify a head count and register has been performed.

9. Office staff to check staff attendance and visitor attendance via the 'Sign In' app and report to senior person on site as correct or the names of any missing member of staff.

1) SUMMONING THE FIRE & RESCUE SERVICE

The fire alarm links to the fire service automatically. Other emergency services will be called if necessary.

The senior person on site will be responsible for liaising with the chief fire officer attending as to the layout of the building and any possible missing persons.

In the event of any casualties, these will be looked after by the designated first aid person, who will have the responsibility for liaising with the ambulance service.

Persons must remain at the assembly point until they are informed by either the fire brigade or by the senior person on site that it is safe to return to the building.

Special Considerations

Disabilities

In the event of a pupil, staff member or visitor having a disability the head teacher shall agree case by case arrangements for the safe early warning and evacuation of the individual. (see individual PEEP)

Break/ Lunch Times

In the event of alarm activation during break/lunch times, the senior person on site shall delegate a member of staff to facilitate the movement of pupils to the main playground, whilst they conduct an internal sweep of the building.

Evening performances

At the planning stage of any out of hour's use of the premises the lead member of staff must notify the head teacher of;

- The total number and location of people expected to attend site
- Activities likely to increase the potential risk for fire, cooking, use of candles etc.
- The proposed fire evacuation plan, and escape routes
- The person responsible for checking that fire exit doors are functional and other fire precautions are in place before the public are admitted.
- The person responsible for calling the emergency services.
- The means of ensuring there are no areas of overcrowding; exits and gangways are kept clear; and
- The needs of any people with disabilities.
- The method of communicating the emergency procedure to the public
-

In the event of a fire:

The senior person on site should

- ensure the fire alarm has been activated
- verbally direct attendees as to the nearest safe exit
- ensure the emergency services have been contacted
- ensure a sweep of the building has been conducted
- liaise with the senior fire officer attending
- co-ordinate the post incident action

iii) Post Incident Action

Following an incident involving a fire, it is the responsibility of the senior person on site to ensure

that the Head teacher has been informed. Any clean up is not started until the investigation is complete, and a manager has given authorisation to do so. All clean up and disposal of waste must be in line with Health, Safety and Environmental Procedures.

Following any fire the Head Teacher shall investigate if the procedures were sufficient to deal with the situation and if any improvements could be made, altering procedures as necessary and ensuring action is taken to prevent reoccurrence.