

Fire safety Policy



Date: Sept 2025

Review Date: Sept 2026

Responsible person: Jonathan Munding

1. Emergency Signage and Instructions

- Emergency exits, assembly points, and instructions are clearly marked or illuminated with safety signs and notices.
- Signage is suitably highlighted and of reasonable size.
- Signage is checked periodically by the responsible fire warden and recorded in the fire safety folder. (Appendix1, Fire Safety Checklist).
- Evaluated in the Fire Risk Assessment to ensure compliance with fire regulations.

2. Emergency Lighting

- Classrooms, offices and corridors are fitted with emergency lighting of suitable illumination.
- Emergency lighting is visually inspected weekly by the responsible fire warden and recorded in the fire safety folder. (Appendix1, Fire Safety Checklist).
- FM hold records of annual or periodic testing.
- Inspected in the Fire Risk Assessment to ensure compliance with fire regulations.

3. Emergency Exits

- Emergency exits and routes must be kept clear at all times.
- Routes to emergency exits lead as directly as possible to a place of safety.
- Emergency doors open in the direction of escape.
- Doors are easily and immediately openable without the use of keys or special tools
- The number, distribution, and dimensions of emergency exits must be appropriate for occupant needs (including those with disabilities).
- Exits are checked each day to ensure they are free from obstruction and operate efficiently by a competent person.
- The responsible fire warden will record weekly checks of fire doors in the fire safety folder (Appendix1, Fire Safety Checklist and Record of Tests of Fire Alarm Systems, Fire Exit Routes and Door Inspections).
- Inspected in the Fire Risk Assessment to ensure compliance with fire regulations.

4. Fire Detection

- Call points and smoke sensors are periodically checked by the responsible Fire Warden and recorded in the fire safety folder. (Record of Tests of Fire Alarm Systems, Fire Exit Routes and Door Inspections)
- Facilities management perform annual checks, or inspections, when necessary, to ensure proper functionality of the fire detection and alarm system. FM hold records of annual or periodic testing.
- Inspected in the Fire Risk Assessment to ensure compliance with fire regulations.

5. Fire Fighting Equipment

- The premises are equipped with appropriate firefighting tools, including CO₂ extinguishers for electrical equipment, water-based extinguishers for general materials and foam for flammable solids and liquids. Fire blankets in both kitchens
- Equipment is strategically placed along escape routes at the front entrance, side entrance, both kitchens and adjacent to the exit to outdoor classrooms.
- All equipment is clearly signed and easily accessible.
- Weekly visual inspections by the responsible Fire Warden to ensure signage is present, no visual defects are evident and is clear from obstruction.
- Annual servicing by a qualified contractor. Record of tests available in fire safety folder.
- All checks are documented in the school's fire safety folder (Appendix1, Fire Safety Checklist and Record of Tests of Fire Alarm Systems, Fire Exit Routes and Door Inspections).
- Inspected in the Fire Risk Assessment to ensure compliance with fire regulations.
- Equipment meets British Standards

6. Fire Risk Assessment

- A full fire Risk Assessment is conducted each year by a professional organisation.

- The Fire Risk Assessment will highlight areas to address in priority order. These will be monitored and rectified as soon as possible by the responsible Fire Warden, competent person (maintenance) or facilities management.
- The completed and updated Fire Risk Assessment is in the Fire Safety Folder.

7. Fire Drills and Alarm Testing

- Emergency evacuations are practiced at least once per term and logged in the Fire Safety Folder by the responsible fire warden. Performance and Issues are documented and responded to as appropriate within the leadership team.
- Fire alarm testing is scheduled in collaboration with facilities management who will reset the system.
- The fire alarm is described as a loud continuous buzzer within the building and within the grounds of the outdoor classrooms (outdoor buzzer is manually activated and tested from the office by a responsible person).
- The system is tested each month and logged by facilities management.

8. Staff Training and Awareness

- Using guidance from Regulation Part 2 Fire Safety Duties: -

(1) Training- The responsible person must ensure that his employees are provided with adequate safety training. New staff are made aware of fire safety procedures and reporting: -

- (a) at the time when they are first employed; and
- (b) on their being exposed to new or increased risks because of: -
 - (i) their being transferred or given a change of responsibilities within the responsible person's undertaking;
 - (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking;
 - (iii) the introduction of new technology into the responsible person's undertaking; or
 - (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.

- (2) The training referred to in paragraph (1) must: -
 - (a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;
 - (b) be repeated periodically where appropriate;
 - (c) be adapted to take account of any new or changed risks to the safety of the employees concerned;
 - (d) be provided in a manner appropriate to the risk identified by the risk assessment.

9. Roles of the Competent Persons Register

- Guidance from - Regulation part 1, No3 - In this Order “responsible person” means- in relation to a workplace, the employer
- The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- Guidance from- Regulation part 4, No 1 - In this Order “general fire precautions” in relation to premises means: -
 - (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
 - (b) measures in relation to the means of escape from the premises;
 - (c) measures for securing that, at all material times, the means of escape can be safely and effectively used;
 - (d) measures in relation to the means for fighting fires on the premises;
 - (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
 - (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including: -
 - (i) measures relating to the instruction and training of employees; and
 - (ii) measures to mitigate the effects of the fire.

- The precautions referred to in paragraph (1) do not include special, technical or organisational measures required to be taken or observed in any workplace in connection with the carrying on of any work process, where those measures —
 - (a) are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and
 - (b) are required to be taken or observed to ensure any compliance with any requirement of the relevant statutory provisions within the meaning given in Part 1 of the Health and Safety at Work etc. Act 1974;
- Guidance from- Regulation Part 2 Fire Safety Duties No 18 Safety Assistance: -
 - The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures.
- Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them.
- The responsible person must ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the premises, the risks to which relevant persons are exposed and the distribution of those risks throughout the premises.

10. Fire Incident Procedure

- Persons nominated to respond/deal with fire will have completed fire warden training (as shown in the main entrance of side entrance).
- Visitors are made aware of fire plans on entry to the building. (the sounding of a non-expected fire alarm and the assembly point). Signing in process will add them to the evacuation list and allow for additional needs to be communicated.
- Facilities management are automatically aware of the alarm sounding and respond appropriately. (for accidental or non-emergency evacuations).
- SLT will assist in an evacuation by checking no one has been left in the building.
- The evacuation will be recorded on a Fire Drill Record Register.
- The Emergency Plan- (in Fire Safety Folder and communicated to all staff): -

If you discover a Fire: • sound the alarm • dial 999 • if you are competent and if possible, tackle the fire using appliances provided but do not endanger yourself or others in doing so.								
If you hear the Fire Alarm: • leave the building by your nearest available exit • close all doors and windows behind you • report to the fire warden at the assembly point situated in front of the gates at the main entrance to the courtyard. • a register will then be taken.								
Persons nominated to respond/deal with fire: (as shown in the main entrance and side entrance) • Alex North • Michelle Needham • Dave Wordsworth • Kim Cook								
Persons nominated to liaise with fire brigade: 1) Alex North 2) Michelle Needham 3) Dave Wordsworth 4) Kim Cook								
Isolation switches that require switching off and person nominated for isolation: <table> <tr> <td>Isolation: Electric</td><td>Location: FM</td><td>Person: Automatic</td></tr> <tr> <td>Isolation: Landlord to facilitate if required</td><td>Location: FM</td><td>Person: Automatic</td></tr> </table>			Isolation: Electric	Location: FM	Person: Automatic	Isolation: Landlord to facilitate if required	Location: FM	Person: Automatic
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Hazardous areas to avoid that require special attention:		None						
Arrangements for safe evacuation of people identified as being especially at risk: Each staff member should prioritise the supervision of the escape of their allocated pupil and supervision of that pupil at the fire assembly point.								
REMEMBER: 1) <i>Do not stop to collect personal belongings</i> 2) <i>Never re-enter the building for any reason unless authorised to do so</i> 3) <i>Do not take risks</i>								

11. Special Arrangements

- Specific evacuation plans for individuals with mobility needs.
- Personal Emergency Evacuation Plans (PEEPs) may be used to detail specific considerations, escape routes and responsibilities.

12. Fire Safety Schedule and Recording

- Where necessary, in order to safeguard the safety of relevant persons, the responsible Fire Warden (or competent person in their absence) must ensure that the premises, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- A schedule of checks is used to conform to this standard;

Daily Checks	Weekly Checks	Termly Checks	Annual Checks
Visual inspection of the building by trained fire wardens each day to highlight and concerns.	Fire safety building compliance check of call points and sensors logged in Fire Safety Folder by responsible Fire Warden.	Fire evacuation drill carried out and logged with feedback on a Fire Drill Record Register in Fire Safety Folder. The drill will include a test of a call point and evaluation of the assembly procedure. Estates are contacted to arrange the drill and a reset of the system.	Fire Risk Assessment completed by professional external organisation and internally monitored in Fire Safety Folder by responsible Fire Warden.
	Fire safety building compliance check of fire exit routes and door inspections logged in Fire Safety Folder by responsible Fire Warden.	Testing of the fire alarm system by landlord logged on record sheet in access panel	Fire extinguishers tested by professional external organisation and logged in Fire Safety Folder.
	Fire safety building compliance check of Emergency lighting logged in Fire Safety Folder by responsible Fire Warden.		Smoke detection, and call points tested by professional external organisation and logged in Fire Safety Folder.
	Carbon Monoxide Detector Tests logged in Fire Safety		Emergency lighting checked by professional

	Folder by responsible Fire Warden		external organisation and logged in Fire Safety Folder
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