



Created: January 2023 by K.Howard | Reviewed & approved by Board: January 2023
Next Review: January 2025

Fire Safety Policy (Whole School including EYFS)

Legal Framework

The Regulatory Reform (Fire Safety) Order 2005 is available at www.opsi.gov.uk/acts.htm.

Policy Statement

We ensure our premises present the minimum risk of fire by ensuring the highest possible standard of fire precautions. The school Fire Marshal and staff are familiar with legal requirements and where necessary will consult with a fire officer or fire safety consultant.

Procedures

Fire safety is based on risk assessments and these are carried out by staff under the supervision of the Health and Safety Team.

The Fire Marshal is responsible for keeping records of the following: the fire risk assessment, the fire safety policy, fire procedures and arrangements, training records, fire practice drills and certificates for the installation and maintenance of fire-fighting systems and equipment.

Fire doors are clearly marked and should never be obstructed and should be easily opened from the inside. Smoke detectors/alarms and fire fighting appliances are checked annually and conform to BSEN standards.

Our emergency evacuation procedures are reviewed annually by our Fire Safety consultant.

They are:

- Clearly displayed in every room
- Explained to new members of staff and volunteers
- Practised regularly and at least once each term.
- Records are kept of fire drills and servicing of fire equipment

We ensure that our evacuation procedures are suitable for each class and that personal emergency evacuation plans are in place when required.

Practice fire drills include:

- Familiarising pupils with the sound of the fire alarm
- How pupils, staff and parents/visitors know where the fire exits are



- How pupils are led from the building to the assembly point
- How they will be accounted for and by whom
- How long it takes to get the pupils out safely
- Who calls the emergency services and when in the event of an actual fire
- How parents are contacted

The Fire Book must include:

- Date and time of the drill
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action required to improve the drill

Any visitors to the site not registered (e.g. delivery people) are the responsibility of the people they are seeing. They should be escorted to the assembly point and advised when it is safe to leave/re-enter the site.

In the event of a school evacuation, the headteacher or office manager will collect the Go bag from the hook in the school office and a school mobile and registers (pupils, staff and visitors).

The Go bag contains: daily register, foil blanket, first response kit and yellow high-visibility jackets.

The Office Manager will normally be responsible for taking her yellow hi-vis jacket and first aid kit to deal with any incident/accident/injury. In her absence the office staff will take a first aid kit to hand to an appropriate member of staff.