



*Loving to Learn, Learning to Love'*



# **Fire Safety Policy**

**Head Teacher:** Deb Sadler

**Co-Chairs of Federation Board of Governors:** Julie Thompson & Laraine Jones

**Date of policy approval:** March 2025

**Review Date:** April 2026

## **Fire Safety Policy**

### **Aims**

It is the overall aim of St Mark's CE Primary School to minimise the risks to staff, pupils and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

### **Overall Responsibility for Fire Safety Matters**

The Headteacher, Deb Sadler, has overall health and safety responsibility for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken each term that fire action notices are kept up to date and that fire safety equipment is being maintained.

### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each room door and will be of the standard form. If you discover a fire, raise the alarm immediately by breaking one of the break glass call points or telephone the office on 4200/4201. Either way the office should be advised of the location so that they can call the fire Service by calling 999.

Standard green 'Fire Exit' signs are maintained around school to aide evacuation for students, staff and visitors.

In the event of an evacuation, a loud, continuous bell will sound and the following action should be taken:

- All classes exit via their fire doors and walk to their assembly points on the playground as far away from the school building as possible, closing all doors behind them. Support staff from each class to check the cloakrooms, toilets and group rooms for their class / year group on the way out.
- Children should walk sensibly and without talking.
- All classes to assemble on the main playground.
- Community Room to assemble on Lawrence Street, outside the school playground gate
- Any children in the hall will exit via the staffroom door fire exit and assemble in the playground.
- Visitors to the classroom should stay with the class and will be checked individually.
- Visitors who are working with groups of children should make their way to the nearest fire exit and escort the children to their classes.
- Inclusion leader to check inclusion room & rainbow room.
- Office staff to check foyer / kitchen area.
- At nursery site, HSLW / EYPP to check classroom foyer area (incl. adult toilets) , kitchen & dining room.
- Fire Marshals / SOM / Site supervisor to attend to make sweep of building.
- Office staff must ensure that the office Ipad is taken out to the assembly point along with the grab bag and fire file.
- All late comers/signed out pupils must be accounted for. Please alert the named officers immediately of any discrepancies.
- Site Supervisor / SOM to attend to alarm & emergency service liaison.

- No one is to return to their classroom until notified by senior staff member.

### **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure. Good housekeeping should become normal practice e.g. power leads should not be tangled, plugs should not be overloaded; combustible, packing materials should not be stored in school, but should be removed as soon as possible.

The last person out of each room, should close the door behind them.

### **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. Specific training will be organised for fire safety managers, both on appointment and at least every two years.

### **Records**

Maintenance records will be kept for engineer visits.

The site manager will keep records of his checks.

A record of fire drills will be kept.

**Signed:** ..... Headteacher

**Signed:** ..... Co-Chairs of the Local Governing Board

**Signed:** ..... Co-Chairs of the Local Governing Board

**Date:** March 2025

**Review date:** April 2026