

Fiskerton CE Primary School

'Flourishing together within the love of God.'



Fire Safety Policy 2025-26

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship

Peace

Love

Thankfulness

Fulfilling Our Gifts

Wisdom

Self-Belief

Hope

Trust

Serving Others

Compassion

Forgiveness

Responsibility

Respect

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of a fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team – usually the health & safety governor, head teacher and the site manager.

It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation.
- Review the evacuation plan and each room's instruction for this.
- Look at the past year's records of fire practices etc.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the provision of instruction to students or visitors to the building.
- Staff Training

Every member of staff will receive instructions in fire precaution and evacuation procedures during their induction and are issued with copies of this policy via email.

All members of staff will receive refresher training every 24 months.

Students and visitors upon entering the building will be requested to log their presence on our signing in system, Inventory, where instructions on what to do should the fire alarm be activated.

Fire Drills

Fire drills will be carried out, three times a year and this will include a simulated evacuation drill.

When a fire drill is held, it will be recorded in the fire logbook which can be located in the reception office.

After a fire drill do not leave your fire assembly point or re-enter the building until told to do so by the site manager or by the lead fire marshal. Following a Fire Evacuation, do not re-enter the building until told to do so by the senior fire officer (if the emergency services have been called), or, by the lead fire marshal in charge.

Testing of Fire Alarm System

The fire alarm system will be tested weekly, on a Tuesday, by the site manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested each month by the site manager and recorded in the Emergency Lighting log, which is located in front reception office; and a 4-hour battery viability test will be carried out annually during the summer holidays by the caretaker.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

Fire extinguishers

All fire extinguishers will be visually checked on a weekly basis; receive a monthly full check by the site manager. They will also be checked annually by a nominated engineer.

General Fire Safety

The site manager generally checks and locks all windows and doors at night. All staff will make it their responsibility to ensure:

- Their fire exit doors are unlocked when the first person arrives.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear.
- There is to be at least 1 metre clearance to all routes and fire exit doors.
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets, lights or heaters.
- Unnecessary lights or electrical appliances (projectors, computers, printers, fans, laminator, toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables including personal items are checked each year (pat tested).

Smoking

Smoking – E-cigarettes and vaping are prohibited on site, in or around the school.

Procedure in the event of a fire

Discovering a fire:

- If you discover a fire, operate the nearest fire alarm call point by pressing the black dot at the front of the call point.
- Call the emergency services by dialling 999.
- If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
- Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT to use if the fire has reached such proportions as to endanger life or prevent escape.

On hearing fire alarm:

- Evacuate the building and close all doors behind you (if possible).
- Proceed to your assembly point and take the evacuation report (if possible).
- Fire assembly point during the school day is on the school playground. Outside of the school day, Foxes, visitors and all staff should use the fire assembly located on the telegraph pole adjacent to the main entrance car park gate.

After the event:

- Do not re-enter the building until advised to do so by the site manager or lead fire marshal or a senior fire service officer (if the emergency services have been called).
- If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are safe and all systems are in working order before re-occupying.

Know:

- Your means of escape, primary and secondary.
- The nearest fire alarm point.
- The nearest fire appliance and how it should be used.
- School playground assembly point/ Out of school hours' assembly point

SAFE EVACUATION PROCEDURES

There are at least 2 people appointed as fire marshals at one time.

During fire drills or fire evacuations, Admin Staff will collect the evacuation grab bag and proceed directly to the evacuation point.

The evacuation grab bag contains:

- contents check list
- walkie-talkie radio
- gate key
- high vis jacket
- map of fire zones
- fire marshal what to do list
- list of emergency contact numbers.

The Fire Marshals (HT & SL) will check around to make sure the buildings are empty and then go to the assembly point.

The site manager will take part.

All fire marshals will wear hi-vis jackets and have walkie-talkies for communication purposes.

Gates.

There is a pedestrian gate off the playground, should it be necessary to move away from the buildings.

- Should a full evacuation be required, everyone must evacuate to the car park at the village hall, adjacent to the school.

Lead fire marshal (HT) and supporting Fire marshals to organise this.

Safe evacuation of classrooms:

Escort all children quickly and calmly from the building. The designated member of staff must check all areas of the class, take out the evacuation report and make sure all doors are closed.

All 1:1 support assistants must take responsibility for the child/ren (who may have special needs) they are supporting and ensure that they follow the evacuation procedure and exit the building quickly and calmly.

Where small groups of children are out of their classroom, working within a breakout area, the adult must guide the children to the nearest fire exit and if possible, re-join their class at their assembly point.

Groups working outside must go straight to their nearest fire assembly point.

Should the fire alarm sound during a play time, everyone must go straight to their nearest fire assembly point.

DESIGNATED ASSEMBLY POINTS

1. All children will assemble on the playground, at the fire assembly point during the school day, and at the Telegraph pole adjacent to the main car park entrance gate outside of school hours.
2. All personnel located within the administration offices, reception and staff room areas must assemble on the playground at the fire assembly point, going through the main entrance to the meeting point. A fire marshal must make the car park area safe by closing the car park gates and wait for the fire brigade to arrive if they have been called.
3. Lunchtime supervisors must assemble on the playground at the fire assembly point. Unless told otherwise by the person in charge, the lead fire marshal or the fire officer.

The main entrance fire marshal (Caretaker or administrator), with the iPad, will communicate with all fire marshals over the walkie-talkies whilst the second fire marshal (HT) will conduct a virtual head count of all children, staff and visitors registered on site through the schools Inventory system.

The headteacher with evacuation reports will report to the fire marshal at their assembly point and provide them with a head count.

The lead fire marshal (HT /SL) in charge will ensure it is safe to return to school.

The updating of this policy is continuous and will be informed by legal requirements and recommendations.

Review Framework

This policy will be reviewed annually (or sooner in the event of any legislative change or change of personnel).

Signed:  Head teacher

Signed:  Sally Reeve, Chair of Governors

Date reviewed : 26.11.25

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