



'Where Stars Shine'

Belonging, Ambition, Respect, Kindness

FIRE SAFETY POLICY

Policy Lead Committee:	Local Academy Committee	In consultation with:	Senior Leadership Team
Approved by:	 R. Johnson, Chair of Committee	Date:	20th November 2025
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1. Aims

The primary objective in the event of fire is to ensure the safety of all pupils, staff and visitors.

2. On Discovering a Fire

On discovering a fire- get everyone out the room, close the door.

Sound the alarm by pressing the alarm button on one of the fire alarm boxes found around the school. (The alarm can also be activated automatically by smoke and heat detectors)

The fire alarm automatically alerts the fire alarm monitoring company.

2.1 Procedures for Full Evacuation

A continuous ringing of the alarm bell indicates an emergency.

Evacuate the building immediately to the assembly points. Every room has a copy of fire procedures and how to proceed to the assembly point which should be followed.

The Attendance Register must be taken and the number on roll checked on reaching the assembly point.

No one should re-enter the building until you have been told that it is safe to do so.

Fire wardens will then check their allocated zone for anyone left in the building.

2.2 Lunchtime

If the alarm goes off when pupils are outside midday supervisory staff should line up the pupils in the playground and walk them to the assembly points. Teaching staff will make their way to assembly point to meet their classes.

The procedures for those children kept in school during dinnertime remains the same as during the rest of the school day. All Fire wardens should help Midday supervisors to remove all pupils to the assembly points.

3. Fire Drills

Fire drills familiarise staff and children with safety procedures and fire drills should be held at least once a term.

A plan showing fire evacuation procedures is displayed in each teaching area.

Classes on the first and second floors should use both sides of stairwell during fire drills, in accordance with the Evacuation Plan. Both doors should be opened to allow egress from the



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landing areas and the building. Staff should ensure that SILENCE and WALKING rules are kept.

Refer to the [Regulatory Reform \(fire safety\) Order 2005](#)

4. Out of Hours Use

Breakfast Club, After School Clubs and any staff left in school after school hours would use the normal assembly point.

The register file, Visitor book and Staff Register will be taken out to the assembly point where they would be checked.

It is the responsibility of the outside groups during out of hours activities to keep a register of attendees and to call the register in the event of a fire alarm activation.

The Board of Trustees as the occupier of the premises, or as the employer, places the responsibility for compliance to the 'responsible person'. The Fire Safety Order requires you to provide and manage, as part of your Health and Safety provision:

- A Fire Risk Assessment reviewed termly
- A Fire Safety Policy
- Fire Procedures (such as evacuation)
- Staff Training, consultation with employees
- Fire Drills
- Means of Escape
- Signs and Notices
- Emergency Lighting
- Fire Alarm
- Fire Extinguishers
- Fire Doors and Compartments Recording Our Fire Safety Procedures

As the school employs more than four people, a record of the significant findings of our fire risk assessment, Fire Safety Policy, Procedures/Evacuation, Installation and Maintenance of Alarms, Emergency Lighting and Extinguishers and Fire Drills must be recorded and kept up to date. Any risks identified must be informed to the Health and Safety officer as soon as possible, for immediate action to be taken if necessary.

5. Fire Hazard and Risk Assessment

- Identify the fire hazards and the staff and pupils affected



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- Assess the risks
- Take reasonable precautions to minimise the risks
- Record your conclusions
- Review the risk assessment regularly

The specific fire risk assessment required by Health and Safety Legislation, and the Fire Safety Order, is concerned with the safety of the occupants of the building. The process is broken down into five basic steps.

- 1) **Identify the fire hazards** and where fires might start.
- 2) **Identify the location of people at significant risk in case of fire.** Decide who, if anyone, might be hurt if there were to be a fire.
- 3) **Evaluate the risks.** Decide if the existing fire safety measures are good enough, or if more needs to be done to make reasonably sure that nobody would get hurt if there was a fire. Do these by checking then carry out any improvements needed:
 - controls on ignition sources/sources of fuel;
 - that a fire can be detected in a reasonable time and that people can be warned;
 - that people who may be in the building can get out safely;
 - provision of fire fighting equipment;
 - maintenance and testing of fire precautions;
 - that fire safety training is adequate to ensure that those in the building know what to do if there is a fire.
- 4) **Record findings and take action:**
 - List the more significant hazards and the most important conclusions,
 - Prepare Emergency Plan
 - Inform, instruct and train employees in fire precautions
- 5) **Keep assessment under review.** Check that it is up to date and revise if necessary.

This policy is available on the school website: [Severnbanks Primary School - Policies](#)
Paper copies are available on request from the School Office