

The need to manage fire risks is a requirement under both fire and safety legislation.

FIRE SAFETY POLICY

Wistow Parochial C of E Primary School

Document Status		
Date of Next Review	July 2027	Responsibility – Full Governing Body
Date of Policy Creation	April 2010	Responsible Governor Name
Date of Review and Ratification at FGB Meeting	July 2026	Andy Kehoe
Policy Publication/Communication ☒ On the school website ☒ Shared staff network drive ☒ Updates to staff in staff meetings		<i>Signed off by the above named Governor during the full governing body meeting held on the date stated as ratified.</i>

General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation

procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.
- The fire evacuation procedures will be practised and timed at least termly and documented.
- A copy of the Fire Evacuation Procedures are displayed in every room throughout the school, alongside evacuation routes.
- Fire Awareness Training will be provided to all staff.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager.
- Alarm systems will be tested weekly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly.
- In the event of a fire it is expected that members of staff will call the fire brigade.
- In the event of the site needing to be totally evacuated, we will evacuate to the jubilee field or the Methodist Chapel (if weather bad).
- Staff are responsible for sweeping allocated areas (toilets, cupboards etc.).
- Office staff are responsible for taking out registers/staff lists/visitors book
- The fire assembly point is located on the school field
- All escape routes will be clearly signed and kept free from obstructions at all times.
- SLT are responsible for liaising with the Fire Service
- Although fire extinguishers are provided in appropriate places, staff are instructed **not** to delay and attempt to use them, but to evacuate all the children and themselves **immediately**.
- Fire awareness training for all staff is every 3 years

- Fire Warden training is provided at commencement of employment and every 3 years.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

The school FIRE WARDENS are Mrs Dethridge and Mrs Cox, who have both been appointed and trained to provide continued support to school in fire safety on a day-to-day basis and to understand sweeping duties and relevant cover in the event of absence.

As part of their roles, they will also be consulted when the fire procedure is updated/revisited. Then this will be shared with staff to ensure everyone is up to date and understands the procedures and their role in school.