

Fire Safety Management Policy

Approved by: Headteacher and Resources Committee

Date: November 2025
Review date: November 2026



Knowledge



Spark



Humanity



Grit



Team

General Statement

This Fire Safety Policy demonstrates Clapgate Primary School's commitment to ensuring the highest standards of fire safety for all pupils, staff, visitors, and contractors. The school recognises that children, particularly in early years and primary settings, require additional supervision and guidance during emergency situations. Therefore, the school maintains strong control measures to minimise the likelihood of fire and robust procedures to support quick, calm, and safe evacuation.

All fire safety measures adopted by the school comply with the Regulatory Reform (Fire Safety) Order 2005 and relevant national guidance for educational environments. The policy is supported by the Governing Body and senior leadership team, who continue to allocate necessary resources to maintain compliance and protect the school community.

Roles and Responsibilities

The Headteacher acts as the Responsible Person and has overall accountability for fire safety arrangements within the school. They ensure that fire safety is embedded within operational planning, that appropriate competence and funding are provided, and that statutory requirements are upheld at all times.

A designated Fire Safety Coordinator manages the day-to-day activities related to fire safety, including maintenance checks, staff training coordination, monitoring compliance with the fire risk assessment, and keeping all safety records up to date. This responsibility is delegated to Lee Cockcroft.

All staff members have an obligation to support safe practices by remaining vigilant to hazards, raising concerns immediately, and confidently following procedures during both drills and live incidents.

Fire Wardens are appointed within key areas of the school to facilitate sweeps, assist with evacuation, and promote safety behaviour. Visitors and contractors must comply with the school's procedures and follow the instructions provided in fire safety inductions and signage.

Our current fire wardens at Clapgate Primary Schools are:

- Lee Cockcroft- Responsible for conducting a full sweep of the school.
- Mandy Belt- Responsible for checking and sweeping upper KS2 classrooms, KS2 toilets and the staff toilets. Exit out of the central exit next to the staffroom.

- Kiera Austin- Responsible for checking and sweeping the entrance hall, both school halls, central offices and staffroom. Exit out of the central exit next to the staffroom.
- Stephanie Maden- Responsible for checking and sweeping Nursery, Reception, Year 1 and the library. Exit out of the library.
- Aston Queeley- Responsible for checking and sweeping Y5 classrooms, Men toilets, Y3 classroom, Y2 classrooms, the Hive and KS1 toilets on corridor. Exit out of Reception fire exit.
- Lauren Brennan- Used for cover as needed when not based in class.

Fire Risk Assessment

Clapgate Primary School maintains a detailed fire risk assessment tailored to the layout, occupancy profile, and operational activities of the premises. It is completed by a competent assessor and reviewed at least annually, or sooner if significant building changes occur, such as refurbishment works or changes in classroom usage.

The assessment evaluates potential ignition sources, combustible materials, building structure, fire protection systems, occupancy characteristics, and evacuation needs. Any improvements identified from the assessment are documented and actioned within reasonable timeframes to ensure continual enhancement of fire safety standards.

A Fire Safety Report is completed annually by the school's Health and Safety Linked Governor, Dean Pearson.

Fire Prevention Measures

Preventing a fire from occurring is the school's primary goal. Good housekeeping is consistently upheld to reduce the presence and accumulation of combustible materials in classrooms, corridors, and storage areas. Electrical equipment is properly maintained and subject to safety inspections, including PAT testing of portable appliances and prompt repair or disposal of damaged items. Higher-risk areas such as kitchens, boiler rooms, and cleaning chemical stores are subject to enhanced control measures, including restrictions on access and stronger supervision. Staff ensure that children are not exposed to unnecessary fire risks through practical activities, and all flammable substances are kept in locked, ventilated spaces in minimal quantities to limit risk.

Day-to-Day Vigilance

Ongoing vigilance is essential to maintain a high standard of fire prevention awareness.

- Heat sources and flammable materials must be kept apart.
- Fire doors should be kept closed whenever possible.
- Exit routes must always be free from obstruction.
- Maintain a litter-free environment: loose papers and boxes (e.g. for craft activities) should be stored tidily and kept to a minimum.
- No combustible debris should be stacked by the side of buildings or in boiler houses.
- The school is designated a No Smoking Zone, and all staff must comply with this policy.
- The accurate marking and availability of registers is essential.
- All visitors must sign in on arrival.
- Fairy lights around school must be turned off at the end of each day.

Fire Detection and Alarm System

The school is equipped with a fire detection and alarm system that provides audible alerts throughout all teaching and administrative areas. This system is tested fortnightly to ensure reliable operation and maintained by qualified service providers. A record of all tests will be kept by Lee Cockcroft.

Any faults or failures identified during routine tests are treated with urgency to prevent an extended period of risk. The alarm system is audible in all occupied areas, enabling staff and pupils to respond immediately upon activation.

Discovering a Fire

Any person discovering a fire should raise the alarm immediately to initiate evacuation procedures and summon the Fire Brigade without delay. If a child discovers a fire, they should report it to an adult immediately.

Staff should familiarise themselves with the locations of the alarm call points. Staff must never put themselves at risk in attempting to fight a fire. Minor fires may be extinguished using a handheld fire extinguisher or hose, but only where there is no immediate danger. This will be the responsibility of staff who have received fire extinguisher training.

Emergency Routes and Exits

Escape routes are clearly marked and permanently kept free from obstructions. Fire doors are maintained in good working order and must remain closed unless fitted with approved automatic hold-open devices.

Emergency lighting is installed throughout the school to ensure escape routes are visible during low visibility conditions or loss of power. Signage is positioned to guide occupants quickly to the nearest safe exit. Regular checks are made during daily site walk-arounds to confirm routes remain suitable and safe.

Fire Evacuation Procedure

When the alarm is raised, teaching staff instruct pupils to calmly stop their activity, stand, and evacuate using the nearest safe exit. The last adult to leave the room checks the room has been fully evacuated and shuts the door behind them.

Staff supervise children closely to prevent panic, ensure pupils walk sensibly in an orderly manner, and assist any children requiring additional help.

Everyone proceeds to the designated assembly point where class teachers take an immediate register. The teacher must immediately inform a member of Senior Leadership of anyone missing from their register.

Fire wardens confirm all areas are evacuated, including toilets and ancillary rooms, before reporting results to the Headteacher. Senior leaders will use walkie-talkies to contact each other to help locate any missing persons and confirm registrations.

Allocated Walkie Talkies:

- Heather Taylor- Located on KS2 playground (checks KS2 children and staff, visitors/ staff on PPA in school and office-based staff)
- Sadie Procter- Located on KS1 playground (checks KS1, EYFS, Hive children and staff)
- Lee Cockcroft- Checks where in school the fire alarm has been triggered, conducts a full sweep of the school, meets the fire engine, communicates with SLT when the school building is safe.
- Emily Smith/ Lauren Brennan- Cover roles as and when needed.

No one may re-enter the building until permission is given by the Responsible Person or attending Fire & Rescue Service. Personal Emergency Evacuation Plans (PEEPs) are in place for individuals who may need assistance, ensuring appropriate support during all emergency situations.

All visitors should report to the visitor area on the playground for registration. The office staff are responsible for ensuring all visitors are accounted for. Any staff member who is in school and on PPA will also assemble at the visitor area on the playground for registration.

The caretaker will complete a log of all evacuations.

Fire Drills

Fire drills take place without warning at least once every school term. A continuous alarm will be the signal to evacuate. Each drill is recorded with details including the time of evacuation, route used, any behavioural observations, and areas for improvement.

Everyone should know which exits are to be used from each area but must also be prepared to use alternative exits if normal routes are blocked. Every room in the school has a list of exits to be used in the event of an emergency.

Drills are varied to challenge staff and pupils to adapt to different conditions and respond appropriately should an exit route be compromised. Lessons learned from drills are reviewed and improvements introduced to strengthen overall preparedness.

Fire Safety Training

All staff receive fire safety training upon induction and regular refreshers throughout their employment. This ensures that every employee understands the specific risks within school settings, can recognise hazardous conditions, and responds confidently when the alarm sounds.

Enhanced training is provided to Fire Wardens and key personnel who hold specific duties during evacuation. Temporary staff, volunteers, and contractors are also provided with fire safety information relevant to their presence on site to ensure consistent knowledge and behaviour.

Firefighting Equipment

The school provides appropriate firefighting equipment, including fire extinguishers and fire blankets, strategically positioned in accessible locations. These items are visually inspected frequently and serviced at least annually by certified contractors.

Staff are instructed to only use firefighting equipment if they feel competent, if the fire is small and not spreading, and if a clear escape route remains available. Life safety takes priority, and evacuation must always be the primary response.

Record Keeping

A fire safety logbook is maintained and stored securely on site. It contains essential records such as fire alarm tests, emergency lighting checks, extinguisher maintenance reports, fire drill results, training records, contractor inspections of fire alarms, copies of the fire risk assessment, and evidence of corrective actions.

These documents ensure compliance, support planning for continual improvement, and are made available for inspection when required by the Fire and Rescue Service or regulatory authorities.

Record keeping for fire safety management is delegated to Lee Cockcroft. Records are seen and checked by the headteacher.

Monitoring & Review

Fire safety is continuously monitored through scheduled inspections, hazard reporting systems, and leadership review. Any deficiencies are recorded, prioritised, and rectified as quickly as possible.

This Fire Safety Policy is reviewed annually or earlier if changes are needed due to building works, significant incidents, or updated regulations. The school remains committed to ensuring that all fire safety measures remain effective and proportionate to the risks present.

Policy Approval

This policy will be approved by the governing body.

Appendix 1- Fire Safety Documents/ Visuals

The documents below are displayed in each room in school and explain the fire evacuation procedures, exits and assembly points.



Fire action



1. Operate the nearest fire alarm.



2. Leave the building by the nearest available exit.



3. Report to the assembly point.

YOUR ASSEMBLY POINT IS:

KS 2 PLAYGARD



1. DO NOT attempt to fight the fire unless you are trained and nominated.
2. DO NOT take risks.
3. DO NOT attempt to collect personal belongings.
4. DO NOT return to the building for any reason



Leave by exit next to staffroom. Assemble KS2 playground.

Alternative Exit

Leave via main entrance. Assemble KS2 playground.

Other info

Class teachers to take IPAD or phone to remotely check registers.

Headteacher to check assembly points.

Headteacher to take radio to KS2.

FIRE PROCEDURES

- 1 ON HEARING THE BELL,(A VERY LOUD CONTINUOUS RING OF AT LEAST 15 SECONDS) CHILDREN SHOULD MOVE TOWARDS THE DOOR AND LINE UP IN SILENCE.**
- 2 WALK OUT OF SCHOOL BY THE SPECIFIED EXIT DOOR INDICATED ON THE POSTER NEXT TO THESE INSTRUCTIONS.**
- 3 APPOINTED STAFF (SEE POSTER NEXT TO THESE INSTRUCTIONS) SHOULD CHECK TOILETS ON LEAVING THE BUILDING.**
- 4 LINE UP ON SPECIFIED PLAYGROUND FACING AWAY FROM THE BUILDING INDICATED ON THE POSTER NEXT TO THESE INSTRUCTIONS.**
- 5 REGISTERS WILL BE BROUGHT TO STAFF.BEGIN A HEAD COUNT IMMEDIATELY AND CALL THE REGISTER AS SOON AS IT ARRIVES.**

NOTIFY SENIOR STAFF IMMEDIATELY IF ANYONE IS MISSING

- 6 WAIT TO BE NOTIFIED THAT YOU MAY RETURN TO CLASS.**
- 7 REGISTERS MUST BE RETURNED TO OFFICE.**