

Legsby Primary School Fire Safety Policy

<u>Policy Information</u>			
Reviewed date	January 2026	Next review due	January 2027
Cycle of Review:	Annual	Agreed at Governors:	22/01/2026

Aims:

It is the overall aim of Legsby Primary School to minimise the risks to staff and children 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(s) and Chair of Governors are appointed responsible persons for the school and will have overall responsibility for fire safety matters at the school. They 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. They will also ensure that a fire evacuation drill is undertaken early in each half term; that fire action notices are kept up to date and that fire safety equipment is being maintained.

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 will ensure that they are fully aware of the fire procedure. They will ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. Heaters will not be blocked and nothing will be stored on top of them. They will also ensure that pupils for whom they are responsible are informed of the fire procedure and that any amendments to the fire policy are relayed to the children in their care.

Fire Risk Assessments:

An annual or bi-annual risk assessment will be made by an independent company, (or internal when changes are made to the building). It will:

- Review the evacuation plan and each rooms instructions for this
- Look at the past years' records of fire practices
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Compose a full risk assessment with outcomes and actions for completion to
- ensure fire safety compliance

Staff Training:

Training will be provided every 2 years for all permanent full time school staff in fire safety, procedure and including training in the practical use of fire extinguishers. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

Fire Drills:

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

<u>System</u>	<u>Frequency</u>	<u>Method or Test</u>
Fire Alarm	Weekly	Test key operation of call point.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Check lights illuminate
Fire extinguishers and fire blankets	Weekly	Check seals intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors and Fire Exit Doors	Weekly	Check doors are closing fully and Fire Exits opening freely.
Corridors, escape routes and Fire Exit Doors	Daily	Check escape routes are free of obstruction.

General Fire Safety:

All staff will make it their responsibility to ensure:

- All rooms are checked and exits locked at night
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays above heaters will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, etc) are to be switched off and where possible unplugged.
- All electrical items are PAT tested each year.

Smoking:

Smoking is prohibited in or around the school.

Fire Wardens:

The Senior Administrator/Bursar and when they are not on site the Headteacher(s) act as Senior Fire Wardens.

Raising the Alarm:

In the event of alarm failure, a whistle will be blown in order to raise the alarm. This can be found in the Office.

Calling The Fire Brigade:

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The Senior Administrator/Bursar is responsible for calling the fire brigade when the alarm is sounded, where this person is unavailable the responsibility will fall to the Headteacher(s).

Meeting the Fire Brigade:

The Senior Administrator/Bursar or Headteacher(s) are responsible for meeting the fire brigade on arrival.

Events Taking Place Out of School Hours Such as School Plays or External Lettings:

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Managers (Headteacher(s)) are consulted and appropriate precautions including arrangements for evacuation and calling

the fire brigade are put in place. The Fire Safety Managers may impose specific restrictions on the type of letting or activity; the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

Notices:

All fire exit routes will be signed by clear signs with directional arrows. Fire exits are clearly marked.

Records:

The following records will be kept by the Administrator / caretaker / Headteacher(s) and checked termly.

<u>Record Type</u>	<u>Information to be Recorded</u>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Practice evacuation drill (School office)	Date of drill, time taken to evacuate and issues arising.

LEGSBY PRIMARY SCHOOL

FIRE EVACUATION PLAN (09/2022)

Fire extinguishers

-  Carbon Dioxide -- Electrical fires, ICT, flammable liquids
-  Foam -- Wood, paper, textiles, flammable liquids
-  Fire blanket

