



Fire Safety Policy

1. Rationale

As a caring organisation, the safety of everyone who enters our school is of paramount importance. Fire presents a significant hazard; therefore, this policy is vital to ensure we make every effort to protect our community. The Governing Body recognises the serious threat to both property and the safety of staff, pupils, and visitors that fire presents.

2. Aims

- **Compliance:** To comply with *The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)* and all subsequent amendments.
 - **Prevention:** To minimize the risk of fire by systematically identifying, removing, or reducing hazards.
 - **Protection:** To ensure robust physical and procedural protections are in place for all occupants.
 - **Mitigation:** To minimize the impact of fire on school property and neighbouring premises.
 - **Documentation:** To maintain accurate, written records of all fire risk assessments and remedial actions.
 - **Expert Guidance:** To adhere to professional advice from the Fire & Rescue Service and qualified consultants.
 - **Training & Awareness:** To ensure all staff, pupils, and visitors are informed of evacuation procedures, and that designated personnel receive specialized fire safety training.
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3. Responsible Persons

The "Responsible Persons" hold ultimate accountability for fire safety on the premises:

- **Paul Douglass** (Headteacher)
- **Ray Tate** (Chair of the Governing Body)
- **Ewen Gordon** (H&S Governor)

Duties of Responsible Persons:

They shall ensure that fire risk assessments are conducted, recommended actions are implemented, and that a "culture of vigilance" is maintained throughout the school.

4. Risk Assessment & Inspection Schedule

Frequency	Action	Responsibility
Triennially	Professional Fire Risk Assessment: Conducted by a suitably qualified external professional, i.e Fire Service / Local authority	Headteacher / H&S Governor
Annually	Management Review: A full review of the fire risk assessment will be carried out by the responsible persons for the school to ensure all "Required Actions" have been completed.	Responsible Persons
Annually (Sept)	Staff Training: Comprehensive training on fire prevention and evacuation for all staff.	Headteacher
Termly	Fire Drill & Inspection: A full evacuation drill and a physical inspection of fire assets. Results reported to the Finance & Resources Committee.	Headteacher & H&S Governor
Weekly	Alarm Testing: Testing of the fire alarm system (Mondays at 9:30 am).	Site Supervisor
Daily	Visual Checks: Checking of escape routes, removal of waste, and ensuring electrical equipment is switched off.	All Staff / Site Supervisor

5. Operational Procedures

Training and Information

The Headteacher will maintain a training matrix to identify staff requiring specialised training (e.g., Fire Wardens or PEEPs coordinators). Every new employee must receive fire safety induction on their first day.

Hiring and Lettings

External groups hiring the building must be briefed on escape routes and assembly points. Organisers of events (concerts/plays) must deliver a standard safety announcement regarding exits before the event commences.

Contractors and "Hot Work"

Contractors must be briefed on evacuation procedures. Any work involving heat or sparks requires a **Hot Work Permit**. Such work is strictly prohibited during normal school occupancy hours unless specifically authorised by the Headteacher under emergency conditions.

6. Governance and Review

This policy should be read in conjunction with the *Health & Safety Policy* and the *Premises Management Policy*.

- **Policy Written:** January 2015
- **Last Full Review:** Spring 2025
- **Current Update:** January 2026
- **Approved by:** Finance & Resources Committee
- **Next Review Due:** Spring 2027