



## **Fire Safety Policy**

### **Saxon Primary**

**Status: School Based**

**Date Approved: October 2025**

**To be reviewed: October 2026 (unless major changes to premises are made)**

## **Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## **Fire Risk Assessments**

It is the responsibility of the Headteacher to ensure that Fire Risk Assessments are carried out regularly, at least every three years. The Risk Assessments can be carried out either by a Health and Safety sub- committee, likely to be made up of 1 governor, a designated fire warden, a member of Senior Leadership team and the Facilities Manager or this duty can be outsourced to an accredited Fire Risk Assessment company.

If any material changes are made to the structure or layout of the buildings a new Risk Assessment should be carried out immediately.

## **Staff Training**

All staff are given information and instruction as soon as possible once they have started.

All staff are expected to complete the annual online fire safety training as well as familiarising themselves with the evacuation procedures for the area of the building they are in at the time.

## **Visitors**

Visitors & contractors will be instructed as to the evacuation procedure as they sign in, details of evacuation procedures are also on the reverse of the visitor and staff passes.

## **Disabled Evacuation**

Where people with special needs use or work in the premises, a written Personal Emergency Evacuation Plan (PEEP) may be necessary to enable them to leave the building safely in an emergency. Evacuation procedures relating to individuals are detailed on the PEEP, and instruction will be given to any member of staff who may be required to assist in the plan's implementation.

## **Fire Drills**

Fire drills will be carried out once a term at different times of the day. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook. These will take place at different times of the day and also will include 'blocked routes' which will need staff to consider alternative routes

### **Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the Caretaker. Each alarm point will be numbered and at least one will be tested each week and recorded in the logbook.

The Fire Alarm system is inspected annually by an accredited external company and clear records kept. All fire extinguishers will also be inspected annually and details noted on the Fire Extinguishers.

Fire call points are located in all classrooms, corridors and shared areas in both buildings. These are checked as part of the Risk Assessment process detailed above.

### **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

### **Fire evacuation assembly points**

The assembly point for the main school building and modular buildings is the edge of the field by the KS1 playground. Should the playground become unsafe due to the location of any suspected fire, the assembly point will be moved up the field further away from school buildings.

Catering staff in the kitchen should leave the premises via the kitchen back door and assemble in the car park by the disabled parking bay outside of the M Block.

The assembly point for M Block (ASC, Numbers Count intervention room, Nursery, meeting room, Central Team office) and the swimming pool will be by the disabled parking bay outside of M Block. If the fire is in or near this building then the assembly point will be moved to the parking area alongside the swimming pool, or onto the school field.

### **General Fire Safety**

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. Generally, the Caretaker unlocks all doors before staff arrive. Fire doors will not be propped open
- Anything hanging over doors will not impede its closure in the case of fire and that there is nothing on the floor that will do so either
- There is 1 metre clearance to the routes of all exit doors
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (computers, printers, TVs, fans, laminators, toasters, etc) are to be switched off and if practical unplugged
- All electrical items, plugs and cables are checked each year in PAT testing
- Notify the Caretaker of any electrical items bought in from home e.g., mobile phone charger, to be PAT tested before using
- Fully aware of exit routes as this may differ from class to class
- Sign in or out whenever entering or leaving the building

- Displays where possible will not be above heaters. If this is unavoidable, they will be securely fixed.

### Smoking

Smoking and vaping is prohibited in or around the school.

## ADVICE ON SAFE EVACUATION PROCEDURE IN THE EVENT OF A FIRE

### Key Roles

The first priority of all staff is to ensure that all pupils and staff leave the building safely.

Action	Person Responsible	In case of absence
Evacuation of all staff and pupils	Class Teachers Headteacher (or designated lead in absence of Headteacher). To wear high visibility jacket	Deputy Headteacher or most senior member of SLT
Collection of registers and staff/visitor signing in sheets Collection of first aid and grab bags	School Office staff	Nominated SLT Fire Warden
Checking the fire panel for location of activation  Call the Fire Service (999)	Caretaker (Nominated Fire Warden)	Nominated SLT Fire Warden 1. LLT Estates Manager 2. Deputy Headteacher 3. Assistant Headteacher 4. Maths Subject Leader 5. KS2 Phase Leader
Meeting the Fire Service Emergency plan made available to Fire Service	Designated Lead (Headteacher) – to wear high visibility jacket	In absence of Headteacher Deputy Headteacher or most senior member of SLT

A **nominated fire warden** will check the fire panel for location of activated call point/smoke head. If there is a fire, they will call 999 to report the fire.

The **school office staff** are responsible for ensuring that all documentation is collected that identifies who is currently in the building at the time of the fire, essential medication, first aid bag and the Emergency Plan. Take staff/visitor register to ensure everyone has evacuated from the buildings. Alert staff who are due to return from trips/events not to enter the building. Notify Forest School by hand held radio.

**Class teachers** must check that their class area is clear (in the teacher's absence this duty will fall to the TA/HLTA) of children, ensure they retrieve all essential medication for children held in the classroom and take the register when lined up at assembly point.

**Teaching assistants/Higher Level Teaching Assistants** will check the nearest toilets, vacated classrooms, offices and communal areas for any children.

**SLT (out of class)/ HSLW or other out of class staff** will check those nearby areas to ensure that all spaces are vacated. They will ensure that all doors within their area are closed.

**Kitchen staff** – turn off cooking appliances before leaving the kitchen.

### **Discovering a fire**

In the event of discovering a fire, smoke or hearing reports of a fire from third parties e.g., children, to operate the nearest fire alarm call point by pushing the glass firmly.

### **On hearing fire alarm**

The nominated Fire Warden will check the fire panel and if possible, establish how and why the fire alarm has been raised e.g., activated call point or heat / smoke detector. They will contact the Fire Service if they discover a fire and evacuate the building.

Irrespective of which call point sets the Fire Alarm off, the alarm will sound in all school buildings, M Block building and a beacon will flash in the swimming pool. On hearing the alarm all staff, children and visitors should evacuate their respective building using the nearest available fire exit and proceed to the assembly point.

1. Close all doors and windows once the room has been checked (if possible).
2. Proceed to assembly point where the office staff will hand out class registers. Teachers to ask children to repeat their name back and ensure you have seen the child too. To verify all your children are in attendance, please do a head count. No pupil must be marked present unless seen by that teacher.

The office staff will also take the late book to account for any children that were late to school. Once agreed hold the Register in the air to signify all adults and children are accounted for.

3. A member of office staff will check the visitor book and ensure all visitors are accounted for.
4. A member of office staff or headteacher will hand the floor plans of the school to emergency services. This includes emergency exits, location of fire hydrants, fire extinguishers & blankets and evacuation routes.
5. Class Teachers to ensure any medication held in class e.g., inhalers, epi pens are taken. All urgent medication held in the office should also be taken by the office staff.

### **Swimming pool**

There should be a member of school staff available at all times during school swimming lessons. They should ensure they have access to a hand-held radio. That member of staff is responsible for getting communication via the hand-held radio on whether to evacuate the pool.

If the swimming pool is in use by an external hirer the instructor is responsible for getting the communication. During school hours they must collect a hand-held radio from the school office. Out of school hours the caretaker will ensure a hand-held radio is available.

In the event that the alarm has been triggered by a fire in the pool building or adjacent plant room, an immediate evacuation should take place. Otherwise, the decision may be made to continue with

the lesson until it's natural finish time, or finish the lesson early but have the children dress before evacuating the building. Should an immediate evacuation not take place, the staff member will need to take the swimming attendance register out to a Fire Warden (normally a member of office staff).

### **Lunchtime and Playtime**

If evacuation is required during lunchtime, staff in the dining hall will be responsible for the evacuation. Children and staff should safely exit, at their nearest exit point and assemble at designated assembly point.

The children on the playgrounds / field will be asked to stop play immediately and be led by the staff on duty to the Assembly point in the KS1 playground and form in their class lines.

Senior member/s of staff and office staff will ensure that all inside areas are evacuated before leaving the building. They will be met by the class teachers and TA/HLTAs and assembled in classes.

Procedures will then follow as above.

### **Breakfast and After School Club**

If the Fire alarm sounds, staff to escort children via nearest fire exit point to assembly point in the KS1 playground.

Senior member of staff and office staff will ensure that all inside areas are evacuated before leaving the building.

Wraparound Care staff will ensure paper register is taken to the assembly point

Procedures will then follow as above.

### **Parents' Evening**

It will be the responsibility of the class teacher to direct parents they may have in their classroom or school hall to the nearest fire exit and to the assembly point.

### **Performances / Special Events**

A fire risk assessment should be completed by the senior leadership team for any special event. The findings of the risk assessment will be discussed with all members of staff and if necessary, children prior to the event taking place. Ensure compliance with the limits of occupancy figures on the school main hall.

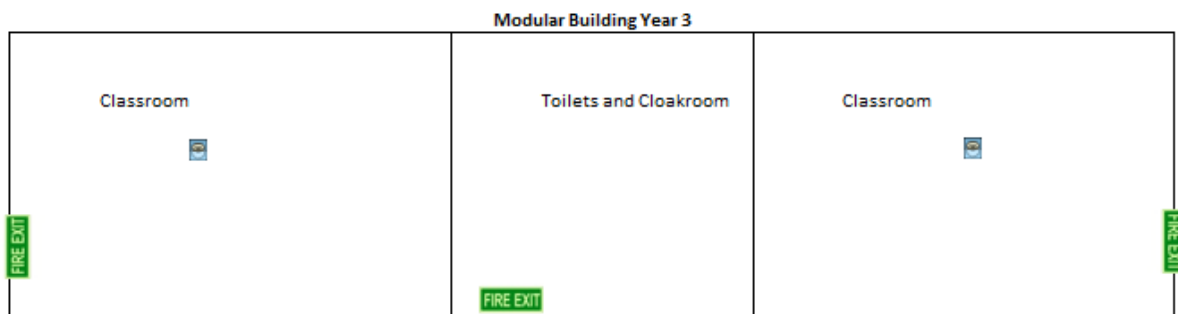
## **ADVICE ON EVACUATION PROCEDURE FOR OUT OF NORMAL HOURS**

On hearing the alarm all staff, children, and visitors should leave the premises without delay to the nearest fire exit and proceed to the normal assembly points.

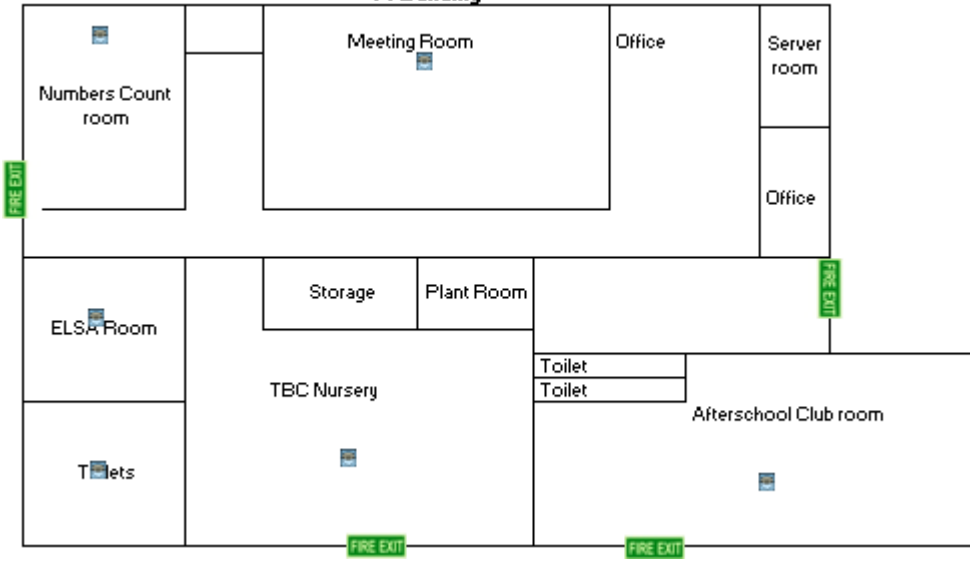
If there are office staff on site, they should leave the building and take the staff & visitor signing in sheets and grab bag with them to assembly point. Once in the playground, the club organisers and teachers responsible for after school activities/clubs should check their groups against their registers and report to nominated Fire Warden. They should confirm whether the children they are responsible for are all present, if they are not, they should pass on the names of those missing and their last known location.

### After the event

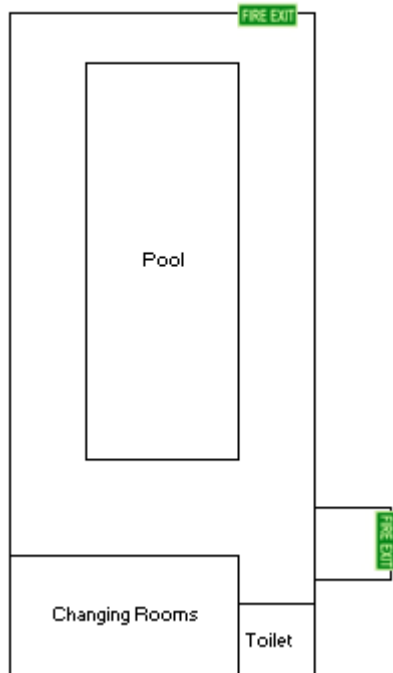
- Do not re-enter the building until advised to do so by the senior fire service officer or by the senior member of staff on base. Once the nominated Fire Warden has confirmed that everyone has evacuated the building, it may be possible for some people to go back inside depending on what call point triggered the alarm. For instance, if the call point was in the Year 3 modular building, the decision may be made to allow everyone back inside apart from those in Year 3. This decision will be made the Headteacher's (or nominated deputy in the Headteacher's absence) sole discretion.
- If the fire has been extinguished by staff, do not disturb any evidence, which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before reoccupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened before they return to normal activities.



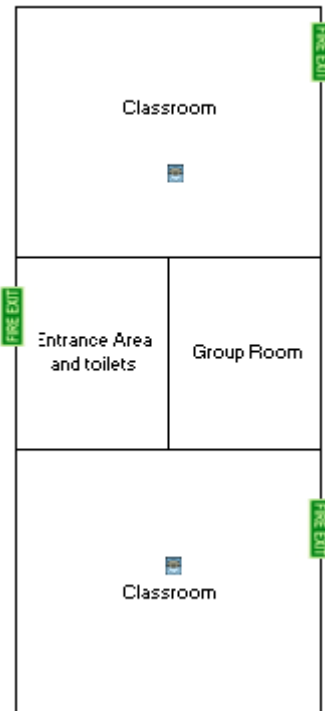
### M Building



### Swimming Pool



### Modular Building Year 3



Main Building Ground Floor

