



FIRE SAFETY POLICY

Approved by:	Governing Body	Date: September 2025
Next review due by:	September 2026	

1. General statement

We are a responsible employer we take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the **Regulatory Reform (Fire Safety) Order 2005**. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy also forms part of the school's overall Health and Safety Policy.

2. 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 cooperate fully with us in complying with any procedures that we may introduce to protect the safety and well-being of our pupils, staff and visitors.

3. 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 visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

We have introduced the following 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 there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- An Emergency Evacuation Plan stating our fire evacuation procedures, which will be practiced at least termly.
- Training as necessary, to all staff who have fire safety responsibilities such as Fire Marshalls and external training for Chief Fire Marshalls.
- Induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signposted and kept free of 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 regularly. Staff may not be told when a test is scheduled. Any other safety systems will be checked regularly to ensure correct operation, where necessary.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.
- Periodical fire safety inspections are carried out by external advisors on the correct time scales.
- Fire doors are checked on a monthly basis.
- Fire extinguishers are checked on a monthly basis.
- Fire alarms are tested every Monday morning when school is in session.

All staff have received Fire Warden training in January 2023 (new staff January and September 2024)

Chief Fire Wardens: Emma Bretherton (Headteacher) and Dave Smith (Site Manager) received Fire Warden training in Nov/Dec 2022