


THE PRIORY PRIMARY ACADEMY TRUST	DATE AGREED	November 2024
POLICY AND PROCEDURE STATEMENT	REVISION DATE	November 2025
 <p style="text-align: center;">The Priory Primary School</p>		
Fire Safety Policy		
HEAD TEACHER	MATT WALSH	
CHAIR OF GOVERNORS	PRUBIE SAHOTA	

Edits and Changes

November 2024	Visitors section updated with unaccompanied visitor procedures Appendix C: PEEPS updated with students left
Dec 2023 (between approvals)	List of fire marshals adapted and deputies added; PEEP list updated; Evac route updated

1. Aims

The aim of this policy is to ensure the safety of all of our stakeholders and members of the public in the immediate vicinity of the school, which may arise from fire. Additionally, this policy aims to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable 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 in an emergency are in place.

2. Legislation and guidance

This policy meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.

3. Roles and Responsibilities

Overall Responsibility

The Headteacher and the school's Site Manager are responsible for the well-being and safety of all staff, pupils, parents and visiting members of the public when on the school grounds. The role of Fire Safety Manager will be carried out in unison between these two colleagues. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions, ensuring they are maintained.

The Fire Safety Managers shall also ensure that an emergency evacuation drill is undertaken each term; that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

Additional responsibilities of the Fire Safety Managers include:

- Ensuring the policy is kept up to date and reviewed by the Governing Body at least every 2 years
- Ensuring the school community is aware of the policy's contents
- Records are kept of fire training
- Procedures for emergency evacuation are tested at least once a term
- Fire risk assessments are kept up to date and regularly reviewed
- Fire prevention measures are carefully followed
- Fire procedures and risk assessments are reviewed each time there is building work resulting in alterations, extension etc

Appointment & Responsibilities of Fire Marshalls

The school shall appoint a number of employees as Fire Marshalls (as named in Appendix A), one of which will be appointed as Senior Fire Wardens. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Manager(s)

During an emergency evacuation, Fire Marshalls shall wear hi-visibility tabards to enable them to be clearly identifiable.

Responsibility of All Staff:

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix B). They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedures.

Responsibilities of Teaching staff

Teaching staff are responsible for escorting their pupils out of the building in silence and in an orderly manner. They are responsible for conducting a headcount and taking the register at the assembly point and reporting any children/support staff who are unaccounted for to the office staff/SMT.

Teachers are also responsible for adhering to the requirements in the personal escape and evacuation plan (PEEP) for any pupil in their class who has this documentation.

On no account, should anyone return into the building.

4. Processes and Protocols – In the Event of a Fire

The School Fire Procedure

Notices displaying the School Fire Action Plans are displayed at each fire alarm call point and shall be of the approved format and the current issue.

The School Fire Procedure is as follows:

- If an adult discovers a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit

- Those responsible for a class, will ensure that the children leave quietly and in an orderly fashion
- Ensure that there is an awareness of any personal escape and evacuation plan (PEEP) and that these are followed
- All doors and windows are closed before exiting, unless in immediate danger from fire or smoke
- Exit following the designated evaluation route for the particular area of the school (Appendix B)
- The single muster area is on the rear school field
- Before exiting, the Fire Marshalls will check their designated areas (Appendix A) of the school and ensure no one is left in these areas. They check nobody is in the rooms then report to the Fire Manager.
- All personal possessions are to be left in the school building
- Teachers will take a register and report any child / support staff member who is missing
- The Fire Managers will be responsible for an overall head count, ensuring all staff, pupils and visitors have been accounted for.
- The Fire Managers will summon the Fire Services if a fire is detected
- All staff, pupils and visitors will remain at the muster point until informed that it is safe to return to the building.
- On exiting the building, the senior Fire Wardens will bring a mobile phone with access to Arbor, and will alert the children's parents about the situation. On advice from the fire services and in conjunction with the Fire Managers, the senior Fire Wardens will arrange for pupil collection via a text message sent to all parents advising them where / when to collect the children.
- Fire Managers will remain at the muster point until all stakeholders have safely vacated the muster point and will then liaise with the fire services regarding the ongoing safety of the school building.
- In case the muster point becomes impacted by fire, or due to extreme weather conditions (resulting in there being a hazard at the muster point), a secondary (reserve) muster point will be utilised. This secondary muster point is: **The Priory Church building**. The Fire Managers will make the decision to evacuate to this reserve muster point and will inform the staff to safely evaluate the children by the safest route.

Raising The Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the school's handbell shall be rung continuously by the senior Fire Warden.

Calling The Fire Services

It is school policy that the fire brigade will be called upon any suspected outbreak of fire. On activation of the school fire alarm, an automatic response is expected from Southern Alarm monitors – who will call within 60 seconds of the alarm being raised. One of the two named Fire Managers will respond to the call and request that the fire services are contacted and sent to the school. Two additional members of staff are named on the Unique Fire and Security contact form (See Appendix C), when a fire alarm is raised out of school hours the contact team will dial through to each named professional until a response is achieved. At this point the fire services should be requested, regardless of the possible cause of the alarm being raised if a false alarm is not confirmed.

The alarm panel is located outside the reception area. This shows the location of potential incidents. The office is always aware of any planned fire practices. Alarms at any point are investigated (within 60 seconds) to ensure they are not “false”. However, on hearing the alarm, at **any time**, all children and staff must leave the building and muster at the assembly point.

Meeting The Fire Services

One of the Fire Managers will meet with the arriving fire services and explain the current situation and the location of the fire if it is known.

Personal Escape and Evacuation Plans (PEEPs)

Across the school, a number of children have been identified for whom a specialised plan is required to ensure their safe and timely evacuation in the event of a fire, whether an actual incident or practice. These plans are signed by staff and appropriate staff and are reviewed annually – a list of all children with PEEPs is in Appendix D.

5. Processes and Protocols – Risk Assessment, Maintenance and Training

Fire Risk Assessment

The Fire Safety Managers shall ensure that a fire risk assessment is carried out by the school’s designated Health and Safety team – Citation Atlas. The risk assessment is carried out annually, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Managers and a copy kept on file.

Fire Training and Emergency Evacuation Drills

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedures, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Fire Safety Managers to ensure this instruction is given in accordance with the Induction Checklist (Appendix D). The Fire Safety Managers shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or school governor.

Maintenance of Fire Safety Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professionally qualified consultants:

System	Frequency	Provider
Fire Fighting Equipment	Annual	Unique Fire and Security (0120 2743231)
Fire Alarm System	6 Monthly	Unique Fire and Security (0120 2743231)

Testing of Fire Safety Equipment and Systems

The School Site Manager (Fire Manager) shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

System	Frequency	Method of Test
Corridors, Escape Routes and Fire Exit Doors	Daily	Check that fire exit doors are unlocked, escape routes are free of obstruction.

Fire Alarm	Weekly	Visual check of panel for fault indications.
Fire Alarm Call Points	Weekly	Test key operation of 3 different call point each week in rotation.
Fire Extinguishers	Weekly	Check that seals are intact, equipment has not been removed or tampered with and that the annual inspection and maintenance is in date.
Fire Doors	Daily	Check that doors are closing fully and, where fitted, latches are operating.
Fire Exit Doors	Daily	Check that the doors are opening freely and that emergency exit fittings are operating.
Emergency Lighting	Quarterly	Operation of test switch or circuit breaker and check that lights illuminate.

Record Keeping

All service records to be stored safely in an office cabinet. The Fire Safety Manager is responsible for maintaining the following records:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	Date of test, tick sheet to account for fire exit doors being checked and secured.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learnt / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor.

Fire Assessment	Risk	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.
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6. Additional Safety Protocols

Events (Out of School Hours) And External Lettings

Where events are organised outside of 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 Manager (Site Manager) is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager (Headteacher) 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 event 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.

Visitors

Visitors are required to sign in at Reception, where they are issued with a visitor's badge. In the event of an emergency evacuation, planned or a practice, they join the rest of the school at the assembly point. Contractors working on significant projects are managed by their own site manager and have their own procedures. Visitors who may be unaccompanied around the school (eg external club providers, supply teachers, etc) will either be informed of the evacuation procedure at an induction meeting or will be given a visitors sheet with emergency evacuation information on.

Visitors attending concerts etc. are made aware of emergency exits and the assembly point.

Notices and Signage

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, fire fighting equipment and assembly points.

7. Links with other Policies / Guidance / Protocols

- Health and Safety Policy

- PEEPs
- Lettings policy

Appendices

Appendix A: List of fire marshals and fire managers

Appendix B: Emergency evacuation routes / Procedures

Appendix C: List of pupils with PEEPs

Appendix D: Induction checklist

Appendix E: School site evacuation map

Appendix A: List of Fire Marshals and Fire Managers

Fire Marshals:

All rooms from Imaginarium to Y3-4 toilets: Office Manager

Deputy: Deputy Head (Tues-Fri) HT (Monday)

All rooms from Staff toilet in corridor to Staff Room: Finance Manager (Mon – Wed), Headteacher (Thurs – Fri)

Deputy: Deputy Head (Tues-Fri) HT (Monday)

Marshals:

Georgia Nicoli - sweep as above and print/online check register for any visitors attending

Lisa Philpott - check register against staff sign in

Debra Adams - Deputise classroom sweeps

Fire Managers:

Headteacher – Matt Walsh - monitor evacuation and check final registers

Site Manager – Rob Henry. Monitor outer doors closed and open gate for emergency services if necessary.

Appendix B: Emergency Evacuation Routes / Procedures

Muster Point for ALL: The rear of the school field

Reserve Muster Point for ALL: The church building

Procedures:

- All pupils, staff and visiting guests will exit the building and follow a set route (below) to the Muster Point.
- All pupils, staff and visiting guests will proceed to the Muster Point immediately on hearing the fire alarm.
- All pupils, staff and visiting guests will not hesitate, stop or reverse direction to collect personal belongings.
- All pupils, staff and visiting guests will proceed in a calm, orderly and quiet fashion to the Muster Point.
- All pupils, staff and visiting guests will adhere to the instructions given by the marshals and fire managers.
- All pupils, staff and visiting guests will NOT attempt to tackle any fires or hazards themselves.
- Any pupil, staff and visiting guest who notices another person who is stranded, in danger, or not following the fire escape policy should alert a marshal / manager as soon as possible and as soon as it is safe to do so. They should not attempt to help / support anyone themselves.
- When at the Muster Point, all pupils and visiting guests should line up quietly and wait until a head count has been established and everyone has been accounted for.
- All pupils, staff and visiting guests should only return into the school building once the fire managers deem it safe.
- All pupils, staff and visiting guests should only utilise the reserve muster point if instructed to by the fire managers and will then proceed by the safest most direct route.

Exit Routes:

YR Classroom – Through the YR outer door and anticlockwise to the school field via the gate and the sloped path to the school field – proceed to the rear of the field.

Y1 Classroom – Through the Y1 outside door then down the sloped path to the school field – proceed to the rear of the field.

Y2 Classroom – Through the Y2 outside door and forwards to the metal gate (at the end of the adventure trial), then round to the school field – proceed to the rear of the field.

Y3 Classroom – Through the Y3 outside door and anticlockwise via the gate and the steps leading to the school field – proceed to the rear of the field.

Y4 Classroom – Through the Y4 outside door and anticlockwise via the gate and the steps leading to the school field – proceed to the rear of the field.

Y5 Classroom – Through the internal door (leading to the library) and out via the staffroom. Across the playground and onto the school field via the wooden gate. Proceed to the rear of the school field.

Y6 Classroom – Out via the outside doors (in the Y6 Annex) and anticlockwise across the front playground, through the wooden gates to the adventure trail. Forwards to the metal gate (at the end of the adventure trail), then round to the school field – proceed to the rear of the field.

Rocket Room (Hub): Exit via the doors by the Y5 cloakroom, then through the gate onto the field.

Space Base (Hub): immediately left and out via the main entrance. Through the wooden gates to the adventure trail. Forwards to the metal gate (at the end of the adventure trial), then round to the school field – proceed to the rear of the field.

Hall – Through the outside doors and anticlockwise via the gate and the steps leading to the school field – proceed to the rear of the field.

Staffroom – Out via the outside door. Across the playground and onto the school field via the wooden gate. Proceed to the rear of the school field.

Offices – Out via the main front door and anticlockwise across the front playground, through the wooden gates to the adventure trail. Forwards to the metal gate (at the end of the adventure trial), then round to the school field – proceed to the rear of the field.

Kitchen – Out via the kitchen outside door and anticlockwise across the front playground, through the wooden gates to the adventure trail. Forwards to the metal gate (at the end of the adventure trial), then round to the school field – proceed to the rear of the field.

Imaginarium – Out via the main door, down the sloped path to the school field – proceed to the rear of the field.

Rear Playground - Across the playground and onto the school field via the wooden gate. Proceed to the rear of the school field.

Front Playground - Anticlockwise across the front playground, through the wooden gates to the adventure trail. Forwards to the metal gate (at the end of the adventure trial), then round to the school field – proceed to the rear of the field.

Library - Out via the staffroom. Across the playground and onto the school field via the wooden gate. Proceed to the rear of the school field.

Appendix C: List of Pupils with PEEPs updated with pupil migration

PEEPS for 2024 - 2025

Child's name	Year group	Date of PEEP	Completed by	Review date
Arlo Steele	R	October 2024	D.Adams	October 2025
Arthur Fowler	R	October 2024	D.Adams	October 2025
Robin Cole	R	October 2024	D.Adams	October 2025
Isabella Rayan-Bowden	5	October 2024	D Adams	October 2025
Reuben Osborne	5	October 2024	D.Adams	October 2025
Harry Broadhurst	6	October 2024	D.Adams	October 2025

Appendix D – Induction Check List

When?	Task	Completed date
Prior to the employee's first day	Identify who will be responsible for induction, including assigning mentors and/or 'buddies' <ul style="list-style-type: none"> ☑ Matt Walsh for Teaching Staff and Site Manager (Cleaning Team) ☑ Debra Adams for SENCo and Learning Support Staff ☑ School Office Manager for Office Staff and Catering Team 	<input type="checkbox"/>
	Undertake all DBS clearance procedures and applications Set up employee's – <ul style="list-style-type: none"> ▪ ICT account and internet access ▪ access to CPOMS ▪ Atlas-Citation ☑ School Business manager to arrange this	<input type="checkbox"/>
	Ensure first week of induction is scheduled and planned, and relevant members of staff are notified, e.g. notify your designated safeguarding lead (DSL) about carrying out safeguarding training <ul style="list-style-type: none"> ☑ Debra Adams - DSL 	<input type="checkbox"/>
	Send out induction pack – to include <ul style="list-style-type: none"> o Welcome Leaflet o Employee Handbook o Essential school policies – Safeguarding/Child Protection/School Behaviour Policy/Staff Conduct 	<input type="checkbox"/>
First day	Introduce colleagues, pupils, mentor and/or 'buddy' <ul style="list-style-type: none"> ☑ To be done by line manager 	<input type="checkbox"/>
	Take employee on a tour of the school <ul style="list-style-type: none"> ☑ To be done by line manager 	<input type="checkbox"/>
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents (CPOMS and all other incident reporting) <ul style="list-style-type: none"> ☑ To be done by Headteacher or Deputy Head 	<input type="checkbox"/>
	Remind employee of: <ul style="list-style-type: none"> ● The school timetable, including timings of staff meetings, assemblies and registration ● Expectations around staff conduct, e.g. use of mobiles, social media and dress code – Staff Code of Conduct ● Conditions of employment, and absence and disciplinary procedures – Employee Handbook 	<input type="checkbox"/>

	<p>All of the above should be outlined in the induction pack.</p> <p><input type="checkbox"/> TO be done by school office manager</p>	
	<p>Help employee to become familiarised with ICT account, phone system and reprographics, e.g. photocopier</p> <p><input type="checkbox"/> To be done by school office manager</p>	<input type="checkbox"/>
	<p>Explain the school's behaviour and rewards system – provide copy of policy and procedure -</p> <p><input type="checkbox"/> To be done by SLT</p>	<input type="checkbox"/>
First week	<p>Ensure employee meets DSL and has safeguarding training</p> <p><input type="checkbox"/> Line manager ensures this happens</p>	<input type="checkbox"/>
	<p>Ensure employee attends induction training sessions with relevant members of staff, e.g. the SENCO and the school business manager</p>	<input type="checkbox"/>
	<p>Ensure employee meets with mentor at the end of the first week to:</p> <ul style="list-style-type: none"> ● Review progress ● Identify training and development needs 	<input type="checkbox"/>
	<p>Ensure employee's line manager outlines the school's performance management system and begins to determine objectives</p> <p><input type="checkbox"/> To be done by line manager</p>	<input type="checkbox"/>
First month to 6 months	<p>Arrange additional training for the employee based on the review of the first week</p> <p><input type="checkbox"/> To be done by line manager</p>	<input type="checkbox"/>
	<p>Arrange follow-up session between employee and DSL</p>	<input type="checkbox"/>
	<p>Ensure regular 1-2-1 meetings are held between employee and:</p> <ul style="list-style-type: none"> ● Mentor ● Line manager 	<input type="checkbox"/>
	<p>Evaluate the success of the employee's induction programme, and use findings to inform future practice</p> <p><input type="checkbox"/> Include as part of termly performance management process</p>	<input type="checkbox"/>

Appendix E – School site map

