

Fire Safety Policy

This policy was approved by Governors on 14th May 2026 and will be reviewed annually.

Statement of intent

Navenby CE Primary School is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated Fire Safety Officer and Headteacher (if different) are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations, whether a drill, real incident or a false alarm.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Lockdown Policy
- Critical Incident Policy
- Risk Assessments

Roles and responsibilities

The Governing Board, in consultation with the Headteacher, will:

- Create and monitor a management structure responsible for health and safety in the school, including fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
 - Adequate funds to ensure the training of the fire safety officer and all other staff.

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Work with the fire safety officer to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- At least once per half-term, undertake a whole-school fire evacuation drill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.
- Ensure new staff members undertake induction which includes knowledge of the school's Fire Safety Plan.
- Review and update, where necessary, the school's Fire Safety Plan.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the Headteacher to nominate a temporary fire safety officer in their absence.

- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.

Staff members will:

- Cooperate with their colleagues, the fire safety officer and Headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Report any defects in equipment or facilities to the designated fire safety officer.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Headteacher, e.g. building works.
- Inform the Headteacher of all potential risks to staff, pupils and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the Headteacher or fire safety officer.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit. Do not delay in leaving the building.

- Walk quickly and quietly to the assembly point, which is on the front playground
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

Risk assessments and checklists

- The fire safety officer, in co-operation with the Headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school.
- The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:
 - Reduce the likelihood of fire.
 - Maintain fire detection and alarm systems.
 - Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place. The fire safety officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

The fire risk assessments will be reviewed by the fire safety officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

Preventative measures

The fire safety officer will inspect the school's fire prevention measures three times a year to ensure the school is achieving maximum fire safety.

The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Hose reels
- Access for emergency vehicles
- Emergency lighting
- Signage and exit routes

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of.

Stocks of flammable liquids, materials and gases will be kept to a minimum to ensure the risk of fires can be mitigated.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.

Provision and maintenance of emergency routes and exits

As part of the school's fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

Educating pupils

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire.

Pupils will be reminded to remain vigilant to fire and fire hazards during fire drills.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

Measures for disabled people

The fire safety officer and Headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer. This may include being led out by a teacher.

In the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the Sensory Room with a member of staff and wait for assistance to evacuate. Visitors, pupils and staff with disabilities will be informed of the location of this area on their arrival at the school.

Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school's kitchen area, e.g. for food technology lessons, will be cleaned after each lesson.

An electrical engineer will PAT test all electrical equipment in the school annually, to ensure their usability and carry out any maintenance.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if the school receives permission from parents.

Staff members will report any defective equipment to the bursar, fire safety officer or Headteacher as soon as possible.

Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks.

Lighters, matches and other sources of ignition are kept away from pupils and can only be accessed after gaining permission from the fire safety officer.

Procedure in the event of a fire

- In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called by the fire safety officer.
- All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.
- On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the admin team (for staff and visitors), or for pupils, by their class teacher.
- People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice.
- In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members,

pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and Headteacher once per year, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

Detection equipment

All areas and rooms within the school are fitted with a smoke detector. Fire detection and alarm systems will be tested each week.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher will be placed in each room; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. A fire blanket is available in the school kitchen.

The fire safety officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked termly by the Bursar to ensure it remains in full working order, and remedial action taken in the event of a failure. The Bursar will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

Fire drills

The fire safety officer will carry out random fire drills at least once per half-term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called.

Visitors, contractors, and non-teaching staff will be allowed to return to their work once the Headteacher has finished the registers.

The fire safety officer will make notes based on the evacuation, e.g. speed and organisation.

Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

Staff training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the fire safety officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended). The fire safety officer will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff at least annually and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place, and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

Monitoring and review

This policy will be reviewed annually by the fire safety officer and the Headteacher, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

Policy Approved: Full Governors' meeting 14th May 2026

Signed:

Chair of Governors: Mr J Kirby

Health and Safety Governor: Mrs S Hellard

Head teacher: Mr C Elliott