

GLENTHORNE COMMUNITY PRIMARY SCHOOL



Fire Safety Policy

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Version Number	Reason for Change	Date



Glenthorne Community Primary School



Fire Safety Policy

Fire Prevention Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

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

The head teacher is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the head teacher.

Fire risk assessments

Fire Risk Assessments are carried out and reviewed annually. This ensures that employers are responsible for ensuring appropriate fire precautions, which include; appropriate fire detection and fire-fighting equipment that is accessible and simple to use and that there is provision of adequate emergency escape facilities. Further information on fire safety can be found on the DfE site: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

An emergency plan to evacuate the premises has been created. All classrooms display a clear plan suggesting 2 possible escape routes. All plans are delivered as part of initial training in September. All plans are suggested routes but common sense should be applied and the main objective is to ensure all persons can exit the building quickly and safely. Plans should take account of any specific needs such as, any person especially at risk in a case of fire, eg a person who is deaf, blind or disabled etc. To support our school community we will hold at least 3 fire drills per year. These drills will be carefully monitored and any information gathered from these will result in modifications to the emergency plan and health and safety policy.

Strategy for fire prevention

Management strategy for fire prevention:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
- planning for the actions to be taken in the event of fire:
 - training of staff, including any specially delegated function
 - provision of instruction to pupils
 - display of appropriate fire instruction notices
 - control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, eg process, storage, gas, electricity, contractors on site, vandalism
- check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
- monitoring the effectiveness of precautions, eg analysis of evacuation drills.

Staff training

Every new member of staff or visiting colleague will receive instruction in fire precautions during induction to the school. A review of procedures will be given annually in September. Each new pupil will be given instruction regarding fire procedures.

Instruction and training for all will include the following points:

- action to be taken upon discovering a fire
- action to be taken on hearing the fire alarm
- method of raising the alarm, including location of call points
- location and use of fire-fighting equipment
- knowledge of escape routes
- evacuation method for the building, location of assembly point and method of accounting for persons
- appreciation of the importance of fire doors and the need to close all doors at the time of a fire or on hearing the alarm

Pupils

Pupils should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire
- Understand the importance of walking quickly but calmly to the assembly point

Fire drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the staff training record book, held by the site manager.

All staff must participate in at least two drills per year.

Testing of fire alarm systems

The fire alarm system will be tested weekly by the site manager. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms

Electrical fire alarm operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

Fire-fighting equipment

Fire extinguishers

There correct type of fire extinguishers are available within school. Person safety always takes priority over fire fighting.

Fire prevention

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by the caretaker at the end of the day. He or she is also to ensure that computers have been closed down and television sets have been disconnected and that all doors are closed.
- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all curtains should be

Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.

Flammable materials

Flammable materials are not to be stored near any form of heating.

Electrical appliances

When using electrical appliances, the following rules should be observed.

- They are to be switched off and unplugged when not in use.
- Electrical faults are to be reported immediately to the site manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorisation of the headteacher.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores.

Paint and solvents should be disposed of correctly.

Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

Storage

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material should be aware of the dangers.

Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, get it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by a suitably qualified contractor.

Fire doors

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit
- the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all doors should be left in the closed position.

Contractors

Building contractors bring a large number of ignition sources to the school. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

School grounds

Access for emergency vehicles must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

Fire routine

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below:

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service
- special needs of cleaners, disabled, etc.
- **Advice on the procedure in the event of fire**

At time of emergency:

- If you discover a fire - or one is reported to you - operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialling 9/999.

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Members of staff are not to talk to the media unless authorised by the headteacher.
- The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

Summary of Bomb Threat Procedure

On receipt of a specific bomb threat warning, or on discovery of a suspect package, it must be assumed that the threat communicated or the suspicion aroused has real foundation and that there is no hoax involved.

If a message containing a threat is received (usually by telephone), the following should be done:-

- Note the exact time of receipt of the message.
- Write the message down exactly as it is given.
- Notify the police immediately, repeating the message exactly as received.
- Immediately alert the Headteacher who will decide on the appropriate course of action.

If there is time and the situation lends itself, it would also be very helpful to police if as much information about the caller as possible could be ascertained. Age, accent, apparent intoxication, background noises, etc. might all assist in police investigation, and this might be particularly useful if a number of threats have been received in a short period of time.

Should the Headteacher decide that evacuation is necessary, then the most practicable way would be in accordance with the normal fire drill procedure **Do Not Activate the Alarm System**. In the absence of the Headteacher and member of the admin team will calmly, ask each class to evacuate to our designated bomb threat evacuation point which should be at least 200 metres from the building. A cursory check of each room by staff before they leave may reveal any unusual or suspicious article.

In the event of an evacuation the licensee of the White Horse public house has given the school permission to use their car park as an assembly point for all pupils and staff.

In school, if this can be arranged, pupils could be asked to take with them their bags and personal belongings to assist any search for suspect devices.

Arrangements must be made for the welfare of pupils. The Headteacher must take account of time of day, weather conditions, etc. in deciding the best course of action.

In all establishments vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building, and on no account should anyone attempt to move or interfere with suspect packages.

Bomb warnings must always be taken seriously. No risks should be taken or assumptions made until the matter has been properly investigated in co-operation with the police. The first responsibility of the Head teacher in any establishment is for the safety of staffs and members of the public (and pupils if school or nursery). Any actions taken should reflect that priority.

At the conclusion of any incident, it will be for the Headteacher to decide whether it is safe for the establishment to be re-occupied, while taking full account of any Police advice.

Contact for the Health, Safety and Wellbeing Service is 01785 355777 for advice and support once the evacuation and notification to the police has taken place.

Further information is available on the SLN.

This Policy was agreed by Governors on: 28th January 2026

Chair of Govs:	Mrs M Such	Headteacher:	Miss R Woodall
Date:	January 2026	Date:	January 2026

This Policy will be reviewed by: January 2028