



Elm C of E Primary School & Pre-School.

Fire Safety Policy

September 2025

1. Aim

- To ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are implemented;
- To ensure the safety of staff and pupils and visitors in case of fire;
- To set out the responsibilities of relevant staff.

2. The Legal Position

- a) Overall accountability for health and safety lies with the employer of the members of staff in the school which in the case of Elm C of E Primary School & Pre-School is DEMAT (Diocese of Ely Multi Academy Trust). However day-to-day running of the school including responsibility for the health and safety of staff and pupils is normally delegated to the head teacher and school management team including the governing body.
- b) Under the Regulatory Reform (Fire Safety) Order 2005 (FSO) The employer: DEMAT, as the “responsible person” for the site must ensure that its fire safety arrangements, and in particular, fire equipment, fire notices and fire drills, are in place and up to date. The Head Teacher is designated as “Fire Safety Manager” for the premises on behalf of DEMAT (the responsible person) and must report all relevant information regarding fire safety equipment, processes and protocols accordingly and maintain efficient records.
- c) The headteacher will make available such records and report on all fire safety requirements to the governing body
- d) The ‘Fire Safety Manager’ for the premises is responsible for ensuring the safety of the premises and the occupants.
- e) The school must have a comprehensive fire safety system based on relevant risk assessments.

- 1) Fire safety on a day-to-day basis is managed by the Head teacher (The Fire Safety Manager). This does not reflect the legal interpretation of responsibility but merely reflects the managerial arrangements in place.

3. Compliance.

- a) In order to comply with the requirements of the order the school will take account of any Government guidance.
- b) The Head teacher, on behalf the Diocese of Ely Multi Academy Trust (DEMAT), will ensure that compliance within the requirements of the Regulatory Reform (Fire Safety) Order 2005 are covered by risk assessments and appropriate policies accordingly.
- c) Policies:

The Governing body will ensure that the school have in place, policies that aim to:

- Keep the risk of fire to a minimum
- Safeguard all means of escape
- Limit the spread of fire
- Specify who is responsible for what
- Ensure that there is at least 1 fire drill per term at different times of the day; and
- Ensure that the lessons from Fire Drills are assessed, reviewed and discussed at LGB meetings.

4. Risk Assessments

- a) Under the Regulatory Reform (Fire Safety) 2005 Order, DEMAT must ensure that, 'suitable and sufficient' assessment of the risks which relevant persons are exposed to are in place along with systems to manage risks.
- b) The Head teacher as designated "Fire Safety Manager", alongside the Governing Body must agree an appropriate system to ensure:
 - That it is regularly reviewed and shared with the Governing Body;
 - And always reviewed after an incident that requires a consideration of the evaluation of the risk; or
 - Where there is 'significant' (underlined by the order) change in the conditions in the workplace, the Head teacher as "Fire Safety Manager" has been delegated on behalf of DEMAT the responsibility to determine whether there is 'significant change' in the conditions in the work place.

5. Information for Employees

The Head teacher (as FSM) must provide employees with relevant information on:

The risks to them identified in the risk assessment;

- The preventive and protective measures;
- Fire escape procedures; and
- The name of the person(s) responsible for firefighting and for evacuation procedures.

6. Dangerous Substances – Control of Substances Hazardous to Health (CoSHH)

- 6.1 No activity involving a dangerous substance may commence unless the risks have been assessed, and control measure applied.
- 6.2 The Head teacher will ensure that the relevant staff (e.g. Cleaner, ICT staff, maintenance staff) consider the schools Health & Safety policy in relation to CoSHH.

7. Hazards and Risks

The Head Teacher, as Fire Safety Manager (FSM) will review the fire risk assessment periodically and to use this as a checklist, amending it as necessary. It will include:

- Sources of ignition;(e.g. heating and cooking appliances, electrical and electronic equipment)
 - Sources of fuel (e.g. combustible or flammable materials, solvents, paper used in lessons or in exhibitions of work, furniture.)
 - Work processes- in lessons, during preparation, in maintenance and service areas, in non-teaching areas, in circulation areas; ensuring that exits are kept clear and unlocked and corridors are free from obstacles; and
 - Unofficial practices (such as smoking)
- The record will be kept on the Health and safety management system.

8. Fire Safety Culture:

The Head teacher as FSM, will ensure that fire safety is included in the development of a culture of health and safety amongst staff and pupils.

Training for staff and pupils will include ensuring that relevant staff (and pupils where appropriate)

- Follow safe practises for handling and storing flammable materials;

- Follow the correct procedure when using machinery and equipment
- Only use machinery and equipment for which they have received appropriate instruction;
- Are aware of the need for warning notices to indicate any likely fire hazards;
- Are aware of the school plan showing safety routes, firefighting equipment, hydrants, safety doors, automatic detectors, main electrical and gas switches, and any other particulars that will help fire fighters;
- Plan maintenance and service work;
- Identify any parts of the school that might pose a significant risks because of the structure, or fittings or use. (e.g. ducting, voids, boiler room, under stage and back stage areas, storage areas, stock cupboards, preparation rooms.); and
- Identify specific persons/pupils at risk (e.g. disabled. pupils or anyone who needs assistance to get off the premises, staff/pupils working in remote areas, technicians, cleaning staff.)

The FSM will contribute to the Fire Safety culture by ensuring that:

- Fire Routine notices are posted adjacent to every fire alarm break glass call point.
- Detectors and all firefighting equipment are in place and working;
- Warning alarms are in place and work;
- Appropriate emergency lighting is in place, and works;
- All appropriate fire exit signs are in place and that routes are clear and without impediments;
- Appropriate fire doors are in place, and are properly maintained and used;
- All staff and pupils know the fire safety arrangements;
- All staff/pupils know and practice the fire drill;
- Fire drills are carried out regularly (at least once per term, with one drill taking place at an 'inconvenient time' such as lunch break); and
- Lessons learned from the drills are noted and appropriate action taken.

The risk reduction will either take the form of removing or reducing the sources of ignition, fuel, oxygen, or removing the persons on site from the fire.

9. Out of hours meetings and events

- a) In the event of meetings/events taking place out of school hours the person in charge of the meeting is responsible for:
 - Informing those at the event of the evacuation procedures;

- Raising the alarm;
- Ensuring the safe evacuation of all those attending;
- Liaising with the fire service.
- Ensuring a full head count at the fire assembly point; and
- Dismissing the gathering when it is safe to do so.

10. Lone workers and Fire Safety

- As far as is reasonably practicable no member of staff or pupil may work alone in any building. Staff who have the need to work beyond the building closure time, must be made aware of any policy directly or indirectly relating to “Lone Working” protocols and processes.
- 10.2 The Head teacher will determine procedures for ensuring that no pupil or member of staff or contractor or any other person will work alone on the school premises without the members of the management team knowing they are there, and have appropriate and constant methods of communication to a responsible person in an emergency.

11. Fire Safety for Public Entertainment and other Licences.

- When the school invites members of the public to dancing, music, stage or film shows then a public entertainment, theatre or cinema licence may be required.
- Shows put on by amateur dramatic societies using the facilities will almost certainly require a public entertainment licence.
- Any function in which alcohol is offered for sale will need a licence, application for which should be made to the Clerk to the local licencing Justices.

12. Responsibilities

The Governing Body will:

- Ensure that the Head teacher takes into account the implications of the law and regulations;
- Give guidance and support to the Head teacher (FSM) in ensuring compliance with the law;
- Ensure that the fire safety systems are appropriately monitored;
- Ensure that the Head teacher, as FSM, is appropriately trained;
- Consider information shared on the Head teachers report regarding Fire Safety.

The Head teacher will:

- Ensure that the fire risk assessment, policies and fire safety systems are in place, known and implemented;
- Ensure that specific arrangements are in place to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 within the School in line with Government guidance;
- Determine safety management systems based on the risk assessment, ensuring that all staff are kept informed of the safety management systems;
- Be responsible for fire safety training;
- Liaise regularly with the Health and Safety named Governor;
- In the event of a fire, inform the Local Authority and the Chair of the Governing Body as soon as is practical;
- Produce an emergency plan;
- Conduct Fire Drills; (see fire drill flow chart appendix B)
- Ensure that fire drills are monitored and logged, and any lessons learned are put into practice;
- Ensure that staff receive appropriate information and support;
- Check the adequacy of firefighting apparatus and its maintenance;
- Conduct Fire safety inspections, at least one per term; (see checklist appendix A)
- Make more frequent informal checks to confirm that the fire safety rules are being followed

What Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point
- All pupils and personnel will evacuate via the nearest fire exit to avoid congestion and to ensure a quicker exit. Please see Fire escape plan on wall in each room.
- Walk in SILENCE
- DO NOT ATTEMPT TO PUT OUT THE FIRE
 - tackle the fire only if appropriate i.e. small fire or fire blocking only escape route
- Wardens must check toilets and close doors on the way out.
- If you have responsibilities for assisting persons with Personal Evacuation Plans (PEEP) respond as required following the actions as identified in the Plan. Specific support for pupils with SEND will be detailed on their PEEP.
- Do not stop or return to collect personal belongings.
- Ensure visitors or children that are alone are escorted from the building to the muster point.
- Close any doors en-route without delaying your escape.

- You must remain at the Muster Point for a roll call and follow the instructions of the Head Teacher.
- Return to the building only when authorised to do so by the Fire safety Manager.

What Staff Should Do If They Hear the Fire Alarm

- If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan.
- If not then:- Lead your pupils out of the building by the nearest exit demarcated on Fire escape plans in each room.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless life safety is threatened.
- Premises Manager to check fire panel and advise Head Teacher
- Admin Lead to take class registers and visitors I-pad. Ensure each teacher has a register to take roll call. Admin Lead takes roll call of visitors.
- Teachers to take register by calling names not counting numbers and advise the Head Teacher if any staff or pupils are missing from their class. If all present immediately and continuously hold register in the air until you are asked to lower it.
- You must remain at the Muster Place until the Head Teacher or School Premises Manager advises that the building is safe to re-enter.
- Return to the building only when authorised to do so by the Head Teacher or Premises Manager.
- The evacuation is only complete when every pupil and member of staff, including the last Fire Warden to sweep the building, have exited and are accounted for.

Contacting the Emergency Services

The Premises Manager, Head Teacher or Admin Lead will contact the Emergency Services. Any member of staff should call emergency services if the above people are not available.

13. Fire Marshalls

Fire Marshalls can be defined as: - A Teacher in charge of each class, including pre-school leader.

The Fire Marshall will be provided with specific fire marshall training which will be maintained and refreshed at the required level.

The Fire Marshalls will:

- Minimise the incidence of fire (fire Prevention)- this will involve good housekeeping and security.

- Put systems in place to ensure that the fire escape routes and fire exit doors/passageways are unobstructed and that doors open correctly;
- Ensure close down procedures are followed;
- Make frequent informal checks to ensure that the fire safety procedures are followed in areas of the school relevant to the class.
- This will include the use and application of firefighting equipment to the extent that is appropriate.
- They will be trained to determine in which circumstances the use of firefighting equipment may be appropriate, but only when there is no personal risk.
- Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.