



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

This policy was ratified on:	1 st March 2016, 20 th May 2021
Reviewed on:	9 th March 2017, September 2018, 2019 12 th July 2020, May 2021, June 2022, 2023, 2024, 2025
To be reviewed in:	June 2026

Fire Safety Policy and Procedures

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

1. Aim

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

2. The Legal Position

2.1 Overall accountability for health and safety lies with the employer of the members of staff in the school which in the case of Guyhirn 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.

2.2 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.

2.3 The head teacher will make available such records and report on all fire safety requirements to the governing body

2.4 The ‘Fire Safety Manager’ for the premises is responsible for ensuring the safety of the premises and the occupants.

2.5 The school must have a comprehensive fire safety system based on relevant risk assessments.

2.6 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.

3.1 In order to comply with the requirements of the order the school will take account of any Government guidance.

3.2 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.

3.3 Policies:

3.3.1 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

4.1 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.

4.2 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:

8.1 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 students.

8.2 Training for staff and students will include ensuring that relevant staff (and students 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/students at risk (e.g. disabled. pupils or anyone who needs assistance to get off the premises, staff/students working in remote areas, technicians, cleaning staff.)

8.3 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 students know the fire safety arrangements;
- All staff/students 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.

8.4 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

9.1 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

- 10.1 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.

- 11.1 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.
- 11.2 Shows put on by amateur dramatic societies using the facilities will almost certainly require a public entertainment licence.
- 11.3 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

12.1 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.

12.2 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

13.Fire Marshalls

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

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

13.3 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.

- 13.4 This will include the use and application of firefighting equipment to the extent that is appropriate.
- 13.5 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.
- 13.6 Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.
- 13.7 Following complete evacuation Fire Marshalls should ensure that no one returns to the building until cleared to do so. The Fire Marshal will report to the Head teacher in charge of the Assembly Area. They will report any learning points positive as well as negative.
- 13.8 ALL Staff must know:
- How to raise the alarm;
 - Action to be taken on discovering a fire;
 - Evacuation procedure;
 - Assembly routine and checking of pupils;
 - Location and use of fire-fighting equipment; and
 - Location of escape routes.
- 13.9 All staff must ensure that fire safety notices are kept visible and report any incidences where fire doors do not work or are in anyway blocked.
- 13.10 Pupils:
- All pupils must know how to handle safely any material or equipment that might be flammable and are briefed before sessions.
 - Pupils must know the action to take when the alarm goes off.

14.Training and support required for the FSM (head teacher)

- 14.1 The FSM will need to:
- Understand the fire safety legislation as it applies to the school;
 - Have appropriate education. training, knowledge and experience of the principles of fire safety through SmartLog;
 - Have an understanding of the development and behaviour of people in fire;
 - Understand the fire hazards, fire risks and relevant factors associated with occupants at special risk

- Have a basic knowledge of appropriate firefighting equipment and how it should be used;
 - Have appropriate experience and /or training in carrying out fire risk assessments and determining safety management systems;
- 14.2 The FSM will be the person to undertake appropriate risk assessments once he/she has undertaken appropriate training.
- 14.3 Where the FSM is uncertain it is authorised to obtain appropriate professional help and support.

15.Recording and Monitoring

- 15.1 The FSM will utilise the appropriate Health and Safety Management System
- 15.2 The FSM will record risk assessments and what fire safety measures have been taken to control risks.
- 15.3 The FSM will record on the Health and Safety management system:
- Significant finding from the risk assessment;
 - The safety measures and actions to be taken;
 - The persons at risk; and
 - Arrangements for the control monitoring and review of the measures.

16.Equal Opportunities

The Head teacher, through the Fire Marshalls will ensure that the needs of disabled students, staff and visitors in case of fire have been considered, and appropriate risk assessments carried out, and appropriate systems put in place, with particular regard to staff pupils and visitors with disabilities.

17.Monitoring and Review

- 17.1 The Head teacher will monitor the systems in liaison with the Governing Body Health and Safety representative.
- 17.2 The Head teacher will review the policy annually and if there has been a change of use of premises, additions or alterations to the premises, changes in working practices, increase in equipment or when there has been an incident.
- 17.3 The Head teacher will report on fire safety at least annually to the Governing Body.

17.4 The Governing Body will review the working policy following the Head teachers report and review the policy itself annually.

This policy was ratified by the LGB on 15.07.2025

Termly Fire Safety checklist: Term Autumn/Spring/Summer**Date.....**

Checklist	YES/NO	Comments
1. Is the schools fire safety policy up to date?	YES/NO	
2. Does the policy include the latest fire precautions, guidance on fire practices, training of staff, and instructions of students?	YES/NO	
3. Is the FSMs training up to date? Last date.	YES/NO	
4. Does the FSM report regularly to the Governing body representative?	YES/NO	
5. Are firefighting appliances in the correct place?	YES/NO	
6. Is the equipment regularly checked?	YES/NO	
7. Are relevant staff trained in its use?	YES/NO	
8. Are students instructed in what to do in case of fire?	YES/NO	
9. Are fire safety notices posted in each area and visible?	YES/NO	
10. Is the fire alarm regularly checked?	YES/NO	

11. Are all fire doors signed and kept closed?	YES/NO	
12. Are all exit routes free from obstruction?	YES/NO	
13. Are fire drill held at least once per term?	YES/NO	
14. Is a log kept of all the fire drill practices?	YES/NO	
15. Are lessons from fire drills analysed and acted upon?	YES/NO	
16. Are the Health and Safety management tasks completed and recorded?	YES/NO	
17. Are periodic reports made to the governing body?	YES/NO	
18. Has the Governing Body reviewed the policy with in the past year?	YES/NO	

Signed (FSM)

Signed (H&S Gov)

Emergency Action Plan

If you discover a fire:

1. Sound the alarm using the nearest fire alarm call point
2. Leave the building by the nearest fire exit
3. Do not re-enter the building for any reason
4. Report to the assembly point

If you hear the fire alarm:

1. All staff, pupils, occupants of building must respond to alarm activations
2. The fire alarm is a continuous ringing bell
3. The Fire Marshalls will take charge of their class or area.
4. Leave the building in single file by the nearest fire exit
5. A calm orderly exit is essential. Walk quickly - DO NOT RUN or stop to collect belongings
6. Do not re-enter the building for any reason
7. Report to the assembly point

Staff Responsibilities on hearing the fire alarm:

Fire Marshal	Responsibility
Office Staff	<ul style="list-style-type: none"> • Ring 999 • Collect registers, visitors/staff books • Smash green glass to override front double doors and open fully.
Karen Milnthorpe - Head teacher/FSM	<ul style="list-style-type: none"> • Ensure all occupants leave the building in an orderly manner • Control assembly point • Liaise with Fire Service on arrival
Adult in charge of Moreton Class.	<ul style="list-style-type: none"> • Check classroom ensure children leave in an orderly manner to assembly point. • If possible check Moreton Class toilets area. • Role call in assembly point- raise register if all present. If not inform FSM
Adult in charge of Marriott Class. Emma Britchford- Deputy FSM in Head teachers' absence.	<ul style="list-style-type: none"> • Check classroom ensure children leave in an orderly manner to assembly point. • Check boy's toilets on way to assembly point. • Check hall windows on way to assembly point • Role call in assembly point- raise register if all present. If not inform FSM
Adult in charge of Magdalene Class.	<ul style="list-style-type: none"> • Check classroom ensure children leave in an orderly manner to assembly point. • Check girl's toilets, library and staffroom on way to assembly point. • Role call in assembly point- raise register if all present. If not inform FSM
Adult in charge of Nene Class (Pre-School)	<ul style="list-style-type: none"> • Check classroom ensure children leave in an orderly manner to assembly point. • Role call in assembly point- raise register if all present. If not inform FSM

FIRE FIGHTING

The safe evacuation of persons is an absolute priority. Staff that have had appropriate training may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment. Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

At the Assembly Area:

1. Fire Marshals (class teachers) check pupil registers
2. The Office Staff are responsible for checking staff/visitors books.
3. Each Fire Marshal clearly holds their register in the air on completion of the check if all pupils are present.
4. If anyone is missing the Fire Marshal must inform the Head teacher immediately, who will then determine what action to take.
5. The Head teacher liaises with fire service on arrival and takes instruction from the Fire Service Officer in Charge.
6. The Head teacher (in liaison with the Fire Service Officer in Charge) determine whether it is safe for staff/ pupils to return to work, or whether to move the staff and pupils further away.
7. The Fire Marshals will control their classes in the Assembly Area and will act on the Head teachers' instruction.

After the Event:

1. As soon as practicably possible the Head teacher informs the Chair of the Governing Body.
2. The Fire Marshals make a verbal, followed by written report to the FSM.
3. The Head teacher will inform the Local Authority.
4. The Governing Body, Head teacher as FSM and Senior Leadership Team will meet to discuss lesson learned and determine any actions to be taken and response of the Local Authority.
5. The Head teacher as the FSM will determine if the fire risk assessment, fire safety policies or procedures need amendment.