



Fire Safety Procedure

St Mary's RC Primary School

General Statement.

We are a responsible establishment and take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimized.

Employees Duties.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures.

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.
- The fire evacuation procedures will be practiced and timed at least termly/6 monthly and documented.

- The fire assembly point is located in the school field to the rear of school.
- In the event of a prolonged evacuation and the school needing to send children home the evacuation route will be through the double gates either side of the school.
- In the event of a fire it is expected that Reception/Admin team and members of staff will call the fire brigade.
- In the event of a fire alarm activation/evacuation. The following staff are responsible for ensuring the external gates are unlocked so emergency services can enter and move around.
 - Julie Sutherland
 - Rebecca McKenna
- The (Head Teacher) and SFO will Meet/Liaise with fire brigade
- The named Fire Warden/s are; Julie Sutherland (Head), Carol Collins (SFO), Emma Cross, Jennifer Glover, Joanne Wheatley, Rachel Goodwin, Rebecca Mckenna.
- Fire Wardens are responsible for sweeping allocated areas (toilets, cupboards etc.).
 - Emma Cross
 - Jennifer Glover
 - Vicky O'Doherty
 - Rachel Goodwin
 - Rebecca Mckenna
 - Stacey Morrison
 - Sarah Fox
- All visitors and contractors will be escorted to the Fire assembly point by their host.
- Fire awareness training will be carried out for all staff is every year
- Fire Warden Training will take place for nominated staff to assist with fire evacuations every 1 years.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained monthly by the SFO and 6 monthly/yearly by external contractors. If any employee notices defective or missing equipment, they must report it to a Site Facilities officer (SFO), Facilities

Manager or SLT.

- The alarm systems will be tested weekly by the SFO. Staff will be informed when a test is scheduled.
- All other safety systems will be checked regularly to ensure correct operation, where necessary, e.g.
 - Emergency lighting is tested monthly by SFO, every 6 months by contractor.
 - Fixed wiring is carried out every 5 years or 20% annually.
 - PAT's testing is carried out annually. Private equipment brought to site is to be recorded on the Private Portable appliance register where it will be given a visual inspection and a follow up PAT's test completed.
- Prior to any out of hour event, a meeting will discuss the fire precautions required for that event based on the staff, the occupants and the activity taking place. The school will consider that occupants may not know the school layout or that they may suffer from any disabilities or restrictions that may hinder their escape. Once the precautions have been fully considered, the control measures will be shared with all those involved in the event.
- The PEEP (if applicable) will be carried out by the safeguarding team/SLT documented and kept in the admin office
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.
- First aiders for the school are. Sarah Fox, Rebecca McKenna, Julie Sutherland, Emma Robinson, Paula Wood, Emma Cross, Jenny Glover, Rachel Goodwin, Samantha Coupland, Erica Barnes

Signed:	Kevin Barber. Facilities Manager.
Date:	
Signed:	Julie Sutherland Executive Head
Date:	
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