



'cherish everyone, flourish together, serve others'

"And now these three remain: faith, hope and love.

But the greatest of these is love."

1 Corinthians 13:13

FIRE SAFETY POLICY

**Policy Lead
Committee:**

Local Academy Committee

In consultation with: Headteacher

Approved by:

Date: 9th July 2026

Policy Date: 9th July 2026

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Review Frequency: Annual



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1.0 Aims

1.1 The primary aim of Newnham St Peter's C of E Primary School is to minimise fire-related risks to staff, pupils, and visitors. This will be achieved by implementing preventive measures, ensuring preparedness, and maintaining clear evacuation procedures.

1.2 As a Church of England School, we uphold Christian values that guide our community. These values shape our vision, curriculum, policies, and governance. In particular, the values of perseverance and respect are central to this policy.

2.0 Overall Responsibility for Fire Safety Matters

2.1 The Headteacher is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school. Together with the School Business Manager, they will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

3.0 Fire Risk Assessment

3.1 The Headteacher must ensure that a fire risk assessment is conducted every three years or whenever significant changes occur, such as new extensions or room repurposing. The assessment will be performed by a competent person as outlined in the Regulatory Reform (Fire Safety) Order.

4.0 The School Fire Procedure

4.1 Notices displaying the school fire procedure are displayed at each fire alarm call point and are of the standard form.

5.0 Responsibility of all School Staff

5.1 All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see Appendix A). They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

6.0 Fire Training and Evacuation Drills

6.1 All staff, including temporary employees, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

6.2 It is the responsibility of the Headteacher to ensure this instruction is given in accordance with the checklist in Appendix C.

6.3 The Headteacher will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

7.0 Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems



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7.1 Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation. ***
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates. ***
Fire extinguishers, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date. ***
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating. ***
Corridors and Escape Routes	Daily	Check exit doors are easily unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating. ***

*** SFAT Handyman carries out tests & checks

8.0 Appointment and Duties of Fire Wardens

8.1 All teachers are appointed as fire wardens. They have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Headteacher, or the person in charge of the evacuation (see Appendix B).

9.0 Raising the alarm

9.1 In the event of alarm failure, the school bell will be rung continuously in order to raise the alarm.

10.0 Calling the Fire Brigade

10.1 The fire brigade must be called for any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and, if the School Business Manager (SBM) or Headteacher are not available, calling the fire brigade.

11.0 Meeting the Fire Brigade

11.1 The Headteacher or SBM is responsible for meeting, or ensuring that one member of staff is available to meet, the fire brigade on arrival and in their absence that there is a member of staff to deputise for them.



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12.0 Evacuation of disabled persons – pupil, staff or visitor

12.1 The Headteacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building is properly escorted.

12.2 Personal Emergency Evacuation Plans (PEEPs) will be developed by the Headteacher for individuals requiring assistance. These plans will outline the level of support needed and designate staff escorts. Each plan will detail the actions to take during an evacuation, specifying the requirements of the individual, such as their ability to independently reach a protected escape route or exit. If support is needed, the plan will identify staff members responsible for escorting the individual to the Assembly Point.

12.3 Persons with limited mobility may be assisted once the initial evacuation surge subsides, ensuring no undue delay for others. They may move at a slower pace but should not cause undue delay to other evacuees. The Headteacher should be informed of any difficulties encountered.

13.0 Events Taking Place Out of School Hours Such as School Plays or External Lettings

13.1 When events are organised outside normal school hours or by outside organizations, it is the responsibility of the staff member organising the event or arranging the letting to ensure that the evacuation controller is consulted. Appropriate precautions, including arrangements for evacuation and calling the fire brigade, must be put in place. The Headteacher may impose specific restrictions on the type of letting or activity, the number of persons involved, and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. If a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions must be met (Appendix D).

14.0 Notices

14.1 All fire exit routes will be signed by clear signs with directional arrows.

15.0 Records

15.1 The following records will be kept by the school:

<i>Record Type</i>	<i>Information To Be Recorded</i>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Fire Evacuation Drills	Date of drill, details of exits obstructed and time taken to evacuate.
Fire Safety Training	Nature of training, names of those who attended, name of instructor and duration of training.



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Appendix A

Newnham St Peter's C of E Primary School Emergency Evacuation Procedure

PLEASE NOTE:

- **ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE, e.g. fire, gas leak, bomb alert**

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Teachers TAs	1. Instruct pupils to remain calm, leave all personal belongings, and line up at the nearest or most appropriate exit. 2. Grab the laminated pupil number sign for the class (for that day). 3. Immediately evacuate the building, taking all children in your charge through the nearest or most appropriate exit. 4. Close doors and windows upon leaving. 5. Lead all pupils to the designated assembly point via the quickest and safest route, and have them line up. 6. Call the register, which the office staff will distribute (conduct a head count while registers are being distributed). 7. Notify the Fire Safety Manager (Headteacher) or SBM immediately of any missing children so a search can be initiated. 8. Wait for further instructions.
SBM or Headteacher	1. Call the Fire and Rescue Service (999), providing the name and postcode of the location. 2. Collect visitors' / contractors' sign in sheet 3. Leave the building through the nearest exit. 4. Distribute registers to Class Teachers and ensure all classes are present. 5. Check visitors against the register. 6. Notify the Fire Safety Manager or SBM immediately of any missing children, classes, staff, or visitors so a search can be initiated. 7. Wait for further instructions.
Fire Wardens (All teachers +TP, SH, LM, LT – see Appendix B)	1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed. 2. Checks on toilet areas should include a check of individual cubicles. 3. If you encounter any persons present, instruct them to evacuate immediately. All visitors and members of the school should be ushered to an exit, not just pointed in the general direction of one. 4. Never open a door if you suspect there may be a fire beyond it.



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Visitors	1. Evacuate the building through the nearest / most appropriate exit. 2. Go to the designated assembly point via the quickest route.
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- **Only attempt to use fire extinguishers on small fires if you are trained or confident to do so.**
- **In the event of a missing person, report immediately to the Headteacher or person in charge. DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.**

DESIGNATED FIRE ASSEMBLY POINT: Main playground	
Pre School	
Year R Pupils and Class Teachers	
Years 1-6 Pupils and Class Teachers	
Office Staff	
Visitors	
Fire Wardens	
Kitchen Staff	
Fire Safety Manager or SBM	Liaise with Teachers (Fire Wardens) to establish that everyone is accounted for at assembly point. Check that the building is secured from the outside. In the event of a missing person, attempt to locate them from outside the building. Meet Fire Brigade and apprise them of the situation.



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Appendix B

Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Fire Safety Manager Check with class teachers for missing children Check with office staff that visitors/ contractors are all accounted for Meet fire brigade Report any missing children/staff/ visitors so that a search may be initiated	Joe Child	Linda Tetlow	Sue Pearson
Fire Wardens Check all doors are closed and no persons in toilets or left behind Report to Fire Safety Manager/ Deputy	ALL teachers Tracy Penfold Laura Murdock Linda Tetlow Sadie Evans	N/A	N/A
Calling the fire brigade: fire discovered by individual	Person discovering the fire after breaking glass at nearest alarm point	Joe Child or Linda Tetlow	Whoever discovers the fire
Distributing Class registers	Linda Tetlow	Sue Pearson	Jo Harris
Holding and checking visitors'/ contractors' sign in sheet	Linda Tetlow	Sue Pearson	Jo Harris
Meeting the fire brigade	Joe Child	Linda Tetlow	Sue Pearson

Appendix C

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.



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- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise that a fire extinguisher is an aid to evacuation and not for tackling fires. They should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school, including postcode.

