



St Lawrence CE Primary School

Fire Safety Policy

2025 - 2026

**Review date:
November 2026**

This policy has been developed in alignment with our Christian values, inspired by the Parable of the Good Samaritan, emphasising compassion, kindness and a commitment to help others.

Aims

It is the overall aim of St Lawrence Primary School to minimise the risks to staff and employees which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

Alan Brannen is appointed as the “responsible person” [RP] for the school and will have overall responsibility for fire safety matters at the school. He 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. He 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.

Responsibility of all School Staff

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 procedure. 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.

Fire Training and Evacuation Drills

Training will be provided every three years for all permanent full time school staff in fire safety and the school procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, 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, exits and assembly points. It is the responsibility of the RP to ensure this instruction is given in accordance with the Checklist in Appendix B.

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

The RP will provide a report to the Headteacher each year, which he will include in his termly report to the Governing Body.

Staff complete fire safety training on Safesmart each year. Fire extinguisher training for staff was last held on 11th May 2022. Again, fire extinguisher training is covered within the Safesmart training.

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

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, hose reels, fire blankets, etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with an annual inspection and maintenance is in date
Fire doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating
Corridors, Escape Routes & Fire Exit Doors	Daily	Check exit doors are 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 correctly

Emergency Plan

In the event of the alarm sounding, staff should follow the sequence indicated in the Emergency Plan (appendix E). It is important to recognise the distinction between those with responsibility for pupils and other building users. The Fire Action notices provide instructions for those without supervision of children. The Emergency Plan details the procedure for those with responsibility for pupils as well as their own safety.

Appointment and Duties of Fire Marshalls and Fire Wardens

The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation (see appendix a).

Raising the alarm

In the event of alarm failure a whistle will be blown in bursts of five in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school administrator / office staff are responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The RP is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events Taking Place Out of School Hours, such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the RP is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The RP 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 licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix C).

Notices

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

Records

The following records will be kept by the RP.

Record Type	Information to be Recorder
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.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self-closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	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.

Appendix A

Roles and Responsibilities

Role	Person Responsible	In case of absence
Responsible Person (RP)	Alan Brannen	James Brown
Fire Marshal	Alan Brannen (Office/Disables toilet/ corridors / Meeting room / Music Room/Pastoral room & IT Room/Server Room/Library)	James Brown
Fire Wardens	Rachael Bollom/Denise Edwards (Key Stage One area /KS1 cupboard)	Zoe Robinson (KS1)
	Adel Connacher/Julie Williams (Key Stage Two toilets / reprographic room)	Zoe Robinson (KS2) Paul Meason (Staff accommodation)
	Sally Betton (Responsibility for collecting and printed registers and distributing on playground)	Paul Meason/Lauren Richards-Smith
	Sally Betton (responsibility for telephone Fire Brigade and sweeping old staff room, school hall, staff toilets, IT Room, Central Library, and Pastoral Office).	Paul Meason/Lauren Richards-Smith
Calling the Fire Brigade/Swimming Pool & informing Nursery & Fox class	Sally Betton	Paul Meason/Lauren Richards-Smith
Meeting the Fire Brigade	Alan Brannen	Wayne Castree
Governor Responsible	Emily Russell (Chair of Gobs)	