



A FAMILY, A FOUNDATION, A FUTURE

## Whitminster Endowed C of E Primary School Fire Policy

**Written by: Miss A Parry-Jones**  
**Agreed by School Dev: June 24**  
**Review Date: Summer Term 1 2026**

### **Aim**

It is the overall aim Whitminster Endowed C of E 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.

### **Fire safety management**

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

### **Fire procedures**

Notices displaying the fire procedures are displayed at each fire alarm call point.

**See Appendix 1.**

## Persons responsible for fire safety

Overall fire safety	Head teacher
Fire safety training, induction and revision	Head teacher
Fire risk assessments	Head teacher/ Chair of School Development Governor committee
Fire drills	Head teacher
Updating of log book / recording	Head teacher
Checks on call points	Head teacher/office staff
Checks on emergency lighting	Head teacher/office staff
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Head teacher

## Fire safety training

All staff will have internal training annually during the Autumn term. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety eg keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

### In addition:

- Fire extinguisher training to be provided every 3 years for all staff
- All supply and volunteer staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in the office.

## Fire Risk Assessment appraisal

To be carried out annually by the head teacher and nominated Governor.

External risk assessments to be carried out by the Local Authority Fire Risk Assessment Officer every 3 years.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures.

## Evacuation Drills

The procedure for emergency evacuation (**Appendix 1**) is displayed by each fire alarm call point. **See Appendix 2 for plan of where call points are situated.**

The main alarm indicator panel is situated in the library off the assembly hall. Fire drills are executed by the head teacher via this panel.

Evacuation drills should be carried out termly.

Reviewed Summer Term 1 – No changes made LH April 2014 LH May 2016 LH April 2018  
Nov 2020 Nov 2022 June 24 APJ

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

### **Staff roles and responsibility in the event of an evacuation alarm**

<b>Action</b>	<b>Person responsible</b>	<b>In case of absence</b>
Evacuation of all pupils, staff and visitors	Teacher	Most senior person in the classroom
Collection of registers and staff/ visitor signing in book/ sheets	Office manager	Admin support
Collection of school mobile phone	N/A	
Checking of toilets (all areas)	Head teacher	Admin support
Checking upstairs rooms	Office manager (Staff working with children will indicate that they are upstairs)	Admin support
Calling the fire brigade	Office manager	Admin support
Meeting the fire brigade	Head teacher	Office manager

In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible.

Each teacher will immediately do a head count and call the register. Absentees will immediately be reported to the head teacher and/or office manager

### **Fire Doors and exits**

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

### Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. (Guidelines state 2 ½ minutes per storey of a normal risk building), All persons will receive immediate feedback on the success of the evacuation at their assembly point. As part of Health and Safety monitoring, the head teacher and nominated Governor responsible for Health and Safety will periodically check the Fire Safety Log Book and the evacuation schedule.

### Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered

Records for these tests are kept in the Fire Safety Log Book located in the office.

### Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

### Fire Plan

In accordance with the fire procedure, a fire plan has been devised. **See Appendix 1.**

This policy was written by the headteacher and Governors

**FIRE ACTION – WHITMINSTER ENDOWED C OF E  
PRIMARY**



**IF YOU DISCOVER A FIRE PRESS THE GLASS OF A  
BREAK GLASS CALL POINT TO SOUND THE FIRE  
ALARM or  
IF YOU HEAR THE FIRE ALARM SOUNDING  
PROCEED WITH YOUR CLASS TO THE  
PLAYGROUND ASSEMBLY POINT  
THE OFFICE MANAGER WILL BE RESPONSIBLE  
FOR TAKING THE REGISTERS AND VISITORS BOOK  
TO THE ASSEMBLY POINT  
THE CLASS TEACHER TO DO A HEAD COUNT AND  
THEN CALL THE REGISTER. ABSENTEES WILL  
IMMEDIATELY BE REPORTED TO THE HEAD  
TEACHER AND/OR OFFICE MANAGER WHO WILL  
ORGANISE A SEARCH  
THE HEADTEACHER WILL TAKE RESPONSIBILITY  
FOR TAKING A MEANS OF COMMUNICATION  
(MOBILE PHONE)  
THE HEADTEACHER WILL GIVE PERMISSION TO  
ENTER THE BUILDING. IF A REAL FIRE HAS BEEN  
ESTABLISHED THE FIRE BRIGADE WILL BE  
CALLED**



**DO NOT STOP TO COLLECT PERSONAL  
BELONGINGS  
DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT  
IS SAFE TO DO SO**

## Whitminster Endowed C of E Primary School

### FIRE PLAN

<b>Action on discovering a fire</b>	<ul style="list-style-type: none"><li>• Raise the attention of others by sounding the fire alarm.</li><li>• Evacuate all occupants according to fire procedure.</li><li>• On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at Whitminster Endowed COE Primary School, School Lane, Whitminster, GL2 7PJ.</li><li>• Notify a senior manager as soon as possible and give precise details about fire.</li><li>• Use fire-fighting equipment only if necessary to make your escape.</li></ul>
<b>What to do if the fire alarm sounds</b>	<ul style="list-style-type: none"><li>• Follow fire procedure and evacuate all occupants to the assembly point.</li><li>• Admin staff to collect registers, signing in book</li><li>• Head teacher to collect a mobile phone</li><li>• Ensure all windows and doors are closed.</li><li>• All areas to be checked for occupants.</li><li>• Keep silent to ensure instructions from Head teacher can be heard</li></ul>
<b>Liaison with Emergency Services</b>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"><li>• Where is the fire located? - give site map</li><li>• What does the fire involve?</li><li>• Are all persons evacuated from the building?</li></ul>
<b>Escape routes and fire exit use</b>	<ul style="list-style-type: none"><li>• Means for escape routes are checked daily.</li><li>• Doors currently without thumb screws or quick release handles must be unlocked while in use</li><li>• Staff must be aware of alternative routes.</li></ul>
<b>Fire fighting equipment use</b>	<ul style="list-style-type: none"><li>• Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</li></ul>
<b>Responsibilities and duties to assist in case of fire</b>	<ul style="list-style-type: none"><li>• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times</li><li>• Once evacuation complete fire procedure to be put into place</li></ul>

## Appendix 2

