



Fire Safety Policy

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Next review: January 2026

January 2024	Policy review	Cathy Elsley, Principal
January 2022	Policy Written	James Bancroft, Principal

This policy was reviewed at the Local Advisory Board Meeting in Term 3, 2021 to 2022.



Fire Safety Policy

Wistaston Church Lane Academy, so far as reasonably practicable, ensures that all staff pupils, contractors and visitors are protected from the risk of fire whilst on the premises.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Responsibilities

The Fire Safety Policy is an extension to The Learning Partnership's Health and Safety Policy and, in common with that policy, extends through the whole school, with specific responsibilities as below:

- The Learning Partnership is the 'Responsible Person'. Day to day responsibilities are delegated down to the Principal
- The Local Governing Body ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation
- The Principal has the ultimate responsibility for the implementation and management of this policy
- The Site Manager is responsible for the effective implementation of this policy and its role within the Health and Safety Policy
- All employees have the responsibility to co-operate and to ensure that the workplace is safe from fire and its effects. They must not do anything that will place themselves or other people at risk from fire.

Managing Fire Safety

The day to day responsibility for managing fire safety is with the Principal.

The day to day management of fire safety is delegated to the Site Manager.

The Principal will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all firefighting appliances and devices including:
 - Fire detection and alarm systems
 - Emergency lighting systems
 - Firefighting equipment
 - Notices and signage relating to fire procedures



- Means of escape, taking into account the needs of any disabled users
- Carry out or arrange to have a fire safety risk assessment for the school to ensure that the school's facilities are compliant; and to reduce the risk of fire incidences by carrying out appropriate task risk assessments
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school
- Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware and comply with the school's fire procedures
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks
- Liaise with third parties, the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed

Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

Item	Contractor/School personnel	Frequency
Fire detection and alarm systems	Wistonia Alarm systems Ltd	Annually
Alarm sounders	Tony Bickerton	Weekly
Emergency lighting	Wistonia Alarm systems Ltd	Annually
Notices and signage	Scott Bickerton	Updated as and when required and checked annually as part of the fire risk assessment
Firefighting equipment – visual check	Tony Bickerton /Scott Bickerton	Weekly
Fire extinguishers	AES Electrical	Annually

A Fire Log Book, which contains records of fire safety issues, is maintained by the Site Manager and located in the Site Manager's Office. These issues include:

- Fire drills
- Hot work permits, etc.
- The storing of hazardous materials
- The inspection and testing of
 - Fire detection and alarm systems
 - Emergency lighting systems
 - Firefighting equipment
 - Staff training records

Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are stored on Riskpoof. The fire risk assessment is updated annually.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc. and where these people are likely to be located.



The fire risk assessment will be reviewed and amended annually or if it is no longer valid, or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc,) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

Fire Safety Training

All staff receive basic fire safety awareness training using Smartlog. The training is updated annually.

Fire Wardens receive more detailed instruction and attend Fire Warden training. The training is updated every three years.

Pupils are given instruction by their class teachers during the first week of the Autumn Term on the actions to be taken in the event of a fire.

Fire Evacuation Practices (Fire Drills)

The school chooses to hold four fire drills each school year – one in each term, and an additional one in the Autumn Term. There will also be a fire drill for Swan Stars.

Drill 1: During first week in September – all children and adults will be informed about this drill. This is a chance to understand the routines of the classroom

Drill 2: During Autumn Term – Children will know that a drill is expected. Staff will not know a specific time.

Drills 3 and 4: During Spring Term and Summer Terms – No one will know that a drill is expected.

The findings of the drill are reported to staff through staff meetings and any conclusions and remedial actions are recorded and implemented.

Personal Emergency Evacuation Plans (PEEPs)

PEEPs are written for any pupil, member of staff or visitor who may have difficulty evacuating the building in the event of a fire without support or assistance from others.

These are updated by the class teacher and Principal at the start of each school year. The class teacher, responsible person and the Site Manager retain copies.

Visitors with disabilities should be asked to identify any special requirements in the case of an emergency. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Evacuation Procedure

The Fire Alarm

Person discovering fire should break glass of nearest alarm.

Principal rings 999 on hearing alarm.



If fire is in the kitchen, the Catering Manager rings 999 and immediately sends someone to break glass of alarm and tell the Principal that the Fire Service has been notified.

On hearing the fire alarm, everyone should proceed to the fire assembly point.

Use the directed route – the quickest fire escape route is displayed in each room – unless a blockage makes this impossible. Be prepared to find an alternative route if necessary.

Should the alarm ring during break or lunchtime, pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should anyone return to the building until all clear is given.

All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.

Everyone should assembly at the Fire Assembly Point

Specific Roles and responsibilities during a fire evacuation

Admin Assistant

A member of the admin team will print registers from Inentry and take paper copies to the assembly point.

Site Manager

- Where possible the master switches for gas and electricity are cut off.
- They should attempt to identify the source of the fire from external visual observation. But where safe to do so, the zone triggered by the alarm will be noted.
- The Site Manager will remain in contact with the Principal throughout the procedure.
- The Site Manager will open the gates for the Fire Service and await their arrival.
- The Site Manager will support the Principal in liaising with the Fire Service.

Fire Wardens

- The priority is to ensure that everyone is evacuated from the building safely and quickly.
- Where possible they should check the alarm panel to identify the zone which has a fire.
- Fire Wardens (Office team and Principal) located in the KS1/EYFS building check safe zones for any children or visitors. They should also grab the first aid kit from the wall.
- Fire Wardens (Vice Principal and Site team) located in the KS2 building check zones for any children or visitors. They should also grab the first aid kit from the wall.



- Fire Wardens should have a mobile phone with them at all times so that they can communicate during an emergency. They should also have the Inventory App on their phone so that they can check staff and visitor records. They should mark people as safe using the app. If the app is not available, Fire Wardens should use communicate with office staff to monitor paper copies and ensure all children, staff and visitors are accounted for.
- Any attempt to fight the fire must always be by a fire warden and must be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted.

The Principal (or Vice Principal)

- Typically the Principal is the person who will ring the Fire Service, however, all adults are able to do this, if necessary.
- The Principal is a Fire Warden and will assist with checking that the building has been safely evacuated.
- Once outside the Principal must check that the school has assembled safely.
- The Principal will liaise with the Site Manager throughout.
- The Principal will be the person that liaises with the Fire Service.
- The Principal will be the person that gives the all clear following a fire drill.
- In the event of a fire, the Principal will put the Business Continuity Plan into action.

Typical Information the Fire Service will want to know

- Is everyone accounted for?
- Is anyone missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent.)
- Are there any hazardous substances involved in the fire or stored in the building?

Staff

- Once the children are evacuated from the building, if it is safe to do so, the last remaining adult in the room should close doors and windows, including the external door. They should take the fire register from next to the fire exit.
- Children should be directed to walk, not run to the Fire Assembly Point in silence and instructed to wait in silence.
- Once assembled the person in charge of the class should use the fire register to confirm that all children are assembled correctly. If they are all present they should raise their hand to make clear to the fire wardens that everyone is accounted for.
- If someone is missing they should immediately alert a fire warden.
- No one should re-enter the building until the Principal gives the all clear signal.