

**WEXHAM COURT PRIMARY SCHOOL**

**Fire Safety Policy**

**2025-2028**



**Date Approved:** Spring 2025

**Date for Review:** Spring 2028

**Approved By:** Head Teacher

# WEXHAM COURT PRIMARY SCHOOL

## FIRE SAFETY POLICY

*Preparing every child to become a successful individual in an ever evolving world.*

**Build belonging**

**Strive for excellence**

**Do the right thing**

### EQUALITY STATEMENT

At Wexham Court Primary School we are proud of the diversity of our students and staff and are committed to promoting a positive and inclusive culture in which all are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, beliefs, sex or sexual orientation. We acknowledge that we are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions and that this can negatively impact traditionally marginalised and disenfranchised students. In all areas of our school, we strive to understand and appreciate all aspects of diversity, equality and inclusion and proactively adapt our school policies and procedures accordingly.

*Written by Wexham Court staff and pupils*

### 1. INTRODUCTION

Wexham Court Primary School will ensure, so far as is reasonably practicable, that all staff, pupils and visitors are protected from the risks of fire whilst on the premises.

### 2. LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety Order 2005) referred to as the FSO came into force on 1<sup>st</sup> October 2006.

The purpose of this legislation is to place greater emphasis on fire prevention by ensuring 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 case of fire.

This policy aims to explain how the school complies with the reform ensuring that, where possible, fire is prevented and risks are controlled.

### 3. RESPONSIBILITIES

- Governors ensure that an appropriate policy is in place within the school and that arrangements are made for its effective implementation. This is also referred to in the accessibility plan which states that governors, '.....make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage.'

- The Head teacher has the ultimate responsibility for the implementation and management of this policy.
- The FSO places duties on the Responsible Person. If the local authority is the employer then they are the Responsible Person. Day to day responsibilities can be delegated down to a 'Duty Holder'
- All staff have the responsibility to co-operate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place them or others at risk.

#### **4. POLICY OBJECTIVES**

- To safeguard all persons from death or injury in the event of fire by effective management of fire safety
- To minimise the risk of fire and to limit fire spread
- To minimise the potential for fire to disrupt services, damage buildings/equipment, or harm the environment.

#### **5. MANAGING FIRE SAFETY**

The school has delegated day to day responsibilities for managing fire safety to the 'Duty Holder' i.e. The Site Manager.

The Site Manager will ensure:

- Fire Risk assessments are undertaken annually by professional body. The assessment is available in the site manager's Fire Safety Log and a copy held in the site office.
- Fire drills are carried out termly. Their completion is logged on the Safesmart/Smartlog site. Details of issues and observations are recorded on hard copy in the Fire Safety Log held by the site manager and emailed or briefed to staff.
- All staff undertake the online Fire Awareness training every two years on the Safesmart site. Additional training is available to staff on 'Educare'
- New staff are informed of fire safety procedures during their Health and Safety induction
- Fire alarm call points are tested individually each week on a rotational basis. I.e. One each week until all are tested. This is recorded in the Fire Safety Log, held by the site manager and on Smartlog.

- Fire extinguishers are checked weekly to be in their correct locations with safety pins and retainers attached and recorded on Smartlog and any defects noted and made good where possible.
- All portable fire equipment is serviced annually by a competent professional and recorded in the Fire Safety Log and on the Every Facilities Management site and Smartlog.
- Only trained staff use portable fire-fighting equipment if they feel competent to do so and do not place themselves or others at risk.
- Emergency lighting is tested every month. A one hour drain test is completed twice annually and a 3 hour drain test is performed annually by Trafalgar Fire.
- Alarm systems including fire detection equipment is serviced bi-annually by a competent engineer and recorded in Fire Safety Log.
- All portable electrical equipment is tested annually and records of items tested are filed.
- All lightning conductors are checked annually by service professional.
- Daily visual checks to fire extinguishers so that they are in their correct locations and not obscured.
- Fire exits and routes are checked daily, kept clear and responsible staff informed of infringements.
- Notice of evacuation routes are displayed
- Contractors who need to carry out hot work, provide a method statement to include a section on fire safety.

### **Specific Evacuation Requirements**

Wheel chair users or any person with difficulty walking (ie temporary crutches etc) should wait until everyone else has left the room before exiting the room assisted by either a classroom assistant or other third party if required. Personal Emergency Evacuation Plan (PEEP) to be completed for anyone with mobility issues. It should be made known to the Site Manager if any child or staff member has any mobility issues which should include anyone in the latter stages of pregnancy where mobility may be impaired, in order to create a Personal Emergency Evacuation Plan (PEEP's)

### **Visitors with disabilities**

On arrival disabled visitors to the school should be asked to make known any special requirements in case of an emergency evacuation. The person hosting the visitor should ensure the visitors safety in this case.

Wherever possible all persons should make their own way out of the building via the nearest fire exit utilizing the fire escape routes as per the escape routes nominated for that room if safe to do so.

The above section relates to requirements as per the School's Accessibility Plan.

#### **ON DISCOVERING A FIRE:**

1. Raise the alarm by operating the nearest Fire Alarm Call point: these are usually located near exit doors. Leave the building by the nearest available exit and proceed straight to the Fire Assembly Point **DO NOT STOP AND GATHER ANYWHERE AT ANY TIME!**
2. If the fire is waste paper bin size, **ONLY** if you have had extinguisher training and you feel it is safe to do so, you may attempt to tackle the fire with the appropriate extinguisher. Do not put yourself or others at risk.
3. If you know the location of the fire, communicate this to a fire warden who will ensure it is communicated to site staff who will liaise with the fire brigade.

#### **ON HEARING THE FIRE ALARM:**

- Immediately leave the building by the nearest fire exit. **NOTE THAT ACCESS CONTROLLED DOORS WILL RELEASE WHEN THE ALARM IS ACTIVATED. YOU DO NOT NEED SWIPE CARD!**
- If it is safe to do so **CLOSE ALL DOORS** behind you.
- Admin staff will take out registers. Visitor records will be checked against the Inventory sign in log.
- Visitors should make themselves known to admin staff as soon as possible.
- Fire wardens will carry out necessary sweeps and assist evacuation as agreed with site manager.
- Dedicated helpers/wardens will help disabled individuals or anyone in need of assistance to evacuate the building.

#### **DO NOT:**

- **Run**
- **Collect belongings**
- **Take food, drink or classroom resources**
- **No one should return to the building until instructed to do so by the site manager, head teacher, fire warden or admin staff.**

- **No one should leave the assembly point without being instructed to do so by the site manager, head teacher, fire warden or admin staff.**

This is a true version signed by

Miss N Mehat Headteacher

Signed:

Date:

Review date: Spring 2028