Wincle CE Primary School

Wincle School provides an enriching and outstanding rural education. We nurture the whole individual: body, mind and soul, inspiring rounded, happy, courageous children ***who shine in all that they say and do****. Our children exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

Shine Like Stars' Philippians 2:15

Fire Safety Policy	
Date updated:	**Brief summary of changes:**
October 2026	Policy reviewed and no changes made.

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Policy Statement

This policy applies to all employees.

It is school policy to protect the welfare of its employees, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Management and Employees to plan, organise, control, monitor and review the protective and preventative measures in relation to Fire Safety. The Fire Safety policy will be subject to review on an annual basis.

Procedures will be established for the safe evacuation from buildings and sufficient staff will be trained to implement these procedures.

Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire safety) Order 2005 came into effect on 1st October 2006. These Regulations replace all existing Fire Safety Legislation with a risk-based regime. The responsibility for the safety of the occupants and those who might be affected by a fire rests with a defined 'Responsible Person'.

Duties of the Responsible Person

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of employees, visitors and other relevant persons within and in close proximity to these premises. The General Fire Precautions are detailed as below: -

Reduce the risk of and spread of fire,
Provide a secure and safe means of escape from the building at all times,
Provide means of fighting fires,
Provide means for detecting and giving warning of fire,
Implement measure and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire,
Provide a suitable system of maintenance of all general fire precautionary arrangements.

Management Responsibilities

The person/s having the responsibility for managing Fire Safety is:

Name: Mrs Sarah Smith

Employee's Responsibility

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are: -

To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.

To co-operate with their employer in complying with Fire Safety Legislative requirements,

Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the employer's protection arrangements for safety.

Fire Risk Assessment

The Fire Risk Assessment has been conducted at these premises on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants, **FireRiskAssessments.com**.

The Fire Risk Assessment will be reviewed on a regular basis or following significant changes to the size, layout and use of the building.

Any temporary structure erected on site must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

Reducing the Risk and Spread of Fire

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Manager will maintain all reasonably practical measures to eliminate or control those fire hazards.

The risk of fire is to be reduced by the education of employee's in Fire Prevention and the Fire Risk Assessment process.

Providing a Safe Means of Escape

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours, the Fire Safety Manager and staff are to ensure that Fire Exit doors are unlocked and available for use at all times the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Manager for action to be taken.

When the fire alarm has actuated, staff and visitors are to be evacuated to the designated Assembly Point, which is:

On the school playground

Emergency Lighting

Emergency lighting is provided in the premises and tested periodically by competent persons in accordance with BS 5266. The results of the tests should be record in the Log Book.

Fire Safety Signs

Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 :2002. All emergency exit routes are to be identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the Fire Safety Manager.

Fire Fighting Equipment

Portable firefighting equipment is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed

on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire extinguishers are subject to a routine Maintenance Contracts. The Maintenance Contractor will put a label on each extinguisher indicating their name and telephone number. In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book.

Fire Extinguishers are only to be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

Fire Detection and Warning System

This building is provided with an electrically operated fire alarm and detection system. The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests must be recorded in the Log Book.

Emergency Plan

An Emergency Plan is provided for this building. The purpose of the Emergency Plan is to ensure all members of staff are made aware of what to do in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire the building Emergency Plan is to be put into operation. The Emergency Plan will be subject to regular review.

Fire Procedures

The specific actions to be taken in the event of a Fire Incident are detailed in the brief within Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a fire incident.

No member of staff must put themselves at risk. If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

Fire Safety Training of Employees

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new members of staff will receive basic training on commencement of employment (via our On Line Training Facility); all members of staff will receive training on an ANNUAL basis through staff meetings or inset days.

Fire Drills

The process of Fire Drills and Evacuation should be taken very seriously by all personnel. The Fire Safety Manager should ensure that all staff are made familiar with the Fire Evacuation Procedures.

To ensure that staff are capable of dealing with a full evacuation of the premises, the Fire Safety Manager will ensure that a Fire Drill is carried out at least once a term.

Review of Policy

This policy is to be reviewed on an annual basis by the Responsible Person to ensure the Policy and Procedures are up-to-date and effective.

November 2026