

POLICY

POLICY TYPE

MAT Policy to adopted in full across all schools	
LGC Policy to be reviewed and approved locally	✓



*"Share the Love of God,
every day in everything
we learn, do and say"*

Approval Date:	2026/27 – AUTUMN TERM
Review Date:	2027/28 – AUTUMN TERM

ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL

FIRE POLICY

Introduction

St Philomena's Catholic Primary School is committed to maintaining a safe environment for all pupils, staff, visitors, contractors and members of the wider school community. The school recognises that effective fire safety management is essential to protecting life and minimising the risk of fire. Appropriate preventative and protective measures are implemented to reduce fire risks and, should a fire occur, to ensure that all persons can be evacuated safely and efficiently.

The overriding priority during any fire emergency is the immediate and safe evacuation of all persons from the premises. The protection of life will always take precedence over the protection of property.

This policy should be read alongside the school's Fire Risk Assessment, Business Continuity Plan and internal Fire Evacuation Plan, which contains the detailed operational arrangements for evacuation.

Legal Framework

This policy has been developed in accordance with:

- The Regulatory Reform (Fire Safety) Order 2005;
- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Department for Education guidance.
- Fire Risk Assessment

Roles and Responsibilities

Headteacher

The Headteacher has overall responsibility for fire safety management within the school and will ensure that:

- appropriate fire safety arrangements are established, implemented and maintained;
- a suitable and sufficient Fire Risk Assessment is in place and reviewed regularly;
- actions arising from the Fire Risk Assessment are addressed appropriately;
- staff receive appropriate information, instruction and training in fire safety;
- fire evacuation drills are undertaken at appropriate intervals and reviewed;

- this policy and the Fire Evacuation Plan are reviewed regularly and updated where necessary.

Premises Manager

The Premises Manager will support the effective management of fire safety by:

- monitoring fire safety systems, equipment and escape routes;
- arranging or reporting defects requiring remedial action;
- supporting routine fire safety inspections, servicing and testing;
- assisting with emergency arrangements.

All Staff

All staff are responsible for:

- taking reasonable care for their own safety and that of others;
- raising the alarm immediately upon discovering fire or smoke;
- following the school's fire safety and evacuation procedures;
- ensuring pupils, visitors and contractors evacuate safely using the nearest safe exit;
- maintaining effective supervision of pupils throughout an evacuation;
- keeping escape routes and fire exits clear and unobstructed;
- reporting fire hazards, defects or concerns without delay;
- participating in fire safety training and evacuation drills.

Staff must prioritise the immediate evacuation of pupils and must not place themselves or others at unnecessary risk.

Pupils

Pupils will receive appropriate instruction to ensure they understand:

- the meaning of the fire alarm;
- how to evacuate the building safely;
- the importance of following staff instructions immediately during an evacuation.

Visitors and Contractors

Visitors, contractors and other persons on the school site will be informed of the school's emergency procedures and must comply with all instructions provided by school staff during an evacuation.

Fire Risk Management

The school will maintain a suitable and sufficient Fire Risk Assessment which identifies fire hazards, evaluates associated risks and specifies appropriate preventative and protective measures.

Fire safety arrangements include:

- maintaining clear and unobstructed escape routes;
- ensuring fire exits remain readily accessible at all times;
- routine inspection, testing and maintenance of fire alarm systems;
- inspection and maintenance of firefighting equipment;
- routine testing of emergency lighting;
- staff training and instruction;
- regular fire evacuation drills;
- ongoing monitoring of fire safety standards throughout the premises.

Fire Prevention

All members of the school community share responsibility for helping to prevent fire. Staff are expected to:

- report hazards, defects or unsafe practices immediately;
- ensure escape routes, corridors and fire exits remain clear at all times;
- ensure fire doors are not obstructed, wedged open or otherwise compromised;
- use electrical equipment safely and in accordance with school procedures;
- follow safe systems of work appropriate to their role.

High-risk areas, including kitchens, boiler rooms and areas containing electrical equipment, will be managed in accordance with the school's Fire Risk Assessment.

Firefighting Equipment

Suitable firefighting equipment, including fire extinguishers and fire blankets, is provided throughout the school in accordance with the Fire Risk Assessment.

Firefighting equipment should only be used where:

- the member of staff has received appropriate training;
- the fire is small and contained;

- there is a safe means of escape available at all times.

No member of staff is expected to fight a fire. If there is any doubt regarding personal safety, staff must evacuate immediately.

Fire Evacuation Arrangements

Any person discovering a fire or signs of fire must immediately operate the nearest fire alarm call point and notify the emergency services in accordance with the school's Fire Evacuation Plan.

Refer to the Fire Evacuation Plan.

Fire Marshals

The school will appoint designated Fire Marshals who have responsibility for conducting a sweep of their allocated areas, provided that doing so does not delay their evacuation or place themselves or others at risk.

Fire Marshals must never enter areas affected by fire or smoke and must withdraw immediately if conditions become unsafe.

Supporting Individuals Requiring Additional Assistance

The school will ensure appropriate arrangements are in place for any pupil, member of staff or visitor who may require additional assistance during an evacuation. Where necessary, Personal Emergency Evacuation Plans (PEEPs) will be implemented and reviewed regularly.

Emergency Arrangements

The school maintains procedures for:

- contacting the emergency services;
- accounting for all pupils, staff, visitors and contractors following evacuation;
- supporting individuals requiring additional assistance;
- managing evacuations during different school activities and out-of-hours provision;
- implementing contingency arrangements where the building cannot be safely reoccupied.

The Headteacher, or another designated senior member of staff, will liaise with the Fire and Rescue Service on its arrival.

Where the premises cannot be safely reoccupied, the school will implement its Business Continuity Plan and communicate with parents and carers as appropriate.

Fire Safety Training and Drills

Fire evacuation drills will be undertaken at appropriate intervals to ensure that all occupants remain familiar with emergency procedures.

All new members of staff, agency staff, regular volunteers and contractors working regularly on site will receive appropriate fire safety information as part of their induction.

Staff will receive fire safety information, instruction and training appropriate to their role, including:

- fire prevention;
- emergency evacuation procedures;
- individual responsibilities during an evacuation;
- the safe use of firefighting equipment, where appropriate.

Records of fire drills, fire safety training and any actions arising will be maintained.

Fire Safety Records

The school will maintain appropriate records relating to fire safety, including:

- the Fire Risk Assessment and associated actions;
- fire alarm inspections, testing and maintenance;
- emergency lighting inspections and testing;
- servicing and maintenance of firefighting equipment;
- fire safety training records;
- fire evacuation drill records.

Monitoring and Review

This policy will be reviewed annually, or sooner where required, following:

- changes to legislation or statutory guidance;
- significant alterations to the school premises;
- findings arising from fire drills or fire-related incidents;
- changes to the Fire Risk Assessment.

The Headteacher is responsible for ensuring that this policy remains effective, compliant with current legislation and reflective of the school's fire safety arrangements.