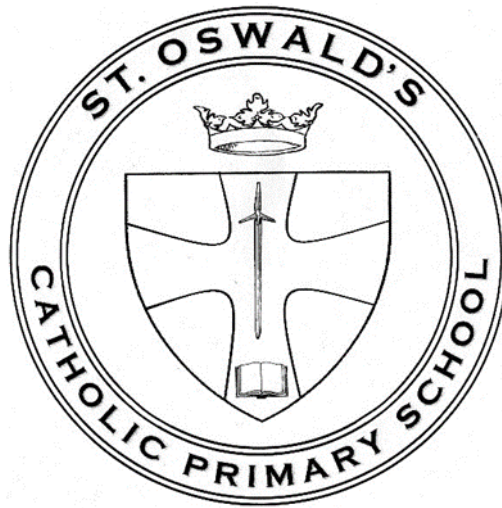


St Oswald's Catholic
Primary School



Fire Safety Policy
2024-2025

Approved by:	Approval date	Renewal date
Resources Committee	4 th November 2024	Autumn 2025

St Oswald's Catholic Primary School

Fire Safety Policy

Aims

Aim and Objective

It is the overall aim of St Oswald's Primary School to minimise the risks to Pupils, Staff and Employees which may arise from fire.

To ensure that the risks from fire are identified and that arrangements are in place to control those risks.

This will be achieved by establishing precautions, that will avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

The school has in place procedures to:

Carry out fire risk assessments.

Prevent fires.

Evacuate in the case of fire.

Maintain and check all fire detection, alarm and fire-fighting systems.

Notices displaying the school fire procedure are displayed in both school buildings, fire escapes are highlighted on the evacuation maps and in both buildings, extinguisher points are labelled and accessible, areas are kept tidy and any relevant issues are brought to the attention of the SMT.

Responsibility

The head teacher has overall responsibility, however, all school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear.

Fire Risk Assessment

Arcadis, provide a full fire risk assessment annually.

The school carry out a fire risk assessment which will be reviewed and amended, if required, with the introduction of new regulations or changes to premises or school.

The fire safety co-ordinator and office staff, will also ensure that all fire safety records are maintained and are available for inspection.

Fire Training and Evacuation Drills

Training will be provided at least annually for all permanent full time school staff in fire safety, and the school fire procedure, including training in the practical use of fire extinguishers.

Specific training (if available), will be organised for fire safety managers.

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are regularly maintained under a central contract administered by professional consultants.

Checks made in school

Fire Alarm	Weekly	Weekly Caretakers Test key operation of different call point each week in rotation
Emergency Lighting	Weekly	Operation of test switch or circuit breaker and check that light illuminates
Fire doors	Daily	Check that doors are closing fully and, where fitted, latches are operating. Check that doors are opening freely and that emergency exit fittings are operating correctly
Stair and Stairwells	Daily	Free from obstructions
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction

Fire Marshals

Staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior management in charge of the evacuation.

Raising the alarm

In the event of fire a continuous alarm will sound.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school's Office Admin Team is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The SMT is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Notices and signage

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Practice fire evacuation drill	Date of drill, details of exits obstructed, report written.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Additional procedures and information can be found in the relevant files.

Agreed by the Governing Body:

Review Date