



## **Fire Safety Policy**

Date Reviewed:	September 2025, January 2026
Next Review Date:	September 2026
Policy Owner:	Mrs Gemma Mitchell, Head
Ratified @ FGB/Committee Name & Date:	Finance and Estates 09.06.2025 Full Governing Board 30.06.2025

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: [DSL@oakhyrstgrangeschool.co.uk](mailto:DSL@oakhyrstgrangeschool.co.uk)



## **1.1 Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

## **1.2 Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **1.3 Guidance**

- 1.3.1 The School has in place procedures for:-
- (a) carrying out fire risk assessment;
  - (b) preventing fires;
  - (c) evacuation in the event of a fire;
  - (d) maintaining and checking all fire detection, alarm and fighting systems.

## **1.4 Roles and Responsibilities**

### **Introduction**

- 1.4.1 The Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- 1.4.2 The Headteacher will assign an appropriate member of his/her team the responsibility to complete each improvement action.
- 1.4.3 The premises team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- 1.4.4 Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed at least once a term. All staff receive fire safety awareness training annually.
- 1.4.5 The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.
- 1.4.6 The following are the defined responsibilities for those working within the school who have been assigned specific duties:
- a) Headteacher/ Head Fire Warden
  - b) Bursar/Premises Manager
  - c) Headteacher's PA/Office Manager
  - d) School Secretary
  - e) Teachers
  - f) All Staff



**Headteacher**

- 1.4.7 The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.
- 1.4.8 Headteacher is responsible for ensuring:
- a) The school has a fire management policy and that such a policy is reviewed annually
  - b) That a Fire Risk Assessment is completed and reviewed annually by a competent person
  - c) Staff are notified of the significant findings of the fire risk assessment
  - d) Recommended actions derived from the fire risk assessment are completed
  - e) The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook
  - f) That the school emergency plan and evacuation procedures are regularly reviewed
  - g) The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
  - h) All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
  - i) The provision of fire awareness training to all staff
  - j) The provision of fire warden training for designated staff
  - k) That an emergency fire drill is undertaken every term
  - l) The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or pupils with special needs and/or disability
  - m) The provision of suitable fire safety systems e.g. fire alarm, automatic detection and emergency lighting
  - n) The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment
  - o) Any fire prevention officer's recommendations and or enforcement notices are complied with
  - p) In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to protect the safety of school staff, pupils and visitors
  - q) All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
  - r) The Deputy Headteacher / SLT will take on the responsibilities of the Headteacher in their absence

**Bursar/Premises Manager**

- 1.4.9 The Bursar/Premises Manager will assist the Headteacher to ensure:
- a) The policy is clearly communicated to all relevant persons
  - b) Appropriate information on significant risks is given to visitors and contractors
  - c) All staff are provided with adequate information, instruction and training on fire safety management
  - d) Appropriate consultation arrangements are in place for staff
  - e) Emergency procedures are in place
  - f) Fire safety systems and equipment is inspected and tested to ensure they remain in a good working condition
  - g) Arrangements are in place to inspect fire safety management of the premises
  - h) All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date
  - i) The activities of contractors are adequately monitored and controlled
  - j) Hot work permits are in place where required
  - k) A report to the Governing Body on the performance of fire safety management within the school.



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### **Head Fire Warden (Headteacher)**

1.4.10 Head Fire Warden is responsible for:

- a) Collecting all of the area and classroom information from Teachers and Fire Wardens
- b) Controlling the assembly point
- c) Ensuring that fire and rescue service access gates are opened
- d) During a practice, noting escape times and general observations for improvement
- e) Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- f) Providing the fire and rescue service with a detailed (laminated) plan of the building
- g) Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- h) Implementing the site evacuation plan if required.

### **Premises Manager**

1.4.11 The Premises Manager is responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

1.4.12 The maintenance system is one where there is monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

1.4.13 The Premises Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm system
- b) The formal maintenance and regular testing of the emergency lighting
- c) The maintenance and inspection of the fire fighting equipment
- d) The maintenance of exit/escape routes and signage
- e) The completion and upkeep of the school fire safety logbook
- f) Supervision of contractors undertaking work within the premises, including hot work
- g) Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- h) Reporting any hazards (which cannot be dealt with) to the Headteacher
- i) Ensuring that access can be gained at all times to the electric and gas shut off devices
- j) Ensuring that fire critical plant such as gas boilers are annually serviced in line with the school's planned preventative maintenance regime
- k) Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime
- l) Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.

### **Fire Safety Coordinators (Office Staff)**

1.4.14 The Fire Safety Coordinators are responsible for:

- a) Calling the fire and rescue service to ensure that they have been notified of the alarm
- b) Notify the Muga and Woodlands Teams that the 'Fire Alarm is Sounding' using the radio.
- c) Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- d) Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- e) Where appropriate escorting visitors and contractors from the building
- f) Collecting information such as contact details of parents
- g) Taking such information to the assembly point for use in a major incident/site evacuation.
- h) Sweeping different areas of the main buildings before evacuation (if possible) and communicating by walkie to the Headteacher



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### **Teachers**

1.4.15 Teachers are responsible for:

- a) Acting as fire wardens when evacuating their class from the school
- b) Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- c) Ensuring that all electrical equipment used within the classroom have been suitably maintained
- d) Reporting any hazards (which cannot be dealt with) to the Premises Team
- e) Ensuring that new pupils are suitably trained in evacuation procedures
- f) Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan (PEEP) is put in place
- g) Following school evacuation procedures including reporting to the head fire warden with the results of the register check
- h) Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the school is safe or leaves the school premises
- i) Taking part in any fire safety training provided by the school.

### **All Staff**

1.4.16 All Staff are responsible for:

- a) Ensuring that their designated areas are clear before leaving the building
- b) Closing all fire doors (not on automatic closers) before leaving their area
- c) Taking an active day to day role in fire prevention and hazard spotting
- d) Reporting fire safety issues such as missing fire extinguishers
- e) Ensuring that fire escape routes/stairs and fire exits are not blocked
- f) Reporting any hazards (which cannot be dealt with) to the Premises Team
- g) Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area if required
- h) Assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

### **Pupils**

1.4.17 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the safety of themselves and others
- b) Observe all the safety rules of the school and in particular the instructions of staff given in an emergency
- c) Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

### **Contractors**

1.4.18 Contractors are responsible for:

- a) Identify and control any risks arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors
- b) Be aware of the fire prevention policy and emergency procedures and comply with these at all times
- c) Liaise with the premises management team and ensure any faults are reported



## **1.5 Fire Risk Assessment**

- 1.5.1 All of the School premises will be subject to a fire risk assessment.
- 1.5.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- 1.5.3 A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.
- 1.5.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 1.5.5 Regular assessments will be made by staff, including the Fire Marshals / Premises Manager / Bursar / Head to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **1.6 Fire Detection**

Each of the School premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by a competent contractor.

## **1.7 Fire Alarm**

- 1.7.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 1.7.2 The fire alarm system in each location is tested weekly with the date and time made known. This will be managed by the Premises Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.7.3 The fire alarm system will be serviced quarterly by a competent contractor
- 1.7.4 Records of these tests and servicing are maintained in a fire log book held by the Premises Manager.

## **1.8 Fire Fighting Equipment**

- 1.8.1 The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present in the School premises.
- 1.8.2 Fire extinguishers will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

## **1.9 Emergency Lighting**

- 1.9.1 Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.



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- 1.9.2 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by the Premises Manager
- 1.9.3 Records of testing and servicing of emergency lights will be maintained by the Premises Manager

### **1.10 Emergency Procedures**

- 1.10.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 1.10.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.
- 1.10.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- 1.10.4 The means of escape will be regularly inspected by the Premises Manager to ensure they are kept clear of obstructions and tripping hazards.
- 1.10.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / Premises Manager when notified.
- 1.10.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Manager / the Head. It is the responsibility of the Head/Premises Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.10.7 **SUMMONING THE FIRE BRIGADE:** The School Office is manned between [8.00am and 5pm] during weekdays in term-time and the Premises Manager/SLT is on site between 7.15am to 4.15pm in the school holidays. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located at the front door. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. A key holding company is on call/duty 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The company has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed.
- 1.10.8 Fire drills will be held every term at the School.
- 1.10.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Premises Manager.





## 1.11 Fire Training

- 1.11.1 Staff will be informed in relation to:-  
(a) action to take if they discover a fire, including how to activate the fire alarm;  
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
- 1.11.2 Pupils will be informed of exits and escape routes
- 1.11.3 Fire Marshals will be trained in:-  
(a) emergency evacuation procedures;  
(b) use of fire extinguishers; emergency procedures;  
(c) how to spot fire hazards; and  
(d) the provision of "safety assistance" in the event of a fire.
- Fire Marshalls will receive regular annual refresher training
- 1.11.4 Visitors and contractors:-  
(a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.  
(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

### **Fire Marshalls (trained April 2024):**

Mrs Faye Dance, Deputy Head, SLT  
Mrs Roxann Dowling, SLT, pre-prep. Teacher  
Mrs Emma Harbott, Year 2 Teacher  
Miss Jennifer Cockbain, Year 1 Teacher  
Miss Amy Wright, prep. Teacher  
Mrs Michelle Evans, Swimming Teacher  
Mrs Debbie Stevens, Music Teacher  
Mr Marek Buchala, Premises Manager  
Mrs Angela Agathocli, Headmaster's PA  
Ms Susan Jefferson, School Secretary  
Mrs Annelie Hobbs, Teaching Assistant

## 1.12 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Head, Bursar, Premises Manager and SLT will:-



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- 1.12.1 Comply at all times with relevant regulations on the storage, handling and disposal of flammable materials (hazardous substances etc);
- 1.12.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 1.12.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 1.12.4 Consult regularly with the Fire marshals;
- 1.12.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 1.12.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

### 1.13 Fire Records

Records are kept of training (school office); inspections (Bursar); evacuations (school office) and maintenance of systems and equipment (Premises Manager).

### 1.14 Fire Exits

These are clearly signed around the buildings.

**Use of Lift** - The use of the lift **MUST NOT** be used in the event of a fire.

Please use the stairs.

**Emergency Lighting** is in place throughout the school building and will be activated, if necessary.

### In the event of a Fire

1. On the activation of the fire alarm, the Fire Marshall will direct people calmly into the fire assembly point 1. (Tennis Court). (Alternate Assembly point 2. is outside on the grass behind the outdoor play area)
2. Children to line up and walk quickly and quietly, closing doors, if possible.
3. Teachers to ensure children are evacuated via the nearest fire exit door.
4. The children are to line up (facing away from the school) on Tennis Court in Year order.
5. Registers will be given to check everyone is present.
7. Fire Marshall to check Fire Alarm panel and ascertain which zone has activated and decide whether to call the Fire Service.



## Dealing with Fire

**1. Under no circumstances should anyone try to extinguish a fire unless necessary to exit the building.** If necessary only the appropriate fire safety equipment should be used promptly by people trained in their use to extinguish the fire completely.

**2.** If there is any doubt that the fire can be dealt with locally:-

- Where possible any appliances which might be the cause of the fire should be turned off.
- The alarm should be activated manually if detectors have not activated it already. This will alert the fire department.
- The building must be evacuated promptly and all doors closed where possible.

Appendix 1.

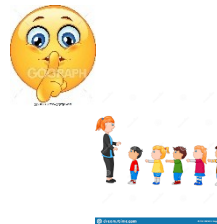


# Fire Procedures for pupils

## When the fire alarm sounds



1. Remain silent for your teacher



2. Line up by your classroom door

3. **WALK** out of the classroom and take the same route you take in the fire practice which is your nearest fire door. The teacher will close the door behind you or will ask the last person to do it.



4. You will walk to the assembly point 1 which is the tennis court by the playground and line up in year order.

5. Remain at the assembly point with your teacher until the all clear is given.



Assembly Point 2 - On grass beside outdoor play equipment  
in Year order.

Appendix 2.



## Classroom Emergency Evacuation Notice

6. If you discover a fire, break the glass in the nearest alarm call point to set off the alarm. Leave the building by the nearest exit.
7. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the



assembly point on the tennis courts (facing away from the school building)

8. Do not take anything else, and do not allow the pupils to take anything. Shut doors behind you.
9. The school office will summon the Emergency services if the alarm sounds.
10. If you have a disabled pupil in your class, you should follow the PEEP that you are already familiar with.
11. Take the register for your class as soon as you reach the assembly point.
12. Report anyone who is waiting to be evacuated at a designated refuge point or who is missing immediately to the Head teacher/ the Bursar / the Premises Manager who will inform the fire brigade. On no account should anyone return to any building until given permission by the Fire and Emergency services.
13. Remain at the assembly point with your pupils until the all clear is given.

Assembly Point 2 - On grass beside outdoor play equipment in Year order.



# **Fire Procedures for Office**

## **When fire bell sounds**

GM – coordinate / netball courts

MB – check panel

AA –take registers and phone to netball courts

SJ – Time the evacuation,

ME – Swimming Pool – children taken out of water and lined up – CC sweep  
If outside hirer in the pool /AA/SJ to go to the pool

## **What happens if**

If GM absent – AA co-ordinates on netball court with registers

If MB absent – AA checks fire panel, AA to take phone and check fire panel.  
Check office Camera if Staff Toilet door open. Pass Registers to AG or nearest teacher to take to netball courts.

If AA absent – SJ collect phone and give registers to passing teacher or GM

If SJ absent – AA takes phone and gives registers to passing teacher or GM

Appendix 4.





# **Emergency Evacuation** **Notice**

14. If you discover a fire, break the glass in the nearest alarm call point to set off the alarm. Leave the building by the nearest exit.
15. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the tennis courts (facing away from the school building)
16. Do not take anything else, and do not allow the pupils to take anything. Shut doors behind you.
17. The school office will summon the Emergency services if the alarm sounds.
18. If you have a disabled pupil in your class, you should follow the PEEP that you are should be already familiar with.
19. Take the register for your class as soon as you reach the assembly point.
20. Report anyone who is waiting to be evacuated at a designated refuge point or who is missing immediately to the Head teacher/ the Bursar / the Premises Manager who will inform the fire brigade. On no account should anyone return to any building until given permission by the Fire and Emergency services.





21. Remain at the assembly point with your pupils until the all clear is given.

Assembly Point 2 - On grass beside outdoor play equipment  
in Year order.

This Policy is subject to regular review.