



Fire Safety and Fire Procedures Policy

"We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place."

Status	By	Date
Written	Rae Snape –Headteacher	12/02/2025
Approval	Full Governing Body TBC	23/03/2025
Review		

Scope of Policy

This policy applies to all areas of the Milton Road Primary School, including the main school building, playground areas, the forest school and the sports field. It covers all pupils, including those in the Early Years Foundation Stage (EYFS), and must be read alongside the Early Years Foundation Stage Policy. By adhering to this policy, Milton Road Primary School ensures the safety and preparedness of all staff, pupils, visitors, and contractors in the event of a fire emergency.

Fire Alarm System

- **Main School Building:** The fire alarm is a long, continuous ringing sound triggered by breaking a call point cover or activation of a smoke/heat detector.
- **Sports Field/KS 2 playground:** The alarm is raised using a continuous whistle or by notifying a staff member to ring the internal bell.

Emergency Fire Practices

- Fire drills are conducted at least three times a year to ensure all staff and pupils are familiar with the Emergency Evacuation Procedures.
- Staff are trained to assist visitors and contractors during fire evacuations.
- Peripatetic staff, after school staff and those running lettings are informed of the fire procedures and a copy of this policy and procedures document is shared with them.

Staff Training

- Fire safety training is included in staff induction and reinforced during briefings and fire drills.
- Fire wardens undertake training every two years
- At the start of each term, teachers remind pupils of the following fire procedures:
 1. Follow signs to the nearest fire exit and remain calm and orderly.
 2. Recognise alarm points and understand the steps to take if a fire is discovered.
 3. Know the location of the Fire Assembly Point and roll-call procedures.
 4. General guidelines: stay calm, listen to instructions, walk in single file, maintain silence, ensure shoelaces are tied, do not return for personal belongings.

Staff Responsibilities

All staff must:

- Be familiar with fire and emergency procedures.
- Know the location of the nearest exit, alarm points, and fire extinguishers.
- Understand exit routes and any specific needs of disabled or temporarily disabled pupils.
- Be aware of obligations to visitors and contractors.

If a fire is discovered, staff should:

- Activate the nearest alarm.
- Evacuate with their class, taking an emergency radio if nearby.
- Assist in evacuating the building via the nearest exit.
- Provide assistance to any disabled or temporarily disabled pupils.
- Ensure one staff member remains at the back of the class.
- Not re-enter the building until authorized by Fire Services or the Fire Safety Officer.

Fire System Checks

- The fire alarm system undergoes weekly sounder checks, using different call points for each test.

Fire Safety Policy Introduction

Milton Road Primary School prioritizes minimizing risks to life and injury by maintaining fire safety integrity. This includes ensuring staff, pupils (including EYFS), visitors, and contractors do not contribute to fire risks and can safely evacuate if a fire occurs. Our fire safety procedures and risk assessments are designed to ensure calm and effective responses to fires.

Role of the Fire Safety Officer

The designated Fire Safety Officer is responsible for:

- Reviewing the Fire Safety Policy in collaboration with Governors and the Health & Safety Governor.
- Communicating the policy to the entire school community.
- Providing clear instructions for fire evacuation.
- Regularly testing evacuation procedures and reviewing improvements and reporting to the Health and Safety Governor and Resources committee.

Emergency Evacuation Notice

Evacuation instructions are displayed in every corridor and at key points around the school and include the following key points:

1. If you discover a fire, break the nearest alarm point and exit the building via the nearest exit.
2. Lead your class out quietly in single file without collecting personal belongings.
3. Proceed to the Assembly Point on either the KS1 or KS 2 Playground.
4. Visitors and Contractors must assemble on the KS2 Playground
5. The most senior staff member present will summon emergency services.
6. Assist disabled or temporarily disabled pupils.
7. Face away from the building at the Assembly Point.
8. Take a register using the Red Fire Register immediately upon arrival at the Assembly Point.
9. When every child is accounted for, raise the Red Fire Register.
10. Report any missing individuals to the Headteacher or Senior Leadership Team.
11. Do not re-enter the building until cleared by Fire Services or the Fire Safety Officer.

Fire Safety Procedures for New Staff, Pupils, Visitors, and Contractors

- New staff and pupils receive a briefing on fire procedures during their induction.
- Visitors must sign in at the School Office, wear a Visitor Badge, and be informed of the Fire Drill procedures.
- For large events, such as the school nativity or KS2 Performance announcements are made at the start of the event about emergency exits and procedures.
- Contractors are provided with fire safety instructions and must sign in with at Reception or with the Site Manager.

Disabled Staff, Pupils, Visitors, and Contractors

- One-to-one fire safety inductions are provided for disabled pupils, staff, and their carers.
- The Assistant Headteacher/Inclusion leader oversees that Personal Emergency Evacuation Plans (PEEPS) are written for specific children
- Temporary disabilities pupils are assessed, and support plans are created.

Summoning the Fire Brigade

- The most senior staff member on site is responsible for calling the fire brigade and providing the school's address and postcode.

- The fire alarm system is monitored by an external emergency support service that contacts the Fire Safety Officer to confirm if the fire brigade should be dispatched.

Fire Prevention Measures

- Compliance with the Regulatory Reform (Fire Safety) Order (2005).
- Multiple escape routes from all areas.
- Prominent fire notices and evacuation signs.
- Appropriate fire extinguishers, blankets, and smoke/heat detectors installed.
- Regular checks to ensure escape routes are clear.
- Weekly fire alarm tests and monthly fire door checks.
- Proper storage of flammable materials and frequent disposal of combustible waste.

Electrical, Gas, and Equipment Safety

- Annual electrical inspections and portable appliance testing.
- Regular maintenance of gas appliances by registered engineers.
- Secure storage of flammable teaching materials.
- Kitchens checked daily to ensure gas supplies are off.

Fire Risk Assessment

- The Fire Risk Assessment identifies hazards, people at risk, and measures to mitigate risks.
- The Fire Risk Assessment is updated every two years or after significant changes.
- The Fire Risk Assessment is reviewed by the HR and Opps Team and school leadership team.

Responsibilities

- **Headteacher:** Overall responsibility for fire safety.
- **Fire Safety Wardens:** Implementation and review of fire safety procedures.
- **Finance and Premises Administrator:** Ensure the Fire Safety Assessment takes place and with the Headteacher ensures fire safety systems records are implemented.

Policy Review

This policy is reviewed annually by the Fire Safety Officer and approved by the Resources Committee and the Full Governing Board.

Approved by:

Review Date: [Insert Date]

Next Review Date: [Insert Date]

Display Location for Fire Signs: Main Office, Team Room, all classrooms and corridors.



FIRE SAFETY INSTRUCTIONS FOR MILTON ROAD PRIMARY SCHOOL

FIRE ALARM:

A LONG CONTINUOUS RINGING SOUND ACTIVATED FROM CALL POINTS OR SMOKE/HEAT DETECTORS.

IF YOU DISCOVER A FIRE:

1. Operate the nearest fire alarm.
2. Immediately evacuate via the nearest exit.
3. Proceed to the Assembly Point on either the KS1 or KS2 Playground.
4. Visitors to the school should proceed to the KS2 Playground.
5. Assist any disabled or temporarily disabled pupils.
6. If you are able close doors behind you.
7. DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

WHEN INFORMED OF A FIRE:

1. Evacuate immediately via the nearest exit.
2. Assemble at either the KS1 or KS2 Playground for roll call.
3. Face away from the building.
4. Visitors and contractors must follow staff instructions.

ASSEMBLY POINT:

KS1 or KS2 Playground

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED BY THE HEADTEACHER OR FIRE SERVICES.

Emergency Evacuation Responsibilities:

- **Control Panel:** Identify fire location, call Fire Brigade, coordinate evacuation.
- **Evacuation Point Lead:** Ensure registers are taken and communicate with the Control Panel.
- **Site Closure:** Prevent entry/exit and direct emergency services.
- **Registration:** Bring registers to the Assembly Point and verify attendance.
- **External Liaison:** Coordinate communication with parents, governors, and media.

Reviewed and Approved: 12/02/2025

FGB Approval Due: 23/03/2025

Fire Safety Officer/Headteacher: Rae Snape