



LOVE, LEARN, GROW

Seeking to flourish in the fullest way possible. (John 10:10)

FIRE POLICY

Status	School
Responsible Person	JOHN SHAWCROSS
Review Date	June 2027
Responsible Governors' Committee	Ful Governors
Date Produced	May 2026

Version Control

Current version	Previous version	Summary of changes made
April 2026	April 2025	Removal of reference to H Clemmett – check and update staff details.
April 2025	April 2024	To remove Ken Fletcher and add Richard Hogg as Site Manager.
April 2024	January 2024	Update staff and fire warden details.
January 2024	March 2022	Updated staff/Fire Warden details
March 2022	March 2021	Updated staff signing in/out procedures. Updated users of the building.
March 2021	January 2020	Change of Deputy Incident Controller to Hazel Clemmett
January 2020	Sept 2018	Reviewed following training delivered by Bolton LA Health & Safety Unit. Addition of the means of providing feedback to staff Addition of raising the alarm if outside Contents of Evac Bag Arrangements for Kitchen Staff at different assembly point Use of text messaging service if appropriate, possible
September 2018	May 2017	Responsibility of Incident Controller to redesignate roles in the event of a fire warden not being available
May 2017	March 2016	Update of invacuation procedures Referral made to Bolton Council Safety Unit – no other changes Ratified by Governors 11 th May 2017
March 2016		Amendments to Invacuation Section following ‘walk-throughs’ Ratified by Governors 9 th May 2016

Introduction

The safety of all children, visitors and staff at St Matthew's CE Primary School is paramount. The Governing Body, Headteacher, and nominated staff, ensure that procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

To ensure that staff are aware of their roles and responsibilities, all staff receive a copy of the policy and evacuation procedures.

The fire alarm is a continuous sound. The assembly point is the school playground.

Fire Safety – Our Rules!

- To reduce the risk of fire and to assist in evacuation of the school we ask staff to observe the following;
- Staff must not bring their own electrical equipment into school unless authorised by the Headteacher or it has been PAT tested and displays a current mark.
- If possible staff must turn off electrical equipment after use
- Fire doors, fire call points and signage must not be obscured or covered up.
- All escape routes should be kept clear and tables and chairs appropriately positioned.
- Displays and other flammable items should not be placed near light fittings or other heat sources.
- Staff should be vigilant for signs of arson; any concerns must be raised with the Headteacher
- Storage in the boiler house is not allowed
- Flammable items are stored in a secure metal cupboard and the relevant COSHH risk assessments are in place
- All visitors to site sign in and out at the school office. Staff use signing in/out sheets in the entrance hall. Pupils are registered at the beginning of each morning and afternoon session and are signed in and out during the day.

Fire Safety – Our Training

All staff receive formal face to face fire awareness training every 3 years, and the Headteacher discusses fire safety and the evacuation plan during a staff briefing annually. Fire Safety and Evacuation forms part of school induction policies. Fire procedures are printed on the back of all visitor and contractor badges.

Evacuation drills take place at least termly. In the event of a change to the building or site an additional drill takes place. A record is kept of the results and any actions taken as learning points. Feedback will be given to staff on the staff briefing sheet issued each week.

Fire Safety – Our Checks

A fire alarm test using different call points takes place every Monday morning before the start of school.

The Caretaker additionally completes weekly inspections of :

- Fire Extinguishers
- Emergency Lighting

Total Property Management (the school property management company) arranges :

- Fire Alarm Servicing

- Fire Risk Assessment
- Emergency Lighting Servicing
- Electrical PAT testing - annually
- Electrical Fixed Circuitry - annually
- Boiler Service and Gas Tightness Testing – Annually
- Fire Extinguisher Maintenance - Annually

Fire Safety – How we support others

At present we do not have any users of the building who need assistance to evacuate the building. In the event that any user or visitor would need assistance the Headteacher would develop a Personal Emergency Evacuation Plan (PEEP) with the user and staff who would help them .

MAIN ROLES AND RESPONSIBILITIES

The Incident Controller/Deputy is in charge of any evacuation of the premises until a member of the Fire and Rescue Service or other emergency service arrives. The Incident Controller wears a yellow high visibility jacket

The Incident Controller is John Shawcross. The Deputy Incident Controllers are Jade Phillips and Sarah Wyatt.

Fire Wardens are staff who have received additional instruction in the evacuation of the premises. Their responsibility is to assist the Incident Controller as follows:-

Tracy Haslam (School Business Manager) will ring the Fire Brigade and then report to the Incident Controller

Alex Fulton (Senior Clerical) will take the emergency bag and medical box to the assembly point, take registers of staff, pupils and visitors and report to the Incident Controller

Rick Hogg (Site Manager) will gather information on the nature and location of the fire and report to the Incident Controller

In the event of one of the fire wardens not being available the Incident Controller will delegate their responsibilities

Teaching Staff/Teaching Assistants/School Meals Supervisory Assistants will support children in their care and any volunteers so that they can evacuate the premises quickly and safely.

Pupils We ask our children to evacuate the premises by listening to staff instructions and quickly and quietly, follow the procedures they have practised in our fire drills.

Volunteers Should evacuate the premises by listening to the instructions of the staff. They are not expected to take responsibility for children

LOCATION OF ESCAPE ROUTES AND EQUIPMENT

The Plan at Appendix 1 shows the location of Fire Exits, Alarm Call Points and Fire Extinguishers.

IF YOU FIND A FIRE

- Raise the alarm by operating the nearest call point. If outside shout to make others aware.
- Evacuate yourself and any children or visitors in your care by the nearest exit
- Close doors/windows on your way out if it is safe to do so, without delaying your exit
- Do not stop or return to collect personal belongings
- Report to the assembly point.
- Inform the Incident Controller of the location of the fire
- Do not use a fire extinguisher unless your exit path is blocked

Staff with responsibilities should follow the procedures below

Incident Controller – John Shawcross
Deputy Incident Controller – Jade Phillips and Sarah Wyatt

On hearing the fire alarm the Incident Controller will;

- Stop all activities and begin the evacuation of any pupils they might be teaching using the shortest route to the nearest exit
- Confirm that the Fire Service has been called
- Report to the assembly point, and coordinate the evacuation
- Confirm with Fire Warden – Alex Fulton – that all children, staff, volunteers and visitors are accounted for

- Confirm that kitchen staff at separate assembly point are accounted for
- Confirm possible location and reasons for the fire starting (if safe to do so)
- On attendance brief the Fire and Rescue Service
- Ensure that no-one re-enters the building until the Senior Fire Officer says that it is safe to do so.

Fire Warden – Tracy Haslam

On hearing the fire alarm will;

- Stop all activities and evacuate the premises taking any pupils or visitors that may be in the area. Ring the Fire Brigade
- Report to the assembly point,
- Assist Fire Warden – Alex Fulton – to ensure that all children, staff, volunteers and visitors are accounted for
- Report to the Incident Controller

Fire Warden – Alex Fulton

On hearing the fire alarm will;

- Stop all activities and evacuate the premises taking any pupils or visitors that may be in the area. Place contents of the 'Fire Tray' in the Evac bag together with the visitor book and auto-injector box and take to the assembly point.
- Report to the assembly point,
- Distribute registers for headcount
- Mark off 'Fire Roll' sheet
- Report to the Incident Controller
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Fire Warden – Rick Hogg

On hearing the fire alarm will;

- Stop all activities and evacuate the premises taking any pupils or visitors that may be in the area.
- Report to the assembly point,
- If it is safe to do so and with agreement from the Incident Controller will attend the Fire Alarm Panel to ascertain location of fire, if not already known.
- Report to the Incident Controller

Fire Wardens - Teaching Staff and Teaching Assistants

On hearing the fire alarm will;

- Stop all activities
- Ask pupils to line up quietly in single file
- Identify one available adult to be 'last to leave'
- Begin the evacuation of pupils and any visitors by the shortest route.
- Ensure that pupils/staff/visitors do not stop to collect coats, bags or other belongings
- Check that the classroom is empty and close windows/doors, if it is safe to do so
- Only where it is safe to do so check toilets and other routes in school that are **on the route to the exit only**
- Report to the assembly point,
- Collect the register from Fire Warden Tracy Haslam. An initial headcount should be taken and if someone is missing the register used to ascertain that person.
- If all pupils are present the class teacher should stand at the front of the class line with their hand fully raised.
- If a pupil is missing they should report this to the incident controller.
- Keep children calm and reassured.

Kitchen Staff

- On hearing the fire alarm the Kitchen staff will;
- Stop all activities
- Turn off all appliances
- Report to the assembly point at the end of the Staff Carpark. Person in charge will raise hand to indicate all her staff are accounted for.

BEGINNING AND END OF THE SCHOOL DAY, PLAY & LUNCH TIMES, AFTER SCHOOL ACTIVITIES AND ASSEMBLY EVACUATIONS

All procedures will be followed as above with the following considerations

Teachers and Teaching Assistants who are not with children must evacuate and assume supervision of their children.

Dining Hall at lunchtime

School Meals Supervisory Assistants will ask children to stand behind their seats, and then lead them in a single file through the fire exits to the assembly point to queue up ready for registers to be taken. If the teacher has left the premises the Incident Controller will assign another adult to supervise the class.

Playground – Lunchtime and playtime

School Meals Supervisory Assistants or the staff on duty will ask children to queue up ready for the registers to be taken. At lunchtime if the teacher has left the premises the Incident Controller will assign another adult to supervise the class.

Assembly

The person leading the assembly will assume responsibility unless this is the Incident Controller in which case they will appoint another adult to supervise the evacuation

After school Clubs

The teacher in charge will evacuate the children to the assembly point and take the register.

Other Activities using the school building eg Summer Fair

All activities of this nature will have the Incident or Deputy Incident Controller in charge and the procedures will be followed as above.

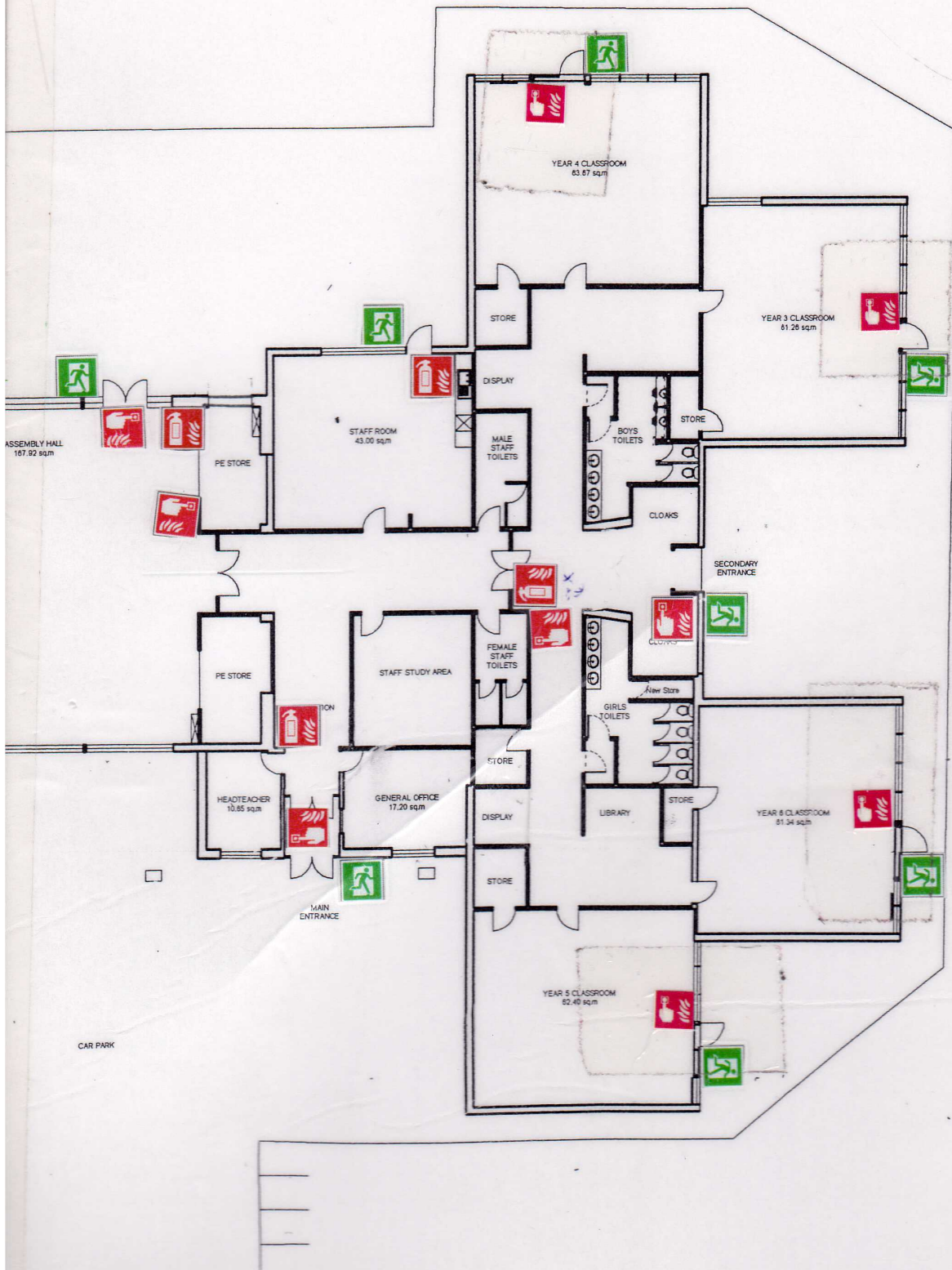
Other Groups using the School Building

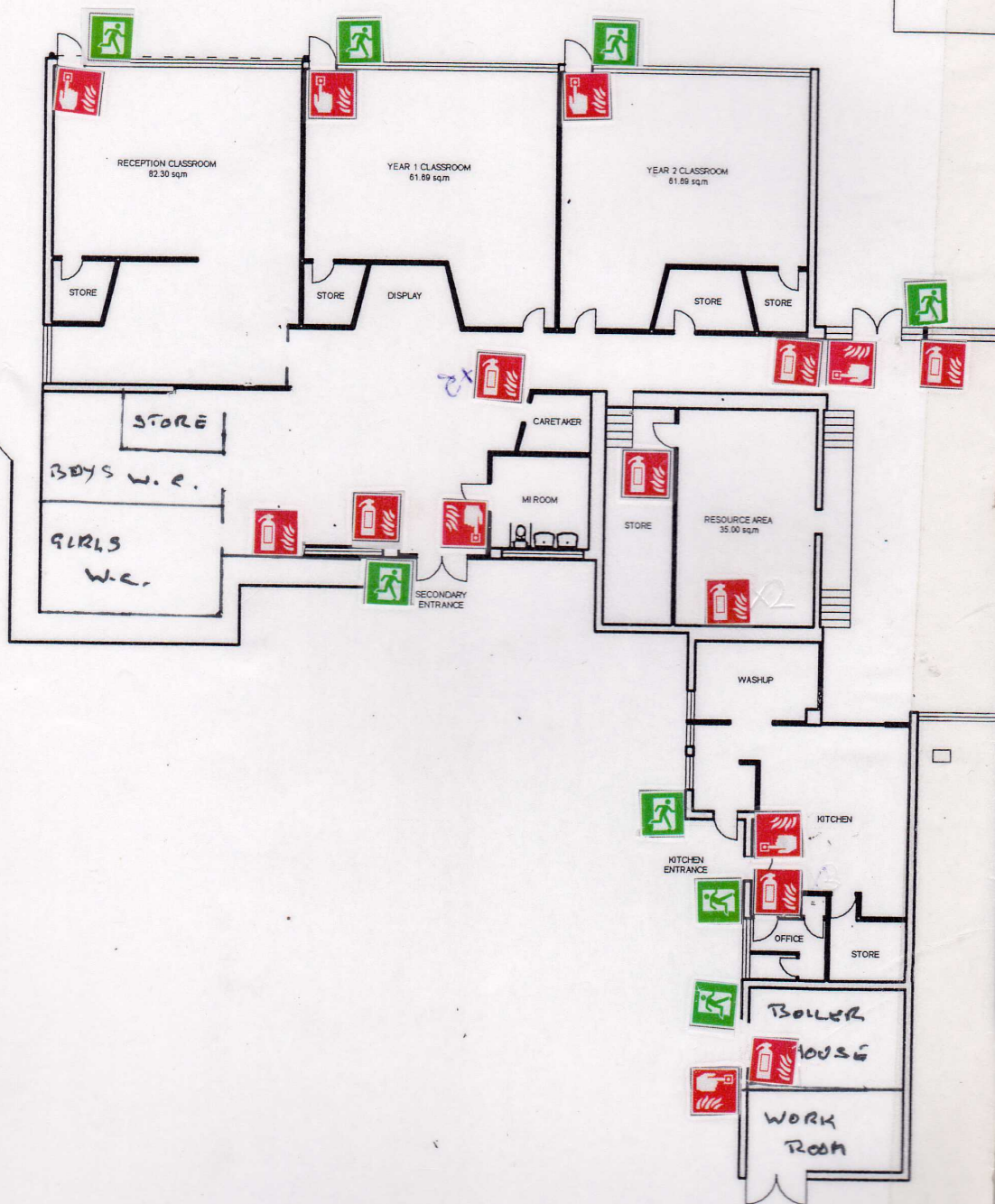
All external user groups have a signed contract which identifies the person in charge .

Registers of all group members is taken at the start of the session.

The user groups are asked to ensure that they have access to a mobile phone to contact Emergency Services.

Current Users : Y2K UK Kidz Klub - Fire drill every half term





- If staff hear the invacuation alarm and have not been informed of a situation then they must assume that it is an emergency.
- The same routine as above should be followed however staff will need to make their own assessment of the situation in the area they are in and, if they deem it necessary, use a mobile phone to call the school office. If there is no response –or if it is very apparent that the emergency services are required – then they should make their own 999 call and follow any instructions they are given.
- Staff may need to take additional actions to keep the children in their area safe.
- A register should be taken of children and staff in the area.

Following an incident

- The Headteacher will notify the all clear and attend each class to provide information on what has occurred
- Headteacher will decide if it is appropriate to write to parents advising of what has happened.
- Further actions may be necessary after the event and this should be considered on a case by case basis.
- All staff will have the opportunity to share their experience and be offered external support if necessary.
- The plan will be revised and updated in light of any review.