

Title	Author	Reviewed and Approved		Review Date
Fire Procedure Policy	Steffan Russon	LGB	Jan 2025	Jan 2026

Cliffe VC Primary School
Fire Procedure Policy 2025

General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.
- The fire evacuation procedures will be practised and timed at least termly/6 monthly and documented.
- Fire Awareness Training will be provided to all staff as required.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the Headteacher.
- Alarm systems will be tested weekly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly.
- In the event of a fire it is expected that members of staff will call the fire brigade.
- In the event of the site needing to be totally evacuated, we will evacuate to the Cliffe Church Hall.
- The named Fire Warden/s are; Steffan Russon/Sam Stacey / class teacher in attendance. They are responsible for sweeping allocated areas (toilets, cupboards etc.).
- Sam Stacey is responsible for taking out registers/accessing staff and visitor register via sign in app
- The fire assembly point is located to the far end of the playground – nearest main parent entrance gate to school.
- Steffan Russon/Sam Stacey / class teacher in attendance are responsible for liaising with the Fire Service
- Fire awareness training for all staff is every 3 years

- Fire Warden training is provided at commencement of employment and every 3 years
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.