



Document Control:

FIRE SAFETY POLICY

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Fire Safety Policy

To be read in conjunction with individual
schools Fire Evacuation Procedures

Lord Street Primary School:

Designated Fire Safety Officer is:

Liam Ogden

Date policy last reviewed: 9th September
2026

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Statement of intent

LORD STREET is committed to protecting and preserving the health and safety of all our students, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our students, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer - (Liam Ogden) and headteacher (Chloe Hey) are responsible for overseeing the Implementation of this policy, as well as other relevant fire safety information, e.g. risk assessments, evacuation procedures and training.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all students, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy and other fire safety documentation apply to all staff and students of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting students at school with medical conditions'
- DfE (2024) 'Good estate management for schools'

This policy operates in conjunction with the following school policies/plans/procedures/ Audits:

- Health and Safety Policy
- Premises Management Policy
- Critical Incident Plan
- Critical Incident Policy
- Fire Evacuation Procedures
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment (Tech & Non-Tech)
- Fire Door Audit

2. Roles and responsibilities

The Trust board, in consultation with the Headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
 - A safe place for all users of the site, including staff, students and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
 - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors as the responsible person.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the Head of Business Development, the LA and the HSE where necessary.
- Take steps to ensure all members of staff, students and visitors are familiar with this policy.
- Work with the Head of Business Development and Fire Safety Officer to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.
- Work with the Fire Safety Officer to ensure an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills is created, communicated and reviewed.

The Head of Business Development will:

- Work with the Headteacher and Fire Safety Officer to review and update this policy accordingly on an annual basis.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.

The Fire Safety Officer will:

- Take responsibility for the school's fire safety matters as delegated by the Headteacher, in collaboration with the Headteacher and Head of Business Development.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Once a term, undertake a whole-school fire evacuation drill and record on 'Every' the Trust Compliance system.
- Ensure new and existing staff members undertake training sessions once per year.
- Communicate relevant correspondence regarding fire safety to all members of staff.
- Review and update where necessary the school's Fire Evacuation Procedures document once per year.
- Review and complete a non-tech fire risk assessment annually and fire technical risk assessment with an external expert once every 3 years. Both risk assessments are to be shared with The Head of Business Development and uploaded to Every.

- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, fire equipment and fire exits. This plan is to be incorporated into the schools Fire Evacuation Procedure document.
- Work with the Headteacher to create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the Fire Safety Officer and Headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the Fire Safety Officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, students and visitors.
- Ensure that all staff, students and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Fire Safety Officer.
- Exercise good standards of housekeeping and cleanliness.

All students will:

- Ensure they are aware of the school's Fire Evacuation Procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other students' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, students and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the Headteacher or Fire Safety Officer.

Instructions for students, volunteers, visitors, and staff members who are not trained fire marshals – (Please also read the Schools Fire Evacuation Procedures)

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly points, which are located in the school main playground.
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm is no longer sounding and the 'all clear' signal is given by a SENIOR member of the SLT.

3. Risk assessments and checklists

The Fire Safety Officer, in cooperation with the Headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of students, staff and visitors.

The school will maintain a Non-Tech and Technical Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and students with emergency evacuation procedures.

The Fire Non-Tech Risk Assessment will be reviewed and updated annually and Fire Tech Risk Assessment every 3 years, or earlier in circumstances where significant changes to the premises have taken place.

The Fire Safety Officer will have the appropriate qualifications and experience required to competently carry out the Non-Tech Fire Risk Assessment. This can be carried out with assistance for the Head of Business Development if required.

The Non-Tech fire risk assessment will be reviewed by the Fire Safety Officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

4. Preventative measures

The Fire Safety Officer/ Site Staff Member / Operations Manager (where delegated) will inspect the school's fire prevention measures and carry out all 'Fire Activities' listed on Every and upload paperwork to ensure they are all in working order and ensure the school is achieving maximum fire safety.

Where external contractors have been engaged to carry out checks, these are also recorded on Every.

Activity / Check	Frequency of Activity	Internal / External Check
Fire Systems (Alarm) / Smoke Detectors / call points	6 Monthly	External
Fire Door Audit	12 Monthly (Rotation Basis)	Internal
Emergency Light Test	Monthly	Internal
Emergency Light Test	6 Monthly	External
Fire Call Points	Weekly (Rotation basis)	Internal
Fire Equipment (Blankets / Extinguishers)	Annually	External

Stocks of flammable liquids, materials and gases will be kept to a minimum and, stored appropriately, kept locked in a secure area, away from students. Flammable liquids, materials and gases will be kept separate from each other in storage and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Students will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits

As part of the school's Non-Technical fire risk assessment inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

Maintenance of preventative measures

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance logged as an issue on Every.

The school will undertake a fire door audit every 6 months which is recorded on Every under the relevant activity.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.

- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are not damaged
- Fire doors are not propped open.

Fire extinguishers will be maintained and inspected by an external company once a year and all paperwork uploaded to Every and the date of the service is written on the body of the extinguisher.

Fire blankets will be inspected annually by an external company and all records will be uploaded to Every.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly test by the appropriate school staff and uploaded to every. An external company will conduct an annual inspection and all paperwork will be uploaded to Every.

Any lightning protection such as lightning conductors and surge protection will be inspected and tested at least annually. A fully qualified external engineer will be responsible for ensuring that all joints and bonds are not corroded and still have electrical continuity. All inspection paperwork will be uploaded to Every.

5. Educating students

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The Fire Safety Officer and or operations Manager will invite the local fire service to perform a presentation to students once per year.

Students will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to students unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

6. Measures for disabled people

The Fire Safety Officer and Headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the Headteacher and or fire safety officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled students, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Evacuation procedures for disabled people

People with mobility impairments: People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

People with visual disabilities: People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.

People with hearing disabilities: People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The school will provide the appropriate alternative means of alarm.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, students, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day by the school's cleaning team, to ensure potential fire hazards, such as excess grease, are mitigated. The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson by the cleaning team. The cleaning team will undertake a thorough clean weekly. The cleaning team will conduct a full extensive clean down at the end of each full term (3 terms per year).

A qualified external electrical engineer will undertake a Fixed Electrical Wiring check every 5 years, throughout school. A competent qualified external contractor will carry out Portable Appliance Equipment testing annually. All checks will be recorded on Every.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Students aged 10 and under will not be permitted to use the cookers and microwaves. Students over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if the school receives permission from parents.

Staff members will report any defective equipment to the Site Manager/ Operations Manager Via 'Every' as an issue.

8. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Wastepaper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be always kept a safe distance from the school building (where applicable).

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from students and can only be accessed after gaining permission from the appropriate staff member.

9. Procedure in the event of a fire – to be read in conjunction with the schools Fire Evacuation Procedures.

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the fire safety officer in his absence a senior member of the SLT team.

All students, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all students, staff members and visitors will proceed to their designated fire evacuation point as detailed in the Schools Fire Evacuation Procedures. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the Headteacher. If the building is not safe to re-enter all staff members, students and visitors will be sent home until further notice. Students may be sent to another building if it is deemed fit for purpose by the Headteacher.

In the event someone is injured in the fire, the Fire Safety Officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, students and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

The school has a relevant and up-to-date Fire Evacuation Procedure in place. The Fire Evacuation Procedure will be reviewed by the Fire Safety Officer and headteacher at least once per year, to ensure it is accurate and relevant. A copy of the school's Fire Evacuation Procedure is kept in the fire manual which is located in the main office and an electronic copy is retained on the EVERY system. As part of their training, all staff members will familiarise themselves with the Fire Evacuation Procedure. Details of the school's fire evacuation points are available in the Fire Evacuation Procedure.

10. Detection equipment

All areas and rooms, including offices, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Fire call points are tested weekly on a rotation basis. A External contractor will test the smoke and fire detectors every 6 months; any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded on Every and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire. A plan is also highlighted in the Schools Evacuation Procedures Document.

11. Protection equipment

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

An external contractor will ensure the fire extinguisher provided are suitable for the risks involved around the premises, and the school will ensure that they are adequately maintained, and checked that they are not moved from their location and that appropriate records are kept of all inspections and tests on Every.

The External Contractor will advise the school of the locations that fire extinguishers should be placed and the type of fire extinguisher relevant to the need of these areas, e.g. water extinguishers in textile and technology workshops. At least **two** sand buckets are provided in each science laboratory. Fire blankets are available in all school kitchens, laboratories and workshops. School will ensure the appropriate fire extinguisher is in place along with the appropriate signage alongside the extinguisher.

Emergency lighting is installed; if normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly by the Site Manager or delegated staff member to ensure it remains in full working order, and remedial action taken in the event of a failure. The Site Manager will also ensure that the emergency lighting is at least annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system on Every.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

12. Fire drills

The Fire Safety Officer will carry out random fire drills at least once per term. All staff members, students, visitors and contractors will be expected to take part in the drill.

Students will go to their class's designated evacuation point for a registration call. Class teachers and students will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers.

The Fire Safety Officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded electronically on the Every System.

During the fire drill, teachers will take a zero-tolerance approach to students misbehaving or running. Students will be expected to behave vigilantly, as they would in the event of a real fire.

13. Staff training

Upon induction staff will receive all training relevant to fire safety within their school. This will be led by the Fire Safety Officer or delegated person and include details about the fire policy, and evacuation procedures details.

The fire safety officer will undergo every two years fire training to ensure they can carry out their role.

Refresher training will be undertaken by all staff annually to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

14. Monitoring and review

This policy will be reviewed every two years by the Fire Safety Officer, Headteacher, and Head of Business Development and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to students, e.g. their responsibilities, will be communicated to parents and students.

The next scheduled review for this policy is September 2027.