

# Fire Safety Policy

The Gattons Infant School



**All members of staff must read this policy**

Date Reviewed:	Autumn 2025
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# At The Gattons Infant School Everybody Matters



We are a Rights Respecting School  
and therefore, we uphold the principles of  
UN's Convention on the Rights of the Child

- Article 28** Children have the right to a good quality education.  
**Article 29** Education should help children to use and develop their talents and abilities. It should also help them to learn to live peacefully, protect the environment and respect other people.  
**Article 31** Children have the right to play and rest.

## Our Aims:

**We will cultivate an environment where children are happy and secure and enjoy learning, by:**

- ensuring that everyone is treated with respect as an individual whose opinions and beliefs are valued.
- creating exciting, high quality learning environments indoors, outdoors, and in the wider community.
- involving parents/carers and children in decisions about the child's learning.



**provide a broad, balanced and rich curriculum, by:**

- continuously striving for high standards of achievement through engaging, child-centred teaching.
- ensuring a wealth of meaningful learning experiences that meet the needs of each child.



**inspire and challenge each child to achieve their full potential and in so doing lay the foundations for life-long learning, by:**

- developing our children's confidence and self-esteem.
- ensuring that our children are active, independent learners.
- encouraging our children to begin to take responsibility for themselves, their learning and their behaviour, therefore preparing them for life in a changing world.



## Introduction

This fire safety policy has been prepared by the Headteacher as the responsible person for the premises known as The Gattons Infant School to comply with **The Regulatory Reform (Fire Safety) Order 2005 [FSO]**.

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided.

- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its **significant findings** acted upon. This will be completed by an external provider.
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practised by the carrying out of fire drills half termly.
- All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- **Employees will be provided with comprehensive and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

**Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.**

A fire may be accidental or deliberate. Accidental fires can be caused in many ways and can often be prevented by careful management. Deliberate fires are mostly caused when the building is unoccupied either to cover a theft or as a deliberate act of arson. Fire prevention and damage limitation can be assisted by management and maintenance of the premises for which all the adults and children working within the premises can take on some degree of responsibility.

Our **AIMS** are therefore:

- to ensure that priority is given to the safety and security of the premises.
- to ensure that all adults and children working in the school are aware of safety procedures.
- to ensure that there is an adequate means of escape for everyone in the event of a fire.

## 1. The safety and security of the premises

Whilst the Premises Officer has overall responsibility for ensuring that the premises are safe and secure, all children and adults working in the school, whether as employees or in a voluntary capacity, should ensure that the following rules are adhered to:

- a) The fire exit in the hall must **never** be obstructed.
- b) The first person to use a room each day must ensure that the fire exit is checked.
- c) All other external exit doors must not be obstructed and should be kept unlocked whilst the building is occupied.
- d) Corridors must be kept clear to ensure unobstructed movement along them therefore the floor should be clear of bags and other obstructions.
- e) Dustbins or other items must not obstruct the escape route from the fire exit in the hall.
- f) Store cupboards must be kept locked when not in use. The keys must be hung from a hook at the top of the doorframe outside the cupboard.
  - e.g. stock cupboard in Reception/Y1 corridor.
  - Cleaners' room in Y2 corridor.
  - Paper cupboard in Twinkle room.
- g) "Fire door Keep shut" signs on doors must be obeyed at all times, unless A 'Dorgard' emergency closure device has been fitted to the door.
- h) Furniture or other equipment or furnishings must not obstruct the areas around the fire extinguishers.
- i) Access to the rear of the premises by the fire brigade must not be obstructed. No vehicles should park in the driveway leading to the car park including along the fence.
- j) The areas where switchgear equipment is to be found must be kept clear and free of any combustible material and should be clearly labelled.
  - i.e. the cupboard in the First Aid Room.
  - Robins class, cupboard nearest door.
  - Meter cupboard outside kitchen door.
  - Left hand corner of the mouse hole.
- k) All internal doors must be kept shut when the building is unoccupied.
- l) The grills on the convector heater in the hall must not be covered nor items placed in front of the heater.
- m) No smoking is permitted anywhere on the school site.
- n) All staff must ensure that there are no trailing electrical leads.
- o) The Premises Officer must check alarm system weekly by testing each break glass on a rota basis and all extinguishers should be subject to a visual examination once a month. The Premises Officer should record these checks in the 'Fire Safety Log'.

- p) Contractors - will be told that they must comply with our Fire Plan including responding to fire drills.
- q) The wheelie bins containing rubbish must be kept secured away from the premises to prevent their use as access to the school or to start a fire in the school.
- r) Fire risk assessments should be carried out as part of normal health and safety inspections or when there has been a significant change in the structure or use of the premises.
- s) A notice is displayed in the staffroom stating that:

Staff may not bring electrical equipment in from home. Only brand-new electrical equipment marked to standard and PAT tested equipment is permitted. Staff may not change plugs or otherwise tamper with electrical equipment. (This does not apply to those with authorisation from the Headteacher).

- t) Fire Safety Files are maintained in the school office and include:
  - 1. The fire risk assessment and improvement action plan file.
  - 2. SSE file with:
    - Copies of all invoices relating to the provision and maintenance of equipment/services.
    - All equipment tests
  - 3. Fire safety file with:
    - All inspections
    - All equipment repairs and maintenance including fire extinguisher checks by the fire service.
    - All fire drills and training exercises
    - All fire safety training provided to staff and students
    - Any incident reports or reports of investigations following fire safety incidents
    - Minutes of meetings and consultations.

The school Emergency Plan is kept in a separate file.

## **2. Safety procedures**

- a) The Fire Notice is displayed in each room.
- b) A fire drill must be carried out each term and should be recorded in the 'Fire Safety Log'. *We carry out a drill each half term.*
- c) Teaching staff must ensure that all students and voluntary helpers in their classrooms are aware of the fire notices and understand the procedures, not just in the classrooms but in any other area used by the children. There is a notice by office explaining the duty of visitors to check out fire safety procedures and Office Staff should bring this to the notice of visitors.
- d) The Headteacher should make sure persons using the premises out of school hours are aware of fire safety procedures.
- e) In the event of finding a fire:

The person finding the fire must sound the nearest alarm. The fire call points are situated by:

- the external door in the staff room.
- the main door in the front entrance hall.
- the fire exit doors in the hall.

- the exit door in the Year 2 corridor.
- the exit door in the Year 1 corridor.
- the external exit door in the kitchen.
- the fire exit door in Woodpeckers Class.
- the stock cupboard in the Reception/Year 1 corridor.
- Head's office.
- Puffins external door.
- Eagles external door.
- Owls external door.

and the main control panel is in the Year 2 corridor, just off the main entrance.

f) If you hear the alarm:

When the alarm is sounded the office staff must call the Fire Brigade using the procedures as displayed in the office and the building should be evacuated as quickly as possible following the directions as displayed in all rooms.

**The Nursey must be informed immediately.** (NB the fire alarms for both buildings are not linked.)

g) Procedures to be followed during a fire drill or real fire are included as an appendix to this policy. These procedures ensure that everyone working in or visiting the school at the time of the fire/fire drill will be accounted for.

h) A fire extinguisher may be used on the fire but only if it is a very small fire, you have been trained to use portable fire extinguishers, have already raised the alarm, it is safe to do so and the evacuation of the premises is not affected.

- It should be noted that there are two types of extinguishers in school. There are three **RED** extinguishers and these may only be used on paper or wood fires. **They should never be used for electrical, oil or chemical fires.** There are also five smaller red extinguishers with a **Black label and a black trumpet** for CO<sub>2</sub>, one in the boiler house and one in the entrance hall. These are for electrical fires only.

## REMEMBER

**Your first responsibility is to evacuate the building as quickly as possible. Then, if it is practicable, the fire may be tackled with a fire extinguisher.**

## Appendix 1

### Organisation of personnel and resources during a fire /fire drill

- Each room has a fire notice instructing staff and visitors to take the nearest safe route out of the school.
- At the entrance, by the Visitors' signing-in screen, there is a notice advising visitors to make themselves aware of the fire notice in the room where they are working.
- All staff should ensure that visitors have signed in and know and understand what to do in the case of a fire, particularly if they are working with a group of children outside the classroom.
- If there is an emergency evacuation and a class is barefoot because they have been doing PE, the children will be provided with Wellington Boots from the outdoor storage racks (these are owned by individual children but would only be used in such an emergency).

West Sussex LA advice is that, if the weather is cold, and it is possible to do so without delay, then a member of staff may gather coats and take them outside. *Children should not put their coats on until they are lined up in the playground and accounted for.*

- Fire drills are carried out at least once termly. *We carry out a drill each half term.*

#### During a fire or fire drill.

- During a fire *or fire drill* the Premises Officer/member of the Office staff/Headteacher/person discovering the fire sounds the alarm using the nearest call point.
- All children and adults leave the building by the nearest safe exit and proceed to the Year 2 playground. If it is not safe to use the path to the Year 2 playground then the Year 1 playground may be used.

Do not delay to collect bags or possessions. West Sussex LA advice is that if adults have their handbags etc. immediately to hand then they may be collected but this must not cause delay.

- During a fire one member of the office staff calls the emergency services.  
*During a fire drill one member of the office staff simulates calling the emergency services.*
- **The Nursery must be informed immediately.** *(The fire alarms between both buildings are not linked.)*
- Office staff collect:
  - The mobile phone with Inventory app on.
  - A blast horn.
  - Emergency medication.and take them to the Year 2 playground.
- The fire warden or senior member of staff on duty that day sweeps the school, paying special attention to the playground.
- The senior member of staff or fire warden present in the Year 2 playground checks that everyone is present as soon as checks have been completed for classes, visitors and staff.

At this time any children who were not in their class at the time of the fire drill and are not lined up with their class must be accounted for and reported as safe/not safe to the senior member of staff in the Year 2 playground.

The Inventory app must be checked and all visitors accounted for.

**No-one must go back into the building to look for any missing children, staff or visitors.**

- Only when everyone is accounted for and the building is declared safe may staff, visitors and children return to the building. **No-one must go back into the building to look for any missing children, staff or visitors.** This will be done by the emergency services in the case of a real fire.



## Appendix 2

### FIRE SAFETY INDUCTION CHECKLIST

NAME		POSITION	
START DATE		SUPERVISOR /MANAGER	
	<b>TRAINING FOR ALL STAFF</b> * must be completed on first day		DATE COMPLETED
1	Action to take on hearing the alarm explained*		
2	Familiarisation with fire escape routes and location of assembly area*		
3	Duties during a fire emergency explained*		
4	Familiarisation with fire alarm call points*		
5	Fire action notice locations and contents explained*		
6	Action to take on discovering a fire explained*		
7	Purpose of fire doors explained*		
8	Fire extinguisher training (non-practical)		
9	Location of fire extinguishers and procedures for use explained		
10	Participate in a fire evacuation exercise		
<b>ADDITIONAL TRAINING FOR SPECIFIED STAFF**</b>			
11	Fire extinguisher training (practical)		
12	Fire warden training		
13	Testing the fire alarms		
14	Testing emergency lights		
15	Supervision of a fire evacuation		
16	How to summon the emergency services		
17	Operation of special evacuation equipment		
18	Maintaining grab bags etc.		
19	Training in the evacuation procedures for specified groups of occupants, e.g. people with disabilities, pupils with autistic spectrum disorders etc.		
<b>ADDITIONAL DEPARTMENT SPECIFIC TRAINING**</b>			
20	Familiarisation with particular fire risks in department		
21	Explanation of any special fire safety arrangements, e.g. gas isolation, fire dampers, specialist extinguishers etc.		
FINAL SIGN OFF			DATE
EMPLOYEE			
MANAGER			

# ON HEARING THE FIRE ALARM



- Go immediately to the fire assembly area.

**LOCATED:** Year 2 playground, at the front of the school.

- Use the nearest available exit.
- Escort any persons in your charge.



- Do not delay to collect bags or possessions.
- Do not re-enter the building until told it is safe to do so.

# IF YOU DISCOVER A FIRE



- Operate the nearest fire alarm.
- Proceed immediately to the fire assembly area and wait for further instructions.



- Only attempt to extinguish the fire if you have been trained to use portable fire extinguishers and have already raised the alarm.