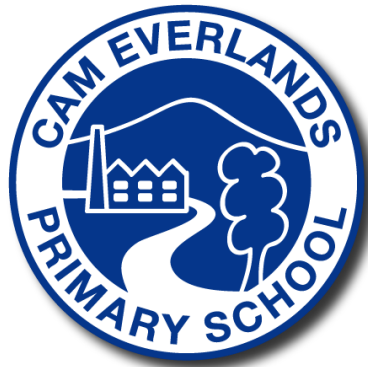


Fire Safety Policy



Cam Everlands Primary School

"We believe, achieve and celebrate"

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| Approved by: | Full Governing Body | Date: September 2025 |
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| Last reviewed on: | September 2022 |
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| Next review due by: | September 2028 |
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1 Aims of the Fire Safety Policy

Cam Everlands Primary School Fire Protection Policy aims to minimise the impact and incidence of fire on the school and its users and this policy sets out role and responsibilities for fire prevention.

2 How Cam Everlands Primary School Manages Fire Prevention

The Governing body and the Head teacher will be responsible for reviewing fire preventions and will undertake the following:

- Annual review of Fire Risk Assessment
- Consult with the Head teacher on the appointment of a Fire Prevention Officer who will be responsible for day to day management of fire prevention issues.

3 Role of the Fire Prevention Officer (FPO)

The FPO (the headteacher) for the school will be responsible for the oversight of the following:

- Overseeing the weekly testing of fire warning systems and recording the results
- Organisation and recording of fire drills
- Briefing all of those with responsibility for overseeing evacuation on their roles and responsibilities, keeping records of those briefings
- Ensuring that new employees are briefed on Fire Precautions as part of their induction.
- Ensuring that firefighting equipment is maintained
- Ensuring the safe storage of material and that fire escape routes are kept clear.
- Developing Personal evacuation plans should they become necessary.

4 Action on discovering a fire

- In the event of a fire or suspected fire the procedure at Appendix A must be followed.
- Staff will not be trained to fight fires and are not expected to attempt to do so.
- Their priority will be to ensure the safe evacuation of the school and its pupils.
- However, if free of other duties and if they consider it is safe to do so staff may try to extinguish the fire using the appropriate extinguisher.

5 Personal Evacuation plans

Where an individual with a disability is employed or is a pupil at the school the FPO will develop a suitable Personal Evacuation Plan in consultation with the individual.

Where an individual with a disability visits the school then the employee they are visiting will be responsible for ensuring that the individual is capable of leaving the building in an emergency or for liaising with other staff members to ensure that the individual can be helped to a place of safety.

6 Fire Fighting Equipment

Firefighting equipment is serviced annually through Stroud Alarms.

7 Fire Alarms and Emergency Lighting

Fire alarms and emergency lighting are serviced every six months through Stroud Alarms. The alarm sounders are tested on a monthly basis by the school caretaker.

A Fire Log Book which contains records of fire safety issues is maintained by the caretaker and school administrator, and is located in the alarm box by the front door.

8 Fire Risk Assessment

The school has had a comprehensive fire risk assessment carried out for each of its buildings. These assessments are kept in school office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended every three years if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people.

9 Fire Safety Training

- All staff receive basic fire safety training every three years.
- Pupils are given instruction by their class teacher during the first week of the autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through staff meetings any conclusions and remedial actions are recorded and implemented.

10 Policy Review

This policy will be reviewed every 3 years by the headteacher and approved by the school governing body.

Appendix A

Cam Everlands Primary School and Additional Childcare

Fire Instructions for Staff

If you discover a fire....

- Sound the fire alarm at once
- If you are free of other duties and it is safe to do so, try to put out the fire using the appropriate extinguisher
- The Headteacher or their delegate will call the fire brigade

If you hear the alarm.....

- The adult teaching the class is to take responsibility for the evacuation of that class
- Other adults help to supervise the evacuation of the building ensuring that all children join their class lines at the assembly point (school field)
- Take a headcount children then take the register
- Stand at the front of your class line with your hand held in the air when all your children are accounted for
- Await further instructions

Cam Everlands Primary School and Additional Childcare

Fire Instructions for Children

If you discover a fire.....

- Immediately tell the nearest adult

If you hear the alarm.....

- Stay calm, stop talking
- Listen to what the teacher says
- When told, walk silently out of school to the school field
- Line up silently
- Answer your name when the class teacher calls out the register
- Wait silently for further instructions