



Fire Safety Policy

Written by	Reviewed and Ratified by Governors	Shared with Staff	Last Updated	Next Review due
Steve Thorogood, Site Manager	June 2025	June 2025	June 2025	June 2026

Statement of intent

Sheffield Lower School is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, 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 and Headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

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 pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils 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 pupils at school with medical conditions'
- DfE (2024) 'Good estate management for schools'
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This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Invacuation and Lockdown Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment

2. Roles and responsibilities

2.1 Roles and responsibilities are as follows:

The Governing 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, pupils 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.
 - Adequate funds to ensure the training of the fire safety officer and all other staff.

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

- 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 LA and the HSE where necessary. This will be the Site Manager.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the Site Manager 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.

The Site Manager will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher and Business Manager.
- 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.
- At least once per term, undertake a whole-school fire evacuation drill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake an online Fire Awareness training package supplied by Safesmart.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the Governing Board.
- Draw up a plan of the school, including the locations of all fire extinguishers and fire exits.
- Ensure there is an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- 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.
- Appoint Fire Marshalls and ensure they know their roles via regular updates and meetings.

Fire Marshalls will:

- Familiarise themselves with their Fire Zone and Fire Marshal pack.
- Attend fire marshal meetings undertaken by the Site Manager.

Staff members will:

- Cooperate with their colleagues, the Site Manager and Headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the Site Manager 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, pupils and visitors.

- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Verify that every piece of equipment is safe to use and in excellent operating order, including sufficient fire safety guards and a current portable appliance test.
- 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 Site Manager.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of the school's fire safety 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 pupils' 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 or relevant member of staff of all potential risks to staff, pupils 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 Site Manager.

2.2 Instructions for staff that are trained Fire Marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and proceed to check your designated fire zone closing doors and windows where possible and safe to do so. Once your area is checked proceed out of the nearest fire escape and to the assembly point raising your hand if your area is clear so the person leading the roll call can clearly see.

2.3 Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

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:

- Follow the exit signs and leave the building by the nearest exit
- Do not stop to collect personal possessions
- Assemble at the assembly point, which is on the school playing field, located at the rear of the school.
- 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 the building until told it is safe to do so – the alarm no longer sounding is not the ‘all clear’ signal

If you hear the fire alarm (continuous two tone high pitch sound with verbal fire evacuation warning) leave the building by the following procedure below:

- Follow the exit signs and leave the building by the nearest exit
- Do not stop to collect personal possessions
- Assemble at the assembly point, which is on the school playing field, located at the rear of the school.
- 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 the building until told it is safe to do so – the alarm no longer sounding is not the ‘all clear’ signal

3. Risk assessments and checklists

3.1 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 pupils, staff and visitors.

The school will maintain a 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 pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place including:

- 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.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

3.2 The Site Manager will use various checklists to ensure all routine maintenance is carried out on all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, and that they are kept in working order.

4. Preventative measures

4.1 The Site Manager will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Facilities for the fire service, including:
 - Access for emergency vehicles

- Fire Hydrant
- Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. 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.

4.2 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. Pupils 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.

4.3 Provision and maintenance of emergency routes and exits

As part of the school's daily routine, the Site Manager 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.

4.4 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.

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 properly lubricated.
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Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher. A monthly inspection will also be carried out by the site team and all details recorded in the fire log book.

Fire blankets will be inspected annually by a competent person and monthly by the site team and replaced as required.

The school will ensure that all facilities for the use of the fire service are maintained and kept in good order, including a fire hydrant located at the front of the school maintained by Bedfordshire Fire.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. They will also undergo a more detailed condition test annually, including a three hour battery drain down test by a competent person.

5. Educating pupils

The local fire service attend and give a presentation to pupils once per year.

Pupils 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 and forest school.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during assemblies or where relevant.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

6. Measures for disabled people

The Site Manager 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 teacher and verified by the SendCo for any pupils, created by the relevant line manager for any staff and for visitors this would be completed by the relevant member of staff accompanying that person. An example of something that may be included in a PEEP would be to be helped/accompanied by an additional member of staff.

Visual alarms, such as flashing lights and beacons, will be placed in all areas throughout the school to ensure those with hearing difficulties are aware should a fire break out.

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, pupils, visitors and contractors.

The school kitchen will be thoroughly cleaned at the end of each day by the kitchen team, to ensure potential fire hazards, such as excess grease, are mitigated. The school's additional cookers, e.g. for food technology lessons, will be cleaned after each use by the class using them.

An engineer will check all equipment in the school kitchen annually, to ensure their usability and carry out any maintenance.

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.

Staff members will report any defective equipment to the site manager or Headteacher as soon as possible.

8. Fire hazards

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

Waste paper bins are emptied daily to mitigate risks.

Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by the Site Manager, to ensure equipment is maintained to a high standard.

9. Procedure in the event of a fire

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 alarm monitoring station will be alerted automatically by the automated fire alarm system. They will then call the school and/or Site Manager to confirm if there is a fire and whether the fire brigade need to be called.

All pupils, 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 pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the office staff (for staff and visitors), or for pupils, by their class teacher.

Fire Marshalls have been appointed to ensure that the evacuation procedure is carried out correctly. They each have a designated area to check and deputy marshal should they be absent.

People will only be allowed to re-enter the building once it has been deemed safe by both the Site Manager and Headteacher or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be notified as to what to do next by the school leadership team.

In the event someone is injured in the fire, a member of staff as directed will ring for an ambulance immediately. Whilst waiting for the emergency services, one of the school's first aiders will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils 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 at numerous points throughout the school.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the Site Manager, Headteacher and Business Manager at least once per year or when deemed necessary, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

10. Detection equipment

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

Fire detection and alarm systems will be tested each week. A competent person will test the smoke and fire detectors 6 monthly; any required maintenance will also be carried out by the engineer.

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

A zone diagram 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.

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

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

The type of fire extinguisher will need to be relevant to the need of the room or area. Fire blankets are available in all school kitchens.

Emergency lighting is installed; in the event that 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 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 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.

12. Fire drills

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

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called and the drill finished. Visitors,

contractors, and non-teaching staff will be allowed to return to their work once the office has finished the registers and the drill finished.

The Site Manager 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 Site Manager with the aid of the Business Manager may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

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

13. Staff training

Staff will undergo mandatory fire safety training after joining the school. This will be e-learning based and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended). Staff will also receive refresher training on the inset days following the summer holidays in September to ensure they are reminded of the procedures in place, and know what to do in the event of a fire.

The Site Manager also has regular meetings with the fire marshals to ensure they are up to date with all procedures related to a fire occurring. These meetings are documented in the fire logbook.

To help ensure staff members are knowledgeable about fire safety, the Site Manager will communicate regular updates and correspondence.

14. Monitoring and review

This policy will be reviewed annually by the Site Manager, Business Manager and the Headteacher, 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 pupils, e.g. their responsibilities, will be communicated to parents and pupils.

The next scheduled review for this policy is June 2026.