



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Fire Safety Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headmaster	Peter Lane	19 th Mar 2024	19 th Mar 2025
Read in Conjunction with: Health and Safety Policy First – Aid Policy			

Saint Pierre School – Fire Safety Policy

Introduction

It is Saint Pierre School's priority to minimise the risk to life and to reduce injury by maintaining the fire safety of the school – ensuring that staff, pupils and visitors are fully aware of what to do if a fire breaks out. This Fire Safety Policy is designed to help and ensure that the school community responds calmly and effectively if a fire breaks out. This, as with all our policies, is a whole school policy including the Early Years.

Responsibilities of Fire Safety Managers (Headmaster/Proprietor)

- The Fire Safety policy is reviewed at least on an annual basis ;
- The Fire Safety Policy is circulated, understood and adopted by all staff.
- Everyone in the school, including visitors, knows what to do in the event of a fire;
- New staff are told of Fire Safety procedures (whole school reminded at the start of each term);
- Fire Drills are held at least every term and records kept and feedback used productively;
- A full Fire Risk Assessment is carried out annually and regularly reviewed;
- Fire prevention measures are adopted;
- Fire-fighting equipment is available and regularly tested;
- Call points are regularly tested and records kept (dropbox).

Emergency Evacuation Notice (displayed in every room and around the school)

All new pupils, staff and visitors will be made aware of the following notice. There is a copy near the front door which visitors will be asked to read on entry to the school.

1. If you discover a fire, raise the alarm at the nearest call point – there are 8 of them around the school. Leave the building by the nearest exit;
2. If you are with a class – lead them out quietly. No running or talking. Make your way to the Assembly Point on the playground;
3. Do not take any belongings with you. Shut all windows and doors behind you;
4. The Office Staff or SLT will summon the Emergency Services;
5. Take your class' register immediately you are at the Assembly Point;
6. Report any missing children to the SLT member in charge of the evacuation. They will inform the Emergency Services.
7. Remain at the Assembly Point with your children until the all clear is given.

On no account should anyone return to the building until permission has been given by the Fire Brigade.

Calling the Fire Brigade

The School Office Manager or any member of the SLT should contact the Fire Brigade immediately if it has been established there is a fire. If a member of SLT is not available staff would use either the school cordless phones or would be allowed to use their own mobile phone for this purpose. When the Fire Brigade has been called, this information must be passed on to other SLT and staff members.

Visitors

All visitors and contractors are required to sign in at the school Office where they are given a Visitor's Badge to wear. Visitors must read the fire safety procedures which will be provided to them. Visitors will also be shown where the Fire Assembly Point is in the playground.

If there is a gathering of parents for an event, wherever the event is held, parents will be made aware of fire evacuation procedures.

Disabled Staff, Visitors or Pupils

Those with disabilities will be made aware of their routes of escape and any special provision which has been put in place for their safety – i.e. ramp out onto the playground to the Fire Assembly Point.

Responsibilities – Teaching Staff

Teaching staff are responsible for escorting the class that they are teaching at that particular time to the Fire Assembly Point. When outside the teacher, if not already with them, will return to their own form to take the register and then report to an SLT member, if any child is missing. This information will be passed on to the Fire Brigade immediately.

On no account should anyone return to a burning building.

Fire Drill Practices

Saint Pierre School holds a practice Fire Drill every term. This, coupled with a programmed of inducting new staff and pupils and regular reminders, ensures that the children, staff and visitors can evacuate the building safely and quickly.

Fire Assembly Points

With Saint Pierre School being housed on a relatively small site, we do have a secondary Fire Assembly Point at Chalkwell Park, in case the fire is at the back of the school and children, staff and visitors may not be far enough away from the fire to be completely safe. This point is under the large oak tree as you enter the park on the left.

Good Housekeeping / Fire Prevention Measures

- Teachers and children are well aware of all fire escape routes from classrooms.
- Fire notices and evacuation signs are displayed across the school;
- Appropriate fire extinguishers and smoke detectors are in place and checked and maintained according to regulations;
- Automatic door closers are fitted to any fire doors which need to be kept open doors;
- Alarms sound in all parts of the building;
- Fire routes are kept clear at all times and these are checked daily;
- Records of all tests, including weekly Call Point tests are kept on dropbox.or in the Fire folder in the front office

Electrical Safety

- The school has an electrical test certificate which has been carried out by a competent person. This is renewed annually;

- Regular testing is carried out of portable appliances (PAT testing) annually
- Staff are encouraged to turn off and disconnect all electrical appliances at the end of the day.

Safe Storage of Flammables

- Flammable rubbish is stored outside, in proper storage containers, as far from the building as possible.

Fire Risk Assessment

Saint Pierre School has an annual full Fire Risk Assessment carried out by safety specialist contractors which meets the Regulatory Reform (Fire Safety) Order 2005 (the FSO). The latest Fire Risk assessment can be found on the SLT one drive/dropbox.