POLICY DOCUMENT

Fire Safety Policy

Princess May Primary School's fire safety arrangements — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	October 2027
Related policies	Health and Safety Policy; School Emergency Management Plan; Fire Risk Assessment and action plan; Lettings Policy; Safeguarding and Child Protection Policy; Lockdown Policy
Aligned to	The Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 and section 156 of the Building Safety Act 2022; the Health and Safety (Safety Signs and Signals) Regulations 1996; and HM Government guidance Fire safety risk assessment: educational premises

1. Aims

Fire has the potential to injure or kill large numbers of people very quickly. Princess May Primary School aims to:

- Prevent fires from starting, through good housekeeping, safe systems of work and the control of ignition sources and combustible materials
- Ensure that everyone on site can be warned of a fire and can evacuate quickly and safely to a place of safety
- Ensure that fire safety systems and equipment are maintained in efficient working order
- Ensure that staff, pupils, visitors, contractors and hirers know what to do if there is a fire
- Meet the school's duties under fire safety legislation

2. Legislation and guidance

This policy reflects:

- The Regulatory Reform (Fire Safety) Order 2005 (the Order), which requires the responsible person to carry out a suitable and sufficient fire risk assessment and to put in place and maintain general fire precautions
- The Fire Safety Act 2021 and section 156 of the Building Safety Act 2022, which amended the Order from 1 October 2023 so that the fire risk assessment must be recorded in full, the fire safety arrangements must be recorded, the identity of anyone who carries out or reviews the fire risk assessment must be recorded, and responsible persons must co-operate and share fire safety information with one another
- The Health and Safety (Safety Signs and Signals) Regulations 1996, which govern safety signs, including fire exit and fire equipment signs
- The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999

It also takes into account HM Government's guidance Fire safety risk assessment: educational premises, the DfE's Health and safety: responsibilities and duties for schools, and the relevant British Standards, including BS 5839-1 (fire detection and alarm systems), BS 5266-1 (emergency lighting), BS 5306-3 (fire extinguishers) and BS ISO 7010 (safety signs).

3. The responsible person and duty holders

Princess May is a community school. Hackney Council, as the employer, is the responsible person under the Order. The governing body and the headteacher, who have control of the premises, share the responsible person's duties to the extent of that control.

The headteacher is responsible for managing fire safety day to day on behalf of the responsible person, and appoints competent persons to assist them.

4. Roles and responsibilities

4.1 The governing body

The governing body will:

- Approve this policy and review it annually
- Ensure that a suitable and sufficient fire risk assessment is in place, and monitor progress against its action plan at least termly
- Ensure that adequate resources are made available to implement the fire risk assessment and maintain fire safety systems
- Raise with Hackney Council any fire safety action that is beyond the school's delegated responsibility or budget

4.2 The headteacher

The headteacher will:

- Ensure that a fire risk assessment is carried out and kept under review by a competent person, and that its significant findings and the fire safety arrangements are recorded in full
- Ensure that the actions in the fire risk assessment are completed within the timescales set, and that any action that cannot be completed is escalated to Hackney Council
- Appoint and train sufficient fire wardens to cover absences and all times the building is occupied
- Ensure that fire drills are carried out at least once each term, and that their outcomes are recorded and acted on
- Ensure that personal emergency evacuation plans (PEEPs) are in place for anyone who needs one
- Provide all staff with information, instruction and training on fire safety at induction and at regular intervals
- Ensure that contractors, hirers, agency staff and visitors are given relevant fire safety information
- Co-operate and share fire safety information with any other responsible person who uses or has control of any part of the premises
- Report on fire safety to the governing body at least termly

4.3 The Premises Manager

The Premises Manager is the school's competent person for routine fire safety checks and will:

- Carry out and record the checks set out in Appendix 1 in the fire logbook
- Arrange servicing of the fire alarm, emergency lighting and fire-fighting equipment by competent contractors, and ensure defects are remedied
- Keep escape routes, fire exits and fire doors clear, unobstructed and in working order
- Ensure fire action notices and fire safety signs are in place and correct
- Manage contractors' fire safety arrangements on site, including hot works permits
- Maintain the fire risk assessment action plan and report progress to the headteacher
- Act as the main point of contact for the fire and rescue service on arrival in the event of a fire

4.4 Fire wardens

Fire wardens will:

- Be trained for their role, with refresher training at least every three years
- Know the location of fire exits, the assembly point, fire alarm call points, fire extinguishers and any refuges in their area
- On activation of the alarm, without putting themselves at risk, check that their allocated zone is clear, close doors behind them, and report to the person in charge at the assembly point
- Wear a high-visibility vest during an evacuation
- Direct anyone with a PEEP to their agreed route or refuge, and inform the person in charge
- Help prevent anyone re-entering the building until the fire and rescue service gives the all clear
- Report fire safety hazards found during normal work to the Premises Manager

The current fire warden schedule, showing the zone each warden covers, is displayed in the staff room and school office.

4.5 All staff

All staff will:

- Know the fire procedures for their work area, including the nearest exits and the assembly point
- Take reasonable care for their own safety and that of others, and co-operate with the school's fire safety arrangements
- Lead the pupils in their care out of the building by the nearest safe route when the alarm sounds, taking the class register
- Not interfere with or misuse anything provided for fire safety, including by propping open fire doors
- Keep escape routes and exits clear and observe the limits on displays and stored materials
- Report any fire safety defect or hazard to the Premises Manager

4.6 Pupils

Pupils are taught, at an age-appropriate level, what to do when they hear the fire alarm, and take part in fire drills.

4.7 Contractors, hirers and visitors

Contractors, hirers and visitors are given information about the fire procedures when they sign in, and must follow them. Contractors must agree any work that creates a fire risk, including hot works, with the Premises Manager before starting. Hirers are responsible for the safe evacuation of the people taking part in their activity and must confirm their understanding of the fire procedures before the letting begins.

5. Fire risk assessment

- The fire risk assessment is carried out by a competent, suitably qualified fire risk assessor
- It is recorded in full, including the significant findings, the fire safety arrangements, the people at particular risk, and the name of the person who carried it out
- It is reviewed at least annually and whenever there is reason to think it is no longer valid, including after a fire or near miss, a change in the use or layout of the building, building works, or a change in the number or needs of occupants
- A full new assessment is carried out at least every three years
- Actions are recorded in an action plan with a priority, owner and target date; progress is tracked by the Premises Manager and reported to the governing body termly
- The fire risk assessment and action plan are available to staff, and their findings are shared with staff and with any other responsible person who needs them

6. Fire prevention

To reduce the risk of fire starting and spreading, the school will ensure that:

- Good housekeeping is maintained, and waste is removed regularly and stored in bins away from the building, where it cannot be used for arson
- Combustible materials are not stored on escape routes, in stairways, plant rooms or electrical cupboards, or under stairs
- Displays on corridor walls and escape routes are kept to a minimum, are fixed securely, and are kept clear of exits, fire doors, call points and signs
- Electrical equipment is used, inspected and tested in line with the Health and Safety Policy, and the use of extension leads and adaptors is controlled
- Heaters, cooking appliances and other sources of ignition are used only where authorised and are never left unattended in use

- Flammable substances are kept to the minimum quantity required and stored in a suitable locked cabinet
- Smoking and vaping are not permitted anywhere on the school site
- The site is secured against arson, with gates locked out of hours and combustibles kept away from the building perimeter
- Hot works, such as welding or the use of blow torches, are carried out only under a hot works permit issued by the Premises Manager
- The kitchen extraction system is cleaned and serviced at the required intervals

7. Fire safety systems and maintenance

The school maintains its fire safety systems and equipment in efficient working order and good repair. The routine checks, tests and servicing are set out in Appendix 1. All checks, tests, faults, servicing and remedial work are recorded in the fire logbook, which is kept in the school office and made available to the fire and rescue service on request.

7.1 Fire detection and alarm

The fire alarm is tested weekly from a different call point each time, at a consistent time so that occupants recognise it as a test, and is serviced by a competent contractor at least every six months. Faults are reported to the contractor immediately and recorded.

7.2 Emergency lighting

Emergency lighting is given a brief functional test monthly, and a full-duration test and service annually by a competent contractor.

7.3 Fire-fighting equipment

Fire extinguishers and fire blankets are located as identified in the fire risk assessment, are checked visually each month to confirm they are in place and undamaged, and are serviced annually by a competent contractor. Staff use fire-fighting equipment only if they have been trained, the fire is small, and it is safe to do so; the priority is always to raise the alarm and evacuate.

7.4 Fire doors

Fire doors are kept closed unless held open by an automatic release device linked to the fire alarm. Doors must never be wedged or propped open. Fire doors are checked monthly for damage and the correct operation of self-closers, seals and latches, and any defect is repaired promptly.

8. Means of escape and signage

- Escape routes and final exits are kept clear at all times, and fire exits can be opened immediately and easily from the inside without a key whenever the building is occupied
- Fire exits and escape routes are indicated by signs complying with the Health and Safety (Safety Signs and Signals) Regulations 1996, using a consistent style throughout the building: a white pictogram on a green background, with a directional arrow where the route is not obvious
- Signs are positioned so that a person escaping can always see the next sign, and are not obscured by displays or other notices
- Fire action notices are displayed beside each call point and in each classroom, showing the action to take and the assembly point

9. Evacuation procedure

9.1 On discovering a fire

- Raise the alarm immediately by operating the nearest fire alarm call point
- Leave the building by the nearest safe route, closing doors behind you
- Do not stop to collect belongings, and do not re-enter the building

9.2 When the alarm sounds

- All occupants leave the building immediately by the nearest safe exit and go to the assembly point
- Staff lead their classes out calmly and in silence, taking the class register; pupils who are out of class join the nearest adult and then their class at the assembly point
- Fire wardens check their zones as set out in section 4.4
- The school office brings the visitor and staff signing-in records and the emergency contact information from Arbor
- The headteacher, or the senior leader in charge, calls 999 to summon the fire and rescue service unless already confirmed, and takes overall charge at the assembly point

9.3 At the assembly point

- Class teachers take a roll call and report to the person in charge immediately, including any pupil who is unaccounted for
- The office reports on staff and visitors against the signing-in records
- The person in charge informs the fire and rescue service on arrival of anyone unaccounted for, anyone in a refuge, and the location of the fire if known
- Nobody re-enters the building until the fire and rescue service, or the person in charge after a drill or false alarm, confirms that it is safe

If the assembly point is unsafe or the weather makes it unsuitable for a prolonged period, the arrangements for alternative shelter in the School Emergency Management Plan apply.

10. Fire drills

A full fire drill is held at least once each term. Drills are held at different times of the day, including at least one each year during a break or lunchtime, and one in which an escape route is treated as blocked. Each drill is timed and recorded, any problems are noted, and actions are taken to address them. Extended-day provision, such as breakfast and after-school clubs, holds its own drill at least once a year.

11. People who need assistance to evacuate

A personal emergency evacuation plan (PEEP) is drawn up, with the person and their parents where appropriate, for any pupil, member of staff or regular visitor who may need assistance to evacuate, including those with a temporary injury. PEEPs are shared with the staff who need to know them, practised during drills, and reviewed at least annually or when needs change. Visitors who may need assistance are identified at sign-in and given a general emergency evacuation plan.

12. Training and information

- All staff, including temporary and agency staff and volunteers, receive fire safety information at induction, including the fire procedures, escape routes, assembly point and the location of call points
- All staff receive refresher fire safety training at least annually
- Fire wardens receive training for their role, refreshed at least every three years
- Staff who may be expected to use fire-fighting equipment are trained in its use
- Records of training are kept

13. Lettings and out-of-hours use

Hirers are given the fire procedures and shown the escape routes, call points and assembly point before their first use, and confirm this in writing. Hirers must keep a record of the people present, ensure escape routes remain clear, and nominate a person responsible for evacuation. Out-of-hours use by staff and contractors is recorded so that the number of people in the building is always known.

14. Records

The school keeps the following records, available for inspection by the fire and rescue service:

- The current fire risk assessment, action plan, and the name of the assessor
- The fire logbook, recording all tests, checks, servicing, faults, false alarms and remedial work
- Fire drill records and their outcomes
- Fire safety training records, including the fire warden schedule
- PEEPs
- Contractor hot works permits

15. Monitoring and review

Fire safety is monitored through the routine checks in Appendix 1, the review of drill records, termly site inspections, and progress against the fire risk assessment action plan, which is reported to the governing body at least termly.

This policy will be reviewed by the headteacher and Premises Manager every year, or sooner following a fire, a significant change to the premises or its use, or a review of the fire risk assessment, and approved by the full governing body.

16. Links with other policies

This policy links to the Health and Safety Policy, the School Emergency Management Plan, the Fire Risk Assessment and action plan, the Lettings Policy, and the Safeguarding and Child Protection Policy.

Appendix 1: Fire safety checks

Frequency	Check	By	Recorded
Daily	Fire exits open easily; escape routes and fire doors clear and unobstructed; fire alarm panel shows normal; extinguishers in place	Premises Manager	Faults only
Weekly	Fire alarm test from a different call point; check alarm is heard throughout the building	Premises Manager	Fire logbook
Weekly	Emergency exit fastenings (push bars and pads) operate correctly	Premises Manager	Fire logbook
Monthly	Emergency lighting functional test	Premises Manager	Fire logbook
Monthly	Fire extinguishers and fire blankets in place, undamaged, pressure gauge in range	Premises Manager	Fire logbook
Monthly	Fire doors: self-closers, seals, latches and hold-open devices work; no damage	Premises Manager	Fire logbook
Monthly	Fire safety signs and fire action notices in place and legible	Premises Manager	Fire logbook
Termly	Full fire drill	Headteacher / Premises Manager	Drill record
At least six-monthly	Fire alarm system service and inspection (BS 5839-1)	Competent contractor	Certificate
Annually	Emergency lighting full-duration test and service (BS 5266-1)	Competent contractor	Certificate
Annually	Fire extinguisher service (BS 5306-3)	Competent contractor	Certificate
Annually	Fire risk assessment review	Competent fire risk assessor	FRA record
Annually	Review of PEEPs and fire warden schedule	Headteacher	PEEP file
Every three years	Full new fire risk assessment	Competent fire risk assessor	FRA record
Every five years	Fixed electrical installation inspection (EICR)	Qualified electrician	Certificate

Appendix 2: Fire action

If you discover a fire	When you hear the fire alarm
1. Raise the alarm by operating the nearest call point 2. Leave the building by the nearest safe exit 3. Close doors behind you 4. Go to the assembly point 5. Call 999 if not already done	1. Stop what you are doing and leave immediately 2. Staff take the class register and lead pupils out calmly 3. Use the nearest safe exit; close doors behind you 4. Do not stop for belongings 5. Go to the assembly point and line up for the roll call 6. Do not re-enter until told it is safe