

Carlisle & Hampton Hill Federation



Fire Safety Policy

This policy was reviewed:	Spring 2026
This policy was ratified by Full Governing Body (if applicable):	Not Applicable
This policy will be reviewed again:	Spring 2028
Governor committee responsibility:	Finance & Premises Committee
Statutory Policy:	No

Introduction:

Each year the Fire Brigade attends nearly 300,000 fire-related incidents. Suitable fire safety management in schools helps protect pupils, staff, visitors and property.

Legal Requirements:

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces most of the previous fire safety legislation. It requires those who manage a site (the Responsible Person) to take a risk assessment approach; this involves schools identifying potential fire hazards and determining methods of controlling those hazards and reducing the risk.

Policy

It is the policy of Carlisle & Hampton Hill Federation to minimise the risks to pupils, staff and others, which may arise from fire.

The Federation Headteacher and both Heads of Schools have been appointed as the Responsible Person for the school and has overall responsibility for fire safety matters.

The Fire Safety Coordinator manages the implementation of fire safety measures, this includes ensuring that Fire Safety Risk Assessments are carried out and reviewed, ensuring that staff and pupil training takes place and monitoring the standard of fire precautions is maintained. They ensure that fire evacuation drills are carried out, fire action notices are kept up to date and fire safety equipment is maintained etc.

Fire Risk Assessment (FRA)

The Federation headteacher and both Heads of Schools have ensured that a suitable and sufficient assessment has been carried out at Carlisle & Hampton Hill Federation to identify the fire safety hazards, the management arrangements in place, assess the fire risks and make recommendations for the reduction and elimination of those risks.

FRA carried out by an outside specialist fire safety contractor:

As a federation, we buy into the Local Authority Health & Safety SLA. This includes an annual Fire Risk assessment for each school. The report and action plan are reviewed by the finance and Premises committee.

It is the role and responsibility of the Fire Safety Coordinator to receive the completed FRA and to inform the Federation headteacher and both Heads of Schools of the findings and recommendations from the Fire Safety Risk Assessment. They will then inform the Governing Body.

Using the findings from the FSRA, an action plan is put in place in order to carry out the recommendations.

Fire Risk Assessment Review

It is the policy of Carlisle & Hampton Hill Federation to discuss the findings of the FRA with the Health & Safety

Team and identify a suitable schedule and arrangements for review.

The review process will include at least an annual status update of the recommendations.

Inspection & Maintenance of Fire Safety Equipment:

In order to ensure that all fire safety equipment provided at the school is in good working order, the school has in place a series of managed contracts as well as in house testing and inspection.

Managed Contracts

Specialist contractors are used for the inspection and maintenance of fire management equipment such as fire extinguishers, the fire alarm system and emergency lighting. In order to minimise the risk of fire throughout the school, there are also contracts in place for the inspection and maintenance of critical systems such as the gas and electrical systems.

Specialist contracts arranged and managed in house.

Inspection and maintenance contracts throughout the school are part of the remit of the School Business Manager and Site Manager.

All building management arrangements at the school are carried out in line with the standards set out in the Action HR Premises Health & Safety Guidance.

In House Checks

As well as specialist inspection and maintenance, the school has a programme of in house testing and inspection of fire safety systems in place. This involves daily site checks to ensure that escape routes are clear, fire fighting equipment is in place and fire action notices and directional signage is clear and unobscured.

In house testing and inspection is carried out by school site staff.

All in house tests and checks are carried out by the school site staff and are undertaken in line with the standards set out in the Action HR Premises Health & Safety Guidance. This includes having a procedure in place to action remedial work as required and to keep clear records.

Management & Monitoring of Arrangements:

There are a number of ways in which the school ensures that the Responsible Person and the Governing Body are kept up to date and informed on fire safety matters;

- ❖ The Fire Safety Coordinator provides a termly update to the Responsible Person
- ❖ The Responsible Person, the H&S Governor, School Business Manager and the Site Manager carry out a termly site walk that includes checking of fire safety standards.
- ❖ The outcomes of the site walk form part of the termly report to the Governing Body.
- ❖ Regular meetings held between relevant staff.

Management of Contractors:

The school has a Managing and Monitoring of Contractors Policy in place and all contractors are expected to comply with this Fire Safety Policy. Where required, contractors will have a suitable fire risk assessment for their working area, risk assessments, method statements and hot work permits must be in place prior to carrying out any work with a fire risk.

Contractors that control part(s) of the school, such as a contract caterer must have their own fire risk assessment, which complies with the school's controls.

All contractors are provided with a copy of the Contractor's on School Site Code of Conduct and are expected to comply with this.

Staff Training and Instruction:

All new staff are briefed on the school's fire safety arrangements including the evacuation drill, local fire exit routes and their fire safety responsibilities.

Training is provided on a regular basis for all permanent full time school staff in fire safety and the school fire procedure.

Both the Responsible Person and the Fire Safety Coordinator have attended relevant management of fire safety training.

The Federation Headteacher and Heads of schools are responsible for ensuring that all fire safety training records are maintained and are available for inspection by any enforcement authority.

Information, Instruction and Training:**Governors:**

Training in order to understand their legal responsibilities and role in the management of fire safety.

This should ideally be delivered via classroom-based training and refreshed every three years.

Federation Headteacher:

Training in order to understand their legal responsibilities and role in the management of fire safety.

Training to understand the legal requirements for management of fire safety across the school

This should ideally be delivered via classroom-based training and refreshed every three years.

School Business :

Training to understand the legal requirements for management of fire safety across the school, particularly in relation to statutory inspection and maintenance and managing/coordinating in house checks and activities.

	Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed every three years.
Federation Site Manager:	Understanding of the day to day building management arrangements and the legal requirements. Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed every three years.
Federation Site Assistant:	Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years. Instruction in correct technique and frequency for undertaking in house checks. Instruction in the record arrangements and process for reporting issues.
Any staff with a defined role in the emergency plan.	Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years. Instruction in their role as part of the emergency plan.
All staff, (including contractors such as cleaners and catering staff) and pupils:	Participation in emergency drills and instruction in the emergency plan. Instruction in the importance of good fire safety management, including physical measures, such as not wedging open fire doors and procedural measures, such as taking part in evacuation drills.

Any staff carrying out a Personal Emergency Evacuation Plan:	Training in the requirements of a Personal Emergency Evacuation Plan. Instruction in the daily routine of the person requiring the PEEP. NB: There may be further training required for any “Buddies” or assistants identified. This would include training in the PEEP procedure and could include the use of an evacuation chair.
Further guidance regarding training requirements and availability can be found on SLA online.	

Emergency Evacuation Drills and Personal Emergency Evacuation Plans:

Emergency evacuation drills are held termly. The times of day that drills take place is varied and on some occasions certain exits and escape routes are “closed off” in order to ensure that staff and pupils are familiar with all the evacuation routes.

Drills are organised by the Fire Safety Coordinator. The outcomes from drills are recorded and shared with staff. Where issues are identified this is also recorded as well as any remedial action.

There is a written Emergency Plan in place.

Personal Emergency Evacuation Plans:

Personal Emergency Evacuation Plans (PEEPs) are prepared for anyone who needs additional assistance to exit the buildings. This can be for permanent or temporary medical conditions.

The PEEP is always followed during fire evacuation practices.

The PEEP is completed with the direct assistance of the person it is designed to help (dependent on age). Parents have the opportunity to make comment on the PEEP.

Staff Responsibilities:

All school employees have important roles within fire safety. Employees are responsible for:

- ❖ Complying with the school’s fire procedures;
- ❖ Raising the alarm if a fire is detected;
- ❖ Evacuating their area safely and assisting those who may need help;
- ❖ Reporting any fire related concerns immediately, such as faulty electrical equipment, or blocked fire exits;
- ❖ Ensuring only electrical equipment which has been suitably maintained and inspected is used;
- ❖ Keeping evacuation routes clear;
- ❖ Taking an active part in fire evacuation drills;
- ❖ Undertaking suitable fire safety training;
- ❖ Not moving fire-fighting equipment, unless it is being used to fight a fire;

- ❖ Not bringing in equipment to the workplace without the approval of the Fire Safety Coordinator;
- ❖ Not blocking fire exits or wedging open fire doors;
- ❖ Informing their manager of any relevant medical conditions that may affect fire safety and evacuations, (this information will only be passed to relevant staff with the individual's agreement).

Appointment and Responsibilities of Fire Marshals:

All teaching staff fulfil the role of Fire Marshal specifically for the class for which they are responsible. Some of the administrative and site staff are also Fire Marshals with specific roles and functions. Further details of the role and duties of Fire Marshals can be found in the Emergency Plan.

Out of Hours Events and External Lettings:

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Coordinator is consulted and appropriate precautions including arrangements for evacuation and calling the Fire Brigade are put in place. The Fire Safety Coordinator may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

Title:	Print Name:	Signed:	Date:
Responsible Person:			
Fire Safety Coordinator:			