

## Fire Safety Procedures

### Springhead School – Barry’s Lane and Lady Edith’s sites

#### General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

#### Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

#### Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

#### Fire Safety Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken by a competent person and this will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.

The fire risk assessment was carried out by Wayne Thickett NYC Health & Safety Team.

The fire risk assessment is kept in: The front office.

Relevant control measures and findings will be shared with staff and any recommended actions will be signed off when completed.
- The fire evacuation procedures will be practised and timed at least termly. These will be documented in The Fire Safety file in the front office.

The first practice of the academic year should take place within the first few weeks to ensure new staff and pupils are aware of the alarm and the evacuation

procedure.

- Fire Awareness Training will be provided to all staff.
- All new members of staff and temporary employees will be provided with induction training including how to raise the alarm, location of fire extinguishers and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the office on both sites.
- Alarm systems will be tested weekly and records will be kept in the Fire Safety file in the front office at Barry's Lane and with the Caretaker at Lady Edith's. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly. Records will be kept in the Fire Safety file.
- In the event of a fire it is expected that members of staff will call the fire brigade.
- In the event of the site needing to be totally evacuated, we will evacuate to the nearest playground.
- The people that are responsible for sweeping allocated areas (toilets, cupboards etc.) are Gill Welford, Beth Cargill, Paul Wilson and Laura Sutcliffe.
- Admin staff are responsible for taking out registers/staff lists/visitors evacuation list.
- The fire assembly points:  
**Barry's Lane site:**  
There are 4 fire assembly points which are located at the front of the building, main, secondary and primary playgrounds.  
**Lady Edith site:** There is one assembly point which is located in the MUGA area behind the main block.
- Headteacher/Senior Leader on site is responsible for liaising with the Fire Service
- Fire awareness training for all staff is refreshed every 3 years.
- Fire Warden training is provided at commencement of employment for those staff who require it and refreshed every 3 years.
- Training records will be kept on CPOMS Staffsafe.
- The PEEP (if applicable) is documented by and kept by the classroom doors, kept in the

office and on Sharepoint.

- Prior to any out of hour event, a meeting will discuss the fire precautions required for that event based on the staff, the occupants and the activity taking place. The school will take into account that occupants may not know the school layout or that they may suffer from any disabilities or restrictions that may hinder their escape. Once the precautions have been fully considered, the control measures will be shared with all those involved in the event.
- Any person(s) or organisations with use of parts or all of the premises outside of hours (e.g. lettings) not employed through school should be suitably informed of the fire evacuation procedures, assembly points and the need to contact the emergency services and the responsible person in the event of an emergency.
- Should a change of Responsible Person occur, the outgoing Responsible Person must share all 'relevant fire safety information' with incoming Responsible Persons.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

<b>Signed:</b>	Beth Cargill
<b>Date:</b>	March 2026
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