



# **Fire Policy**

**Date: July 2025**

**Review date: July 2026**

### Policy Changes

| Date           | Actions             |
|----------------|---------------------|
| September 2021 | New policy          |
| September 2022 | Added Out of Hours  |
| July 2023      | Updated Staff Names |
| July 2024      | Updated Staff Names |
| July 2025      | Updated Staff Names |

### Health and Safety Leader

| Date                          | Leader    |
|-------------------------------|-----------|
| September 2021 – current date | Andy Done |

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## Mission Statement

*At Masefield we believe that all our children can achieve, becoming successful future citizens that contribute positively to a society in which all members are equally valued.*

*High aspirations, high motivation and high outcomes for all, ensure that achievement gaps wherever they exist are narrowed in order to improve pupils' life choices and future prospects.*

*We strive for all of our children to be safe, feel valued, develop resilience and continually learn within our nurturing and supportive community.*

*At Masefield, our children BELIEVE, ACHIEVE and SUCCEED!*

## 1. Managing fire safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly. The following policy details the school's responsibilities and procedures in line with [The Management of Health and Safety at Work Regulations 1999](#) and the [Regulatory Reform \(Fire Safety\) Order 2005](#).

The school policy and associated risk assessments identify our preparedness to deal with:

- Preventing fire
- Dealing with an outbreak of fire.
- Evacuating people safely from a building.
- Avoiding injury and death from fire.
- Minimising property damage and disruption to our activities.

## 2. Responsibilities

The nominated responsible person has the responsibility for overseeing that there are adequate fire safety arrangements on school grounds.

- Nominated person - Andy Done Head of School

However, everyone using our premises has a responsibility to co-operate with the arrangements for fire safety set out in our H & S policy of which this Fire Policy is a part.

Every member of staff is required to remain vigilant and to take personal action to reduce fire risks and never to assume that fire safety is always someone else's responsibility. Our expectation is that all members of staff and pupils will play their full part by keeping their knowledge of good fire safety practice up to date, ensuring safe evacuation of our premises in the event of a fire and promoting good housekeeping. The appointment of fire marshals, provide an additional level of cover but does not reduce the responsibility which all staff and pupils share to make the fire policy effective. All visitors and those using the school premises has a responsibility to co-operate with the arrangements for fire safety set out in the Health and Safety Policy and the Fire policy.

## **2.1 Head of School**

The Head of School is responsible for ensuring that:

- School based fire risk assessments are carried out as part of general health & safety risk assessments
- a formal system is in place to identify staff employed within school that may need assistance in the event of a fire
- a formal system is in place to identify pupils within school that may need assistance in the event of a fire
- staff and pupils who are in need of assistance are made aware of the specific evacuation procedures we have put in place for them and other staff/pupils and are alerted that these procedures are at variance from the general fire evacuation procedure
- fire marshals are appointed and briefed so they are able to assist in evacuation
- all electrical equipment is inspected according to our school policy to minimize the risk of fire. (P.A.T. testing).
- all escape routes and fire exits are kept clear of obstructions and combustible materials.
- all staff, pupils, contractors and other visitors to the school are familiar with the fire procedures and know what action to take should they hear the alarm or discover a fire.
- staff having responsibility for pupils (e.g. during a lesson) at the time of the fire alarm sounding are aware that they have a duty to ensure prompt evacuation.
- all staff must attend a fire awareness safety training course at least once every two years.
- all staff and pupils in their care participate in fire drills
- all staff receive a school based fire training at the start of each academic year
- new staff complete fire training as part of their induction

## **2.2 Premises manager**

The Academy Trust premises managers is responsible for:

- Liaison with the school's property management company – Lancaster Maloney – in order to ensure external checks are completed
- the Head of School is informed of any matters concerning the building or fire which relate to the operation of fire safety procedures

## **2.3 Site manager**

The site manager is responsible for ensuring that:

- all contractors working on their instructions are fully aware of and co-operate with the health and safety policy and procedures
- weekly tests are carried out and recorded in line with the school format (APPENDIX A)
- the outcomes of fire drills are recorded in line with the school format (APPENDIX B)
- external inspections/ visits are logged in line with the school format (APPENDIX C)
- the Head of School is informed of any matters concerning the building or fire which relate to the operation of fire safety procedures

## **2.4 Fire marshalls**

The school has identified key staff members to act as fire marshalls. Members of staff appointed to serve as fire marshalls must first have attended a Fire Awareness Safety Training course. Fire marshalls must know the location of the nearest and alternative fire exits in their area, the location of the fire extinguishers and the designated fire assembly points. They should also look out for and take action to remove any fire safety hazards.

During emergency evacuations and fire drills, fire marshals are required to check that their designated area has been cleared, people are instructed to leave and close all doors as moving through. Once all the people have left the building they should then assist in preventing re-entry until the fire brigade gives the all clear. A list of fire marshalls can be found within the Fire evacuation document and APPENDIX D of this policy.

## **2.5 Emergency response team**

The team comprises of staff from admin and site management working under the direction of the Head of School. Their duties include accounting for visitors, distributing class registers, liaison with the Head of School as necessary to manage the emergency until emergency services arrive.

- Craig Allsop – liaison with Head of School and emergency services noting location of fire on alarm panel
- Office staff – distribution of attendance registers and visitor sign in, phone 999

## **2.6 Class teachers and teaching assistants**

Class teachers and teaching assistants are responsible for the evacuation of classes and groups they work with. They:

- Instruct pupils to remain calm
- Instruct pupils to leave personal belonging
- Support pupils to line up and leave by the nearest exit
- Close doors and windows as the room is evacuated
- Conduct a headcount and use signal cards to identify whether pupils are accounted for
- Conduct a register to identify any missing pupils
- Notify the Head of School of anyone missing

## **2.7 Incident controller – Head of School**

The incident controller will:

- Have a nominated deputy – Deputy Head of School and Assistant Heads of School
- Wear high vis
- Check emergency services summoned
- Receive and record info
- Coordinate staff
- Liaise with emergency services
- Check alarm is reset
- Determine safe re-entry
- Give all clear
- Ensure a full debrief
- Record findings of debrief

## **3. Control measures**

### **3.1 Fire prevention**

Smoking is prohibited in all buildings and within the perimeter fence.

- Contractors

Contractors on site must be informed by the site manager of the school policies and procedures. This includes what action to be taken in the event of a fire. Contractors must not block or obstruct fire escape routes. They should only operate within their 'Permit to Work'. Where they are

carrying out hot work, e.g. using an open flame, they must qualify for and be issued with a hot work permit.

- Housekeeping

Fire escape routes and corridors, stairways, under stair areas and lobbies must be kept clear of all combustible materials, whether rubbish or not. The site manager is to remove and will possibly dispose of any furniture or other items which are deemed to be a serious impediment to safe evacuation in the event of a fire. Any electrical equipment such as photocopiers, refrigerators etc. must not be situated in corridors and/or means of escape staircases. Such equipment must be installed within designated rooms.

- Instructions, information and training

Fire awareness training is provided externally every two years. This complements the annual school training and staff induction which focuses on school policy and procedures. Fire drills are conducted at least once per building per term. Participation in fire drills is compulsory for all staff, visitors and pupils. Training records are kept within the fire file and also as part of the school's wider Health and Safety training log.

### **3.2 Safe evacuation**

The fire alarm is monitored and directly connected to the fire service. Fire drills are used as an opportunity to ensure the alarm can be heard adequately in all areas of the building and at different times of the day.

Pupils, staff and visitors to school will be provided with tailored support via a Personalised, emergency, evacuation plan (PEEP) should they need assistance in evacuation due to physical impairments or disability.

Fire escape routes and exits should be kept clear of obstruction and combustible materials at all times. This will be monitored by the site manager as an ongoing matter but specific spot checks will be carried out weekly and as part of the half termly health and safety site walks.

Fire doors are there to safeguard against the spread of smoke and fire. They should never be wedged or propped open.

### **3.2 Fighting the fire**

Our buildings are equipped with firefighting equipment such as extinguishers (different types) and fire blankets. An annual programme of maintenance is in place to ensure that all extinguishers are in good working order. A weekly visual inspection by site staff is also undertaken and is recorded. All staff have a duty to report any acts of vandalism and illegitimate use of extinguishers to the site manager. BASE Academy operates a no fire fighting policy – fire fighting equipment should **only** be used in the event of an emergency, e.g. the only available escape route is obstructed/blocked.

## **4. Action in the event of a fire**

A detailed fire evacuation procedure is contained within the fire evacuation plan. This details the exits and assembly location for each class and the responsibilities of each fire marshal. In summary :

- The alarm will be raised immediately by whoever discovers the fire – the monitored alarm system will notify emergency services. Evacuation procedures will also begin immediately

- The school operates in general a no firefighting policy. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff, pupils and visitors will congregate at the assembly points as detailed in the school fire evacuation plan.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Teachers will signal via a green card that all pupils are accounted for. A red card will indicate that someone is missing.
  - Staff and visitors will be accounted for via the electronic sign in system
  - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
  - The school ensures special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Individual needs for staff, pupils and visitors are detailed within the Personal, Emergency Evaluation Plans (PEEPs).

## 5. Risk Assessment

The school's external risk assessment was carried out:

- May 2025 by Norwood Electrical

This risk assessment is reviewed annually.

In addition to the external risk assessment the school's own fire risk assessment informs the school's fire safety policy and procedures. This is updated at least annually or earlier as required. This is shared and approved by local governors and trustees.

## 6. Fire safety checks

### 6.1 External checks

The school maintains accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates. The Trust has a service level agreement with Lancaster Maloney who manage a schedule of service contracts, working closely with the Finance/ premises manager of the Trust and the site staff.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

| Check                            | Frequency                           | Contractor         | Contact details                                                         |
|----------------------------------|-------------------------------------|--------------------|-------------------------------------------------------------------------|
| Fire alarms                      | Quarterly and annual checks         | Automatic alarms   | 5, Kenyon Business Pk, Pilkington St, Bolton BL3 6HL                    |
| Portable appliance testing (PAT) | Every 12 months or sooner as needed | Corlett Electrical | 208 Gidlow Ln, Wigan WN6 7BN                                            |
| Fire risk assessment             | Annual                              | Norwood Electrical | Suite 312, Waters meeting, Business Park, Britannia Way, Bolton BL2 2HH |

|                         |                                     |                          |                                               |
|-------------------------|-------------------------------------|--------------------------|-----------------------------------------------|
| Emergency lighting      | Annual                              | John Turner Construction | 2 Preston Road, Grimsargh<br>Preston, PR2 5SD |
| Fixed appliance testing | Every 12 months or sooner as needed | Corlett Electrical       | 208 Gidlow Ln, Wigan WN6 7BN                  |

## 6.2 Internal checks

In addition to external checks, the site staff carry out a schedule of daily weekly checks. These include:

- Fire alarm system test
- Fire extinguisher checks
- Emergency lighting checks
- Fire door checks
- Escape route checks

Checks are carried out by the site team and are recorded in the school fire check logs which are contained within the school fire management safety fire.

| Daily checks                              | Weekly checks               |
|-------------------------------------------|-----------------------------|
| Security measures removed from fire doors | Test alarm                  |
| Escape routes free of obstruction         | Check fire exits            |
| Alarm panel check                         | Fire extinguishers          |
| Emergency lighting visual check           | Emergency lighting          |
| Safety signs clear – visual check         | Fire doors frames and seals |

## 7. Location of call points and fire extinguishers

### Fire Extinguishers & Blankets

| Number                      | Location             | Type                  |
|-----------------------------|----------------------|-----------------------|
| <b>Main School Building</b> |                      |                       |
| <u>1</u>                    | <u>Main Entrance</u> | <u>CO2 - small</u>    |
| <u>2</u>                    | <u>Outside Hall</u>  | <u>Foam – large</u>   |
| <u>3</u>                    | <u>Hall</u>          | <u>Foam – large</u>   |
| <u>4</u>                    | <u>Staffroom</u>     | <u>CO2 - small</u>    |
| <u>4a</u>                   | <u>Staffroom</u>     | <u>Blanket</u>        |
| <u>5</u>                    | <u>Kitchen</u>       | <u>Wet Chemical</u>   |
| <u>5a</u>                   | <u>Kitchen</u>       | <u>Powder – large</u> |

|                             |                                       |                           |
|-----------------------------|---------------------------------------|---------------------------|
| <u>5b</u>                   | <u>Kitchen</u>                        | <u>Blanket</u>            |
| <u>6</u>                    | <u>Year 6 exit</u>                    | <u>Foam - large</u>       |
| <u>7</u>                    | <u>Library</u>                        | <u>CO2 - small</u>        |
| <u>8</u>                    | <u>Outside Boys Toilets Club Room</u> | <u>CO2 - small</u>        |
| <u>9</u>                    | <u>Resource Room</u>                  | <u>Foam - large</u>       |
| <u>10</u>                   | <u>Outside Year 1 Girls Toilets</u>   | <u>Foam – large</u>       |
| <u>11</u>                   | <u>Outside Year 2 Girls Toilets</u>   | <u>Water - large</u>      |
| <u>12</u>                   | <u>Top of Stairs Year 6 Corridor</u>  | <u>Foam – large</u>       |
| <u>13</u>                   | <u>Year 6 Corridor</u>                | <u>Foam – large</u>       |
| <u>14</u>                   | <u>Learning Hub</u>                   | <u>CO2 – small</u>        |
| <u>15</u>                   | <u>Learning Hub</u>                   | <u>Foam – large</u>       |
| <u>16</u>                   | <u>Outside Boys Toilets Year 3</u>    | <u>Foam – large</u>       |
| <u>17</u>                   | <u>Outside Girls Toilets Year 5R</u>  | <u>Foam - large</u>       |
| <u>18</u>                   | <u>Boiler house</u>                   | <u>ABC Powder – large</u> |
| <u>19</u>                   | <u>Year 1 Classroom</u>               | <u>CO2 - small</u>        |
| <b>Early Years Building</b> |                                       |                           |
| <b>Number</b>               | <b>Location</b>                       | <b>Type</b>               |
| <u>20</u>                   | <u>Front Door</u>                     | <u>Foam - large</u>       |
| <u>20a</u>                  | <u>Front Door</u>                     | <u>Blanket</u>            |
| <u>21</u>                   | <u>Side of Kitchen Door</u>           | <u>Foam - large</u>       |
| <u>22</u>                   | <u>Kitchen</u>                        | <u>CO2 – small</u>        |

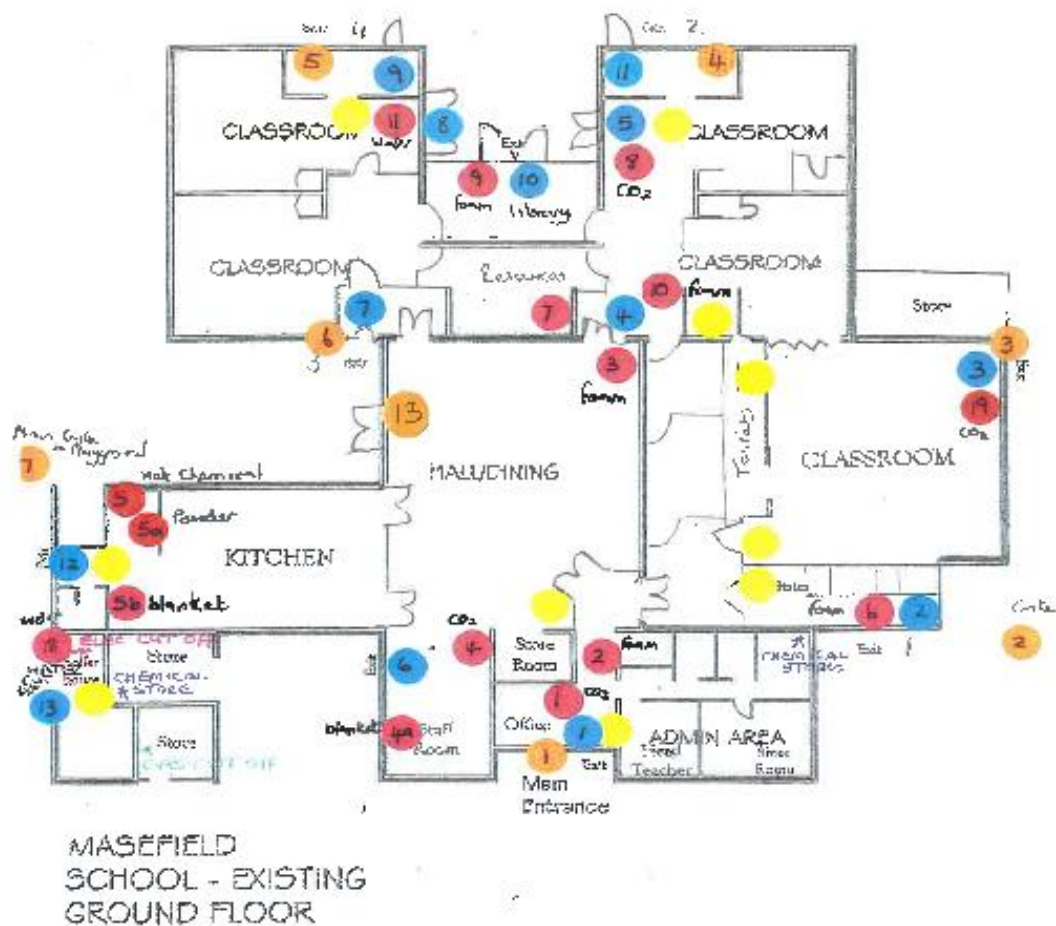
23 Fire Extinguisher

3 Fire Blankets

**Site Plans for Fire Points, Fire Extinguishers/Fire Blankets, Emergency Lighting, Keyless Fobs & Emergency Cut Off Points**

**School Buildings – Ground (KS1), First Floor (KS2) and EYFS Building**

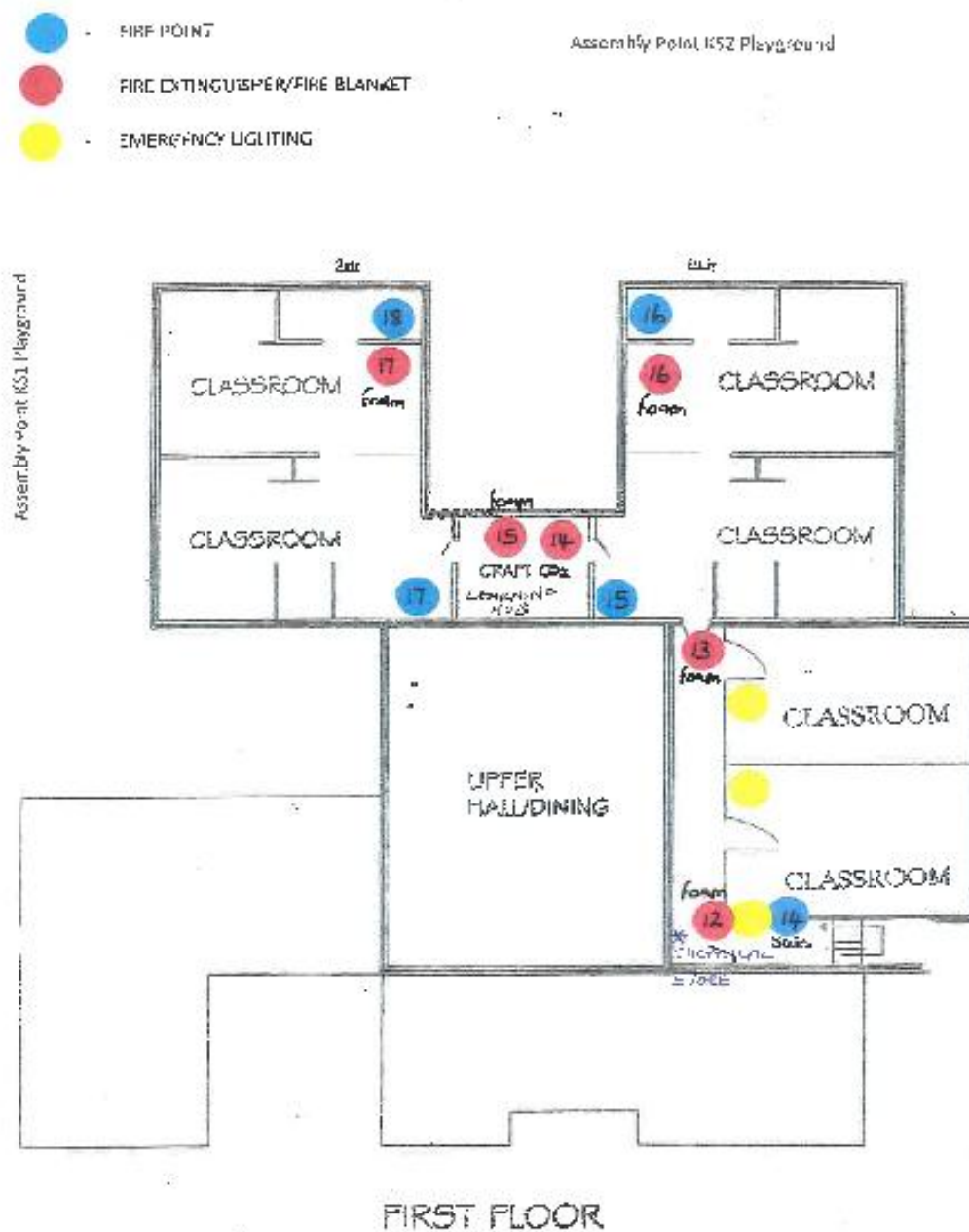
**School Buildings – Ground Floor**



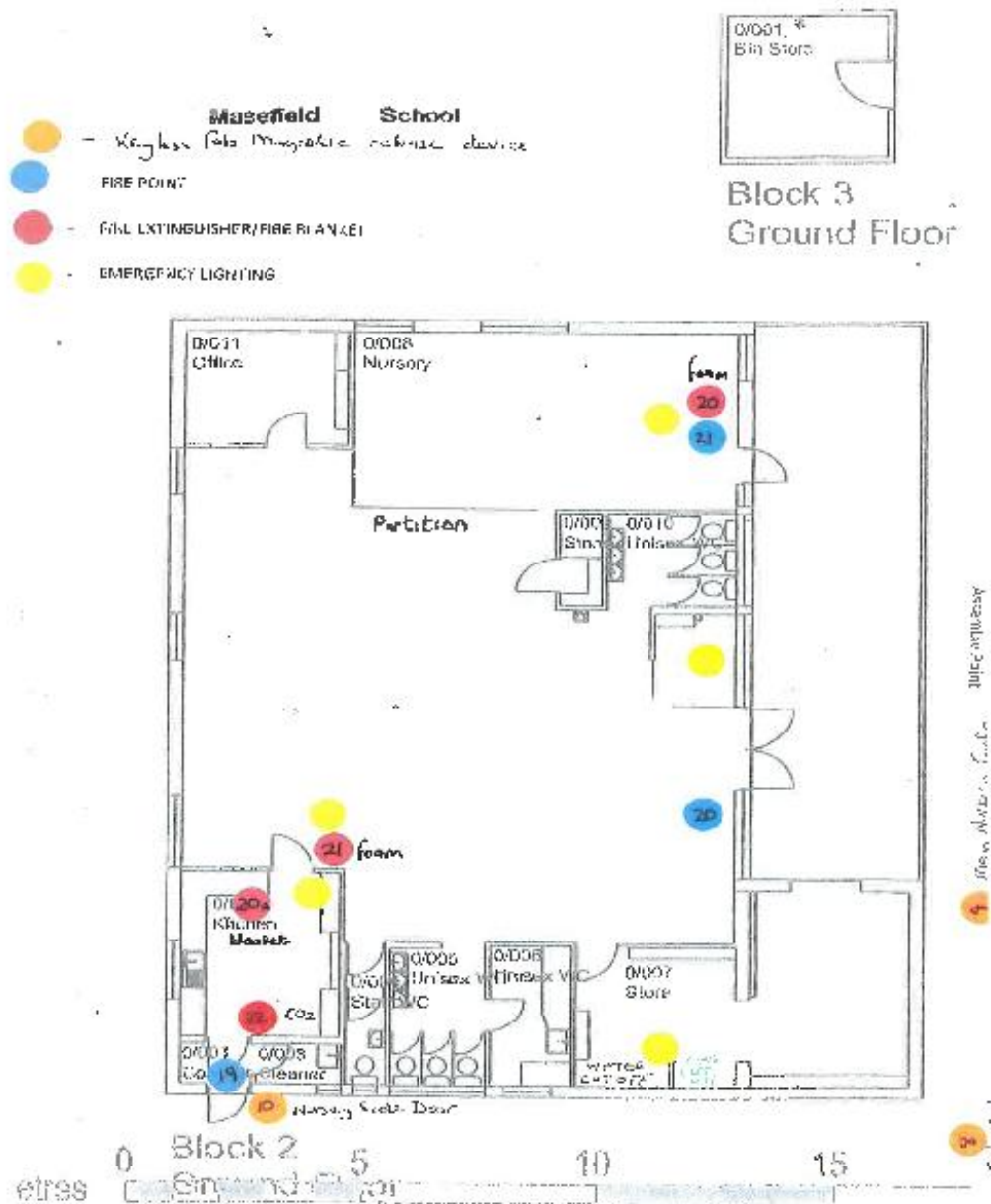
- - Keyless fob magnetic release device
- - FIRE POINT
- - FIRE EXTINGUISHER/FIRE BLANKET
- - EMERGENCY LIGHTING

Masefield School

### **School Buildings – First Floor (KS2)**



## School Buildings – EYFS Building



### **Out of hours**

Our fire evacuation policy assumes that a fire occurs within our core business hours of 8.30 – 16.30 Monday – Friday. If a fire occurs or the fire alarm sounds outside of the core business hours, it is unlikely that those named in section 2 will be available to fulfil their role/ their roles would be the same. The Out of School Club Fire Evacuation procedures detail the process for evacuation outside of the core hours from 7.30-8.30 and 4.30-6.00.

During holidays and outside the core hours; the site managers and lead cleaners are responsible for the coordination of fire management which includes liaison with emergency services and contacting the Head of School.

Where events take place out of hours, such as discos and performances, staff will direct persons on the premises to the nearest exit as well as escorting pupils. An announcement will be made at the start of events regarding evacuation. Specific details will be contained within the risk assessment for the event.

Where professional meetings are held outside of the core hours, all visitors in attendance will be accounted for by the person leading the meeting. This includes leading evacuation of the premises.

## **8. Monitoring and review**

The school schedule of checks details the checks to ensure the implementation and compliance with this policy. Termly dedicated Health and Safety review audits also monitor implementation and compliance. The school commission and annual yearly external audit by the school's specialist Health and Safety Advisor – [AW Safety Management Ltd / IRM Safety Ltd](#)

This policy will be reviewed by the Head of School annually or sooner if required by audit outcomes. Advice will be sought from the school's specialist Health and Safety Advisor – [AW Safety Management Ltd / IRM Safety Ltd](#)

At every review, the policy will be approved by the Local Governing Board and the Trust Board.