



Fire Safety Policy

Approved: Spring 2026
For Review: Spring 2028

Brigg Primary School

Fire Safety Policy

As a school we aim to:

- Ensure all reasonable steps are taken to provide an adequate level of fire safety within our school;
- Take suitable steps to ensure compliance with relevant fire safety legislation, primarily the Fire Precautions (Workplace) Regulations;
- Accept that effective fire safety management is an essential element in the day to day running of school premises and activities;
- Carry out suitable Fire Safety Risk Assessments, primarily to be completed by the school with guidance / assistance from the Fire Safety Adviser;
- Maintain sprinkler installations and associated fire equipment;
- Work in conjunction with Humberside Fire and Rescue Service and our insurers to ensure we are removing, reducing or controlling identified risks effectively.

Policy into Practice

Upon an outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be completed during the Autumn term. It will:

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past year's records of fire practices
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

All staff will complete Fire Awareness Training periodically. Students and visitors will be instructed via the Staff Brochure.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

- Once the alarm has been raised all personnel must leave the building immediately.
- A member of the office staff / custodian will phone for the emergency services.

- Admin staff to print out list of visitors and take to the playground in addition to the folder containing the class lists
- A map of the school will also be taken out by the first member of the admin team to leave the building – this is situated on a laminated sheet next to the fire panel.
- Fire wardens to check the fire panel on exiting through the front door to establish the location of the fire.
- School gates will be opened by a member of the office staff.
- Toilets should be checked by the member of staff nearest to them (Y5/6 toilets – AH); Y3/4 toilets – boys MW; Girls PM (including the disabled toilet); Year 1/2 toilets – Girls JW; boys CR; Foundation Nursery staff)
- A head count will be done by a staff member on leaving the building this includes children and any staff
- Staff will take the fire registers out with them from the classroom.
- All children will be led in single file by the appropriate adults to the nearest exit, and then to the assembly points in the playground where a register will be taken.
- Staff will hold up a green card (all present) or a red card (persons missing) so that it is clearly visible to the fire wardens
- The fire warden will investigate any red cards and will then make the decision whether to re-enter the building
- A member of the admin team will check to make sure all staff and visitors are present.
- The fire warden will then update the emergency services when they arrive.
- All of the above roles have a designated deputy.

Dinner time

- Children to leave the building through the nearest exit.
- All staff in the staff room to exit through the main entrance.
- Admin staff to bring key information (class lists etc) out from the office and give class lists to the adult in charge of each class.
- Any adult in corridors should check the children's toilets on the way out of the building.
- Dinner staff and support staff to direct the children to line up in their classes. A member of staff linked to each class to stay with them and conduct a head count. Once registers have been received a quick roll call should be taken and the fire warden alerted if any child is missing.
- Deputy fire wardens should cover for any class who does not have a member of the teaching / support staff accompanying them.

Before and After school club

- Children and staff should leave the building through the door by the dining room and congregate on the edge of the playground.
- The staff supervising the club are responsible for calling a register and alerting the fire warden (A fire warden will be available at this time – Custodian / Head teacher / Business Manager)

NB The fire hose outlet point is situated outside the main boiler house (next to the Foundation Unit).

Employees will be made familiar with evacuation procedures through the staging of regular drills. (These procedures will be circulated to all staff annually and also any new staff member starting NB these are also contained within the staff brochure.) Records of these will be kept by the custodian along with inspection and maintenance records for all equipment provided for the purpose of fire safety. Such records should be held in the premises Fire, Health and Safety Manual.

The school will ensure that any persons who are hearing impaired on the premises are made aware of the activation of the fire alarm and that disabled persons are given every necessary assistance to evacuate the building – where necessary a Personal Evacuation Plan will be written for any child or member of staff with limited mobility.

In the event of fire, the three most important actions are:

- 1) raise the alarm
- 2) summon the fire brigade
- 3) evacuate the building

If fire is discovered, the alarm should be raised immediately, however small the fire may be at that point. All employees are empowered to take this action if they believe there is a fire – the authority of the Headteacher is not required if this is deemed an emergency.

North Lincolnshire Council does not require persons to attempt to extinguish a fire. Attempts to extinguish the fire should only be made if it is safe to do so and if employees have received appropriate training. The safety of employees is of overriding importance and no attempt should be made to save property at any time, or extinguish the fire if there are any risks to staff.

- a) In the event of a fire no person will enter the building unless authorised by the Fire Brigade. In the event of a fire practice, the Headteacher or designated member of the SLT will give authorisation.

Fire warden – Head teacher

Deputy fire warden – Deputy Head Teacher, Business Manager, Member of the SLT

Testing of the Fire Alarm System

The fire alarm system will be tested weekly by the custodian. Different alarm points are tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested monthly by the caretaker and recorded in the logbook. Full emergency lighting checks will be carried out twice yearly by an external company.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

Residual Fire Equipment

- Weekly check of automatic fire doors
- Fire routes are clear
- Signage is visible

General Fire Safety

- The custodian in charge generally locks the exits at night and checks all rooms
- Contingency plans are in place should anyone else be required to lock the building. HT / DHT/ Charge hand cleaner

All staff will make it their responsibility to ensure:

- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is one metre clearance to the routes of exit doors
- Displays above heaters will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, etc) are to be switched off and where possible unplugged
- All electrical items, plugs and cables are checked each year
- Refuse store is secured
- Re-cycling bins are secured

Smoking

Smoking is prohibited in or around the school.