



FIRE POLICY

2025

JESSON'S CHURCH OF ENGLAND SCHOOL

FIRE SAFETY POLICY

Objective

It is the overall aim of Jesson's C of E School to minimise the risks to pupils, staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Roles and Responsibilities – actions of key staff

Role of Head teacher is to monitor the implementation of policy and standards.

Fire safety management

Main duties are:

- To minimise risk from fire through risk assessments
- To ensure adequate staff / fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book/Smart Log is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point.

These are displayed in the main office

Persons responsible for fire safety

Responsible Person	Miss J Willetts – School Business Manager
Competent person	Miss J Willetts – School Business Manager
Fire safety training, induction and revision	Mr R Seager – Deputy Headteacher
Fire risk assessments	Premises Management Team
Fire drills	Premises Management Team
Updating of log book / recording	Mr T Cunningham/Mr P Owen – Caretakers
Checks on call points	Mr T Cunningham/ Mr P Owen – Caretakers
Checks on emergency lighting	Mr T Cunningham/ Mr P Owen – Caretakers
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Miss J Willetts/Mr T Cunningham/ Mr P Owen Caretakers/Business Manager

Fire safety training

Appropriate specific training for the Responsible Person – Miss J Willetts – School Business Manager - will be undertaken at least every three years.

All staff will have internal training annually during the month of **September as part of INSET day**. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety eg keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for nominated staff (Caretaker/School Business Manager/Deputy/Phase leaders)
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in the office.

Fire Risk Assessment appraisal

To be carried out every 3 months by the Premises Management Team.

Fire Risk Assessment form and procedure.

Risk assessment reviews will be carried out by the Premises Management Team.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation is (See appendix 2) displayed by each fire alarm call point. **See where call points are situated in main office plan.**

The main alarm indicator panel is situated in the main office. Fire drills are executed by the Mrs S Lea/Premises team via this panel.

Evacuation drills should be carried out a minimum 6 monthly. Fire drills should be carried out termly. Consider deliberately blocking exits or holding person(s) back from evacuating etc to test individuals' knowledge and site procedures.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	SLT	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Mrs B Nagra dependent on office being manned.	Mrs J Burth dependent on office being manned.,
Checking of toilets (all areas)	SLT	Most senior person in section
Checking rooms	SLT	Most senior person in section
Calling the fire brigade	Mrs S Lea / Miss J Willetts	Mr R Seager
Meeting the fire brigade	Mrs S Lea	Mr R Seager

In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible. In that case the emergency evacuation procedure will be put in place and all staff and children will be walked to **St James Church**.

Nominated personnel will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Mrs S Lea.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in Smart Log. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, Miss Willetts will periodically check Smart Log and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in the office plan.

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual	Service

Records for these tests are kept in the Fire Safety Log Book located in the office and on Smart Log

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. **See Appendix 1.**

Relationship to other policies

Equality / Inclusion –

The school recognises that it has to make special efforts to ensure that all groups prosper, including those with special educational needs; who have difficulties accessing the school or services; who speak English as an additional language; who have frequent moves and lack stability leading to time out of school (e.g. children in care); who as children are caring for others; who come from homes with low income and/or in adequate home study space; who experience bullying, harassment or social exclusion; with low parental support or different parent expectations; with emotional, mental and physical well being needs; who exhibit challenging behaviour; who come from ethnic minority groups including travellers, refugees and asylum seekers.

Reviewed in accordance with the DDA.

Appendix 1



Fire Procedure at

Jesson's C of E Primary School

In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed.

- a) The signal for the fire will be the fire alarm claxon.
- b) The signal will be given by the person who discovers the fire.
- c) Alarm call points are situated throughout the building.
- d) Mrs S Lea or Miss J Willetts will be responsible for summoning the Fire Service or other necessary services.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) The office staff will be responsible for taking the registers to the assembly point if they are in the office at the time of the alarm. Teachers will be responsible for their own class at all times
- g) Phase Leaders/SLT will ensure that the main buildings are empty.
- h) Mr Seager will take responsibility for taking a means of communicating eg mobile phone.
- i) In general all staff will meet at the assembly point, unless the source of the fire makes this impossible.
- j) Teaching staff will immediately do a head count and then call the register. Absentees will immediately be reported to the Mrs S Lea or Mr S Seager who will organise a search.
- k) Permission to re-enter the building will be given by Mr S Lea as Head Teacher.

Action on discovering a fire	• Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at Jesson's CE Primary School, School Street, Dudley, DY1 2AQ, Tel: 01384 816825 • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary to make your escape.
What to do if the fire alarm sounds	• Follow fire procedure and evacuate all occupants to the assembly point. • Admin staff to collect registers and signing in book. • Mr Segar will ensure a mobile phone is taken out. • Ensure all doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Mrs S Lea can be heard
Liaison with Emergency Services	On arrival the emergency services will require the following information: • Where is the fire located? – give site map • What does the fire involve? • Are all persons evacuated from the building?
Escape routes and fire exit use	• Means for escape routes are checked daily. • Doors currently without thumb screws or quick release handles must be unlocked while in use • Staff must be aware of alternative routes.
Fire fighting equipment use	• Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.
Responsibilities and duties to assist in case of fire	• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times • Once evacuation complete fire procedure to be put into place

Jesson's C of E Primary School

Phase Leader Duties

NAME	AM/PM	ALLOCATED AREAS
Miss J Powell	am/pm	Year 5/6 phase classrooms and toilets/ICT2/Library
Mr S Bull Miss L Walkely	am/pm	TLC2 TLC1
Mrs S Wentworth	am/pm	Year 3/4 phase classrooms and toilets
Mrs L Spencer	am/pm	Rec/Nursery classrooms/toilets/staffroom
Miss S Jones	am/pm	Year 1/ 2classrooms and toilets
Mr S Seager	am/pm	Offices, staffroom, isolation room and halls
Pastoral team/ teachers	am/pm	Empty rooms they are working in
Mr T Cunningham/Mr P Owen	am/pm	When on duty check cleaning staff and other caretakers.
Cook	am/pm	Kitchens