

Policy & Procedure



Fire Safety Policy

2025 v1

This policy was agreed by the Governing Body of Newcroft Primary Academy on 19th May 2025. It is reviewed as required.

Signed:

Chair of Governors

Date:

Non-Statutory Policy

General Procedures

Newcroft Primary Academy is committed to providing a safe environment for both staff and pupils. The school will take all steps reasonably practicable, to secure the safety of its staff, students and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff. Appropriate information / instruction will be provided to pupils, visitors and contractors.

Where staff, pupils or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire Drills and Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch breaks.

Following any evacuation of the building, a de-brief will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

Tackling Fires

STAFF ARE INSTRUCTED NOT TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING

Immediate Actions to take on Discovering a Fire or on Hearing the Fire Alarm:

On discovering a fire

- Activate the nearest alarm call point.
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated Evacuation Controller (Senior Leader or Site Manager/Premises Officer) and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

On hearing the fire alarm

Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point.

To stay safe:

- Do not stop to collect any personal belongings or put coats on
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.
- **Persons with specific responsibilities should carry out the duties that have been allocated to their role i.e. fire warden**

Methods of Alerting Persons on Site

The fire alarm sound is a continuous loud tone in all school buildings.

Communicating with the Emergency Services

In the event of a confirmed or suspected fire, the Head teacher, Site Manager/Premises Officer, any member of the SLT or office team, as available, should call 999.

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has the fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started?

Staff with Specific Responsibilities

Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building / site and communicating with emergency services and local authority as required:

- Mrs Sara Aukland - Head teacher
- Mrs Charlotte Kirkham - Deputy Head teacher
- Miss Alice Brailsford – Assistant Headteacher
- Mrs Diane Lane - Business Director
- Ms Amy Bingham- Business Manager

Fire Wardens and marshals

Responsible for assisting safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

Our trained Fire Wardens are: Mrs Sara Aukland, Mr Lee Robinson, Mrs Diane Lane, Mrs Wendy Stafford, Mrs Hilary Dugmore, Mrs Amy Bingham and Mrs Charlotte Kirkham.

Teachers and staff covering classes are to act as marshals and guide their class silently and safely to the evacuation points on the KS1 Playground. All support staff should ensure that the area they are working in is checked for pupils (including toilets) and doors and windows should be closed on exit where possible.

Control Panel Officers – responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building or to identify faults.

- Mr Lee Robinson
- Mrs Sara Aukland
- Mrs Wendy Stafford
- Mrs Amy Bingham
- Mrs Diane Lane

All Staff – Responsible for supporting the evacuation controller in restricting unauthorised access to the building.

Whole Site Evacuation

If the whole site is required to be evacuated whilst there are pupils on site, an arrangement is in place with Iveshead School to relocate to their premises initially. (Please refer to the business continuity plan for longer term arrangements).

A member of the senior team and the Site Manager / Premises Officer will remain / return to site at normal collection times in case parents are unaware of the situation.

Parents / carers will be advised of the situation via their WEDUC app. A notice will also be placed on the school website.

Methods of communicating Information and changes

Office staff – will support the SLT in calling emergency services. Office staff will ensure the main carpark gates are opened (either using a fob or manual key located in the Grab Bag). The Grab Bag will contain full set of keys to all areas, class lists, key holder information, reset procedures. The Grab bag will be taken out by office staff for any evacuation (including fire drills).

Whole school staff - fire safety guidance to be read by all staff and fire drills to take place termly.

Visitors - advised on their exit points and assembly point.

Students and volunteers receive a copy the staff handbook which details fire safety procedures.

High Risk Areas / Activities

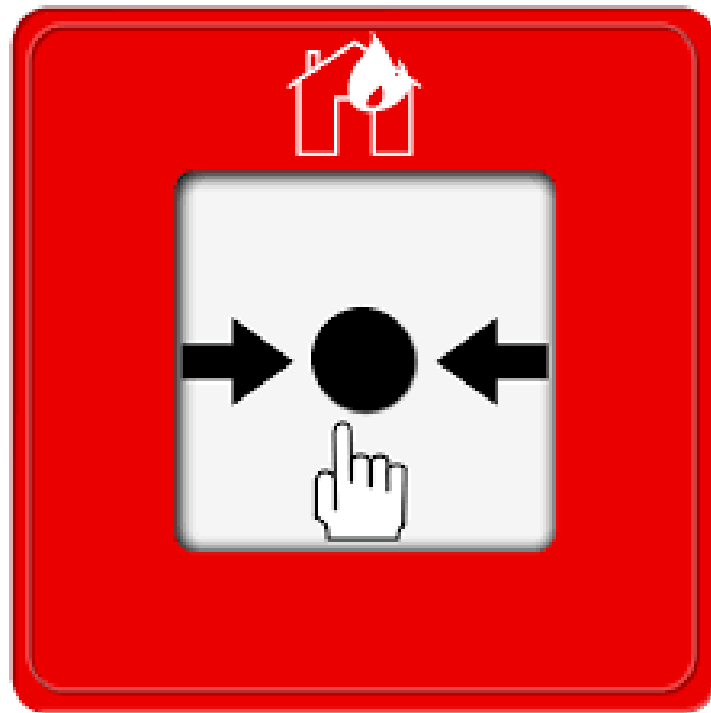
Within Newcroft Primary Academy the following areas / activities have been identified as high risk with regards to fire/emergency:

Main Kitchen – Catering staff have detailed shut down procedures in the event of an emergency and they are responsible for ensuring procedures are undertaken.

Boiler Rooms – Access to the boiler rooms is restricted. Anyone that needs to access this area is familiar with plant and emergency shutdown procedures and are responsible for ensuring these are undertaken.

Cooking Room – There is a specific Risk Assessment for the cooking room

Fire Procedure at Newcroft



If a fire is discovered sound the nearest fire alarm.

Children should follow their teacher to the nearest exit in silence.

All support, office and other staff should evacuate the building, checking that all areas are clear of pupils.

All children and adults on site should walk to the Fire Assembly point on the Key Stage 1 Playground.

Children and adults should not re-enter the building until advised to do so.