

CHELLINGTON CHURCH OF ENGLAND FEDERATION



**Christopher Reeves VA Primary School/
St. Lawrence VA Primary School**

Happiness Through Wisdom

"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."
Proverbs 20:15

Health and Safety: Fire Safety

May 2026

Review Summer Term 2028

The Chellington Federation Church of England Federation is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of Federation life.

As a Church of England Federation, the schools promote a friendly, caring, family ethos where everyone works as a team to support each other across all areas of school life thus encouraging Happiness through Wisdom - "There is gold and a multitude of rubies; but the lips of knowledge are a precious jewel." Proverbs 20:15

In each school, we aim to build communities clearly based on Christian values. At Christopher Reeves, the whole community is encouraged to 'Live our Values' being strong and courageous to follow God's love and stand steadfast. "Be strong and courageous, do not be afraid, do not be discouraged, for the Lord, your God, will be with you wherever you go." Joshua 1:9

At St Lawrence we encourage all children to 'Let Their Light Shine' through the core values of hope (Letting our light shine gives us hope for the future.), courage (We have courage to Let our Light Shine.) and perseverance (When we persevere our light can shine). "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5: 14-16

This policy, and its associated procedures and protocols, is based on these key principles.

1.INTRODUCTION

The Chellington Federation (Christopher Reeves and St Lawrence Primary Schools) will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how each school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

The Schools' Fire Safety Policy forms part of the Schools' Health and Safety Policy and in common with that policy extends through both schools, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place for the schools and that arrangements are made for its effective implementation;
- The Executive Headteacher has ultimate responsibility for the implementation and management of this policy;
- The Executive Headteacher is responsible for the effective implementation of this Policy and its role within the Schools' Health and Safety Policy:
- The RRO places duties on the “**responsible person**” who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the case of the schools' this is the Executive Headteacher.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the responsible person. This is the Site Manager – Garry Pittam.

The Site Manager will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all firefighting appliances and devices including:
 - a) fire detection and alarm systems;
 - b) emergency lighting systems;
 - c) firefighting equipment;
 - d) notices and signage relating to fire procedures;
 - e) means of escape, taking into account the needs of any disabled users.

3. Carry out a fire safety risk assessment on all of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.
4. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
5. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

The School Business Manager will:

1. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;

5. MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by Chubb every six months. The alarm sounders are tested on a weekly basis by the site manager.

The school emergency lighting is checked by Chubb (six monthly) and the site manager (monthly)

Notices and Signage are updated as and when required and checked annually by Site manager

Firefighting equipment is checked weekly by Site manager and extinguishers are replenished or replaced as required by Chubb .

A Fire Log Book which contains records of fire safety issues is maintained by the Site manager and located in the Main office These issues include:

- fire drills;
- the storing of hazardous materials;
- the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;

6. FIRE RISK ASSESSMENT

A comprehensive fire risk assessment has been carried out for each of its schools. These assessments are kept in the Fire Risk assessment folder in Main office for each school.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

7. FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training when they start the job.
- Key staff in the individual schools receive more detailed instruction.
- Pupils are given instruction by their teachers early in the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through staff meetings and Governors and any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings where appropriate.

9. REVIEW

This policy has been reviewed and agreed by the Governing Body on 19th May 2026 and will be renewed in Summer Term 2028

If you require a hard copy of this policy, please contact the school office.

Appendix 1

EVACUATION PROCEDURE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm

Office Manager/ Executive / Deputy Head Teacher rings 999 on hearing alarm.

If fire is in the kitchen Catering Assistant rings 999 and immediately sends someone to break glass of alarm and tell Executive / Deputy Head Teacher that Fire Brigade has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

- Where appropriate, ensure Master switch for electricity is off and windows closed.
- In classrooms staff assemble pupils and instruct them to proceed to the Assembly Points,, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Points. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their classrooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- The Office Manager will collect the grab bag / IT equipment which will give access to pupil information and any other relevant information, before proceeding to the Assembly Point

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

Classes line up at Assembly Points.

TEACHERS supervise roll call. Once roll call is completed, report absences to Executive / Deputy Headteacher.

Staff/Visitors Reporting Procedure:

The Office Manager will check with the Executive Headteacher / Deputy Headteacher that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions

No-one may leave the Assembly Points until instructed to do so by the Executive / Deputy Headteacher.

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the grab bag.

A Personal Emergency Evacuation Plan (PEEP) must be drawn up for the pupil/ employee by the class teacher/head Teacher when they start at the school.

Having considered the risks, the Executive Headteacher will propose specific procedures for assisting in the evacuation of persons with a known disability. A TA will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a child with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Executive Headteacher and any specific requirements addressed as soon as they are known.

Specific Evacuation Requirements Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance to arrive.