



PRINCE'S MEAD

FIRE PREVENTION AND SAFETY POLICY 2025-26

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| Author(s): | E Peebles |
| Date: | September 2025 (updated December 2025) |
| Review Frequency: | Annual |
| Next Review Date: | September 2026 |
| (If required) Governor: |  |
| Date of Governor Agreement: | 14/1/26 |

Introduction

It is the school's policy that all employees, pupils, member of the public (including parents, visitors and contractors) are fully safeguarded in respect of health, safety and welfare whilst on the school premises. This Fire Prevention Policy, associated procedures and risk assessments at School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Government published the Regulatory Reform (Fire Safety) Order in 2005 and the Fire Safety Act 2021. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. Fire safety is by definition a subset of the current Health and Safety (H&S) systems and procedures which it mirrors closely.

Responsibilities

The Board of Governors are responsible for approving this policy and for ensuring its implementation within the school. All persons on the school site have a legal duty to comply with this policy; to take reasonable precautions in safeguarding the health and safety of themselves and others, observing all rules and procedures, alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injuries, illness or damage.

It is incumbent upon ALL staff who have visitors or pupils who use wheelchairs to make it known to Matron. Training will be available on request as advised by Matron, identified during Personal Emergency Evacuation Plan (PEEP) compilation.

| Role | Task | Incumbent |
|-----------------------|---|---|
| Chair of Governors | The Chair of Governors on behalf of the Governing Board is responsible for the implementation of this policy | Geraint Davies |
| School Safety Officer | Plans and implements the policy (further detail in the table below) | Facilities Manager |
| School Fire Officers | To co-ordinate over-all evacuation, search and emergency services. Plans and performs fire drills (4-6 per academic year) and compiles associated reports. | Head (or Deputy in their absence) |
| Senior Fire Wardens | To cover in the Fire Officer duties in their absence. To undertake search / school zones in the event of Fire Alarm (Alongside the Facilities Team) · Identify any signs of fire and report back to Fire Officer and Emergency Services. | Facilities Manager |
| Facilities Wardens | Meet in Reception to allocate duties · To undertake search / school zones in the event of Fire Alarm (All Facilities Team) · Identify any signs of fire and report back to Fire Officer and Emergency Services. | Facilities Team |
| Fire Wardens | Act in accordance with their training when a fire alarm goes off. Take an 'Area Search Card' which highlights a particular area of the school to sweep and check. Search the areas indicated on the card, then report back to the Fire Officer; upon arrival at the Muster Point. If any Search Card is left, the last person must bring it with them and hand over to the Fire Officer, | Member of staff who have had Fire Warden training |

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| | informing them the area has not been cleared. | |
| Register / Roll Call | Roll Call at the Muster Point, using the allocated iPad . Report outcome to Fire Officer | Registrar / Head's EA |
| Class teachers | Manage the Evacuation of all Children in their Class Ensure all children are accounted for and safely manage their evacuation to the Muster Point and complete another Roll-Call. 1 teacher to stand with their class and manage behaviour. | |
| All other employees | Comply with all H&S policy and take reasonable steps to ensure they and their colleagues are safe at work and around the school. | |
| Visitors / Contractors | Will be briefed on arrival and sign to confirm they have read the appropriate fire procedure | |

The School Safety Officer's Role

| Number | Role | Delegated to |
|--------|--|--------------------|
| 1 | Carry out and record FRA. Ensure that all required measures identified are actioned. | Facilities Manager |
| 2 | Maintain detailed fire zone plans | Facilities Manager |
| 3 | Arrangements for fire awareness and warden training through the school's training provider | Facilities Manager |
| 4 | Carry out weekly tests of the efficient operation of the main fire alarm panel and audibility of the fire alarm bells across the site and maintain a suitable record of such tests. | Facilities Manager |
| 5 | Ensure that a 100% check of all emergency routes, call points, doors, signed, fire and heat detectors, alarms and extinguishers are carried out once a year by a suitably qualified person or company. | Facilities Manager |
| 6 | Ensure that a 100% check of all emergency lighting takes place on a monthly basis. | Facilities Manager |
| 7 | Liaise with Fire and Rescue Services and other emergency external agencies. | |
| 8 | Plan and execute half termly fire drills and collect the report from the School Fire Officer. | |

Emergency Evacuation Notice:

All Staff and pupils (particularly those new to the school), all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, ensure your pupils leave quietly with you. No one should talk or run.
3. Make your way to the assembly point on the School playing fields.
4. Do not take anything with you, and do not allow the pupils to take anything. Shut doors and

windows behind you.

5. If the alarm sounds the emergency services will be summoned on the authority of the Bursar, Head or the most senior person present.
6. If you have a disabled individual in your class, you should implement the Personal Emergency Evacuation Plan (PEEP) which is in place to ensure that all persons with a disability can evaluate the building safely.
7. Collect the register of your class from the School Receptionist as soon as you reach the assembly point.
8. Visitors to the School should report to the Receptionist on arrival at the assembly point so that she can account for you against the visitors' register.
9. Report anyone who is missing immediately to the Bursar, Head or the most senior person present who will inform the Fire and Rescue Service. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
10. Everyone is to remain at the assembly point until the all-clear is given.
- 11. Fire Alarm sounders must not be turned off until all persons are accounted for (to ensure all exit routes remain open and accessible).**

ACTION IN THE EVENT OF A FIRE ALARM GOING OFF

1. Bursar and Facilities Team will go immediately to the Alarm Panel, if it is safe to do so and identify the Zone indicated. Fire Prevention and Safety Policy Page 4 of 5
2. If it is clear that the situation is not a false alarm, the Fire and Rescue Service will be called by the Bursar or Facilities Manager (if they have not already contacted the duty phone).
3. A member of the Facilities Team (take RED radio) will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that they are able to direct the Fire and Rescue Service.
4. Once the position of the fire has been established the Facilities Team (RED radio) member should leave the building and stand at the closest external entrance to the fire in a visible location to direct the Fire and Rescue Service as needed.
5. In the meantime, another member of the Facilities Team (take BLUE radio) should go to the front gates to ensure that the Fire and Rescue Service can get into the school grounds & then escort the Emergency Service to the affected area. Where the Facilities Team (RED radio) member, has identified an issue and can provide as much information as possible.
6. In addition to this, any other available members of the Facilities Team (take GREEN radio) may be asked to check any additional areas identified, if it is safe to do so.
7. The Bursar will confirm to the Fire and Rescue Service whether everyone is accounted for, following the completion of the Roll Call.
8. Fire Alarm sounders must not be turned off until all persons are accounted for (to ensure all exit routes remain open and accessible).
9. Once the Fire and Rescue Service have control of the situation, all staff members are to go to the Assembly Point and register.

ACTION BY OTHER STAFF

10. Staff in charge of pupils when the alarm sounds will assist, ensuring that all pupils have left the area before they evacuate.
11. Kitchen staff will ensure that Gas and Electricity is off, by way of Emergency Cut-Off before leaving the kitchen.
12. Staff in the Reception area will take the Register (iPad), so that it is known who is in the school and any team lists, so that it is known who is off-site at a particular time.
13. All staff must actively inform 'Roll Call' that they are present and not assume it is known.

Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the RRO). Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The School Safety Officer (Facilities Manager) and Bursar, produced the risk assessment for the purpose of identifying the general fire precautions that need to be taken.

Fire Precaution

Maintenance

| Routine | Item | By whom |
|----------------|---|-----------------------------------|
| Ongoing | Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open | Estates Team |
| Weekly | Test fire panels / alarms / call points Inspection of fire routes | Estates Team |
| Monthly | Emergency lighting Check PPE (fire extinguishers) | Estates Team |
| Annual | Test fire panels and systems (twice a year) Emergency Lighting 3hr break test Emergency Lighting Test | Concept Fire (bi-annual visit) |
| Annual | Test all fire extinguishers, check all fire blankets. | Fire Care & Security |

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| Annual | Fire door check | Estates Team / contractor |
| Annual | Fire alarm monitoring station link | Absolute Security |

Smoking

Prince's Mead School has a No Smoking Policy which exists in all areas of the school site.

Training

The School Safety Officer will arrange appropriate training for all staff. This usually is completed at the September Inset Day as a morning brief to all staff.

Fire Safety Rules for All Staff

These rules are to be followed by all staff at all times – they are simple and deliberately straightforward.

ALL STAFF ARE EQUALLY RESPONSIBLE FOR THE PREVENTION OF FIRE WITHIN THE SCHOOL.

Fire Doors – these are all clearly marked. They must never be left wedged or propped open when a room is unoccupied. Where they are retained on magnets they must not be obstructed or wedged open.

Fire Extinguishers – should not be taken off the wall bracket unless for use in an emergency. These are not door stops. Signs showing location of extinguishers must not be obscured. If you notice that an extinguisher has been tampered with please contact the Facilities Manager immediately.

Fire Exits – should never be obstructed by furniture or propped/wedged open and all blinds/curtains over them must be raised when the room is occupied. Direction signs for the fire exit must be kept clear and not obscured in any way.

Fire Precaution Notices – all rooms within the School should have one of these clearly visible and adjacent to the door. They must not be removed or covered under any circumstances. Please contact the Facilities Manager for a replacement if any are missing or in poor repair.

Last updated:

December 2025

~~August 2025~~