St John and St Nicolas Schools Federation | For the good of all through curiosity, creativity and love

Policy Title:	**Fire Safety at St Nicolas School**
Policy Reference:	**SJN071**
Description:	Fire management arrangements
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Annually
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.2**
Other relevant policies:	Health & Safety
Date for Review:	July 2026

Change Record

Version Number	Date Approved	Governing Board Minute Reference	Description of Amendments	Review Date
1.0	*17.07.23*	*Finance Committee Minutes 10.07.23 FGB Minutes 17.07.23*	*New policy for St Nic's (schools need separate policies)*	*July 2024*
1.1	*15.7.24*	*FC minutes 8.7.24 FGB minutes 15.7.24*	*Updated copy for item 2 Roles and responsibilities and item 3 Emergency Evacuation.*	*July 2025*
1.2	*21.10.25*		*Updated version number dates, review in line with H&S Policy*	*July 2026*
1.3				
1.4				

Index		Page
1.	Statement of intent	2
2.	Roles & responsibilities	3
3.	Emergency evacuation	4
4.	School staff	4
5.	Fire risk assessment	4
6.	Training	4
7.	Site emergency pack	5
8.	Fire drills	5
9.	General housekeeping	5
10.	Smoking	5
11.	Appendix 1: St Nicolas School fire zones	6

St John and St Nicolas Schools Federation
Fire Safety at St Nicolas C.E. Junior School

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does.
It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Statement of intent
St Nicolas C.E. Junior School shall ensure, so far as is reasonably practicable, that fire management arrangements will comply with the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, and other appropriate regulations.

The school is committed to effective management of fire risk, and the prevention of any associated injury or ill-health to staff, volunteers, visitors, contractors and any persons so affected including fire and rescue service personnel.
This policy is part of an overall fire safety management system that includes the following essential support material:

- The fire safety logbook
- Management structure
- Roles and responsibilities
- Premises fire risk assessment
- Premises fire arrangements

- Site emergency pack
- Asbestos register

The above are all addressed through the fire safety logbook.

2: Roles and responsibilities

The responsible person (executive headteacher) has overall responsibility for the operational fire safety management of St Nicolas C.E. Junior School. This includes reporting health and safety issues to the governing board and the West Berkshire health and safety team.

The following responsibilities may be delegated to nominated persons; however, the responsible person remains responsible to ensure the following:

1. The local fire policy and arrangements comply with the West Berkshire Council fire policy and arrangements
2. All staff are aware, understand and perform their roles and responsibilities
3. Delegated staff receive full support to carry out their roles
4. All staff receive appropriate and regular fire precautions training which is refreshed on a 3-year cycle
5. All staff to ensure that pupils understand the importance of carrying out fire drills
6. Staff, volunteers and children must participate in regular emergency evacuation drills. Record and monitor fire drills at least once a term
7. The local fire policy and associated systems are followed
8. The maintenance of associated fire detection, control and fighting equipment is carried out and recorded in the local fire safety logbook
9. An annual review of the local fire policy and associated systems is carried out
10. Fire risk assessments are appropriate and are reviewed as required

The competent person the SBM (School Business Manager), has responsibility for:

1. Assisting the responsible person in the areas designated above
2. Carrying out those functions in the absence of the responsible person
3. Undertaking the occupiers fire risk assessment for St Nicolas C.E. Junior School
4. Ensuring staff are regularly informed of fire arrangements, particularly any significant changes
5. Ensuring all statutory records are maintained, appropriate and easily retrievable
6. Ensure that fire/evacuation procedure notices are displayed by each fire alarm point around the building
7. Ensuring that regular checks and maintenance are carried out on fire detection and firefighting equipment
8. Informing the responsible person of any fire related issues
9. Ensuring that visitors and contractors receive appropriate information on arrival
10. Addressing any fire related deficiencies quickly and appropriately
11. That risks of arson are kept as low as possible
12. Ensure all PEEP (Personal Emergency Evacuation Plans) are in place and up to date which can be found in the Fire Logbook (section 17).

3: Emergency evacuation
Whoever first discovers the fire should raise the alarm and the evacuation from the premises should be followed.

If you have been trained in the use of fire extinguishers, you may attempt to put the fire out **ONLY** if it is small and poses no risk to your safety.

In the event of the fire alarm sounding, everyone within the school building should leave by the nearest emergency exit and gather on the school car park at the front of the building following any PEEP if required.

Each teacher to line up the children in the playground and check the children against the Fire card to ensure no one is missing and then report to the Incident Control Officer (ICO) by raising their hand that all are present.

Nominated members of staff in each zone collect their Hi-Viz jackets and card and will 'sweep' their area (see Appendix 1) to ensure all adults and children have left the building, checking inside toilets, cloakrooms and cupboards, closing all doors and windows (**unlocked**) behind them. When this is complete, they need to leave the building and proceed to the assembly point and report to either ICO (Incident Control Officer) or the fire and rescue service that the zone is clear.

Note: Where possible teachers are to direct the children and a Teaching Assistant working in that zone to complete the sweep.

The ICO or their equivalent shall ensure that the emergency services are contacted if evidence of a fire can be confirmed and put into effect the pre-arranged emergency evacuation procedures. They will collect the Site Emergency Pack, Fire Cards and visitor book then proceed to the playground where they will check to see if everyone is present.

No one must re-enter the building until it has been confirmed that it is safe to do so by either the incident control officer or the fire and rescue service

4: School staff
All staff based at St Nicolas C.E. Junior School shall comply with the local fire safety arrangements and shall not endanger any other person or property by their actions.

5: Fire risk assessment
The premises fire risk assessment shall be retained in Section 16 of the fire logbook, which shall be held in the main office.

The responsible person is responsible for ensuring that fire risk assessments are reviewed as appropriate and kept up to date.

6: Training
The responsible person will ensure that staff receive appropriate fire safety training during their induction process and as part of their ongoing training and development.

7: Site emergency pack
The site emergency pack which is retained in the main office, contains the following:

- An up-to-date copy of the site plans, showing escape routes, mains utility shut off valves/switches, flammable or chemical storage areas, any pressure vessel storage areas, fire alarm zones, call points, smoke/heat detectors and emergency lighting
- A copy of the premises fire risk assessment
- A copy of the site asbestos register
- A copy of the emergency contact details from section 4 of the fire logbook

In a fire emergency, it is the responsibility of the incident control officer or their equivalent to ensure this pack is collected and made available to the fire service upon their arrival.

8: Fire drills
Fire drills (either planned or false alarms) are an important part of the local fire management process. Local procedures should be reviewed after each event to ensure that they worked to plan, and efficiently.

9: General housekeeping
The following must be observed at all times:

- All store cupboards must be kept closed whilst in use and should be kept locked when not in use
- Wherever possible, all corridors must be kept free to allow flow of traffic
- Unused equipment will be stored when not in use
- All machinery and equipment must be used and cleaned/maintained in accordance with the manufacturer's instructions
- All chemicals must be kept to minimum levels and stored in a locked and labelled cupboard when not in use
- Electrical cupboards and boiler rooms should not be used for general storage
- Flammable materials should not be stored next to electric fuse boxes
- Waste materials should be cleared on a regular basis and not allowed to build up
- Wheelie bins should be sited away from the main building and secured so that they cannot be moved or opened by unauthorised individuals
- Escape routes and exits should be clearly marked for the benefit of those who may not be familiar with the layout of the building

10: Smoking
St Nicolas C.E. Junior School is a no smoking site. This includes all areas of the school site and applies to both standard and e-cigarettes.

Appendix 1. St Nicolas School fire zones

