

Dinglewell Junior School

Fire Safety Policy

Reviewed: January 2026 (B&P)

Next review: January 2025

Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations."

Aim

It is the overall aim of Dinglewell Junior School to minimise the risks to 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.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough 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

Fire procedures

Notices displaying the fire procedures are displayed in classrooms and at fire alarm call points.

Persons responsible for fire safety

Responsible Person	Geraldine Brogan, Head
Competent person	Sarah Ball, School Business Manager
Fire safety training, induction and revision	Sarah Ball, School Business Manager
Fire risk assessments	Geraldine Brogan and Sarah Ball
Fire drills	Geraldine Brogan and Sarah Ball
Updating of log book / recording	Sarah Ball, School Business Manager
Checks on call points	Andy Barnett, Site Manager
Checks on emergency lighting	Andy Barnett, Site Manager
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Sarah Ball, School Business Manager

Fire safety training

Appropriate specific training for the School Business Manager will be undertaken at least every three years.

All staff will have internal training annually during the month of September. 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 e.g. fire extinguishers, fire blankets - to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All agency staff to be given fire procedure information with induction pack
- 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 File located in the office.

Fire Risk Assessment review

To be carried out annually by the Head Teacher and School Business Manager.

Future risk assessment reviews may be carried out by Local Authority Fire Risk Assessment Officer following premises remodelling or as decided by the school.

Evacuation Drills

The main alarm indicator panel is situated in the main entrance by the office. Fire drills are executed by the School Business Manager via this panel at an interval of one per term (3 drills annually).

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

Class registers (for that day) and list of adults on site (eg ipad from Reception area) to be available.

Follow up to evacuation drills

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

Maintenance of fire equipment and systems, fire doors and exits

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

Staff will also carry out routine system tests and arrange checks as follows:

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

Records for these tests are kept in the Fire Safety file located in the School Business Manager's office.

In the event of fire, all personnel and visitors have a responsibility to evacuate the building, raise the alarm and assemble at a place of safety. The Head (Deputy Head in her absence) is responsible for calling the Fire Service by dialling 999 from a place of safety.

This policy will be revisited annually according to legal requirements.