

ST PETER'S C OF E PRIMARY SCHOOL



Fire Policy

Reviewed July 2025

Next Review July 2027

Headteacher Mrs T Browne

Chair of Governors Mrs G Hukins

Vision Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

St Peter's C of E Primary School has detailed information for Fire Evacuation in the Health and Safety Policy.

Corporate level

Scope/statement of intent:

- to meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)
- to ensure the fire safety of people in and around all KCC buildings; the protection of property and the environment and to minimise business disruption in case of fire.

General intentions:

- commitment to achieve high standards of fire safety for service users, employees and the public
- providing an effective fire prevention strategy
- exercise good management of fire safety to ensure that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively and safely and that everyone in the premises is able to escape to a place of safety easily and quickly.

Criteria and principles upon which actions are based:

- fire safety is a management responsibility
- named 'responsible persons' for fire safety to be identified throughout the organisational structure; to be responsible for the fire safety of all employees and premises under their direct control
- front line managers identified as the key resource to ensure day to day fire safety, having delegated responsibility for local fire safety arrangements
- promote employee involvement and commitment at all levels.

Objectives (see overleaf for levels of responsibility)

Directorates:

- directorates to operate effective fire safety management systems to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures
- named 'responsible person' to be identified within each directorate for each service / business unit.

All premises:

- to have fire risk assessments which identify the hazards and risks within the premises and any remedial actions that are required

- fire risk assessments need to be reviewed annually with a new assessment completed every 3 years by a competent person.
- all places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

Directorate level

Directorates to nominate a responsible person at Directorate Management Team (DMT) level to oversee fire safety for the directorate. Directorates will also nominate 'responsible person/s' for each service/business unit if appropriate. Responsibilities to include:

- operation of an effective fire safety management system
- the appointment of one or more competent person/s to assist in fire safety duties as appropriate to the service
- consultation with employees or their elected representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety
- overseeing a programme of fire risk assessment for all places of work and premises
- ensuring managers with fire safety duties are competent and have sufficient authority and appropriate resources.

Local level

Employee duties

The building manager or other person in control of the premises must ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005. Most KCC premises apart from schools are managed by a Total Facilities Management provider and the responsibility for carrying out a fire risk assessment rests with them.

Based on the fire risk assessment, the building managers of KCC premises are to maintain and operate an appropriate fire safety system. This will include:

- management arrangements for controlling fire safety
- fire prevention measures (storage of dangerous substances; electrical safety etc)
- safety procedures (instruction and training; ensuring means of escape available etc)
- fire precautions (plans, systems and equipment availability and checks)

- procedures for the identification of people who have special needs, including those with a disability, for their safe evacuation in case of fire.

Employee Duties

- all employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk
- all Employees have a duty to draw to the attention of management any shortcomings in fire safety arrangements.

Extract from Health and Safety Policy

C3: Fire and Emergency Procedures

C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens:

Toni Browne	Ella Collins	Michelle Charlton-Taylor	Livie Rayner		
Mel Wynn	Hannah Hebdon	Chris Jessop	Ali Tuckett		
Diane Philpott	Sue Lord	Claire Manning	Sue Cornell		
Sarah Goodwin	Leanne Long	Mark Carter	Maria Rodican	Sarah Bradbeer	Edwina Wells

- Emergency evacuation will be practiced three times a year and a record will be kept: **In the fire log in the Cleaning Cupboard**
- Kent Fire and Rescue will be contacted by **Edwina Wells**
- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Weekly

Name of tester: Caretaker – Mark Carter

- The fire log book will be kept:

Specify who will keep the log and where: Caretaker – Cleaning Cupboard