Apex Primary School

FIRE SAFETY POLICY

Reviewed Feb 2026 **Next review As required**

1.0 INTRODUCTION

The prevention of fire is of vital importance. Nearly all fires can easily be prevented by following standard safety procedures and guidelines. It is the responsibility of all personnel to become conversant with these instructions. If an outbreak of fire occurs, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person or themselves to risk.
This policy is written in accordance with the Regulatory Reform (Fire Safety) Order 2005. Under the Order, Imtiaz Ahmed (Chair of Trustees) is designated as the Responsible Person for fire safety at Apex Primary School, with day-to-day operational responsibility delegated to the School Manager.

2.0 AIM

To ensure the safety of all pupils, staff and visitors should a fire evacuation take place.

To ensure that staff and pupils are aware of their roles and responsibilities on discovering a fire or when the fire bell sounds.

3.O OBJECTIVE

To evacuate the buildings safely and quickly in the event of an alarm activation.

3.0 FIRE RISK ASSESSMENTS

An annual risk assessment will be made by selected staff members in conjunction with a facilities trustee. We will use external contractors periodically to ensure consistency between internal and external FRA's.

It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years fire practises & records
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Where a pupil, member of staff or regular visitor needs assistance to evacuate, a Personal Emergency Evacuation Plan (PEEP) is completed using the template in the Accessibility Plan (Appendix C), kept with the fire logbook and tested at the next fire drill.

4.0 STAFF TRAINING

Every member of staff will receive instructions in fire precaution during induction. All members of staff will receive refresher training every 12 months on Smartlog. Students and visitors will be instructed at the beginning of their attendance.

5.0 FIRE DRILLS

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

6.0 TESTING OF FIRE ALARM SYSTEM

The fire alarm system and emergency lighting will be tested weekly by the school Office manager. Both test results are recorded in the logbook.

7.0 EMERGENCY EXITS

All emergency exits are to be kept clear and free from obstruction at all times. All employees and visitors must know their evacuation route and assembly point in case of fire. The assembly point is outside number 66 & 68 Argyle Road. A site map showing the assembly point is included in the fire evacuation procedure which can be found near the exit door in every classroom. All employees must also know of an alternative route should their main route be blocked.

8.0 BASIC PREVENTION GUIDE

All staff will make it their responsibility to ensure:

- All fire doors are kept shut, never prop them open
- Escape routes are clear of obstructions at all times
- They are vigilant towards potential fire hazards
- Electrical appliances are switched off when not in use and where possible unplugged
- Appliances and cables checked regularly
- Electrical sockets are not overloaded
- Waste materials are removed and disposed of correctly
- Combustible materials are kept away from heating devices and radiators
- Fire equipment is in its correct location and is checked regularly
- They are aware of fire drill/evacuation process
- They participate in the school fire training on Induction and every 12 months

9.0 FIRE OFFICER / WARDENS / MARSHALL

The Fire Officer is: **Ms Zainab Goni in absence would be Ms Nasrin**
The Fire Wardens are: **Ms Nasrin, Ms Zainab & Ms Alaa**

In the event of hearing the fire alarm, the duties of the Fire Wardens and Fire Officer will be as follows:

Fire Wardens will:

- Ensure their assigned areas of responsibility (classrooms & toilets) have been vacated by pupils and staff before leaving the premises themselves
- If possible to close any windows and doors when checking each room
- Advise the Fire Officer of their findings
- If no fire is found, determine in conjunction with the Fire Officer that all areas are clear for re-entry (in the case of fire this instruction will be given by the emergency services)

The Fire Officer will ensure he/she:

- Collects the mobile phone and Visitors book and proceed to the assembly point
- Does the roll call for all staff members at the assembly point
- Awaits advice from Fire Wardens and act accordingly (determine whether it is safe to re-enter building or call fire services)
- Confirms that all personnel and students are accounted for and reports any discrepancies to the fire services

- Completes the log-book recording the evacuation procedures as soon as possible

11.0 ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

11.1 DISCOVERING A FIRE

- If you discover a fire, operate the nearest fire alarm call point by breaking the glass
- Call the fire brigade by dialling 999 or ensure that this is done
- Attempt to extinguish the fire with the nearest suitable fire extinguisher
- DO NOT ATTEMPT if the fire has reached such proportions as to endanger life

11.2 ON HEARING FIRE ALARM

- Close all classroom windows if possible
- If you hear the fire alarm, evacuate your class to the assembly point by the nearest available exit, following the evacuation procedure for the school
- Ensure all doors are closed behind you when evacuating the building
- DO NOT RUN
- DO NOT DELAY FOR ANY PERSONAL BELONGINGS
- Take the class roll-call from the register
- Report the roll-call result to the Fire Officer

11.3 AFTER THE EVENT

- Do not re-enter the building until advised to do so by the senior fire service officer
- If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire
- Ensure that the premises are in safe working order before re-occupying

Know
• Your means of escape, primary and secondary
• The locations of the fire alarm call points
• The locations of the fire extinguishers and how it should be used
• The assembly point

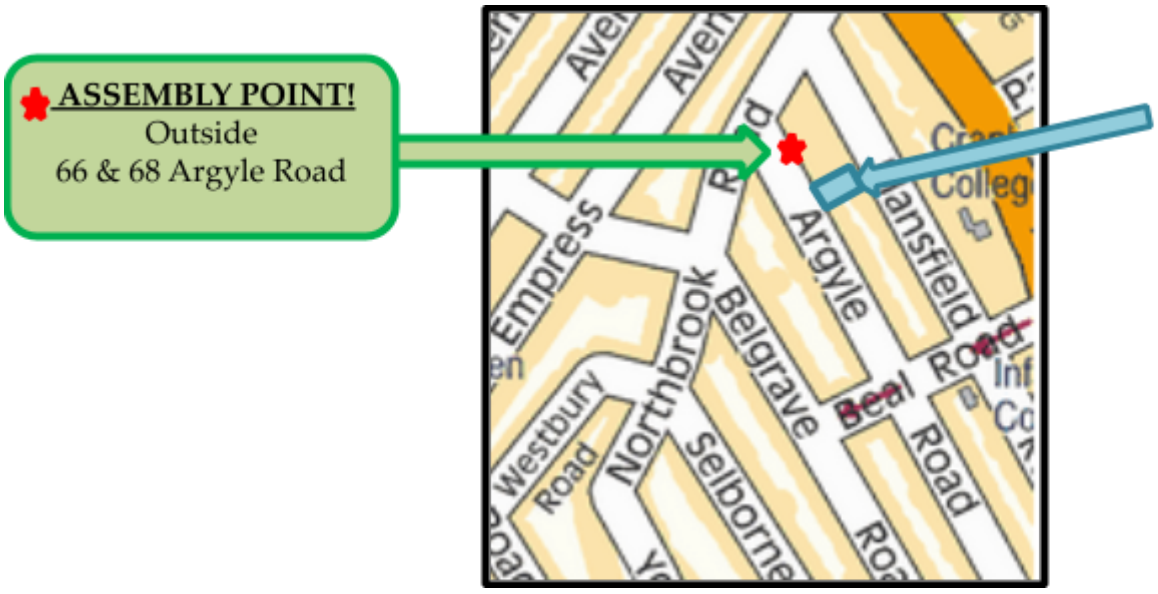
FIRE EVACUATION PROCEDURE FOR GROUND FLOOR

When you hear the Fire Alarm:

1. Immediately and calmly proceed to the room exit door
2. Leave the building via the front fire exit door
3. Proceed directly to the Assembly point and remain there for the roll-call and further instructions.

If the front exit is blocked:

1. Leave the building via the rear fire exit door
2. Leave the school premises via the playground side access
3. Proceed directly to the Assembly point and remain there for the roll-call and further instructions.



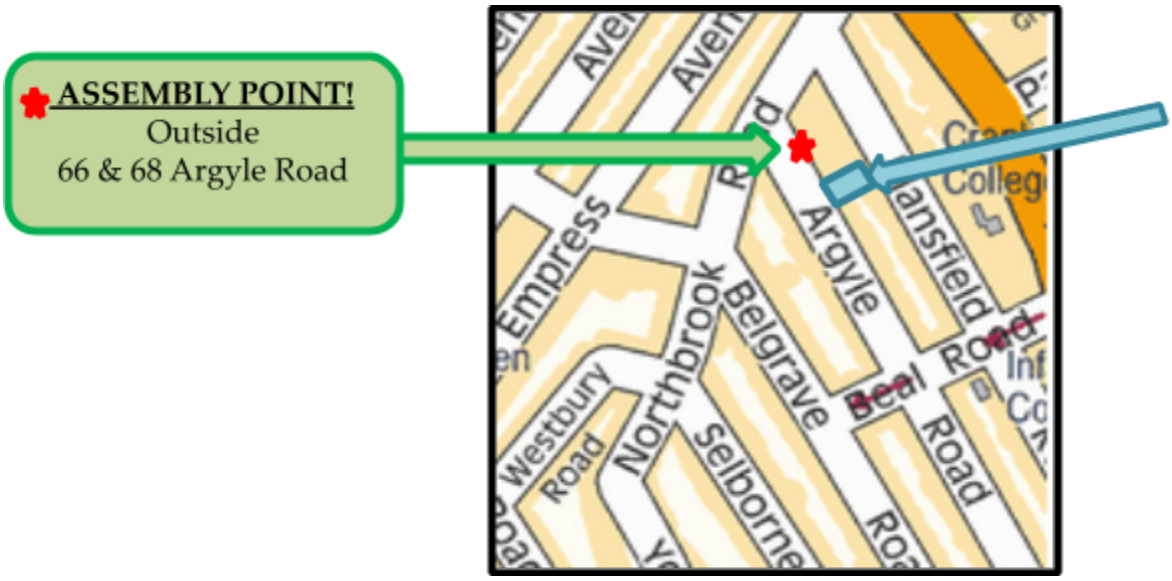
FIRE EVACUATION PROCEDURE FOR FIRST FLOOR

When you hear the Fire Alarm:

1. Immediately and calmly proceed to the room exit
2. Go downstairs in the direction of the 'Fire Exit' signs
3. Leave the building via the front fire exit door
4. Proceed directly to the Assembly point and remain there for the roll-call and further instructions.

If the front exit is blocked:

1. Leave the building via the rear fire exit door
2. Leave the school premises via the playground side access
3. Proceed directly to the Assembly point and remain there for the roll-call and further instructions.



Temporary arrangement - Ground floor.

If the front exit is blocked then:

1. Return to the 1st floor corridor to the other set of stairs
2. Proceed down the stairs
3. Exit through the front door ahead to the Assembly point and remain there for the roll-call and further instructions.

Temporary arrangement – First floor.

If the front exit is blocked then:

1. Proceed up the stairs
2. Make your way along to the end of the corridor to the next set of stairs and proceed down the stairs
3. Exit through the front door ahead to the Assembly point and remain there for the roll-call and further instructions.

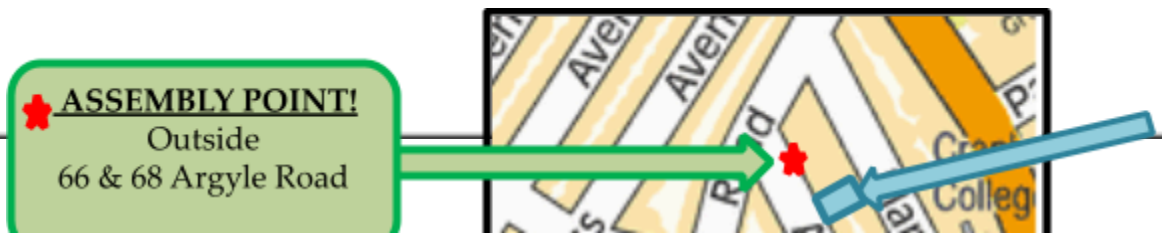
FIRE EVACUATION PROCEDURE FOR HALL

When you hear the Fire Alarm:

1. Immediately and calmly proceed to the nearest fire exit following the fire exit signs
2. Leave the hall via one of the nearest fire exits (patio doors).
3. Proceed across the playground and through the side gate directly to the Assembly point and remain there for the roll-call and further instructions.

If the Hall fire exit 1(patio door 1)is blocked:

1. Leave the hall via the door next to fire exit 1 and proceed to the rear fire exit door
2. Leave the school premises via the rear exit, across the playground and through the side gate.
3. Proceed directly to the Assembly point and remain there for the roll-call and further instructions.



If the Hall fire exit 2 (patio door 2) is blocked:

1. Leave the hall via the door next to fire exit 2 leading to the resource room.
2. Leave the resource room through the exit, across the playground and through the side gate.
3. Proceed directly to the Assembly point and remain there for the roll-call and further instruction.