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# Fire Safety Policy

‘Educational Inclusion’ is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils’

Developed by **West Sussex Model Policy**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

Approval Date **20/1/26**

Review Date **31/1/27**

Communication **Staff Shared Drive**  
**School Website**

This fire safety policy has been prepared by Will McDonald as the responsible person for the premises known and Fire Safety as Headteacher and Fire Warden to comply with **The Regulatory Reform (Fire Safety) Order 2005** [FSO].

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

- The positions of Fire Wardens will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the FSO:
  1. Will McDonald (Head) – trained 11/11/25
  2. Kirsten Campbell (Office Manager) – trained 11/11/25
  3. Jodi Bowbrick (Deputy SENCO) – trained 11/11/25
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its **significant findings** acted upon.
- A suitable and sufficient **fire emergency plan** (see appendix 1 for an example) will be prepared, regularly reviewed, and practised by the termly carrying out of fire drills (through planned and unplanned fire drills).
- All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- **Employees will be provided with comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

**Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.**

## **FIRE SAFETY TOOLKIT**

There must be a Designated Person for Fire Safety in all premises:

For WSCC maintained Schools the designated person will be the Headteacher. For Academies and voluntary aided Schools, the employer is to nominate the designated person. Further guidance for Schools can be found within the health and safety A-Z pages on Services for Schools under fire safety.

### **Responsibilities of the Designated Person for Fire Safety**

- Ensure that a premises related Fire Risk Assessment has been carried out and is reviewed annually. This review will be a paper review unless there have been any changes to the fabric building or its use. If this is the case a new fire risk assessment may need to be carried out. See the Fire [Corporate Code of Practice and Corporate Guidance](#) for further detail.
- Co-operate with other users or employers in the premises to ensure that a co-ordinated approach to fire safety is taken (if applicable).
- Have a written Fire Emergency Evacuation Plan (see below) and review it annually
- Ensure that staff are familiar with the contents of the Fire Emergency Evacuation Plan.
- Follow current government Fire Safety guidance and documentation a link is available on the fire safety page on Service for Schools.
- Follow guidance in the Corporate Guidance.
- Ensure that the Fire Safety Checks (see below) are carried out. Some may be delegated to the Fire Warden or other nominated staff but the Designated Person must ensure that all checks are carried out and recorded.
- Consider fire hazards (see below) when assessing risks to health and safety and ensure that adequate precautions for control are in place and communicated to staff.

### **Fire Emergency Evacuation Plan**

The plan must include consideration of the following:

- Fire alarm activation – the alarm must be heard in all areas.
- Alerting the Emergency Services.
- Getting people out quickly and safely – clear and easily accessible fire exits.
- Think about people with impaired mobility, visitors and contractors.
- Efficient means of fire detection – particularly in unoccupied and high risk areas.
- Assembly point - Be aware that wind can blow smoke towards the area where you are assembling. Be adaptable and able to move to a safe place. Choose an Assembly point which is not too close to the building.
- A means of ensuring that everyone has evacuated from the building.
- Regular Fire Drills which are reviewed to seek improvements to the Fire Emergency Evacuation Plan.

A Fire Emergency Evacuation Plan template and an example of a Fire Action Notice is available as a supporting document on the fire safety page.

### **Evacuation of people with impaired mobility**

A local plan must be in force for each person who needs assistance to evacuate from the premises in an emergency.

For members of staff and pupils with impaired mobility a Personal Emergency Evacuation Plan PEEP should be in place. A safe means of escape will need to be considered for them and a workable system put in place so that assistance is available at all times that the member of staff is in the workplace. This includes people who have temporary impaired mobility.

For a visitor with impaired mobility who may be in the workplace when an emergency evacuation takes place a Generic Emergency Evacuation Plan GEEP should be in place. Model PEEP and GEEP's are available in the supporting documents.

## **Fire Safety Checks**

The Regulatory Reform (Fire Safety) Order 2005 requires that fire safety checks are carried out. These are the responsibility of the Designated Person but may be carried out by the Fire Warden or another nominated member of staff. These checks should be recorded and made available for inspection if required. A Fire Safety Logbook is available in supporting documents.

The full list of checks is shown below but the following information should be noted

## **Fire warning systems**



- Test electrical warning systems weekly
- Ensure quarterly inspection of the system by a qualified person.
- Keep a log of tests.

## **Escape routes**

- Are escape routes signed?
- Are they clear?
- Are they suitable for people with disabilities?
- Have structural modifications been approved?

Modern building design uses the principle of compartmentation to help prevent the spread of fire. If doors or partitions are removed, it can degrade the compartmentation. Display boards, waste bins and suchlike can also compromise the escape route.

## **What is a protected zone?**

This will be an area or zone within the building which is built with materials, such as brick, concrete or other fire retardant material. Access to this zone will be by fire doors which will give 30 or 60 minutes protection from flames and smoke. These areas are sometimes referred to as 'refuges' and may be used to 'hold' people with impaired mobility in safety until they are able to be fully evacuated from the building.

Protected zones and refuges will lead to an escape. Stairwells are usually protected zones so

that people can escape safely via the stairs.

### **Looking for Fire Hazards**

**STOP** and think about what may cause a fire hazard in your working area. Think about

- Build-up of combustible waste.
- Heat sources.
- Use of flammable chemicals.
- Hot work (use of heat sources such as blow lamps and heat guns) being undertaken by contractors.
- Overloaded electrical sockets.

### **Methods of preventing a fire**

- Reduce the amount of oxygen.
- Reduce the amount of fuel available to any fire by keeping storage of combustible materials to a minimum and keeping flammable materials in a fireproof area.
- Isolate or reduce sources of heat or sources of ignition and certainly do not store combustible or flammable materials near to them.

### **List of Fire Safety Checks to be carried out in all premises**

It is a legal requirement that these fire safety checks are carried out. These may be carried out by the Fire Warden or another nominated member of staff but must be overseen by the Designated Person. These checks must be recorded and be available for inspection if required. A Fire Safety Logbook is available in supporting documents.

#### **Daily check**

- Check that escape routes in the work area are clear
- Check that power is available to the alarm panel (if fitted)

#### **Weekly check**

- Test the fire alarms
- Check means of escape are clear
- Check stairwells and landings are clear and not used for storing flammable materials
- Visually check all fire extinguishers are in place and no obvious signs of misuse or damage
- Check indicator lights on emergency lighting are working

#### **Monthly check**

- Visual check of fire doors for any defects
- Test operation of doors fitted with mechanical emergency devices, such as push-bar operation
- Where possible, test emergency lighting using the key test switches provided

#### **Three-monthly check**

- Test emergency lighting - Contractor (Designated person to ensure that it is completed)

- Check the fire detection and warning systems - Contractor (Designated person to ensure that it is completed)
- Test the electrically controlled systems that are connected to the fire alarm system, such as fire-door release mechanisms - Contractor (Designated person to ensure that it is completed)

### **Termly**

- Carry out a fire drill for all people in the building - Designated person for fire safety to arrange

### **Annual check**

- Full system check of fire detection and warning systems - Contractor (Designated person to ensure that it is completed)
- Full system check of emergency lighting systems - Contractor (Designated person to ensure that it is completed)
- Full service of all fixed and portable fire-fighting equipment - Contractor (Designated person to ensure that it is completed)

### **Five-yearly check**

- Electrical system wiring checks - Contractor (Designated person to ensure that it is completed)

### **Responsibilities of the Fire Warden**

It is the responsibility of the Designated Person for Fire Safety to ensure that sufficient fire safety measures have been taken to prevent fire breaking out and to ensure that an effective organisation exists to evacuate the workplace if needed.

The Fire Warden plays an important role in this organisation. They are familiar with the workplace, the evacuation route and any alternatives and they will also be aware of the fire risks in the workplace. The Fire Warden should have received the appropriate fire training.

When a fire alarm is initiated, the Designated Person for the premises must be able to evacuate the premises quickly and declare a specific area clear of personnel.

Because the vast majority of WSCC premises have people coming and going throughout the day, it is difficult to know exactly who is in the premises at any one time, thus making a role call impossible to achieve.

The use of Fire Wardens makes the checking of the evacuation and reporting much quicker. The expectation is that by the time the emergency services arrive, the person in control of the incident will be able to report to the emergency services on whether the premises is evacuated or if there are people still in a specific area.

The system works because the fire warden sweeps through a pre-designated area to make sure that everyone has evacuated. If anyone still remains in the premises the fire warden should make sure that they start to make their way out of the premises or into a protected zone.

### **Fire Warden Duties**

- Look out for any build-up of flammable material that should not be there, or sources of heat and ignition that are not properly controlled. Report these incidents directly to the Designated Person

- Report any other deficiencies to the Designated Person.
- Ensure that people know that you are the Fire Warden –wear a florescent tabard to identify yourself during an evacuation
- In the event of a fire help everyone to escape and check unlocked rooms are clear.
- Evacuate yourself

### **Actions in the event of a fire**

- On hearing the alarm, the Fire Warden commences their sweep and checks all unlocked rooms on their pre-designated route
- Use the protected zones for escape.
- Use the fire extinguishers to help facilitate escape if necessary.
- Ensure the people in your vicinity or area of responsibility escape to the protected zone or outside
- Help assemble the people who have escaped.
- It is essential that you as Fire Warden evacuate yourself and make your report to the Senior Fire Warden and the Fire & Rescue Service
- If anyone remains unable to escape for whatever reason, it is essential that the Fire Warden makes their way to the assembly point and reports to the Senior Fire Warden (Designated Fire Person – Headteacher) and the Fire & Rescue Service person that there are people still in the premises and their location. This information is vital to assist the emergency services with their planning of how to deal with the situation.

### **Checking Rooms**

- Check all unlocked rooms..
- Beware of a closed but unlocked door
- Feel the door surface and handle with the back of your hand
- Open slowly - if you hear air rushing in there could be a fire in that room.
- Check all shower and toilet cubicles. Make anyone who might be in there aware of your presence by shouting 'Fire Evacuation – is anyone in here?' If you find that a toilet cubicle is locked you should shout an instruction to make their way to the nearest fire exit immediately.
- Check the SBM/InCo/Headteacher's office, First Aid room, staffroom and PPA room.
- If someone refuses to leave remind them that they have a duty to co-operate with their employer make a mental note of the person's name or the office that they are in and report their actions to the Designated Person (Headteacher).
- Close all doors behind you.

### **Fire fighting equipment**

There must be adequate fire fighting equipment.

- of the appropriate type.
- correctly positioned, with signs if necessary
- properly maintained

Each premise will have fire extinguishers offering class A and Class B protection as a minimum.'

### **Use of Fire Extinguishers**

The Fire Risk Assessment for the premises will identify whether staff are expected to fight small fires or simply to evacuate the building. The emergency evacuation plan will specify who will fight

fires if appropriate and make it clear that this can only be done where it is safe to do so.

Staff who are nominated to fight fires must receive Fire Extinguisher Training and ensure that they are confident and familiar with the operation and safe use of the Fire Extinguishers in their area. Fire Extinguisher training is provided by West Sussex Fire and Rescue Service (as part of Fire Warden training).

### **Types of Fire Extinguisher**

You will find in each workplace at least one 9 litre water (used on solid combustible material such as paper, fabric, plastics and wood) and one carbon dioxide (used for extinguishing fires in electrical equipment) extinguisher. Please see appendix 2 for the location of these in the school.

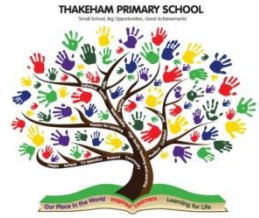
You should ensure that they remain available and have not been moved for use elsewhere for fire or any other purpose.

If the fire risk assessment for your building requires you to use a fire extinguisher you will need to have training for this.



# FIRE EMERGENCY EVACUATION PLAN FOR

## Thakeham Primary School



**EFFECTIVE FROM: 11/11/25**

**NEXT REVIEW DATE: 11/11/26**

**SIGNED BY: WILL MCDONALD**

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

**REGISTERED MANAGER / DESIGNATED PERSON RESPONSIBLE FOR FIRE SAFETY: WILL MCDONALD**

**PERSON RESPONSIBLE FOR ASSISTING THE MANAGER / DESIGNATED PERSON WITH FIRE SAFETY: KIRSTEN CAMPBELL AND JODI BOWBRICK**

### **DESIGNATED FIRE WARDENS**

1. Will McDonald (Head) – trained 11/11/25 (Will check New Hall, Library and New Corridor)
2. Kirsten Campbell (Office Manager) – trained 11/11/25 (Will check office, Beatles, Wonder, Rainbow Room and Staff Room)
3. Jodi Bowbrick (Deputy SENCO) – trained 11/11/25 (Will check Marley, Franklin, Zen Den and Hall)

**NB: Fire Wardens only to commence checks if doing so does not place themselves at personal risk. Once checks complete, Wardens to leave via nearest available exit.**

### **THE ACTION TO TAKE ON DISCOVERING A FIRE**

If you discover a fire:

- Operate the nearest Fire Alarm call point
- **Office to Dial 999 and:**
- Give the operator the **school telephone number 01903 740176** and ask for FIRE

Provide the following information:

- Thakeham Primary School
- Rock Road
- Storrington
- West Sussex
- RH20 3AA (romeo, hotel, two, zero, three, alpha, alpha)
- Brief details of the fire if known

Do not replace the receiver until the address has been repeated by the Fire Brigade

- Follow the designated fire escape route (or next nearest alternative if blocked) and proceed immediately to the Assembly Point where a roll call will be taken.

## **THE ACTION TO TAKE ON HEARING THE FIRE ALARM**

- All staff **without a specific fire emergency role** and **without children in their care** must evacuate the premises immediately by the nearest fire exit (as marked on the plan) and make their way to the designated assembly area - playground.
- All staff **with children in their care** must ensure **they and the children they are with**, evacuate the premises immediately by the nearest fire exit and make their way to the designated assembly area - playground (as marked on the plan).
- All visitors and contractors are also to leave immediately by the nearest fire exit (as marked on the plan) and make their way to the designated assembly area - playground.

Designated staff are to commence a search of their designated routes, and then exit the premises by the designated exit or nearest available exit if the designated exit is not available

- The person in charge Headteacher//SBM must proceed to the fire alarm panel (front entrance door) and determine which area of the premises has the fire alarm been triggered, then exit the premises by the designated exit or nearest available exit if the designated exit is not available.
- The person in charge is to receive reports from Fire Wardens on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive.

## **HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT**

Everyone should leave the establishment in a calm and orderly fashion using the nearest designated fire exits.

**No one should return to the building after evacuation for any reason until the Fire and Rescue Service has given the All Clear.**

**The Designated Person/Fire Warden must record the incident in the fire safety log book as soon as possible after the incident.**

## **THE ASSEMBLY POINT AND ROLL CALL**

- Assembly point: playground at front of site
- Adult in charge of each class to take register and will let person in charge know of any unaccounted for pupils
- Secretary will check staff and visitors are all accounted for and let person in charge know.

## **INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL CUSTOMERS**

We currently have no disabled or sensory impaired customers and therefore no Personal Emergency Evacuation Plans – PEEP are in operation.

## **MEETING THE FIRE AND RESCUE SERVICE**

The person in charge will meet the Fire and Rescue Service on their arrival at the drop off point at Rock Road and notify them of the locations of anyone remaining inside the building and of any special risks, e.g. the location of highly flammable materials, location of any medical oxygen cylinders, chemicals etc.

## **Responsibilities**

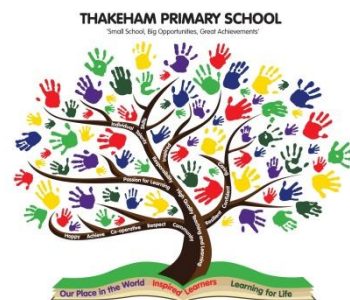
It is the responsibility of individual staff to read and be fully aware of all the fire procedures for Thakeham Primary School including evacuation and the designated fire exits.

## **Visitors**

Any visitors to Thakeham Primary School including contractors will be made aware of evacuation procedures and shown the nearest fire exits.

## APPENDIX 2

# LOCATION OF FIRE EXTINGUISHERS THAKEHAM PRIMARY SCHOOL



LOCATION	TYPE
Old hall	Water & CO2
Premises Manager's office (off new hall)	CO2
Office	CO2
Entrance Corridor	Water & CO2
Staffroom	CO2
Cookery Room	CO2
Corridor outside Wonder	Water & CO2
Kitchen	CO2
Hall	Water & CO2
Door to playground (next to SEN base)	Water & CO2

LOCATION	FIRE BLANKET
Premises Manager's Office (off new hall)- for Forest School use	√
Rainbow Room	√ x 3
Kitchen	√
Staffroom	√