

Fire safety Policy



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Reviewed on		
Next review due by		

1. Introduction

Earley Springs is committed to ensuring the safety of all students, staff, and visitors by maintaining high standards of fire safety. This policy outlines the measures in place to prevent fires, respond effectively to fire incidents, and comply with relevant fire safety regulations.

2. Objectives

- To minimize the risk of fire through prevention and education.
- To ensure safe evacuation procedures are in place and regularly practiced.
- To comply with all relevant fire safety laws and regulations.
- To provide appropriate fire safety training to staff and students.

3. Responsibilities

- The Headteacher is responsible for overall fire safety management.
- The Fire Safety Officer ensures fire safety measures are implemented and maintained.
- All staff must be familiar with fire safety procedures and their individual responsibilities.
- Students and visitors must comply with fire safety instructions.

4. Fire Prevention Measures

- Regular fire risk assessments to identify and mitigate hazards.
- Safe storage of flammable materials.
- Regular maintenance of electrical equipment and wiring.
- Strict no-smoking policy on Earley Springs premises.
- Fire doors must not be propped open and escape routes must be kept clear.

5. Fire Detection and Warning Systems

- The Earley Springs is equipped with fire alarms and smoke detectors, which are tested regularly.
- Fire alarms are tested weekly and logged.
- Emergency lighting is installed and maintained.

6. Firefighting Equipment

- Fire extinguishers and fire blankets are provided in key areas.
- Equipment is checked and maintained annually by qualified professionals.
- Staff receive training on the appropriate use of fire extinguishers.

7. Evacuation Procedures

- Clearly marked fire escape routes and exits.
- Fire drills conducted at least once per term.
- Fire assembly points are designated and clearly signposted.
- Staff are responsible for ensuring the safe evacuation of students and visitors.

8. Fire Safety Training

- All staff receive fire safety training as part of their induction.
- Regular refresher training is provided.
- Fire wardens are appointed and receive additional training.

9. Emergency Response Plan

- In the event of a fire, the fire alarm must be activated immediately.
- The Fire and Rescue Service must be contacted without delay.
- Staff must follow the evacuation procedure and assist students and visitors.
- A roll call must be conducted at the fire assembly point.

10. Monitoring and Review

- Fire risk assessments and procedures are reviewed annually.
- Any incidents or near-misses are investigated to improve fire safety measures.
- The Fire Safety Officer ensures compliance with fire safety policies and procedures.

11. Compliance

This policy is in line with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

12. Policy Approval and Review

This policy is reviewed annually or following any significant changes to fire safety regulations or Earley Springs premises.