



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL FIRE POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023. SEPTEMBER 2024, SEPTEMBER 2025

DATE OF NEXT REVIEW: SEPTEMBER 2026

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

# Cherry Tree Fire Policy

## Aims

It is the overall aim of Cherry Tree School to minimise the risks to pupil's staff and visitors, which may arise from fire. This will be achieved by ensuring that 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.

## Overall Responsibility for Fire Safety Matters

The School Operations Manager is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken each term that fire action notices are kept up to date and that fire safety equipment is being maintained.

## The School Fire Procedure

Notices displaying the school fire procedure will be displayed in each room and corridors (copy of the procedure and plan is also located in the Fire folder and the School Emergency Plan which is kept in the confidential cupboard)

## Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that fire exits are kept clear. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

## Pupils and Staff

Pupils and all staff are inducted when they start at Cherry Tree on the following:

Location of fire exits

The action they should take on hearing the fire alarm

The location of the fire assembly point

## Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material to be kept to a minimum and stored away from the building.

## Smoking / Vaping

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds. Vaping is also prohibited in the school and the school grounds.

### **Fire Risk Assessment**

The school has a fire risk assessment and is completed annually by a commissioned qualified external fire assessor.

The fire risk assessment is reviewed annually or when any changes are planned, such as:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards;
- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **Fire Training and Evacuation Drills**

Training will be provided at least annually for all full-time school staff in fire safety and the school fire procedure will be completed on induction. (see induction paperwork located in the staff files)

A minimum of 5 staff have fire marshal training (located in the fire log book and in staff files)

It is the responsibility of the School Operations Manager to ensure through induction that all staff, whether temporary or permanent, understand the fire procedure and know the location of the escape routes, fire exits and assembly points.

The School Operations Manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The School Operations Manager will report any updates / incidents to the Headteacher and Management Committee on a bi-termly basis, or immediately if there are any concerns regarding risk.

### **Personalised Emergency Evacuation Plans (PEEPs)**

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will carry out a PEEP.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are serviced by a qualified external contractor (every 6 months).

### **Appointment and Duties of Fire Marshals:**

The daily appointed fire marshal is recorded on the wall within the ground floor hallway.

### **Calling the Fire Service**

The Fire Service will be called by the appointed fire marshal or School Operations Manager if there is a confirmed outbreak of fire.

## **Meeting the Fire Service**

The School Operations Manager is responsible for ensuring that either they or an appointed fire marshal is available to meet the fire brigade on arrival.

## **Notices**

All fire exit routes will be signed with directional arrow signs.

## **Fire Records**

All fire records are kept in the confidential cupboard in the Fire Folder and includes:

- Fire Alarm Test, type of test, date of test and any actions
- Emergency Lights, date of test, numbers or locations of lights tested and whether test was satisfactory.
- Fire safety training, type of training and dates

The School Operations Manager or appointed person is responsible for the following checks:

**Daily** – which is recorded in the daily briefing form located in the Briefing, De-brief Folder, which is located in the confidential cupboard

- Visual check of panel for fault indications
- Check exit doors are unlocked and that escape routes are free of obstruction

**Weekly** – which is recorded in the weekly H&S checklist located in the Health & Safety Folder, which is located in the confidential cupboard

- Emergency Lighting spot check
- Fire extinguishers, fire blankets check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
- Escape routes are free from obstruction
- All equipment stored safely and correctly

**Termly** - Fire alarm full evacuation drill, which is recorded in the Fire Log Book located in the Fire Folder which is kept in the confidential cupboard

**. This policy will be reviewed annually by the Headteacher  
and or the Management Committee**