



Bromstone Primary School

## **Fire Safety & Emergency Evacuation Procedure Policy**

**Formulation date:** 5<sup>th</sup> September 2023

**Senior Team Responsibility:** Business Manager

**Governors' Reviewing Committee:** Leadership, Management, Health & Safety

**Reviewed on:** 23<sup>rd</sup> September 2025

**Next Review Date:** September 2026

**Associated Documentation:** Risk Assessments, Health & Safety Policy, 3 Yearly Fire Risk Assessment, Annual Fire Risk Assessment Review, Fire Safety Audit, Emergency Lighting Inspection/Testing Report, Fire Alarm Test Certificate, Fire Extinguisher Test/Service Report, Electrical Test Report, PAT Test Register, Gas Safety Inspection Certificate

## **Introduction**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of Bromstone Primary School (“the School”), in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The fire safety policy, procedures and risk assessments at the School are designed to help everyone to respond calmly and effectively should fire break out in one of our buildings.

## **Fire Safety Manager**

The Business Manager is the designated School Fire Safety Manager, (supported by the Finance & Health and Safety Officer and the schools Fire Wardens) and is responsible for ensuring that:

- The Fire Safety & Emergency Evacuation Procedure Policy is kept under regular review by SLT.
- The Fire Safety & Emergency Evacuation Procedure Policy is communicated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire safety training given to staff.
- Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage and emergency lighting.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Monthly checks are carried out on all fire doors, extinguishers and emergency lighting and the results recorded.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when new buildings are acquired or when there has been a significant incident.
- Records are kept of all fire evacuation practices.
- Records for the installation and maintenance of fire prevention systems and equipment are kept.

## **Fire Safety Procedures Emergency Evacuation**

If you discover a fire:

- Activate the fire alarm by breaking the glass in the nearest fire alarm call point.
- As soon as the alarm is sounded, leave the building in an orderly manner, walk, do not run.
- If you are responsible for a class or pupils, ensure they leave quietly with you.
- Follow the designated fire evacuation route to the nearest available safe exit. Emergency exits have the traditional green sign above the exit door. Please refer to the Fire Action notice regarding your evacuation route to your muster point. This is located by the fire alarm call point.
- Do NOT attempt to fight the fire.
- Do NOT stop or re-enter a building to collect personal possessions.
- Assemble at the relevant Fire Assembly Point.
- Once at the Fire Assembly Point, if you are responsible for pupils, carry out a headcount/role call to confirm that all your pupils and staff are present and correct. If you are unable to

account for anyone, raise your arm clearly in the air so that the officer in charge can come to you.

- The officer in charge will communicate by 2-way radio to each year group in turn for confirmation that all pupils and staff are accounted for.
- The officer in charge will ascertain where within the school the alarm has been triggered and contact the emergency services if required.
- The officer in charge will give the all clear for pupils and staff to re-enter the building once it has been confirmed safe to do so.

### **Briefing New Staff**

All new staff to the School are instructed on the School's emergency evacuation procedures as part of their Health & Safety Induction. They are shown where the emergency exits, escape routes and outside assembly points are located.

### **Visitors and Contractors**

All visitors and contractors are required to sign in and out at Reception. All are issued with a visitor's badge which should be worn at all times when on school property. They are made aware of the emergency evacuation procedure and the assembly point relevant to their visit. The member of staff responsible for a visitor must ensure they are accounted for at the assembly point.

When large numbers of visitors are at the School (for open days, plays, concerts, exhibitions etc.) a brief announcement is to be made prior to the event advising visitors of the location of the emergency exits that they should use in the event the fire alarm should sound during the event.

### **Personal Emergency Evacuation Plan (PEEP)**

In the event that either staff, pupils or visitors have specific access needs, then a one to one PEEP assessment is carried out and recorded. For pupils, the PEEP is completed by the SEND section.

### **Fire Marshals**

Some members of staff are trained as Fire Marshals. They are competent in the use of fire extinguishers, are capable of extinguishing small fires, receive regular refresher training and staff new to the role receive training as part of their induction. They have some knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring. In the event of a fire alarm sounding, they are to conduct a basic internal building search/sweep of their area of responsibility to ensure, as far as is practical, that all occupants have evacuated and are accounted for. They will then confirm that their area is clear when asked to do so by the officer in charge.

### **Fire Wardens**

Some members of staff are trained as Fire Wardens. Their role is, upon hearing the evacuation signal, to walk their designated area to ensure all staff, pupils and visitors have evacuated the building and report to the officer-in-charge. A record is kept each day of any Fire Warden absences and these areas are covered by reserve Fire wardens.

### **Fire Evacuation Practices**

A fire evacuation will be practiced three times a year and a record will be kept by the **Business Manager**. One of these evacuations will be unannounced. After each evacuation, any issues that arise will be discussed by SLT and addressed.

## Fire Safety and Prevention Measures:

The following measures are in place:

- Escape Routes and Emergency Exits
- Fire notices and evacuation signs are displayed in classrooms and corridors.
- Fire extinguishers and smoke/heat detectors are located in every building in accordance with the Fire Service recommendations.
- Fire Alarm systems can be manually activated by breaking the glass cover of a Manual Call Point and the alarm systems are automatically activated when smoke/heat builds up beyond safe levels
- Passages and emergency exits are illuminated by emergency lighting.
- The Fire Alarm Master Panel for the alarm system is located in the Main Entrance.
- A repeater panel is installed in the “New Build” block.
- Alarms sound in all parts of the building and there is also an external sounder. In some areas they are supplemented by visual alarm (red flashing lights).
- It is the responsibility of all staff to keep fire routes and exits clear at all times.
- No fire exit should be locked when staff/pupils/visitors are in the building
- The alarm system is tested weekly using different call points, every Wednesday morning and records are kept by the Finance and Health & Safety Officer and the Business manager.
- The emergency lighting is tested on a monthly basis and records are kept by the Business manager
- The alarm system and emergency lighting is serviced annually by an approved contractor. The alarm system was last tested and inspected in September 2025 and the emergency lighting was last tested and inspected in May 2025. Any faults or recommendations are undertaken as soon as is practicable.
- Fire extinguishers are serviced annually by an approved contractor, last serviced in July 2025.
- Fire extinguishers are visually inspected on a monthly basis and records are kept by the Finance and Health & Safety Officer.
- Fire doors are visually inspected on a monthly basis and records are kept by the Finance and Health & Safety Officer.
- The location of gas and electricity shut off points are displayed in the School Plan which is in the fire safety grab bag located next to the fire alarm panel in the main entrance
- The kitchen serving shutter is connected to the fire alarm system and will automatically close when the alarm is sounded.
- The kitchen gas supply is linked to the extraction system. Should the extraction system fail then the gas supply is isolated. If the fire alarm is activated then the gas supply is isolated
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations every 5 years. The last check took place in February 2021.
- Regular portable appliance testing is undertaken by an external contractor, currently Atman. Records of all tests are kept in the Business managers office. The last testing took place in July 2024.
- Non-essential electronic equipment should be switched off at the end of every day.
- The Catering Staff should check that all kitchen equipment is switched off at the end of the day and that the gas supply is isolated.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by

Gas Safe Registered Engineers. Records of all tests are kept in the Business manager's Office.

- Dangerous and/or flammable substances, including flammable materials are locked in flame-proof containers at the end of every day.
- The building intruder alarm is monitored on a 24/7 basis by an external company.
- The CCTV system can send motion detector alerts by text message. The recipient can then send a voice message to the camera or trigger a light to illuminate the area.
- Rubbish and Combustible Materials is stored away from buildings and disposed of appropriately.

### **Letting or Hiring of School Premises.**

The hirer is issued with a copy of the School's Fire Evacuation Procedure and the Lettings Agreement includes the third party's responsibilities for Fire Safety during the letting.

### **Fire Risk Assessment.**

The School's Fire Risk Assessment is carried out every 3 years by an external provider. The most recent visit was carried out in October 2024. In addition to this Kent Fire and Rescue Service conducted a fire safety audit in July 2023. Fire Risk Assessments are reviewed annually in consultation with a fire professional qualified to do so. or more frequently if significant changes are made to the interior of buildings, if new buildings are added to the School or there has been a significant incident. Copies of School's Fire Risk assessments and Fire Safety Inspections are available on request. Any comments or suggestions for improvement can be directed to the Business Manager.