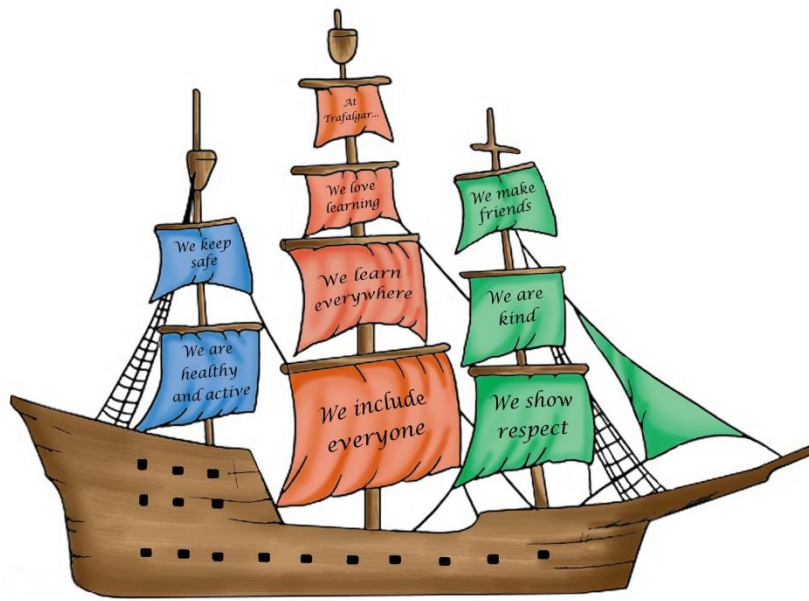


Trafalgar Community Infant School



Policy Document

FIRE SAFETY POLICY

REVIEWED: September 2026

REVIEW: September 2027

The person responsible for the implementation of this policy is the Headteacher, Miss F Hickie.

This policy will be kept up to date by annual review or in response to significant changes to premises or work arrangements. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our insurers, or our safety advisor.

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees and visitors against exposure to the hazards associated with fire.

For these, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified.

These measures will include the following arrangements, procedures and controls:

- Inspection of the structure of the premises for fire safety annually
- Fire detection equipment to be installed. These are inspected regularly (weekly by the Premises Officer) and maintenance records kept/checked by the Headteacher
- Fire alarms will be regularly tested (weekly by the Premises Officer), maintained and records kept/checked by the Headteacher
- Fire suppression apparatus will be inspected regularly. These are inspected regularly (annually by the Fire Service) and maintenance records kept/checked by the Headteacher
- Emergency exit routes and signs to be kept clear at all times. Fire doors are not to be hooked open for ventilation purposes.
- We will train staff in the use of extinguishers (FPA DVD every two years), procedures for fire drills and evacuation (at least once per term at different times of the day). H&S governors to attend at least one evacuation per year, and report back to FGB.
- An up-to-date Emergency Fire Plan, which details the procedures to be followed in the event of a fire, will be displayed throughout the school and will form part of the induction for new staff, volunteers and students. This plan is reviewed annually, with this policy, and is changed when required.
- Records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire control log book located in the office
- Adults and pupils are practised in evacuating the premises by performing drills (at least once per term, monitoring effectiveness and keeping records. Alternative off-site evacuation venue is Greenway Junior School or Holy Trinity Church, Rushams Road.
- Children or adults with a SEND may require a PEEP (Personal Emergency Evacuation Plan) and this will be completed and updated by the SENDCo Rachel Power, in liaison with the child and parent/carers (if known in advance), or by office staff if visitors to the premises.
- Supervision and monitoring of visitors, including contractors will be carried out by the Premises Officer.
- Precautions in respect of disabled people will be implemented.
- Any community groups or similar using or hiring the facilities will be made aware of their responsibilities prior to use or hire by the office staff (by being provided with this Fire Safety Policy).

Staff and visitors will be informed that they have a legal duty to maintain fire safety measures and comply with this policy.

Signed: *Miss F Hickie* Headteacher

Date: 01/09/2026