

St John's Highbury Vale CE Primary School



'I can do all things through Christ who strengthens me'
Philippians 4:13

Fire Policy

Ratified: Summer 2026
Review Date: Summer 2027

At the heart of our school vision is a desire for an authentic and life-giving relationship with one another and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of a consistently high standard.

Statement of Intent

At St John's Highbury Vale CE Primary School, we are committed to ensuring the safety and wellbeing of all pupils, staff, visitors and contractors. We recognise our duties under the Regulatory Reform (Fire Safety) Order 2005 and will take all reasonable steps to prevent fire and ensure safe evacuation in the event of an emergency.

Role and responsibilities of the school/safety managers

Headteacher SLTs

Senior site manager

any other non-teaching staff available.

School admin staff

Teaching staff

Evaluation of procedures

Records overseer's maintenance /services

Sweep of building

Distribution of registers, accounting for visitors

Roll call

Responsibilities of teachers/support staff

Teaching/support staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion, they are responsible for conducting a head count on arrival to the fire assembly point ensuring pupils are in the right registration line.

Evacuation procedures

All fire alarm activations will be treated as real until the all clear has been given by a member of the senior leadership team, senior site manager or the fire brigade.

1. If you discover a fire, break the glass in the nearest fire call point to raise alarm and leave the building by the nearest exit.
2. When the fire alarm sounds all children and adults must stop what they are doing immediately and leave by the nearest exit in a calmly manor to the fire assembly point.
3. Fire safety Marshals to check alarm panel for location of alarm. Richard, Emily Ruth, Kim, Clare, Sarah Jane.
4. Monitoring station, office staff will inform fire brigade of activation.
5. Staff in each area will check toilets and classrooms whilst children are led to their registration groups in the assembly point, the last person to leave an area must make sure that all doors are closed behind them.
6. Children in the hall at the time of the alarm will evacuate through the nearest available exit and proceed to the assembly point where they will line up in registration groups.
7. In the case of alarm activation when the headteacher, or members of the senior leadership team or site managers are off site; nominated deputies will undertake the above duties.

The senior site manager or senior leadership team will reset fire alarms as soon as possible following activation. This has to change to silence and the fire brigade will reset if the monitoring station has been called

Fire tests and checks

Daily

- Exits and routes to remain unobstructed (on arrival)
- Fire alarm panels are free of faults
- Exit doors Unlocked (on arrival)
- Electrical equipment not in use either disconnected or switched off (on leaving)
- Exit and windows adequately secured (on leaving)

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- All fire doors closed (on leaving)
- Heating system is switched off overnight

These checks are the responsibility of the senior site manager and are to be found in the daily hazard identification checklist folder located in the premises office.

Weekly

- Bell test performed every Thursday afternoon records kept in on the premises drive

Monthly

- fire extinguishers Visual check (responsibility of senior site manager)
- Break glass visual check bi monthly (responsibility of senior site manager)
- Emergency lighting system tested (responsibility of senior site manager)

Termly

- Fire drill (executive headteacher or member of the senior leadership team) on occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively.

Bi Annually

- Fire alarm system (service)

All records are stored on the network under the premise's folder on the shared drive

Personal Emergency Evacuation Plans (PEEPs)

Individual PEEPs are created for pupils, staff, or visitors with additional needs

Developed in consultation with relevant staff and families

Regularly reviewed

Lettings or hiring of school premises

St John's Highbury Vale primary school standard contractual terms for the use/letting or hiring of the school covers fire safety and specifies that the hirer should certify that they have read and understood the schools fire policy and procedures. The schools senior site manager is always on call when the school is let or hired for an out of hours function or event. The school lettings policy is reviewed and approved by the governing body on a yearly basis.

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Fire evacuation measures

We have the following fire prevention measures in place at STJHV School

Escape routes and emergency exits

- There are at least 2 exits from all areas with exception to the 1st floor of the main building
- Fire notices and evacuation signs are clearly displayed in every room/corridor and stairwell.
- Fire extinguishers of (appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of professional advisors.
- The stairs and corridors are illuminated by emergency lighting.
- There is an alarm panel located in each building and are all linked to the master board in the school reception area
- Alarms sounds in all parts of the school including outside playground.
- Fire routes and exits are kept clear at all times

Electrical safety

- The school has current electrical test certificates for all distribution boards
- Five year fixed wiring certification
- Regular portable appliance testing (PAT)
- Evening checks upon lock up to ensure all lights/equipment are switched off and all computers shut themselves down at an allotted time each night.

Gas safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by gas safe engineers.
- All kitchen equipment is switched off and has emergency switch of buttons.
- Boilers and gas equipment including meters and cookers receive gas safe certificates and are serviced regularly.

COSHH storage and combustible material

- Adequate COSHH cabinets are provided for flammable materials
- Flammable rubbish is stored away from the build in a secured area
- Combustible materials used in maintenance areas are stored in a COSHH rated fire cabinet.

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