



## Fire Safety Policy

<b>Next review due</b>	<b>September 2026</b>
<b>Last review</b>	
<b>Reviewed by</b>	<b>Michael Lavelle (Curriculum Governor)</b>
<b>Approved by</b>	<b>Dr Julie Smith, Chair of Governors</b>

## **FIRE SAFETY POLICY**

Introduction and Legislative Context .....	3
Purpose .....	3
Responsibilities .....	3
Evacuation Policy .....	4
Special School Considerations .....	4
Fire Drills.....	4
Fire Safety Training .....	4
Fire Safety Equipment and Maintenance.....	5
Monitoring and Review.....	5
Code of Conduct During Evacuation.....	5
Non-Compliance.....	5
Appendix 1 – School Evacuation and Muster Points.....	6
Appendix 2 – Social Story .....	6
Appendix 3 – Fire Evacuation Plan .....	8

## Introduction and Legislative Context

Conifers House School is committed to ensuring the highest standards of fire safety in line with statutory requirements and best practice for independent and special schools. The school's fire safety arrangements are guided by the **Regulatory Reform (Fire Safety) Order 2005**, which places a duty on the Head of School and Governing Body as the responsible persons to carry out regular fire risk assessments, implement preventative measures, and ensure safe evacuation procedures.

The policy also reflects the **Independent School Standards (Part 3 – Welfare, Health and Safety of Pupils)**, which require schools to safeguard pupils through adequate fire precautions and effective emergency planning. For new or refurbished buildings, compliance with **Building Regulations** and **Building Bulletin 100: Design for Fire Safety in Schools** is expected, ensuring safe escape routes, fire resistant construction, and accessible evacuation arrangements.

In practice, this means the school must:

- Maintain fire detection and alarm systems.
- Conduct regular fire drills and record outcomes.
- Ensure all staff receive annual fire safety and fire marshal training.
- Adapt evacuation procedures to meet the needs of pupils with disabilities or sensory sensitivities.
- Display clear evacuation directions in every classroom, office, and ancillary room, with muster points identified.

## Purpose

This policy sets out the fire safety and evacuation arrangements for Conifers House School. It ensures compliance with the **Regulatory Reform (Fire Safety) Order 2005**, the **Independent School Standards (Part 3 – Welfare, Health and Safety of Pupils)**, and best practice for special schools. The aim is to protect pupils, staff, visitors, and contractors by preventing fire risks, ensuring safe evacuation, and maintaining a calm, supportive environment for pupils with additional needs.

## Responsibilities

- **Head of School:** Overall responsibility for fire safety and evacuation arrangements.
- **School Operations Manager:** Oversees registration and timing, maintains fire log, oversees risk assessments, and liaises with external agencies.
- **Fire Marshals (Teachers/Support Staff):** Lead evacuations, check designated areas, and report to the assembly point.
- In the absence of a key staff member, a member of the SLT will assume responsibility for the staff member.
- **All Staff:**
  - Have completed annual fire safety and fire marshal training.
  - Must be familiar with evacuation routes and muster points displayed in each classroom, office, and ancillary room.
  - Support pupils calmly and effectively during drills and emergencies.

- **Visitors/Contractors:** Must follow school procedures, sign in, read fire safety information, and comply with supervision requirements.

## Evacuation Policy

- **Evacuation Directions:** Clear evacuation maps and instructions are displayed in every classroom, office, and ancillary room. These show the nearest fire exits and designated muster points.
- **Muster Points:** The primary assembly area is the playground in front of the ‘nursery’ building. An alternative muster point is identified in the car park, which provides greater distance from the building and protection from explosion. Both are clearly labelled. In the event of the use of the car park, the secondary muster point, a member of staff wearing high visibility will ensure that traffic is held back to allow pupils and staff to cross this one-way road.
- **Procedures:**
  - On hearing the alarm, staff lead pupils calmly to the nearest exit.
  - Fire Marshals sweep designated areas (including toilets and sensory rooms) before leaving.
  - Teachers collect registers at the muster point and account for all pupils.
  - Office staff account for visitors and contractors.
  - Fire Marshals confirm staff presence and report any missing persons to the Head of School.
  - No one re-enters the building until the all clear is given.

## Special School Considerations

- Pupils with sensory sensitivities are supported with headphones or other calming strategies.
- Pupils and staff with disabilities have **Personal Emergency Evacuation Plans (PEEPs)**.
- Refuge points are available for safe temporary waiting if direct evacuation is not possible.
- Staff are trained to reassure pupils and maintain a calm environment during evacuation.

## Fire Drills

- Conducted at least once per half term, at varying times of the school day and should be a mix of announced, unannounced and may have exits blocked.
- Logged in the fire logbook with findings shared with staff.
- Drills include different scenarios to ensure staff and pupils are familiar with multiple routes and muster points.

## Fire Safety Training

- All teachers and staff have completed annual **fire safety** and **fire marshal training**.
- Induction for new staff includes fire safety and evacuation procedures.
- Pupils are supported through social stories and practice drills to reduce anxiety.

## **Fire Safety Equipment and Maintenance**

- Fire alarms tested weekly.
- Emergency lighting tested monthly.
- Fire extinguishers serviced annually by a competent engineer.
- Evacuation routes kept clear and clearly marked.
- Fire risk assessment reviewed annually or sooner if building changes occur.

## **Monitoring and Review**

- Fire safety monitored externally via alarm monitoring company.
- Policy reviewed annually by the Head of School and Governing Body.
- Compliance evidenced through logs, training certificates, and inspection records.

## **Code of Conduct During Evacuation**

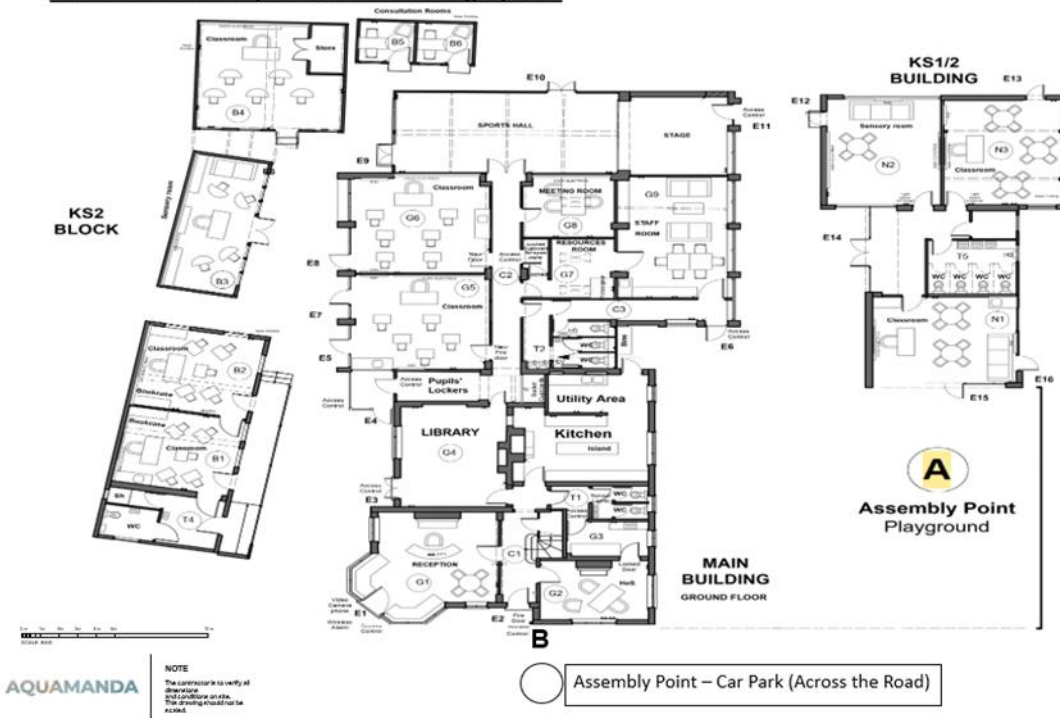
- Staff maintain calm and reassure pupils.
- Noise levels kept low to respect sensory needs.
- Contractors and visitors follow staff instructions and remain with their host.

## **Non-Compliance**

Failure to follow fire safety and evacuation procedures may result in disciplinary action for staff or removal from site for contractors/visitors.

## Appendix 1 – School Evacuation Routes and Muster

**CHS Evacuation Map – Room Numbering System**



## Appendix 2 - Social Story



when



fire alarm



sounds



listen to



everyone



must

stop



your







trusted adult

 follow  trusted adult


 walk  quietly to

 fire exit

 find class  safe place

 wait  quietly

 when  safe

 back class

 walk  quietly

 following  trusted adult

**Appendix 3 -Fire Evacuation Plan**



# Fire Evacuation Plan – September 2025

## What to do in the event of a fire

Raise the alarm	Find the nearest Fire Emergency Call Point
	Lift plastic guard and push black button

Alarm Heard	<b>Fire Wardens</b> to take action to safeguard pupils, staff and visitors
	<b>Teachers</b> or <b>Class Lead</b> take the children out the building via nearest fire exit
	Leave all personal belongings
	Grab 'GRAB' box and registers
	<b>Fire Warden</b> to check nominated area
	Check fire panel and call emergency Service - 999

Assembly Point	All pupils, staff and visitors to gather by Assembly Point (In school car park)
	All classes to line up for register
	<b>Class Teacher</b> or <b>Class Lead</b> to check all children. Check all staff and visitors are present. Report missing persons to <b>Nominated Person</b>
	First Aiders attend to any casualties
	<b>Fire Wardens</b> and <b>First Aiders</b> to liaise with emergency services