



Western Primary School Fire Safety Policy

| Persons/body responsible for updating: | Operations Manager |
|--|--------------------|
| Date approved and by whom: | 19/08/2025 |
| Chair of Governors' signature | Moberts |
| Headteacher's signature | Jack. |
| Due for review: | 1/9/2026 |
| Status: | Statutory |
| Required on website: | No |

Our School Vision

At Western, we aim to develop kind, ambitious, curious, confident and successful young people who are excited about their futures.



FIRE SAFETY POLICY

Western Primary School

General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

Employees Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more
 frequent reviews will occur if circumstances change or there are reasons to believe it is no
 longer valid. These may include alterations to the premises, new work processes, false alarm
 activations, fire drill related issues, equipment failure and changes to personnel/site users.
- The fire evacuation procedures will be practised and timed at least termly and documented.
- Fire Awareness Training will be provided to all staff.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices

defective or missing equipment, they must report it to a manager.

- Alarm systems will be tested weekly, Monday Morning at 07:15.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly.
- In the event of a fire it is expected that members of staff will call the fire brigade.
- In the event of the site needing to be totally evacuated, we will evacuate to EYFS and Y1 Scout Hut St Mary's Walk Y2 – Y6 Harrogate Grammar School
- The named Fire Warden/s are; Katie Jones, Kate Barton, Emma Coverdale, Kat Kelly, Kirstie Thompson, Jay Galton, Anna Weilding, Helen Bassham, Theresa Robinson, Donna Cunningham, Adele Sutton, Jen Stephenson, Zilpha Carlyon, Sarah Osborne (mornings only), Helen Duke Meg Craggs, Joe Roslin, and Tamsin Read-Rowlands

They are responsible for sweeping allocated detailed in Appendix A

- Mrs Downes / Office team are responsible for taking out registers/staff and visitor lists.
- The fire assembly points are located in the Playground.
- Mrs Slack / Mrs Magill / Mrs Downes / Mr Martin are responsible for liaising with the Fire Service.
- Fire awareness training for all staff is provided at commencement of employment and every year in September.
- Fire Warden training is provided at commencement of employment and every 3 years.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.
- Due to the limited capacity of the main hall, a Hall events form needs to be completed (Appendix C) and example can be found (Appendix B), This is ensure the capacity of the hall and classrooms in the vicinity do not exceed 270 persons.

The following events have forms completed

EYFS Nativity.docx

<u>■Y5 and Y6 Work Share.docx</u>

Y6 Leavers Assembly.docx

FIRE WARDENS

| Areas to check | FIRE WARDEN |
|----------------|--|
| OFFICE | KATIE JONES KATE BARTON |
| INCLUSION | EMMA COVERDALE KAT KELLY |
| NURSERY | KIRSTIE THOMPSON THERESA ROBINSON JAY GALTON ANNA WEILDING JANE RIMMER |
| RECEPTION | HELEN BASSHAM THERESA ROBINSON DONNA CUNNINGHAM ADELE SUTTON |
| Y1/2 | JEN STEPHENSON BECKY MOGG |
| Y3/4 | SARAH OSBORNE (mornings only) HELEN DUKE MEG CRAGGS JOE ROSLIN |
| Y5/6 | KATE BARTON TAMSIN READ-ROWLANDS |

| | |
|------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Appendix B

Hall Events template - Example

| Event | KS1 Show |
|---------------------------------------|--|
| Time of Year | Summer – Thursday 3 rd July 2025 |
| | 2 showings: 1:30/2:30 |
| Year Groups Involved | Year 1 and Year 2 |
| Number of Pupils | 120 360 (including all of KS2 children upstairs) |
| Number of Staff | 10 28 (including all of KS2 staff upstairs) |
| Number of Visitors | Max of 2 adults per child: |
| | Worst case – all adults come to one showing = 240 visitors |
| | Initial plan - Limit the number of adults who can book to 120 per showing. |
| | 240 |
| Total number of people | 628 (worst case) 508 (even with booking system) |
| If the total is above the maximum cap | acity of 270, please continue below |

Plan A

| Number of classes to be relocated from the KS2 floor | All Y3/4 classes to relocate to KS1 classrooms. All Y5/6 to be relocated for PE (Valley Gardens and Playground) |
|---|--|
| Relocated venue for each class named | Heather's > Jaycee's Holly's > Lorraine's Angie's > Hazel's Sara's > Hannah's |
| Updated total number of people | 250 |
| If the total is above the maximum capacity of 270, | , please continue below |

Plan B

| New Venue Name | |
|--|--|
| Date venue booked for the event and confirmed | |
| Date venue booked for rehearsals and confirmed | |
| Transport required? | |
| Transport booked for the event and confirmed? | |

| Transport booked for the rehearsals and confirmed? | |
|--|--|
| New venue maximum people capacity? | |

Appendix C

Hall Events template - Blank

| Event | |
|---|----------------------|
| Time of Year | |
| Year Groups Involved | |
| Number of Pupils | |
| Number of Staff | |
| Number of Visitors | |
| Total number of people | |
| If the total is above the maximum capacity of 270, p | lease continue below |
| Plan A | |
| Number of classes to be relocated from the KS2 floor | |
| Relocated venue for each class named | |
| Updated total number of people | |
| If the total is above the maximum capacity of 270, p | lease continue below |
| Plan B | |
| New Venue Name | |
| Date venue booked for the event and confirmed | |
| Date venue booked for rehearsals and confirmed | |
| Transport required? | |
| Transport booked for the event and confirmed? | |
| Transport booked for the rehearsals and confirmed? | |
| New venue maximum people capacity? | |