



**Wessex**  
Learning Trust

We Learn Together

# Fire Safety Policy



# Wessex Learning Trust

## Fire Safety Policy

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This policy will be reviewed by the Board of Trustees annually.

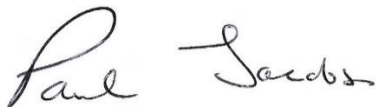


Signature:

Name: Mr Gavin Ball

Date: 20/11/2025

Position: Chief Executive



Signature:

Name: Mr Paul Jacobs

Date: 20/11/2025

Position: Chair of the Board

**Date approved by Trust Board: November 2025**

**Review Date: November 2026**

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# 1. Introduction

The Wessex Learning Trust is committed to protecting and preserving the health and safety of all our pupils, staff, volunteers and visitors. This includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

Each school has a designated Fire Safety Officer. They are responsible for implementing this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all from the dangers of fire. The procedures in this policy apply to all staff and pupils of the schools, as well as all visitors, volunteers, lettings and contractors. There are no exceptions. All the foregoing will take part in evacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations, whether a drill, real incident or a false alarm.

## 2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Health and Safety at Work etc Act 1974 - HSE](#)
- [The Management of Health and Safety at Work Regulations 1999](#) (as amended)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises' [Fire safety risk assessment: educational premises - GOV.UK](#)
- DfE (2015) 'Supporting Pupils at School with Medical Conditions' [Supporting pupils with medical conditions at school - GOV.UK](#)

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan/s (PEEP)
- Fire Safety Risk Assessment
- Fire Safety Training Plan (appendix 1)

## 3. Roles and responsibilities

3.1 The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils, volunteers and visitors

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- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school
- Designate a Fire Safety Officer (FSO) to be responsible for the day-to-day implementation of this policy
- Take steps to ensure all members of staff and pupils are familiar with this policy
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring

### 3.2 The Fire Safety Officer will:

- Take responsibility for the school's fire safety matters, in collaboration with the Headteacher
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment as recorded on 'I am Compliant'
- Sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the school's Fire Safety Training Plan (appendix 1)
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the Local Partnership Board
- Review and, if necessary, update the school's Fire Safety Training Plan and other relevant procedures once a year
- Review risk assessments and ensure necessary procedures are in place to mitigate the risks of fires
- Draw up/manage a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits
- Ensure Personal Emergency Evacuation Plans (PEEPs) are completed by the relevant person
- Work with the Headteacher to nominate a temporary Fire Safety Officer in their absence
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity

### 3.3 Staff members will:

- Take reasonable care of their health and safety
- Cooperate with their colleagues, the Fire Safety Officer and Headteacher on all fire safety matters
- Carry out their work in accordance with fire safety training and instructions
- Inform the Fire Safety Officer of any work situation representing serious and immediate danger, so that remedial action can be taken

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- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards
- Avoid any conduct which puts themselves or others at risk
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place
- Use the correct equipment and tools for their work and any personal protective equipment (PPE) supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated Fire Safety Officer and/or site manager
- Take an interest in fire safety matters, and suggest any changes they think are appropriate
- Make suggestions as to how the school can reduce the risk of fires
- Exercise good standards of housekeeping and cleanliness
- Adhere to their common law duty to act as a prudent parent when in charge of pupils
- Ensure wastepaper bins in classrooms are emptied to mitigate the risk of fire
- Use fire extinguishers where necessary if you are trained and it's safe to do so

#### 3.4 All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school
- Exercise personal responsibility for the health and safety of themselves and others – we recognise that this will depend on the age and maturity of the pupil
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures
- Observe all health and safety rules of the school
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety
- Where able, report any defects in equipment or facilities to their teacher as soon as possible

#### 3.5 All volunteers, visitors and contractors will:

- Be aware of the school's evacuation procedure and fire assembly points
- Respond to the instruction given by staff members in an emergency
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Headteacher, e.g. building works, letting
- Inform the Headteacher of all potential risks to staff, pupils, visitors and volunteers
- Report any defects in equipment or facilities to the Fire Safety Officer and/or site manager or, failing this, the nearest member of staff
- Discuss any concerns regarding fire safety with the Headteacher or Fire Safety Officer

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3.6 Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals:

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the designated assembly point
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

## 4. Risk assessments and checklists

The Fire Safety Officer, in cooperation with the Headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'fire safety risk assessment: educational premises' guidance.

The fire risk assessment will be reviewed by the Fire Safety Officer and Trust Compliance Manager annually and will be renewed every 3 years or after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place
- Any change to the use of the school grounds which may affect the risk rating
- Any change to work processes or equipment which may introduce new fire hazards
- Any significant change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely

The Fire Safety Officer will monitor iAMCompliant to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order and servicing is recorded.

All kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be checked to ensure they are in good working order, and this will be recorded on iAMCompliant.

## 5. Preventative measures

The Fire Safety Officer will inspect the school's fire prevention measures termly (using the template in appendix 2) to ensure the school is achieving maximum fire safety and upload this onto iAMCompliant.

### 5.1 Fire hazards and heat

- Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the Fire Safety Officer and measures will be put in place to ensure these risks are mitigated and controlled.

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- Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.
- There will be a detailed risk assessment in place for any pupils carrying out processes involving heat, such as welding and using Bunsen burners or using certain equipment, and they must be supervised at all times.
- Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is not possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage and stored properly in suitable containers or cages.
- All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

## 5.2 Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for this cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. Our schools recognise the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings or grounds (see Wessex Learning Trust No Smoking and No Vaping policy)
- Spillages will be cleaned up as soon as possible, warning signage in place
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids

## 5.3 Provision and maintenance of emergency routes and exits

As part of the school's termly fire safety inspection, the Fire Safety Officer will ensure that:

- All fire escape routes are clear of obstruction
- Emergency routes and exits lead as directly as possible to a place of safety
- Emergency routes and exits are identified by suitable fire signs
- Emergency fire exit doors open in the direction of escape wherever possible and are unobstructed and not restricted by door stops
- Emergency fire exit doors are not locked and can be easily opened by any person who may need to use them in an emergency
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of normal lighting
- No items are stored under stairways

## 6. Educating pupils

At least one lesson, per academic year will be dedicated to fire safety and mitigating the risk of a fire.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated to pupils.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to pupils.

## 7. Measures for those with a disability

The Fire Safety Officer and Headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the relevant member of staff.

Evacuation procedures for people with disabilities may include:

- **People with mobility impairments:** People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.
- **People with visual disabilities:** People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.
- **People with hearing disabilities:** People with hearing disabilities will be escorted out of the building by a member of staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm. The school will provide the appropriate alternative means of alerting the individual to an evacuation.

## 8. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, pupils, visitors, volunteers and contractors.

The school canteen will be thoroughly cleaned at the end of each day, to ensure potential fire hazards, such as excess grease, are mitigated. The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned up after each lesson with a thorough clean at the end of the day.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Risk assessments will be in place for children using cookers and microwaves.

Staff members will report any defective equipment to the site manager, Fire Safety Officer or Headteacher as soon as possible.

## 9. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

To minimise the risk of a fire, where possible outdoor waste containers and refuse bins will be kept at least six metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed by relevant members of staff. Electrical equipment will receive an annual portable appliance testing (PAT) and any faulty equipment will be removed from use and reported to the operations team.

## 10. Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm call point. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the person who discovered the fire, when safe to do so.

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay, and all pupils, staff members, visitors and volunteers will proceed to their designated fire evacuation point for a register call ed by the Headteacher or Fire Safety Officer (for staff and visitors), or for pupils, by their class teacher. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the Fire Safety Officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the Fire Safety Officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, anyone present should ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

All schools have a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the Fire Safety Officer and Headteacher once per year or when a change is required e.g. the closure of a building or a new building erected, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in reception and communicated to staff at least annually. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure.

## 11. Detection Equipment

Wessex Learning Trust schools have level 3 fire detection.

A trained electrical engineer will test the smoke and fire detectors every 6 months; any required maintenance will also be carried out by the engineer. Their report will be uploaded onto 'I am Compliant'.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

## 12. Protection Equipment

Fire protection equipment is available and easily accessible all around the schools.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

The school's competent contractor establishes how many and what type of fire extinguishers are in place at the school. At least two sand buckets are provided in each science laboratory. Fire blankets are available in all school kitchens, laboratories and workshops.

All fire protection equipment will be checked by the Fire Safety Officer or competent staff member at a frequency noted on iAMCompliant. The school's budget will be adjusted to ensure the upkeep of fire protection equipment.

The Fire Safety Officer or competent staff member will ensure 'I am Complaint' is up to date with all the fire extinguisher service dates to ensure they are serviced annually and not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly by a competent member of staff to ensure it remains in full working order, and remedial action taken in the event of a failure. A competent member of staff will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will

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be recorded, together with any remedial action taken or any changes made and recorded on IAMCompliant.

Personal protective clothing and equipment, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

## 13. Fire Drills

The Fire Safety Officer will carry out random fire drills at least once per term. All staff members, pupils, visitors, volunteers and contractors will be expected to take part.

The Fire Safety Officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took. The Fire Safety Officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded, and this will all be uploaded onto 'I am Compliant'.

During the fire drill, school staff will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

## 14. Staff Training

Staff will undergo mandatory fire safety training when joining the Wessex Learning Trust.

The Fire Safety Officer will undergo annual training to ensure they are capable of carrying out their role, please see appendix 1 re training plan.

Refresher training will be undertaken by all staff at least annually and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety; the Fire Safety Officer will communicate regular updates and correspondence where relevant.

## 15. Building Contractors

All schools will request a risk assessment and method statement (RAMS) prior to the start of works from contractors.

All schools will manage Hot Works – a Hot Works Permit will be completed by contractors.

Contractors will only use PAT tested electrical equipment.

Contractors will put a dust cover on any fire alarm smoke detectors to prevent accidental alarm activation; these are to be removed each day before leaving site and any time staff are not on site.

## 16. Monitoring and Review

This policy will be reviewed annually or after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all schools to update their staff members.

# Appendix 1 – Fire Safety Training Plan

## All Staff

Termly Fire Evacuation

Annual Fire Safety Awareness Training

## Fire Warden, Fire Safety Officer and Head Teacher

Annual Fire Warden Training

## Relevant Staff

Fire Extinguisher Training

## Appendix 2 – Termly Fire Safety Inspection

**Date:**

**Carried out by:**

	Are the following satisfactory?	Yes	No	Action
1	All fire escape routes are clear of obstruction.			
2	Emergency routes and exits lead as directly as possible to a place of safety.			
3	Emergency routes and exits are identified by suitable fire signs.			
4	Emergency fire doors open in the direction of escape wherever possible and are unobstructed.			
5	Emergency fire doors are not locked and can be easily opened by any person who may need to use them in an emergency.			
6	Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.			
7	No items are stored under stairways.			
8	The fire warning system has been tested in the last 7 days and is maintained			
9	The firefighting equipment provided is appropriate for the risk and is maintained			
10	General housekeeping is maintained at a high standard.			
11	All kitchen electrical equipment i.e. cookers and heaters are in good working order.			

**Additional notes:**