

Avon House School

Fire Safety Policy



**CELEBRATING & SUPPORTING
EVERY CHILD**

Policy Approved by:

Head Teacher: _____

Chair of Governors: _____

To be reviewed: May 2026

Review date:	Summer 25	August 24	May 2023	May 2022
Reviewed by:	ZM	ZM	NB	NB

1. Legal Framework

This policy is based on the **Regulatory Reform (Fire Safety) Order 2005**, available at: <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

2. Policy Statement

Avon House School is committed to maintaining the highest standards of fire safety. We aim to minimize fire risks and ensure that our premises are equipped with the necessary safety systems to safeguard the welfare of pupils, staff, and visitors. The school Fire Marshal and staff members are trained to meet legal requirements, and when needed, the school consults with fire safety officers or consultants.

3. Responsibilities and Procedures

Risk Assessment and Record-Keeping

- Fire safety practices are based on **risk assessments**, conducted by staff under the supervision of the Health and Safety Team.
- The **Fire Marshal** is responsible for ensuring the following records are maintained:
 - Fire risk assessments
 - Fire safety policy and procedures
 - Training records for staff
 - Fire drills and evaluations
 - Fire safety equipment service certificates

Key Fire Safety Measures

- Fire doors are clearly marked and **must never be obstructed**. They should be easily opened from the inside.
 - **Smoke detectors/alarms** and firefighting equipment are **inspected annually** and meet **BSEN standards**.
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4. Emergency Evacuation Procedures

The **fire evacuation procedures** are reviewed annually by the Fire Safety Consultant. These procedures are:

- Clearly displayed in **all rooms** within the school.

- **Explained** to new staff members and volunteers.
- **Practiced** at least once each term.

During an evacuation, the following steps are undertaken:

- **Familiarizing** pupils with the sound of the fire alarm.
 - Ensuring all parties are aware of **fire exit locations**.
 - Leading pupils to the **designated assembly point**.
 - Ensuring all pupils, staff, and visitors are **accounted for** by designated personnel.
 - **Tracking the evacuation time** to ensure safe and swift exit.
 - **Contacting emergency services** promptly when necessary.
 - Communicating with **parents** about the evacuation, as needed.
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5. Fire Drill and Record Keeping

Fire drills are conducted each term and include:

- Familiarizing all individuals with the **sound of the fire alarm**.
 - **Practicing** the evacuation from classrooms to the assembly point.
 - **Tracking evacuation time** and identifying any issues.
 - The **Fire Book** will record:
 - Date and time of the drill
 - Duration of the evacuation
 - Any issues encountered during the drill
 - Any follow-up actions needed to improve future drills
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6. Visitors and Evacuation Logistics

- **Unregistered visitors**, such as delivery personnel, are the responsibility of the staff they are visiting. These visitors must be escorted to the assembly point during an evacuation.
- During a school evacuation, **office staff** will:
 - Retrieve the **Go Bag**, containing essential items such as the salbutamol inhaler (with permission forms), daily register, first aid kit, foil blanket, and high-visibility jackets.
 - Ensure the **school mobile** and **registers** (pupils, staff, visitors) are taken with them to the assembly point.
- The **Welfare Administrator** (or designated first-aider) will take a **first aid kit** and **blue hi-vis jacket** to handle injuries during an evacuation.

7. Review and Updating



This policy will be reviewed annually to ensure its effectiveness. Any changes to fire safety legislation, school facilities, or procedures will be reflected in the policy during the review.