



# Coton-in-the Elms C of E Primary School

## Fire Policy

Version	Last Review	Reviewed by	Next review	Comments
4	October 2022	L. McIntosh	July 2023	To be viewed in conjunction with the Health and Safety Policy
5	August 2023	L. McIntosh/S Marbrow	July 2024	Refreshed. Highlights and redaction removed

Staff at Cotton-in-the-Elms CE Primary School will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. The Headteacher will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and firefighting equipment.

School Senior Leadership team will ensure that all employees are given suitable instruction on basic fire prevention measures.

All staff will complete Fire Safety training annually.

All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service is detailed in the Fire Evacuation procedures.

No employee will be required to attempt to extinguish a fire unless it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point/s.

No person shall re-enter the building until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to do so.

**Note:- This policy should be read in conjunction with Fire Safety documentation stored within School Red Fire retarding storage box.**