



Langstone Primary Academy

Fire Safety Management Plan

Approved by Local Governing Body	Dec 2025
Policy Status	Statutory
Member of staff responsible	Business Manager
Revision period	1 year
Revision due date	Dec 2026

FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

Langstone Primary Academy believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System is in force to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **Langstone Primary Academy** as the employer.
- 1.3 This fire safety management and fire emergency plan applies to all persons at **Langstone Primary Academy** including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer (e.g. contractors, clubs etc). In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 **Langstone Primary Academy** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - provide a programme of fire safety training;
 - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
 - have in place a programme of works to improve or maintain the existing fire safety specifications;
 - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
 - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
 - A quarterly / six monthly / annual premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -
- Effective planning, organisation, control, monitoring and review of protective and preventive measures
 - Fire safety risk assessments and building audits
 - Fire safety systems and maintenance
 - Fire warden and staff training
 - Fire evacuation drills
 - Building design, alterations and commissioning

3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried out and reviewed annually or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

- 3.3 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.4 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.5 Maintenance of fire safety systems falls under the Site Manager. They will ensure that the following is regularly tested and serviced -
- Fire detection and warning system
 - Emergency lighting
 - Firefighting facilities
 - Emergency routes and exits
 - Fire safety signs and notices
 - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.6 Fire Marshall and staff training is provided through **National College (Annually) or Ray West (3-yearly)**. It is the responsibility of all Fire Marshalls to attend refresher training.
- 3.7 Fire evacuation exercises will be carried out each term. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Site Manager under the guidance of Strategic Leadership Team (Strat LT).
- 3.8 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan. In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.9 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Head Teacher.
- 3.10 Testing of building passive and active fire evacuation systems are to be conducted by **Site Manager** at agreed appropriate times during normal hours
- 3.11 Staff will report any faults or problems to the Site Manager.
- 3.12 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills. This is kept in the Site Managers office.

5 MONITORING

- 5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -
- i. Number of fires recorded annually / number of fire related incidents.
 - ii. Achieving set schedules and time frames (evacuation drills and building audits).
 - iii. Measuring the number of Fire Service call outs against cause.

- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Fire Risk Assessor.

6 REVIEW

- 6.1 Annual reviews of all fire systems by the Fire Risk Assessor to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place annually prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

7 Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

7.1 Visitors / Contractors and Lone Workers

Lone working should be avoided but when it is unavoidable lone workers should be checked on regularly and phone numbers exchanged in case of emergency. All lone workers and contractors should be made aware of fire procedures and high-risk areas before working. High risk areas include boiler rooms and COSHH cupboards. All contractors and visitors should sign in and out at reception, they will read and sign the fire evacuation procedures and an email will be sent with these attached. They will be made aware of any areas of concern within the school.

8 Procedure

Actions on discovering a fire

- 1. Anyone discovering fire or smoke should raise the alarm by activating the nearest call point.
- 2. All magnetic locks will demagnetise, the front door will remain open.

Actions on hearing the alarm

- 1. Children are to immediately cease what they are doing and be quiet.
- 2. On the class teachers' instructions, the children should line up by the classroom door and follow the class responsible adults who will proceed to the nearest fire exit. (See appendix A).
- 3. The class TA will check if the room is clear, close the doors, windows and follow the children out of the building to the designated assembly point.
- 4. Children and staff will line up quietly at the assembly point away from the school building. If this assembly point is unsafe due to the fire, then the alternative assembly point will be on the main field.
- 5. The class teacher will call out the register and notify the Fire Officer and Senior Staff members upon completion. The Class teacher, after liaising with the Admin Staff, should be able to account for all their pupils as either in school, off site or absent.
- 6. People can only re-enter the building when it is declared safe to do so by the Fire Officer.

Fire Marshalls

Langstone Primary Academy will have a minimum of 10 trained Fire Marshalls. It is their responsibility to check all locations within their area to make sure nobody is left behind. They will have a map of their area along with a hi-viz jacket. Each room has a room number or name picture attached to the furthest part of the room away from the door. The fire Marshall must collect this picture and attach it to the clipboard once the room has been checked and move on to the next room.

Escape Routes

These are kept in every class room and down every corridor. These indicate the best route each room should take when evacuating the building. (See Appendix B).

Responsibilities

1. The Head Teacher/ Site Manager or nominated person will verify whether the call is false or real by checking the alarm panel and checking the source of the alarm. Go to the source of the alarm to verify. If real, report to the Head Teacher or Strategic Leadership Team (Strat LT) and dial 999. If false, silence the alarm and reset.
2. Reception Staff will collect the registers and emergency grab bag from the office. The registers will be issued to each class teacher at the assembly point. Reception staff will check the Companion App for all staff, visitors, late arrivals and early leavers.
3. Kitchen staff will report to the evacuation coordinator at the assembly point.
4. The Site Manager, Head Teacher or Deputy Head will be the evacuation coordinator and check that everyone is accounted for and report to the Fire and Rescue Service upon their arrival.

Before/After Hours & Clubs

1. Upon hearing the fire alarm each member of staff / responsible person will direct children / persons under their control to the nearest fire exit and evacuate to the assembly point.
2. A member of staff within the school will verify whether the call is false or real by checking the alarm panel and checking the source of the alarm. Go to the source of the alarm to verify.
3. If real, call the Fire Service 999.

Provisions

1. New staff will have Health & Safety induction training and fire training once they begin employment. A record of this is kept in the H&S Induction file kept in office drive/Head Teacher Deputy Head teacher
2. All staff should complete refresher Fire Marshall training every 3 years and a record kept in the Fire Log.
3. Fire drills will take place each term. A record will be kept in the Fire Log.
4. The Site Manager will have Fire Warden and Fire Risk Assessor training every 3 years. Records will be kept in the Fire Log.
5. Fire alarms will be tested every week by the Site Manager. A qualified service engineer will test every 6 months. A record will be kept in the Fire Log.
6. Fire doors and automatic doors will be tested every month by the Site Manager. A qualified service engineer will service the automatic doors annually. A record will be kept in the Fire Log.
7. Emergency Lights will be tested every month by the Site Manager. A qualified service engineer will test these annually. A record will be kept in the Fire Log.
8. Fire extinguishers and blankets will be checked by the Site Manager every month. A qualified service engineer will test these annually. A record will be kept in the Fire Log.

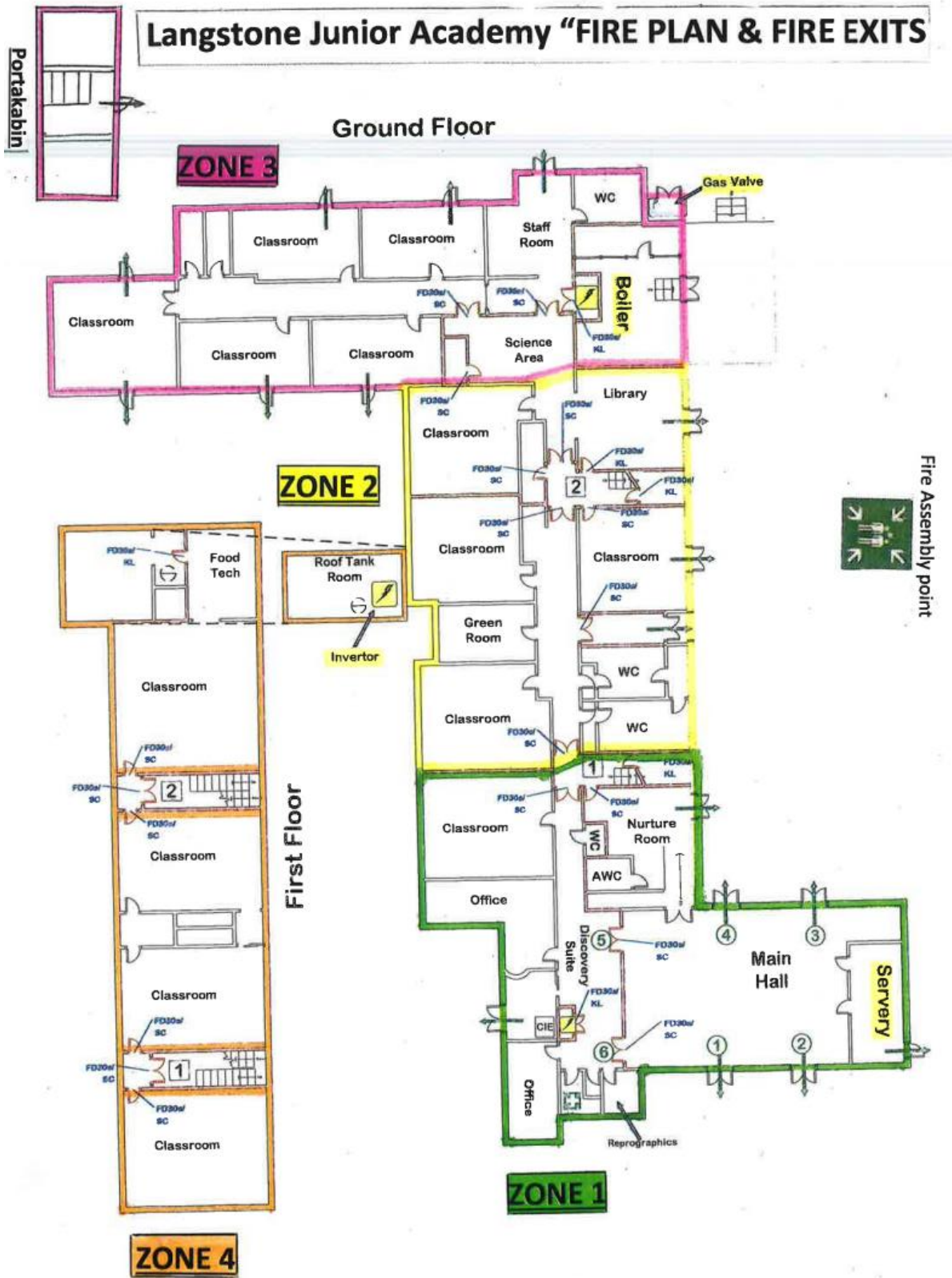
9. All portable electrical appliances (PAT) will be tested by the Site Manager annually or every 2 years depending on the appliance.
10. All fixed appliances (e.g. Hand dryers, main hall lights) are serviced by external contractors annually.
11. All fixed wiring is serviced by external contractors every 5 years.
12. Gas safety, service and checks carried out annually by external contractors.

Fire Information Signage

Fire procedures will be displayed in all rooms. This will be updated upon any changes. Emergency exit signs and fire notices will be displayed where necessary.

This policy will be reviewed annually.

Appendix A
KS2 Site Map



**Appendix B
Fire Evacuation Plan**

IN THE EVENT OF FIRE

EVACUATION OF THE BUILDINGS MUST TAKE PLACE IN A CALM AND ORDERLY MANNER TO ENSURE ALL OUR SAFETY

AT THE SIGNAL OF THE FIRE ALARM THE FOLLOWING SHOULD TAKE PLACE	
PUPILS	STAFF / VISITORS
<p>1. Children should remain QUIET and STILL, and listen to the adult working with them.</p> <p>2. When instructed, the group should WALK to the nearest exit in an orderly manner, leaving all possessions behind.</p> <p>3. When in the large playground the children should WALK to their class assembly point</p> <p>4. When at the assembly point children should wait SILENTLY in a straight line for the register to be called, when they must answer their names clearly.</p> <p>5. Children should wait SILENTLY for the next instruction.</p> <p style="text-align: center;">Any child not with their class should follow the instructions of the accompanying adult. If there is no adult present they must WALK QUIETLY to their class assembly point by the nearest safe exit, and follow the above instructions.</p>	<p>1. Make sure that the internal & external door by which you exit the building is closed behind you.</p> <p>2. On arrival at the assembly point (see map) staff to check pupils present and SLT/admin staff to check staff, visitors, contractors and late arrival pupils are present using Fire list.</p> <p>3. Having checked the register, staff must report to the Headteacher (or member of the Senior Leadership Team (SLT)) who will be checking for any missing personnel.</p> <p>4. Ensure that the children remain calm and quiet.</p> <p>5. Await further instruction, or the all clear.</p> <p>6. Fire Wardens / Headteacher to liaise with the Fire Brigade.</p> <p style="text-align: center;">All office staff, ancillary staff and visitors should leave the building by the nearest exit and make their way to the assembly point</p>