



Greenfields School

Fire Safety Policy

2025-26

Implemented	By Whom	Last Review	By Whom	Next Review
June 2025	R.Hill	September 2025	R. Redman and C.Singh	September 2026

Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
06/01/24	1	Jennifer Parry	Review and update
26/08/24	2	Sarah Hale	Review and update
03/10/25	3	Creslyn Singh	Review and update

Mission Statement

Preparing learners for the future by providing a sustainable outstanding educational experience where all students realise pursue and achieve their full potential, enabling them to thrive as adults.

Rationale

Greenfields School will try to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Who this policy applies to

The policy was developed and is reviewed and monitored through consultation with the whole school community and applies to all members of that community.

Aims and Objectives

The policy aims to ensure that all those connected with Greenfields School are protected from bullying behaviour.

The on-going and long term aim of the policy is to reduce the number of pupils who experience bullying, through increasing awareness of this behaviour, its causes and consequences for all who make up the school community. To help students find and put into practice a series of solutions to the problems of bullying.

This policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur. Procedures for dealing with bullying are clearly set out so that all members of the school community know what they can expect from the school and what the school expects of them with regard to bullying. . The policy is properly implemented with the staff team. The school has information around what to do to report concerns of bullying prominently around the school, and all pupils are given a booklet telling them what to do if they feel unsafe. The policy also covers cyber-bullying, sexting and addresses peer-on-peer abuse.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire-fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. See Fire Risk Assessment for most up to date procedures.

Persons responsible for fire safety

Responsible Person (Creslyn Singh) in the first instance	The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))
Competent person (Rebecca Whitfield/Rhys Redman)	A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.
Fire safety training, induction and revision	Responsible person or nominated Competent person
Fire drills	Responsible person or nominated Competent person
Updating of log book / recording	Competent person & recorded in booklet
Checks on call points	Competent person & recorded in booklet
Checks on emergency lighting	Competent person& recorded in booklet
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person& recorded in booklet

Staff fire training:

This fire safety eLearning is recorded on the school Caretech training record as is all health and safety and other training completed by staff.

New staff on the first day of working at Greenfields School have the following

- An induction meeting & handbook with Senior Leadership Team at Greenfields School
- A familiarisation tour of Greenfields School (including location of firefighting equipment)
- Information of the escape routes and exits
- Information on key system
- Information re: the evacuation plan for Greenfields School education staff, support staff and learners
- Access to the homes/Schools/Learners risk assessments

The Head teacher ensures that the staff team have a level of competence around fire safety and their responsibly in relation to:

- Daily visual checks
- Raising the alarm
- The duty of care to learners
- Personal safety
- The evacuation procedure and escape routes

- Appropriate use of firefighting equipment

In addition:

- All agency staff to be given fire procedure information with induction pack

Evacuation Drills

The procedure for emergency evacuation is displayed by fire alarm call point. See plan of where call points are in zone drawings. The main alarm indicator panel is situated in the reception. Fire drills are executed by the nominated person/competent trained staff. Evacuation drills will be carried out a minimum 6 monthly. Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

Fire assembly point:

Following exit from Greenfields/School all persons are to proceed to the grass verge right hand side of electric gates to gather at the Fire Assembly Point at the bottom of the Car Park by the Gates. They are to remain in tutor groups until emergency services arrive dependent on risks presented given the nature of learner's individual behaviour – we may allow learners to exit site if heightened.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems and precautions as follows: A plan of where fire extinguishers are located, and their specific use can be found in the Risk Assessment booklet & in Reception.

This policy is read in conjunction with Fire risk assessment and other related policies on our electronic shared drive.

Fire Risk Assessment appraisal

This will be carried out on an annual basis by the Nominated persons. All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Headteacher:	Creslyn Singh	Date:	15 th September 2025
Regional Lead	Rob McConomy	Date:	15 th September 2025