



Greenfields School Fire Safety Policy 2025-26

Implemented June 2025	By Whom R.Hill	Last Review March 2026	By Whom R. Redman and C.Singh	Next Review March 2027
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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
12/03/26	4	Creslyn Singh	Reviewed

This policy reflects the expectations of the Independent School Standards (Wales) Regulations 2024 and Welsh Government guidance relating to fire safety, emergency planning and the health, safety and welfare of pupils. Greenfields School ensures compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021.

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. Fire safety arrangements are reviewed in line with Welsh Government operational guidance for independent schools and Estyn's inspection expectations relating to safeguarding, premises, and health and safety.

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.

Legal Framework

This policy is informed by:

- Independent School Standards (Wales) Regulations 2024
- Regulatory Reform (Fire Safety) Order 2005
- Welsh Government guidance on emergency planning and fire precautions in schools
- Health and Safety at Work Act 1974
- Building Safety Act 2022 (including Section 156 amendments relating to Responsible Persons)
- Fire Safety (England and Wales) Regulations 2022

Aims and Objectives

The aim of this policy is to protect all pupils, staff and visitors by ensuring that effective fire prevention, fire detection, evacuation procedures, maintenance routines, and staff training are consistently applied. The objective is to ensure that Greenfields School can prevent fires where possible and respond swiftly, safely and appropriately should a fire occur.

The proprietor holds overall legal accountability for fire-safety compliance, ensuring the school meets all statutory duties under the Independent School Standards (Wales) Regulations 2024 and all relevant fire-safety legislation.

Fire safety management

Main duties are:

- Ensure the school's Fire Risk Assessment is suitable and sufficient, completed in full, documented, and reviewed annually or sooner following significant changes.
- Record all fire-safety arrangements, inspections, actions, and decisions in the school's Fire Safety Log Book.
- Maintain clear records of the Responsible Person, Competent Person(s), and any external professionals undertaking fire-risk assessments
- To minimize 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 qualified fire safety professionals and relevant authorities 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. All staff must familiarise themselves with the site-specific Fire Risk Assessment and each update following review. Fire procedure information forms part of staff induction and annual refresher training.

Persons responsible for fire safety

Responsibilities are assigned in line with the Fire Safety Act 2021 and the Regulatory Reform (Fire Safety) Order 2005 to ensure robust oversight of fire safety across the school.

The Responsible Person is the individual legally accountable for fire-safety arrangements, ensuring compliance with legislation and oversight of all fire-safety activity. The Competent Person is an individual with the necessary training, knowledge and experience to implement fire-safety tasks on behalf of the Responsible Person.

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 (Rhys Redman, Sylvia Joslin)	A Competent Person is an individual with the appropriate training, experience and knowledge to undertake fire safety duties, as defined by the Regulatory Reform (Fire Safety) Order 2005.
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

Pupils and Vulnerable Learners

Personal Emergency Evacuation Plans (PEEPs) form part of our statutory duty to identify individuals who may require additional support during an evacuation. PEEPs are written, reviewed, and shared with all relevant staff and incorporated into wider safeguarding and emergency procedures.

The school recognises that some pupils, including those with SEMH needs or mobility difficulties, may require additional support during evacuation. Personal Emergency Evacuation Plans (PEEPs) will be maintained, reviewed regularly and communicated to relevant staff.

Staff must be aware of pupils who may require supervision, reassurance or adaptations to support safe evacuation.

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 responsibility 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

Fire-safety arrangements are embedded within Greenfields School's wider emergency-planning and safeguarding framework, ensuring a coordinated and consistent response across all emergency situations.

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. A record of all fire drills, including time taken, any challenges identified and actions taken, will be kept in the Fire Safety Log Book and reviewed by the Responsible Person.

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. Staff will support all pupils to remain at the assembly point. Where a pupil's behaviour escalates, staff will follow agreed de-escalation strategies while ensuring safety for all.

The school ensures that all aspects of premises safety—including lighting, ventilation, fire-resistant materials, signage, access routes, and external walls—are monitored in line with independent-school premises regulations and fire-safety legislation.

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. All checks and maintenance activities will be documented, dated and signed by the competent person to ensure full compliance with inspection and audit requirements.

All fire-safety records—including assessments, drills, inspections, equipment checks and any associated decisions—are maintained securely, kept up to date, and are available for inspection by regulatory bodies when required.

Fire Risk Assessment appraisal

The annual Fire Risk Assessment includes examination of external walls, cladding, fire-resisting doors, and any structural elements that may impact fire spread, in line with updated legislative requirements.

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.

Monitoring and Review

This policy will be monitored throughout the year by the Responsible Person and reviewed annually, or sooner if significant changes occur. The review considers outcomes of drills, maintenance records, staff feedback and updates to Welsh Government guidance.

Key fire-safety information, including evacuation procedures and key roles, is shared with parents, carers and relevant authorities to ensure transparency and awareness of safety arrangements.

Headteacher:	Creslyn Singh	Date:	22 nd October 2025
Proprietor:	Rob McConomy	Date:	22 nd October 2025