



ST MARY'S CATHOLIC PRIMARY SCHOOL

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PRIMARY SCHOOL FIRE SAFETY POLICY

Reviewed annually

Last reviewed January 2026

Aims

The aim of this policy is to:

- Identify procedures for reducing the risk of fires in school
- Identify procedures for dealing with a fire in school.

FIRE RISK ASSESSMENT

In addition to the ongoing monitoring of school premises by the Governors and members of staff the head teacher carries out a weekly fire check. These are recorded and filed in the fire safety manual, stored in the school office.

The governors Premises committee review this information at the start of each academic year or when physical changes are made to any area of the school building. ISE annually produce the schools Risk Assessment. The head teacher is the trained fire marshal. All training and information about fire safety is disseminated to staff.

FIRE EVACUATION PROCEDURES.

All staff must evacuate pupils by the nearest available exit and take their children to the assembly point on the playground. All classrooms have clear evacuation routes and these are identified on maps in the main reception and in appendix 1 (copies provided to all staff members).

The school undertakes a minimum of one practice fire evacuation each term. These are evaluated and recorded in the fire register. Designated members of support staff are responsible for trawling through communal areas of the school to ensure that no personnel are left within the school building. The head teacher completes a trawl through the school building to ensure that no children are left within the building.

In order to avoid confusion or panic, all children should be encouraged to leave the school building in a quiet, orderly manner.

Once at the fire assembly point, the children should be lined up and a name count is made against the days register.

FIRE ALARM

The school is equipped with an electronic fire alarm, activated by pads located around the school building. The head teacher tests the alarm system each Monday morning, activating the alarm from different points on a rota basis.

FIRE FIGHTING RESOURCES.

The number one priority for all members of staff is to ensure the quick, safe evacuation of all personnel from the



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school site. Staff should therefore activate the fire alarm before making any attempt to extinguish a fire.

- The school is equipped with a number of different fire extinguishers.
- These are identified on the map in appendix 1.
- This equipment is tested annually by external service providers.

GUIDELINES FOR MINIMISING FIRE RISK DURING SCHOOL EVENTS.

INTRODUCTION:

These guidelines are aimed at increasing the safety and minimising the risks to individuals attending events held in the school hall

i.e. Harvest Festival Performance, Christmas Nativity Performance, Christmas Fair, Fashion Shows, external letting etc.

The recommended evacuation time in the event of fire is 2.5 minutes and the following calculations have been made to identify the maximum number of individuals allowed in the main hall during any organised event.

a) OCCUPANCY NUMBERS:

Occupancy numbers are calculated by the number of exits available. One single door unit of exit width is required for individuals to pass through safely in single file (double doors constitute 2 units) with 40 individuals per unit (80 x double doors) per minute. There must be three points of exit during any event and two points are essential as it must be assumed that one point of exit may lead to the source of the fire. Calculations for occupancy numbers are based on the use of fire doors at both sides of the main hall as well as gangway exits on either side of the staging area.

The following formula has been used to calculate the maximum number of occupants at any event:

Rate and Flow = 40 persons per minute per single unit.

i.e. 2 x double fire doors/ points of exit = 4 units x 40 persons x 2.5 minutes (evac. time) = 400

The maximum number of occupants in the school hall must therefore not exceed 400. In the case of our school the maximum number is 150.

b) EXITS:

All exits must have an 'Exit' or 'Fire Exit' sign.

All corridors should be kept clear and unobstructed and all exits must be available for use and not locked except by means of escape using a panic bar which should be clearly indicated by the words 'PUSH BAR TO





OPEN'.

c) **SEATING:**

One sq. metre (per person) of seating will be allowed by using chairs battened together in groups of not less than 4 and not more than 12, along with a small number of benches.

d) **GANGWAYS:**

Adequate gangways not less than 42" wide will be provided leading to the exit doors and kept free from obstruction. No seat is to be more than 12 feet from any gangway. Standing will not be permitted by any visitors in any part of the hall.

e) **SAFETY LIGHTING:**

A safety lighting system will be provided and maintained every six months.

f) **SAFETY ADVICE:**

Before any event commences visitors will be briefed by the Head Teacher or his representative of the schools fire evacuation procedures and which exits to use in the event of a fire. see appendix 2

g) **FIRE DRILL:**

Members of the public are to be made aware that should the fire alarm sound during any event, the building should be immediately evacuated as it will not be a drill.

h) **SMOKING:**

The school is officially a no smoking building. Therefore smoking is not allowed within school premises and notices to that effect are displayed around school.

i) **FIRE ASSEMBLY POINT:**

Should it be necessary to evacuate during an event, the designated Fire Assembly Point will be the main playground, where a roll call of all children will take place.

j) **ROLL CALL:**

A register of school children actually taking part/present should be taken before the start of any event and handed to the Head teacher or his representative. In the event of evacuation a roll call should be made at the assembly point to determine any missing children.

For further information regarding these or any other issues please refer to the Premises Safety Manual.





Appendix 1

Fire Alarm Call Points

Map	Location
1	Farmers
2	Farmers
3	Fishermen
4	Carpenters
5	Cloakroom
6	Shepherds
7	Den
8	Entrance

Extinguishers

Map	Location	Type
1	Farmers	Foam
2	Farmers	Foam
3	Farmers	Co2
4	Hall	Water
5	Hall	Co2
6	Hall	Co2
7	Hall	Foam
8	Staffroom	Fire Blanket
9	Staffroom	Water
10	Office	Co2
11	Den	Water
12	Entrance	Water
13	Office	CO2



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Appendix 2

Emergency Fire Route

When the alarm sounds:

- Office staff will collect the fire keys and then they will exit through the front door which will be left open. All other fire doors will be closed. Office staff will exit through the main school checking the school if Mrs Concannon is not in the office.
- Mrs Concannon will exit through the hall checking the school before exiting.
- Class teachers are to ask the children to line up by the exit door and file out to the assembly point in the playground.
- Class teachers are to register the children and then raise their right hand when all are accounted for.
- In extreme weather conditions the children are then to be led to the Sacred Heart Church.

GUIDELINES FOR MINIMISING

FIRE RISK

DURING SCHOOL EVENTS.

Suggested Statement from Head Teacher to audience before the commencement of any event.

"Before we begin our performance I would just like to point out a few domestic arrangements in use around the school.

There is a 'No-Smoking' Policy in school.

In the unlikely event that the fire alarm should sound, please evacuate the building using the nearest exits which are

(exits to be pointed out to audience)

Fire doors far side of hall/ fire doors at the entrance to the hall/ gangways at either side of the stage which lead to fire doors at the end of the dining room and also

All children in school are fully aware of school fire procedures and will leave the building with their respective members of staff. They will assemble on the main playground, where a roll call will be made against the school





register.

The staff and myself request that in order to avoid confusion, parents leave via their nearest exit and meet their child at the designated assembly point. Please do not take your child away from the playground until a role call has been completed.

(To avoid congestion in the classrooms, could I request that parents please wait in their seats whilst the children change their clothing. They will then be escorted to the hall to meet you. No child will be let out of the building unless accompanied by an adult or representative.)

Thank you



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