



Stella Maris School

Fire Safety Policy

Updated: Sept. 2025
Review Date: Sept. 2026

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

Our Mission Statement:

“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”

Fire Safety – Part 1.

INTRODUCTION

The intention of this policy is to prioritise and minimise the risk to life and to reduce injury by ensuring that staff, pupils and visitors do not add to the fire risk and can safely evacuate the building if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Stella Maris School are designed to help our school community to respond calmly and effectively in the event of a fire. This Fire Safety Policy will also alert all members of our school community about the agreed procedures which will be carried out in the event of a fire.

At Stella Maris School our HR and Health and Safety provider, Peninsula, oversee our documents and maintenance of emergency lighting, fire alarms, signs, fire detectors and extinguishers and have provided us with competent contractors who will regularly service and check the equipment.

Competent Persons with Responsibility

The appointed Fire Marshal, Mrs L. Coen and the Headteacher Mrs N. Johnson, are responsible for ensuring that:

- The Fire Safety Policy is kept under regular review
- The Fire Safety Policy is understood by the whole school community
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire
- Procedures for emergency evacuation are regularly tested and any actions arising are brought to the attention of the Headteacher and Fire Marshal
- The Headteacher and Fire Marshal are responsible for the roll-call during an evacuation and providing registers to all class teachers

- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- The activation of the fire alarm will result in a full school evacuation

Staff Training

The school is committed to providing staff with regular and appropriate training. Training for staff will take place during the Autumn Term 2025. Mrs Coen has undertaken Fire Safety refresher training during this past year. Whole staff training will be given to all staff at a staff meeting as an update and refresher session, and this training will be passed on to any part-time members of staff or club providers who are not able to attend the meeting.

New staff joining the school will be provided with an induction session, which will cover fire safety and evacuation.

Records of fire evacuation drills are held in the school office and monitored by Mrs Coen. Records of the maintenance and service of emergency equipment are also kept in the school office in the Fire Safety File.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm.
Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run.
Make your way to the assembly point in the school yard.
3. If you are teaching a class, do not take anything with you and do not allow the pupils to take anything.
Remember to shut doors and windows behind you.
4. The admin staff will summon the Emergency Services if the alarm sounds.
The registers will be carried out by a member of the admin staff and will be distributed to class teachers. The staff and visitors signing-in books will also be taken to the assembly point and given to the Headteacher or Senior Teacher.
5. Report anyone who is missing immediately. **On no account should anyone return to any building until given permission by the Fire and Emergency Services.**
6. Remain at the assembly point with your pupils until the "all clear" is given.

Fire Safety – Part 2.

FIRE SAFETY PROCEDURES

Briefing Staff and Pupils

All our staff (teaching and non-teaching alike) and all pupils are given a briefing on the school's emergency evacuation procedures on a regular basis. We show them where the emergency exits and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors and we make certain that everyone knows what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

The Fire/Emergency Evacuation Procedure -Code of Practice is a statutory requirement needed to ensure the safety of all users of the school premises.

The bulk of the Code refers to safe evacuation in the event of a fire. However, the same procedures will be adhered to if there was a need for an evacuation due to any other reason also.

Fire Alarm System

The school has implemented a fully comprehensive system of fire detection and audible warning. Smoke and /or heat detectors are installed throughout the premises.

The fire alarms are tested each Thursday morning at 8.45 am by the Fire Marshal from a different location.

Summoning the Fire Brigade

The School Office is staffed between 8 a.m. and 4 p.m. during weekdays in term-time and in case of a fire, the administration staff or the Headteacher has the responsibility of calling the Fire Brigade.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times while they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits which should be used in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for any disabled pupils and their carers and for any disabled members of staff.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point and for the taking of the register when it arrives. They are also responsible for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headteacher or Senior Teacher.

On no account should anyone return to a burning building.

Fire Drills

- Fire drills are held each half-term at Stella Maris School
- A different time of day is chosen to give the children and staff opportunities for evacuating from various parts of the building and during different activities
- The dates and outcome of these drills are recorded in a log
- The assembly points are the back playground in normal circumstances or the front playground, if there is no access to the back playground

Prevention Measures

We have the following fire prevention measures in place at Stella Maris School.

Escape Routes and Emergency Exits:

- Each classroom has its own designated escape route
- Fires extinguishers (of the appropriate type) are located, in accordance with the recommendations of our professional advisors, and checked regularly
- All emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the main reception area
- Alarms sound in all parts of the building and fire alarms are tested weekly
- Fire routes and exits are kept clear at all times

The school also carries out:

- weekly checks of fire doors and emergency lights
- an annual professional check on fire detection and warning equipment
- an annual service of alarms, smoke detectors, emergency lights and fire extinguishers

Records of all tests are kept in the school office.

Electrical Safety.

- The School has current electrical test certificates. It uses qualified electrical engineers to inspect and maintain its electrical installations and regular portable appliance testing takes place (PAT testing)
- Records of all tests are kept in the school office.
- The Caretaker checks that all equipment is switched off at the end of the school day including computers, projectors, printers and electronic whiteboards.

Gas Safety

All gas appliances (boilers) are regularly maintained and serviced by British Gas. Records of all tests are kept in the school office.

Safe Storage

All cleaning equipment and materials are kept in a locked store room during the school day. Only the Caretaker has access to these cleaning materials.

Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in secure containers.

Fire Safety - Part 3.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard procedure for evaluating risk.

Stella Maris School has a fire risk assessment which is updated every 2 years.

Marshal Instructions

The purpose of the Fire Marshal is to "sweep" the school as part of any evacuation of the building and report to the assembly point with the school registers so that data can be collected. This sweep of the school as far as is practicably possible is to ensure that nobody is unaware of, or ignoring, the alarms.

The first question the Fire Brigade will ask, on arrival, is whether we believe the building is occupied or empty. The Fire Marshal must never put themselves at risk in the carrying out of their duties.

In the execution of your duties you must:

- Not put yourself or others at risk
- Ensure that the Health and Safety Policy is being followed
- Instruct staff and students to leave the building immediately
- Do not enter an argument with anyone who does not comply, simply note their name and location on the log
- After the sweep of the building go straight to the assembly point
- Note any injuries etc. which may have been sustained

It is the expectation of the Management of the school that all persons will comply with this.