



MOORFIELD  
SCHOOL

## FIRE SAFETY POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff



# FIRE SAFETY POLICY

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## INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 requires that fire safety measures are in place to minimise the risks to staff, pupils and visitors which may arise from a fire. This is achieved by ensuring adequate precautions are taken to prevent fire and minimise the risk of casualties and damage should a fire occur.

## OBJECTIVES

It is the aim of the school to:

- Ensure all reasonable steps are taken to provide an adequate level of fire safety throughout the school.
- To ensure suitable steps are taken to ensure compliance with relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005.
- Accept that effective fire safety management is essential in the day to day running of the school and activities.
- Have a comprehensive Fire Risk Assessment together with a School Fire Emergency Plan included in the Fire Policy and review it every year, or as circumstances change.
- Carry out any necessary work to upgrade, maintain or improve the premises and equipment with regard to fire safety.
- Provide appropriate training and information to staff and pupils i.e. fire evacuation drills & fire awareness training.
- Maintain effective procedures to ensure the safety of all visitors and any persons requiring assistance in the event of fire.

## APPLICATION

This policy applies to all persons on Moorfield premises and in particular to staff, management and governors who have a duty placed upon them to actively monitor the implementation of this policy.

## RESPONSIBILITIES

The ultimate responsibility for fire safety at Moorfield School is vested in the Governing Body. The Head is responsible for the overall management of fire safety within the school and for evacuation and procedure during an incident. The Head and Site Manager are responsible for the practical implementation of the Fire Safety Policy and control measures ensuring;

- The Fire Safety Policy is current and relevant.
- Staff and pupils are trained as necessary.
- A Fire Risk Assessment is reviewed annually or as circumstances change.
- A School Fire Emergency Plan is in place and communicated to staff, pupils and visitors.
- The fire detection/alarm system is periodically tested and maintained.
- Firefighting equipment is regularly checked and maintained.
- Records are kept for drills/evacuations, alarm testing/maintenance, fire equipment checks /maintenance.
- Emergency routes and exits identified/maintained and fire action notices displayed.
- Fire safety records and documentation is available to any enforcement agency.
- A fire evacuation drill takes place at least once during each school term.
- All plug-in electrical appliances are tested annually (PAT).
- The fixed wiring installation is tested every five years and certified safe.

## MAINTENANCE AND TESTING REGIMES OF FIRE SAFETY EQUIPMENT

In addition to in-house checks by staff, contractors are employed for specialist maintenance. Records are held in the Health and Safety File in the school office.

| EQUIPMENT                                  | FREQUENCY | TEST METHOD                            | RESPONSIBLE  | RECORDED       |
|--------------------------------------------|-----------|----------------------------------------|--------------|----------------|
| FIRE CALL POINTS                           | WEEKLY    | ACTIVATE ALARM                         | SITE MANAGER | Y              |
| FIRE PANEL                                 | DAILY     | VISUAL SCREEN CHECK                    | SITE MANAGER | Problems noted |
| FIRE ALARM SYST.                           | 6-MONTHLY | SERVICE & TEST                         | CONTRACTOR   | Y              |
| EMERGENCY LIGHTING                         | TERMLY    | TEST SWITCHES & ILLUMINATION           | SITE MANAGER | Y              |
| FIRE EXTINGUISHERS                         | MONTHLY   | CHECK IN PLACE & INDICATOR             | SITE MANAGER | Y              |
| FIRE EXTINGUISHERS                         | ANNUALLY  | INSPECTION & SERVICE                   | CONTRACTOR   | Y              |
| FIRE ESCAPE                                | TERMLY    | CHECK & CLEAN                          | SITE MANAGER | Y              |
| FIRE EXIT DOORS                            | MONTHLY   | CHECK FREE OPENING                     | SITE MANAGER | Y              |
| ESCAPE ROUTES, CORRIDORS, EXITS & SIGNAGE. | DAILY     | CHECK UNLOCKED & FREE FROM OBSTRUCTION | SITE MANAGER | Problems noted |

## GOOD PRACTICE AND HOUSEKEEPING TO REDUCE THE RISK OF FIRES

- **SMOKING:** Smoking is banned on the school site.
- **PORTABLE ELECTRICAL EQUIPMENT:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.
- **PLUGS AND CABLES:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.
- **STORAGE:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Bins are to be cleared every day. Corridors should be kept as clear as possible.
- **EMERGENCY EXITS:** Must be kept clear at all times.
- **CHEMICALS AND HAZARDOUS MATERIALS:** Must be kept locked away and used only by authorised people or, in the case of pupils, under close supervision. Store areas containing hazardous materials must be orderly, clean and permanently secure. A lockable purpose-built cupboard is used for fuel and flammable liquids.
- **BIG PAPER RECYCLING BIN:** Must be stored away from the school building.
- **INSTRUCTIONS:** Staff must comply with all instructions given to them in regard to fire safety and procedures.
- **REPORTING FAULTS OR HAZARDS:** Staff must report any observed shortcomings in fire precautions to the Site Manager.

**VISITORS:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

**RISK OF ARSON:** Internal doors and all windows must be closed at all times when the school is unoccupied.

**MAINTAIN SAFE WORKING PRACTICES:** Fire doors must not be wedged open for any length of time.

Policy reviewed: May 2026

## APPENDIX 1 – MOORFIELD SCHOOL FIRE EVACUATION PLAN

| MOORFIELD SCHOOL FIRE EVACUATION PLAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The purpose of this Plan is:</p> <ul style="list-style-type: none"> <li>• To ensure that people occupying Moorfield School (known as the “School”) know what to do in the event of a fire.</li> <li>• To ensure that all people within School, including members of the public, temporary staff and visitors are safely evacuated in the event of a fire.</li> <li>• To form a basis for the training of staff.</li> <li>• School will review the Plan at least annually or sooner if the need arises.</li> <li>• The Plan will be made available to employees and their representatives.</li> </ul>                                                     |
| ACTION ON DISCOVERING A FIRE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Fire Notices are prominently displayed at key points throughout School. These detail the action to be taken by person(s) who discover a fire. The procedure is as follows:</p> <ul style="list-style-type: none"> <li>• Raise the alarm by alerting those nearby and by operating the nearest red fire call point/break glass.</li> <li>• Leave the building by the nearest exit.</li> <li>• Report to the assembly point(s) located in the Front Playground or Craiglands Hotel.</li> <li>• Do not stop to collect personal belongings.</li> <li>• Do not re-enter the building until you are told it is safe to do so.</li> </ul>                      |
| FIRE WARNING SYSTEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Manual call points are positioned around the building and are appropriately signed.</li> <li>• The alarm is an intermittent pulsing siren which is easily recognisable.</li> <li>• The main alarm panel is located in the Front Hall and is linked to a remote call centre (where applicable).</li> <li>• The alarm will be tested by the Site Manager every week.</li> <li>• The alarm will be initiated from different call points each week to ensure their correct functioning. An appropriate record of the tests will be kept.</li> </ul>                                                                    |
| CALLING THE FIRE SERVICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• The premises fire alarm system is connected to a remote call service. If smoke or heat detectors are activated or if a break glass call point is activated, the fire service will automatically be summoned (only use where applicable).</li> <li>• In all circumstances when the fire alarm system is actuated Site Manager/Head/SLT will be responsible for calling the fire brigade.</li> </ul>                                                                                                                                                                                                                 |
| STAFF EVACUATION ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers in control of a class or SLT i/c staff will:</p> <ul style="list-style-type: none"> <li>• Commence the evacuation of children in an orderly way.</li> <li>• Lead children from the premises by the nearest safe route.</li> <li>• Proceed to the assembly point.</li> <li>• Carry out the roll call procedure.</li> <li>• Notify: of any persons unaccounted for.</li> <li>• Raise hand to visually signify all persons are accounted for.</li> <li>• Ensure children remain at the assembly point.</li> </ul> |

On hearing the evacuation signal:

- School Registers will be collected by School Office staff.
- School visitors' book will be collected by School Office staff.
- Children's medications kept in the Office will be collected by School Office staff.

On hearing the evacuation signal, the Site Manager will shut down plant or equipment and gas.

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify Head/SLT of any persons unaccounted for
- Await further instruction from Head/SLT

All visitors to the premises will be briefed on the evacuation procedures and will be required to sign in when attending the establishment.

Any individual with mobility difficulties will be identified and an appropriate 'Personal Emergency Evacuation Plan' will be developed.

#### VULNERABLE PERSONS – None currently in school

| Name | Location | PEEP (Y/N) |
|------|----------|------------|
|      |          |            |

#### IDENTIFICATION OF KEY ESCAPE ROUTES

- All key escape routes are identified by use of appropriate signage, through induction training and undertaking of fire drills.
- All escape routes are kept clear of obstruction and are inspected on a regular basis to ensure that they remain clear and to ensure that signage is in good condition.

#### FIRE FIGHTING EQUIPMENT

- All staff are instructed that they should not attempt to use fire extinguishers unless they are specifically trained and it is safe to use extinguishers.
- Training was last given to school staff in January 2025.

#### ASSEMBLY POINT/S

Assembly points are located in:

- Front Playground or
- Craiglands Hotel should a wider evacuation from the school site be required.

#### ROLL CALL PROCEDURES

The roll call procedures are:

- Staff and pupils will evacuate the building via their nearest exit which may also include the external fire escape to the rear of the building.
- School Office staff will collect the registers, staff sign-in register and visitors' book.
- Site Manager/Head/SLT will contact the emergency services.
- Children will assemble on the front playground by individual class.

- Should there be a need for a wider school site evacuation then pupils and staff will assemble in the grounds of the Craiglands Hotel.
- Subject specialist and non-teaching staff will also assemble in the front playground.
- Class teachers will register the children in their class.
- SLT will register staff.
- Pupils and staff will await further instructions from the Head/SLT.

#### LIAISON WITH FIRE SERVICE

- The person responsible for liaising with the fire service will be Head/SLT.
- Details of the premises and any hazardous substances are kept onsite by the Site Manager. These will be collected by the Site Manager and given to the fire service.

#### BREAKFAST CLUBS

Staff in charge of Breakfast Club will take the following action:

- Collect the Breakfast Club register and evacuate the Dining Hall via the nearest available exit (Main Front Door or via Nursery) and assemble all children and staff in the Front Playground. A roll call will then be conducted and the emergency services contacted. The Head/SLT/Site Manager will also be contacted at this point.

#### AFTER SCHOOL and HOLIDAY CLUB SERVICES

Staff in charge of extended services will take the following action:

- Collect the After-School Club or Holiday Club Register and evacuate the Dining Hall or Nursery/Main Hall via the nearest available exit (Main Front Door or via Nursery) and assemble all children and staff in the Front Playground. A roll call will then be conducted and the emergency services contacted. The Head/SLT/Site Manager will also be contacted.

#### TRAINING

- The Head will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.
- At induction, employees and temporary staff will tour the building and be shown the location of firefighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way. They should be clearly informed of and, where required, practised in any other specific responsibilities they may have in relation to the fire arrangements.

## APPENDIX 2 – EQUIPMENT

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### EQUIPMENT

All staff must make themselves familiar with the locations of the break glass points, fire exit routes and fire extinguishers.

#### BREAK GLASSES

- Tower – roof exit
- Senior 6 – fire exit
- Top floor – corridor
- Lobby outside IT suite
- Staff room – fire exit
- Stairway – Form 2
- Reception – fire exit
- Nursery – double doors
- Nursery – entrance door
- Front entrance door
- Kitchen – cook area
- Kitchen – food prep area
- Music 2 – fire exit
- Music 3 – fire exit
- Ground floor – Form 4
- Main Hall – fire exit
- Main Hall – entrance
- Under hall - store

**FIRE EXTINGUISHERS** for a variety of fires, located at:

|                  |                                                                               |
|------------------|-------------------------------------------------------------------------------|
| Top Floor        | Senior 6 classroom and landing                                                |
| New Block        | Outside lower classroom and middle classroom                                  |
| First Floor      | Outside Staff room, Computer room, Resources room, Library                    |
| Ground Floor     | Outside Office, in Milk Hall, Kitchen & servery (and fire blanket), Cloakroom |
| Nursery          | Top and lower classrooms (N3 and N1/2)                                        |
| Music Department | Foyer, Music Rooms 1,2,3 (not drum room)                                      |
| Main Hall        | Foyer, Hall, Under Hall                                                       |

#### SMOKE DETECTORS

Every area of the school building is covered by smoke detectors (39 in total).