# Pathways School

# Fire Safety Policy and Procedure

## Policy Monitoring

Date policy last reviewed: April 2026

Signed by:

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| Neil Jones | Headteacher | Date: | April 2026 |
| Saima Ali | Chair of governors | Date: | April 2026 |

Date of next review: April 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

## Statement of intent

Pathways School is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating and, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer and headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm

## 1. Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all staff and volunteers to have read and understood this policy and procedure.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the students, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## 2. Links to other school policies and practices

- Pathways School Fire Safety Manual
- Health and Safety Policy
- Risk Assessment Policy

## 3. Fire Risk Assessments

A fire risk assessment will be carried out by UK Fire Risk Assessments annually.

The risk assessment will:

- Identify the fire hazards.
- Identify people at risk.
- Evaluate, remove, or reduce the risks
- Review the evacuation plan and each room's instructions for this.
- Analyse the previous years' records of fire drills and trainings.
- Ensure the provision of adequate training.
- Review the provision of instruction to students or visitors to the building.

The Risk Assessment will be reviewed annually or if there are significant changes to the site or members of the school community.

## 4. Staff Training

Every member of staff will receive training in fire safety during induction through The National College. The training will be recorded in the Fire Logbook. All members of staff will receive refresher training every 12 months.

Training will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g., fire extinguishers, fire blankets
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g., keeping combustibles away from ignition sources
- Assisting visitors and disabled persons from the building.

## 5. Fire Risk in the school

Some of the possible fire hazards in a school maybe:

- Faulty Electrical Wiring: Annual Electrical Installation Inspections would mitigate this risk
- Stoves and electrical equipment in the kitchen: All staff will receive fire safety training and health and safety training during induction. All electrical equipment is PAT tested.
- Smoking: The school has a strict no smoking policy.

## 6. Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the Headteacher.

The Headteacher will:

1. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use, and that the means of escape have adequate emergency lighting.
2. Check the emergency exits weekly and keep a record in the Fire Logbook.
3. Conduct fire drills at least once a term. This will include a simulated evacuation drill. When a fire drill is held, it will be recorded in the fire logbook.
4. Test the fire alarm system weekly. Each alarm point is numbered, and a different number will be tested each week and recorded in the Fire Logbook.
5. Test the emergency lights monthly and record in the Fire Logbook.
6. Identify any special risks, e.g., the storage of hazardous materials and put in place appropriate procedures to minimise the risks.

7. Liaise with the emergency services and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
8. Monitor and review the Fire Safety Policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

*General Fire Safety*

All staff will make it their responsibility to ensure:

- The entrance/exit doors are unlocked when the first person arrives. The Headteacher is responsible for locking up at the end of school.
- Fire doors are not to be propped open.
- Tops and fronts of heaters are kept clear.
- There is a minimum of 1 metre clearance to the routes of exit doors.
- Displays, where possible, are not above heaters, and if this is unavoidable, they are securely fixed.
- Combustible materials (paper, card, fabrics etc) are not stored near sockets or lights.
- Unnecessary lights or unused electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year.

### 7. Monitoring Fire Safety

The following equipment is checked and maintained by J&J Security on an annual basis:

- Fire detection and alarm system
- Emergency lighting
- Notices and Signage
- Firefighting equipment

The Headteacher monitors Fire Safety by:

- Maintaining a Fire Logbook which contains records of fire safety issues.
- Liaising with the emergency services and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
- Monitoring and reviewing the Fire Safety Policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

## 8. Emergency Plan

The Emergency Plan takes into consideration all foreseeable fire situations and all staff are made aware of the plan at the beginning of their induction.

**Staff Actions on Discovering a Fire**

9. If you discover a fire, operate the nearest fire alarm call point by breaking the glass, this will activate the fire alarm bell.
10. The Headteacher or the School Administration Assistant will call 999.
11. Attempt to extinguish the fire with the nearest suitable fire appliance (training to be provided to all staff as stated in point 4 of the policy). Do not attempt to do so if the fire has reached such proportions as to endanger life or escape.

### On Hearing the Alarm

1. Close all doors and windows.
2. Class teachers to escort their students to the assembly point, leaving behind all belongings.
3. If some students are out of class engaged in an activity, the staff member they are working with will escort them to the assembly point through the nearest exit.
4. The Headteacher will ensure safe evacuation of all visitors, contractors, and support staff.
5. The Headteacher will check all areas of the school have been evacuated, take out the register and the visitors logbook to the assembly point
6. The Headteacher will conduct a roll call.
7. The Headteacher will check if all the persons are accounted for and will await the arrival of the Fire Service.
8. The Headteacher will liaise with the Fire Service upon arrival, passing on any information appertaining to firefighting i.e., the cause of the alarm, what is involved and location.
9. No one will leave the assembly point until instructed by the Headteacher.

### Emergency Services Access to the school site

1. A fire marshal will wait at the gate to the playground with a key and walkie talkie.
2. When emergency services arrive, they will be informed that the assembly point is in the playground.
3. If necessary, the emergency services may need access to the playground. In which case students will be removed from the playground to a safe location outside the school, i.e. All Saints Parish Church. The emergency services vehicles will then be allowed into the playground.

### After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

### Assembly Point

The Assembly point is in the playground at the northern edge of the site away from the building. Teachers will wait with their students.

If the playground is no longer deemed safe, the assembly point will be the front of the school on Shrewsbury Avenue.

Once the building is declared to be safe, staff and students will re-enter the building.

### Know

1. Your means of escape, primary and secondary.

2. The nearest fire alarm point.

3. The nearest fire appliance and how it should be used.

4. The assembly point.

### Guidance on the Evacuation of Disabled Persons from the School Buildings

Pathways school is a school for children and young people with autism and learning disabilities, therefore all our students will require considerable assistance in the event of an emergency evacuation. Each student has their own Personal Emergency Evacuation Plan (PEEP) which will be established during the referral process before admission. Teachers and Behaviour Analysts will ensure that the emergency evacuation procedures outlined above are followed by their students, with the help of support staff in line with individual PEEPs.

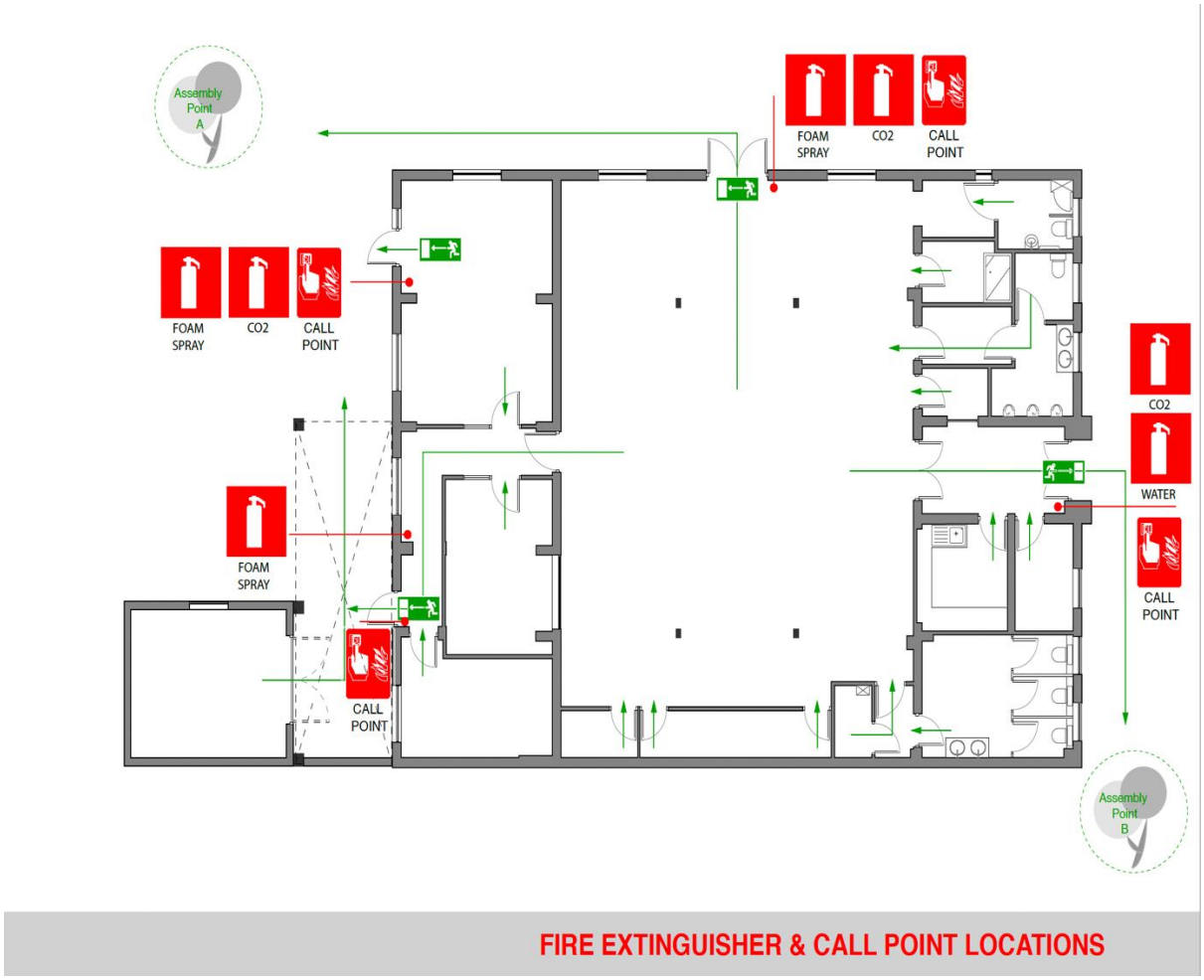
Wheelchair users, or any person with difficulty walking will be assisted in the same way as other students.

### Visitors with disabilities

On arrival, disabled visitors to the school should be asked to identify any specific requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

### Guidance on Fire Safety for outside contractors and out-of hour cleaners

Outside contractors will be provided with the school's Fire Safety Policy as well as general information regarding emergency evacuation, e.g., identifying emergency exits and what the fire alarm sounds like.

Out-of-hour cleaners will receive the same training on Fire Safety as the school staff (please refer to section 4 above).

## Appendix: Emergency Plan