



Nutley Primary School

Fire Safety Policy

Review cycle:	1 / 2 / 3 years
Approved by:	Full Governing Body / Executive Headteacher
Contributors:	
Changes made in this review cycle:	
Linked policies:	Health and Safety Policy ESCC Fire Policy
Signed:	
Date:	December 2025
Position:	Executive Headteacher
Date of next Review:	December 2026

Introduction

This policy has been written in compliance with the Fire Safety Policy produced by East Sussex County Council. The school's fire safety management system comprises of the following:

- East Sussex County Council Fire Safety policy
- School Fire Safety policy (this document)
- Fire Risk Assessment (checked annually)
- Fire safety management records
- Fire safety log book
- Emergency Evacuation Plan
- Records of annual staff fire training

Roles and Responsibilities

The Health and Safety Committee consists of the Health and Safety Governor (Alan Brundle), Executive Head (James Procter), Head of School (Helen Denton), Caretaker (Paul Ellis) and the Health and Safety Administrator (Amy Fergusson).

It is the Executive Head's/Head of School's responsibility to:

- Ensure the Fire Safety Risk Assessment is checked annually or when significant changes to the building have been made or a fire has occurred.
- Complete Fire Safety inspections in line with the "Fire Safety Risk Assessment for Educational Establishments" available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
- Ensure an Arson Risk Assessment is carried out annually.
- Ensure this policy is complied with by all employees.

It is the Caretaker's responsibility to:

- Ensure fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained. Ensure emergency lighting, fire alarm systems and firefighting equipment are serviced annually.
- Ensure contractors working on the premises comply with the Health and Safety policy and risk assessments are carried out for specific purposes. Ensure that contractors are aware of specific hazards in the building.
- Ensure PAT Testing is carried out annually and 5 yearly checking of fixed electrical installation.
- Keep up-to-date records of the Fire Log book and associated paperwork.
- Ensure the boiler and storage heaters are serviced annually.

- Ensure any flammable liquids (including cleaning equipment and chemicals) are locked away in the caretaker unit.
- Regularly check the fire exits to ensure they are clearly posted, free from clutter, good condition and easy to open.

It is the H&S Administrator's responsibility to ensure:

- Fire drills are carried out and recorded every term (x6 a year). The H&S Administrator will communicate the outcomes to staff.
- That there is a system in place to evacuate and account for visitors in the Emergency Evacuation Plan and that members of staff are aware of their role in this, particularly office staff.
- Emergency Evacuation Plans are displayed in all rooms of the school.
- Staff receive adequate fire safety training and records of this kept.
- The outcomes of fire drills are communicated to staff.

It is all employees' responsibility to:

- Familiarise themselves with the Emergency Evacuation Plan. Be aware on actions to be taken upon hearing the fire alarm and evacuate the premises to the tennis court, without putting themselves or others at risk.
- Report to the Head of School or Executive Head if they have any fire safety concerns.
- Be familiar with all escape routes.
- Not wedge fire doors open, nor block or obstruct them.
- Not attempt to extinguish a fire unless it is blocking an exit (all staff will have annual fire extinguisher training).
- Comply with the County Council's No Smoking Policy.
- Make a visual check of any equipment before use.
- Not overload sockets.
- Shut down and turn off computers at the end of the day.
- Keep classroom escape routes clear (this is the class teacher's responsibility and all other areas are the responsibility of the Head of School and Caretaker).

Personal Emergency Evacuation Plan

A PEEP must be in place for any child or adult who would need support, in the event of a fire, to leave the building safely. A responsible person will be named in any PEEPs and a deputy will also be in place in this person's absence.

Fire Instruction

As set out in the Emergency Evacuation Plan, the instruction of what to do in case of the fire alarm sounding is as follows:-

All pupils, visitors and staff should vacate the building immediately via their nearest emergency exit and report to the assembly point. Once at the assembly point (playground):

- Class Teachers will account for all pupils in their class. Upon completion of the register being taken and all pupils accounted for, the teacher will raise their hand to indicate this.
- Amy Fergusson will account for all staff/visitors (if Amy Fergusson is absent then this role falls to Helen Denton, Sarah Debenham, Amy Marshall or James Procter).

Any persons who cannot be accounted for should be reported to the Evacuation Coordinator (Helen Denton) without delay.

All persons should then remain at the assembly point if safe to do so until they are given further direction by the Evacuation Coordinator or a Fire Service Officer. In the event of Helen Denton being absent the Evacuation Coordinator role can be carried out by Sarah Debenham, Amy Marshall or James Procter.

Fire Risk Assessment

The Fire Risk Assessment is carried out by the ESCC Fire Officer every five years and the Head of School, Caretaker and H&S Administrator will ensure this is reviewed annually or if any updates have been made to the building or a fire occurs.

Outside Organisations and After School Clubs

A responsible person should be nominated for any outside events held at the school, including events organised by the FPTA, or afterschool clubs. The responsible person must ensure all attendees to the event are aware of the Emergency Evacuation Plan and they should be clear of their duty to account for all people in the building, should the fire alarm sound. They must, therefore, have a register of all those attending the event, carry out a roll call so they can account for all in attendance and be able to pass the premises information pack onto the emergency services in the event of a fire.

No Smoking Policy

The entire school premises is a non-smoking site, in accordance with East Sussex County Council guidelines and policy. All staff, contractors, visitors, parents, hirers and members of the public must be made aware that no smoking is allowed in the buildings or on school property.

Information for Fire and Rescue in the Event of a 999 Call

Keys

All keys are kept in a cabinet in the school office. The Executive Head (James Procter), Head of School (Helen Denton), Class Teachers, Bursar (Karen Smith), Caretaker (Paul Ellis) and School Secretary (Julie Marshall) hold the main building keys.

Service Shut Off Points

Water – stopcock located by main front door (clearly marked with signage).

Electricity – mains shut off is located in lobby at end of corridor (next to old blue door leading to playground) There are also distribution boards in hall cupboard, in kitchen office and in corridor leading from main school office to PPA room.

Alarm Systems

The fire alarm system is maintained and serviced by East Sussex Fire and Electrical (07889 205281). The burglar alarms are maintained and serviced by CSS (Crowborough Security Systems) (01892 668895).

Chemical Storage

Some cleaning products/ chemicals are stored in the caretaker's cupboard near staffroom stairs. Flammable items such as paints are all stored in locked yellow cabinet in caretaker's shed in playground.

Fire Extinguishers

Fire extinguishers are located throughout the building and are serviced annually by East Sussex Fire and Electrical. The kitchen fire extinguishers are serviced annually by Southern Alarm Systems.

Map

Please see overleaf for map of the school premises.



Nutley CE School - Fire Escape Plan

