



Snowflake School

*‘Improving the quality of family life’*

# Fire Policy

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To be read in conjunction with Snowflake School Health and Safety Policy and Snowflake School Emergency Evacuation Procedure

## Introduction

Snowflake School is committed to ensuring the highest standards of fire safety to protect pupils, staff, and visitors, particularly in recognition of the specific needs of autistic pupils.

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

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 children, 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.

## Roles

### Responsible Person

The responsible person for fire safety at Snowflake School is Faryaneh Akhavan . Ultimate legal responsibility remains with the Trustees as the duty holder under the Regulatory Reform (Fire Safety) Order 2005

- Arrange for a *suitable and sufficient Fire Risk Assessment* to be conducted by a competent person such as a fire risk assessor with appropriate training, experience, and knowledge of educational premises and special schools.
- Provide and maintain general fire precautions.
- Provide information, instruction, and training to staff on fire safety.
- Ensure fire risk assessment findings and actions are kept under review.

### Fire safety Lead

The fire safety lead at Snowflake School is Gary Salmon.

- Maintain fire records
- Ensure weekly tests occur
- Track action plan from FRA
- Report issues to Headteacher and Trustees

### Fire Marshal

- Complete the Fire Marshal training provided.
- Check the alarm box for the cause of the alarm if designated to do so
- Sweep designated areas of school to ensure everyone has left the building in the event of a fire alarm

### Other Staff

- Complete the basic fire awareness training provided on induction and annually thereafter

- Know the fire evacuation procedure for the site(s) on which they work
- Raise the alarm if they discover a fire
- Evacuate themselves and any students or visitors for whom they are responsible at the time of an alarm

## Fire Risk Assessments

An independent fire risk assessment will be completed on an annual basis by a fire risk assessor with appropriate training, experience, and knowledge of educational premises and special schools. The Fire Risk Assessor must be demonstrably competent as defined under the Regulatory Reform (Fire Safety) Order 2005.

The written Fire Risk Assessment will be kept on site, reviewed annually, and an action plan maintained and monitored by the Headteacher and Trustees. The Headteacher and Fire Safety Lead will present an annual report to the Board of Trustees covering: outcomes of the Fire Risk Assessment, drill performance, training completion, and outstanding actions.

- Individual Personal Emergency Evacuation Plans (PEEPs) will be in place for pupils and staff who require additional support, including those with sensory sensitivities, mobility difficulties, or communication needs. These will be reviewed termly and after any incident or drill.
- Where required, pupils will have access to agreed communication supports (e.g., visual prompts, now/next boards, or preferred communication aids) during evacuation.
- Review the evacuation plan and each room's instructions for this
- Look at the past years' records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

## Staff Training

Every member of staff will receive fire safety training / instructions in fire precautions at induction. All members of staff will also receive fire safety refresher training every 12 months. This training will be recorded on the school's electronic computer system – Educare.

Staff designated as Fire Marshal will have the relevant training every six months. The training will be recorded on the school's system.

Staff training will additionally include autism-specific considerations in emergency evacuation, including managing distress, communication strategies, and use of agreed de-escalation techniques.

Designated staff who may be required to use fire extinguishers will receive practical fire extinguisher training, refreshed at least every three years.

Students and visitors will be instructed at the beginning of their attendance.

## Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held, it will be recorded in the fire logbook.

Where appropriate, pupils will be prepared for fire drills using social stories, visual supports, and prior discussion to minimise distress while maintaining safety. Where there is a conflict between minimising distress and ensuring safety, safety will always take priority.

## Testing and maintenance of Fire Alarm System and equipment

- The fire alarm system will be tested weekly by the site maintenance manager.
  - Each alarm point will be numbered, and a different number will be tested each week and recorded in the site maintenance log book.
- The emergency lighting will be tested each week by the site maintenance manager and recorded in the maintenance logbook.
- The fire alarm will be serviced at least twice annually.
- The emergency lighting will have an annual full discharge test
- Fire extinguishers will be serviced annually
- Fire doors will be inspected termly or after any incident which may have damaged them.

## Record Keeping

The school will maintain and make available for inspection:

- Weekly fire alarm test records
- Monthly emergency lighting tests
- Annual emergency lighting full discharge test
- Fire alarm servicing certificates (twice yearly)
- Fire extinguisher servicing certificates (annually)
- Termly fire door inspection records
- Fire drill records
- Staff training records
- Fire Risk Assessment and action plan
- PEEP reviews

## Emergency Exits

All emergency exits are to be always kept clear and free from obstruction.

## General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The staff room door will be unlocked by the class on duty that week. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open under any circumstances, except where fitted with approved automatic door release mechanisms linked to the fire alarm.
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays, where possible, will not be above heaters, and if this is unavoidable, they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near sockets, lights or heaters
- 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 Pat tested / electrically tested each year.
- All contractors will be given a fire safety briefing and must sign in and out. They will be informed of evacuation routes and assembly points and will be supervised appropriately while on site.

## Smoking

Smoking is prohibited in or around the school.

## Advice on the procedure in the event of a fire

### Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass
2. Call the fire brigade by dialling 999
3. Staff should only use a fire extinguisher to protect their evacuation route as evacuation remains the priority. Only staff who have received formal fire extinguisher training should attempt to tackle a small fire for any other reason and then only if it is safe to do so.

## On hearing fire alarm

1. Unless a fire marshal, proceed to your assembly point immediately
  - a. Class leads take the register and pass to the admin staff taking role call.
2. Close all doors behind you when exiting the building

## After the event

1. Do not re-enter the building until advised to do so by the site lead or 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.

## 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 if trained for this.
4. The assembly point

# SAFE EVACUATION PROCEDURES

Staff will carry out the roles assigned to them:

**Class teams** evacuate the pupils and any visitors with them from the building via their primary evacuation route to the primary assembly point. If the primary evacuation route is blocked, use the secondary evacuation point to the secondary assembly point.

**Office Staff unless a fire marshal**, collect the visitor log and registers and take them to the assembly point

**Clinical team unless a fire marshal** If with students, help escort them to the assembly point. If not with a student, exit the building via the nearest exit and go to the assembly point.

**Fire Marshal** Check their designated rooms are clear and exit to the assembly point

## ASSEMBLY POINT

All staff will use the primary assembly point for their school unless directed to the secondary assembly point by a Fire Marshal.

- Primary School Site
- Primary assembly point - In the playground.
  - Secondary assembly point – Pavement on Longbridge Road

Secondary School Site – Primary assembly point – in the playground

- Secondary assembly point- Crown Street Recreation Ground

Admin staff will take the visitors book out with them and check presence of all visitors.

Any adult without a pupil will report to the Admin staff taking the role call.

Class Leads take a register of their students and pass this to the Admin Staff taking the role call.

Tutors will wait with their pupil.

Any missing pupil or member of staff will be reported by the admin staff taking role call to the Site Lead or Headteacher.

## Review

The policy and evacuation procedures will be reviewed after all drills and any evacuation due to fire. Any issues identified with the policy will be passed to the Trustees for an immediate revision of the policy.

Any issues identified with the evacuation caused by staff practise will result in staff training and may be treated as a disciplinary matter.

## Revision

Version Update	March 2026
Review due	March 2027
Reviewed by	Sumen Starr
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