

Testwood School Fire Safety Policy

Key Responsibility	CC
Last Review:	June 2026
Next Review:	June 2027

Revision History

Version	Date	Amendments	Initials
V1.0	12.11.21	Covid pandemic information added in bold	MS
V2.0	02.10.21	Revision dates amended/building works included	JB
V3.0	31.10.22	Covid and building works restrictions removed	MS
V4.0	07.11.23	Revision dates updated	JB
V5.0	24.10.24	Replace Co-ordinator to marshal, addition of additional fire marshals - Roles & Responsibilities	JB
V6.0	08.06.26	Review dates updated	CC

Principles

Testwood School acknowledges fire is a significant hazard to the safety of both buildings and their occupants and accepts its responsibility under current fire legislation. Testwood School will ensure the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of **students, employees and others*** from Testwood School buildings and take risk appropriate measures to minimise fire damage should a fire occur.

Fire Precautions

Suitable and appropriate means for giving warning in case of fire provided.

- Suitable and appropriate routes, exits and means of protection provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.

- Sufficient and suitable emergency lighting provided when necessary.
- Suitable fire signage provided.
- Sufficient and suitable firefighting equipment available.

Management Systems

- A fire safety management plan.
- A fire risk assessment for school complete with risks is held within the Fire Records File and priorities brought to the attention of employees, students and others at risk.
- An emergency evacuation plan.
- Monitored fire drills to be undertaken, evaluated and issues
 - addressed where necessary with records maintained of relevant
 - details and remedial actions.
- A fire safety training programme produced for all employees.
- Fire safety equipment maintained and tested by competent people and evident records kept

Monitoring

- Regular monitoring and review system operating throughout the management chain of responsible people.
- The Leadership Team and Board of Trustees receiving reports on the findings of monitoring and recommended actions.

Roles and Responsibilities

- Board of Trustees – monitor Headteacher’s management of fire safety responsibilities.
- Head Teacher – appoint a fire safety marshal for the premises and support for that person to carry out their duties.
- Fire Marshalls - to act as the primary liaison between building occupants and emergency services.
- Staff – adhere to fire safety instructions and procedures and bring defects and matters of concern to the attention of the fire safety marshal or their line manager, who should ensure the fire marshals or Head Teacher has been advised.