



Fire Safety & Procedures

This policy applies to Steephill School, including the EYFS setting.

Authority	Health and Safety Committee Education Committee Finance and Strategy	Chair Dr Kristopher Page Chair Hazel Thurgood Chair Martin Levy
Date last reviewed	January 2026	

Policy statement

Steephill School clearly recognises the serious threat in terms of life safety that fire can present in educational establishments. We must, therefore, collectively and effectively strive towards providing a safer environment in which to maintain and develop the level of educational attainment in Steephill. In addition, there is a legal requirement for Steephill School to comply with the relevant fire safety legislation, primarily the Fire Precautions (Workplace) Regulations 1997 (As amended).

An increase in the incidence of malicious fires in schools also reinforces the need to make significant improvements in fire safety. Additionally, it is essential to reduce the amount of disruption caused to the education of pupils in the event of a fire.

Guidance Objectives

Steephill School is committed to establishing and maintaining high standards of fire precautions in order to protect pupils, employees and indeed all users of the buildings.

To facilitate this we must:

- Ensure all reasonable steps are taken to provide an adequate level of fire safety within our school;
- Take suitable steps to ensure compliance with relevant fire safety legislation, primarily the Fire Precautions (Workplace) Regulations;
- Accept that effective fire safety management is an essential element in the day to day running of school premises and activities;
- Carry out suitable Fire Safety Risk Assessments which is completed every year; this includes an annual fire safety check on fire extinguishers and a risk assessment from KCC.
- Incorporate the necessary upgrade works in terms of fire safety, both life safety and property protection measures, into the School Development Plan to enable the prioritisation of funding in relation to perceived risks;
- Work in conjunction with Kent Fire Service and our insurers to ensure we are removing, reducing or controlling identified risks effectively;
- Provide appropriate training and support to school management to enable them to recognise risks and comply with legislative requirements. Fire warden training is given to members of staff who hold key positions, i.e the premises manager, bursar, health and safety governor and those in number to cover each area of the buildings. The number of **trained fire wardens is 8 in 2025-26**. This training is undertaken every year.
- Operation of the fire extinguishers training is given to staff every 3 years.

It is the responsibility of the Head or other appointed competent person/s to carry out a Fire Safety Risk Assessment for their school. The Head and Health and Safety Governor

ensure that a fire risk assessment from KCC and fire extinguisher training from KCC and warden training (on-line) is carried out. These records are kept in the School Office.

A fire drill procedure is included in the Handbook and drills are carried out once per term. A note is made of the time taken to complete and any lessons learnt to improve the drill.

Safety checks are made when appropriate on exit doors, exit routes, signage etc as per the file 'Fire Safety Log Book for Schools', issued by Kent County Council. This is found in the School Office.

Fire Alarm Procedure

- All fire alarms must be followed through even if you think it is a false alarm. In the event of a repeated fault the alarm will be switched off immediately and may be ignored.
- Drills will be at least every term and will vary in timing.
- Do not take anything with you and do not allow pupils to take anything.
- The school operates a 'sweep' system. You should check that the 'fire-baton' for your area is gone. If not, pick it up and sweep your area. It is important that every room is checked carefully within the area. Some drills may have a person pretending to be caught by the fire.
- The position of the fire batons is marked on the map. There are 7:

1 – Inside Ford building

2 - House (upstairs outside Class 5)

3 - House (downstairs outside ICT suite)

4 - Inside Francis building

5 - Inside Elliott building

6 - Bignold Building (in hall between office and kitchen)

7 - Inside Oatley building

- If you are sweeping, check all of your area is empty and then take baton to the marshalling point and hand it to the Bursar (Fire Co-ordinator) or the Secretary in her absence. If you hold a baton you are considered to be a Fire Marshall and it is your responsibility to ensure that any visitors or contractors are evacuated to Assembly area. All disabled people in your area must be evacuated appropriately. It is the responsibility of the Head to ensure that you are aware of any disabled person in your area.

- If not sweeping, lead your children and sweeper's children out to the assembly point. Please close all doors behind you. The route to assembly point is marked on the map however if the route is in the vicinity of the fire then an alternative route should be used.
- The Secretary, or Bursar in her absence, will bring out the registers, first aid kit, phone, phone lists & mobile phone. They will ring the fire brigade if a real fire is established.
- Should no baton be returned for an area then the Maintenance Manager or Head must investigate immediately.
- All staff and pupils must walk in silence and gather at the assembly point on the lower field.
- The teacher in charge of the class checks the names against the register.
- The fire alarm is not switched off until it has been ascertained that there is no fire and it is safe to re- enter the buildings.
- If the source of the alarm cannot be ascertained within 5 minutes e.g. practice, setting off by accident, harmless smoke from harmless source, the Fire Service must be called.
- If the fire is real, the children and all adults remain at the assembly point or other place of safety if directed by the Head or the Bursar.
- The fire service is called using 999 and only on the direction of the Head or the Bursar, or the Deputy Head in their absence. The address to be given is:

Steephill School

Castle Hill

Fawkham

DA3 7BG

Co-ordinates available in school office

In the event of a real fire the School should remain out on the field until an evacuation procedure has been advised by the Fire Service.

Fire Prevention Measures

The following fire prevention measures are in place at Steephill School:

Escape routes and emergency exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.

- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in buildings in accordance with the recommendations of our professional advisors.
- The master panels for the alarm system are located in the school office and the main house to show the location of a fire.
- Alarms sound in all parts of the buildings.

Electrical Safety

- The school has current electrical test certificates for all its buildings. It uses qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the current wiring regulations.
- Regular portable appliance testing takes place at least once a year.
- Records of all tests are kept in the school office.

Gas safety

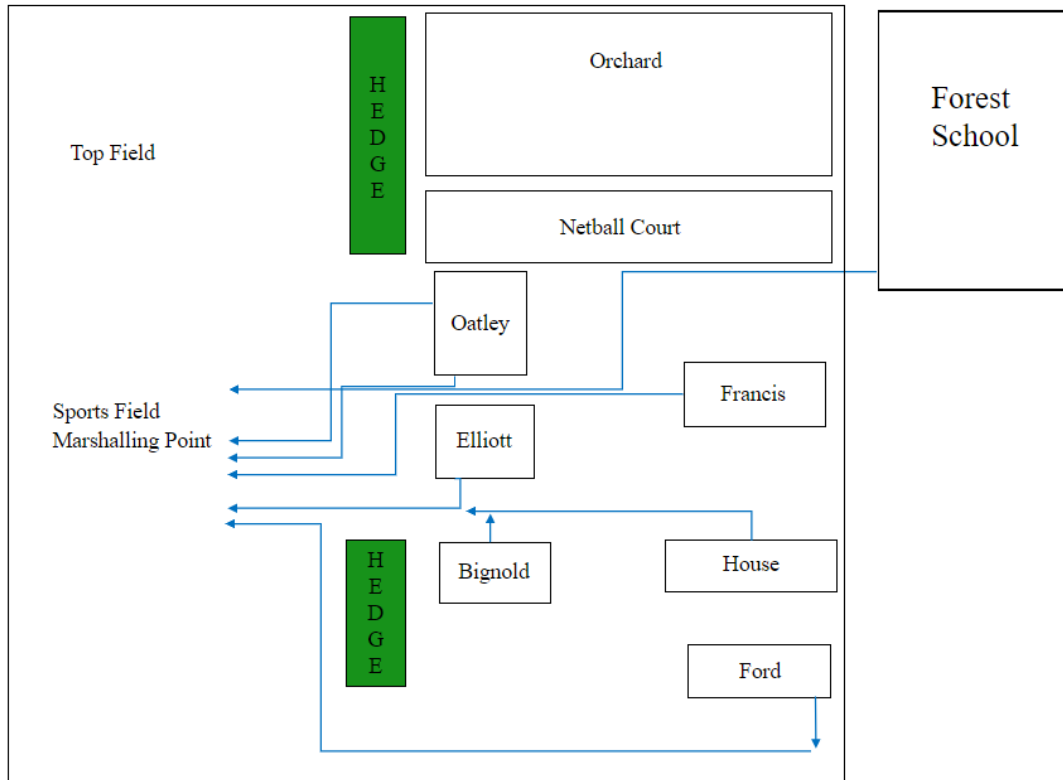
- All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Records of all tests are kept in the school office.
- All kitchen equipment is switched off at the end of the day.

Safe storage and rubbish

- Flammable rubbish is stored away from buildings.
- Cleaning chemicals are stored safely in a locked store.

Visitors

All visitors sign in and out of the school office. This book is used to register visitors at the assembly point. All visitors are given a badge which they should wear at all times. They are made aware of the emergency evacuation procedures and the location of the assembly point.



In the event that you discover a fire, the priority is the evacuation of the building, raising the alarm and operating the correct extinguisher if the fire is small enough to be tackled. Never return to an area once it has been vacated. Please ensure that you are fully aware of all escape routes and the nearest call points.