

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

LANGLEY PARK SCHOOL FOR GIRLS

FIRE SAFETY POLICY

Approval Body:	Full Governing Body
Approval Date:	Autumn 2025
Implementation Date:	Autumn 2025
Designated Person (as appropriate):	Estates Manager
Review Date:	Autumn 2026
Intended Audience:	All Staff

Version	Approval Date	Summary of changes
1.0	January 2020	Changes made to the document recommended by the governors.
2.0	15 th July	Additional information added due to COVID-19.
3.0	August 2022	Removed section 12. Covid 19

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1. Fire Policy Statement

Langley Park School for Girls consider fire safety to be very important and wish to assure all staff, pupils and visitors that it has appropriate policies and procedures in place to safeguard all from the effects of fire and dangerous substances which could give rise to fire. With this aim appropriate fire prevention/precaution measures shall be taken, also evacuation procedures will be tested regularly. The fire policy should be read in conjunction with the fire procedure.

2. Policy Objectives

The objectives of this policy are to ensure

- Roles and responsibilities are clearly defined and understood in order to secure fire safety.
- Risks from fire or from dangerous substances which could lead to fire are assessed and control measures are carried out to either eliminate the risk or to reduce the risk.
- Procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
- All fire equipment is maintained by a competent person.
- All members of the community, including contractors and visitors are provided with clear and relevant information regarding fire risks and measures.
- All building are designed in accordance with relevant standard.
- Staff are consulted about policy, procedures for ensuring fire safety.

3. Fire Safety

Fire safety is everyone responsibility. All Staff, students, contractors and visitors are expected to follow safety procedures to ensure the safe use of electrical/gas appliances, the safe use and storage and disposal of hazardous/combustible materials and compliance with the requirements of the schools policy on no smoking.

4. Fire Safety Precautions

Fire doors must be kept closed at all times to prevent the spread of the fire and toxic smoke

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or a accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements.

All fire equipment must be kept free form obstruction and ready available for use in emergency. If any equipment is missed used or missing must be reported immediately.

5. Roles and responsibilities

Headteacher

Has overall responsibility for fire safety which is delegated to the following

Deputy Headteacher

Be present at the alarm panel and inform staff of the situation and evacuate all off site in emergency via radio.

Senior Leadership Team

Ensure effective governance on fire safety issues

Ensure that designated fire wardens carry out their duties

He/she will direct all to fire assembly point

To call emergency services in the event of a fire

Teachers with a class must:

Close windows, line students up and ensure that every student leaves the classroom.

Close the door.

Escort the class from the building in silence according to the Fire Exit route displayed in the classroom or best alternative if the prescribed exit is blocked.

Students must leave personal possessions behind.

Teachers not in charge of a class must:

Help supervise the evacuation of the building to the fire assembly points

Estates Management Team

Ensure fire risk assessments are carried out and reviewed

Maintenance of fire alarm and emergency lighting systems

Maintenance of fire equipment

Fire Wardens

Assist in the evacuation of the building

Check that any staff, students or visitors with disabilities are assisted as planned.

Radio to reception and give details of the location, severity and cause of the fire, if known.

Reception

When the fire alarm sounds the Receptionist will print out the inVentry signing in lists. Take all form lists and hand to heads of years.

Assemble students and visitors in the waiting area to the fire assembly points

6. Fire Procedure

The fire procedure document can be found will be sent to all staff at the beginning of each year.

7. Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Estates manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Estates manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised.

8. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

System	Frequency	Method of Test
Fire Alarm	Weekly	Test operation of different call point
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Monthly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, fire blankets etc.	Monthly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Monthly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell landings	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Daily	Check that doors are opening freely and that emergency exit fittings are operating correctly.

9. Risk Assessments

Type	Reviewed	Evaluated by
Fire Extinguishers	Yearly	External Contractor
Fire Panel	Yearly	External Contractor
School day without fire panel	Every 2 years	Estates Management Team
Fire Precautions	Every 2 years	Estates Management Team
Classroom	Yearly	Estates Management Team
Portable appliance testing	Yearly	Estates Management Team

10. Monitoring and Evaluation

At the beginning of each school year all staff will be involved in a discussion of issues relating to all aspects of school safety, including fire safety. Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and will highlight any area of the procedure which needs alteration.

11. Reviewing

This policy will be reviewed after any incident of fire which draws attention to inadequacies in the fire procedures. In addition, the governing board will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. The policy will also be updated in the light of developments in government policy and changes in legislation.