Executive Headteacher: Emma Wallace

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.
"Whatever we do, we work at it with all our heart"
Colossians 3:23

Fire Policy

Aim

It is the overall aim of Village Schools Federation is to minimise the risks to children and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and have clear fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To prioritise evacuation and save lives above protection of a building.
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point.

These are shared as part of inductions for new cohorts, new staff and visitors and those on work experience.

See Fire Procedures for each school for most up to date procedures.

Persons responsible for fire safety

Responsible Person (Exec Head Teacher in the first instance)	The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building)
Competent person	A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.
Fire safety training, induction and revision	Responsible person or nominated Competent person. Inductions at each school will be completed by the school leader or an allocated person.
Fire risk assessments	Responsible person or nominated Competent person
Fire drills	Responsible person or nominated Competent person
Updating of log book / recording	Competent person/ person who completes the checks
Checks on call points	Competent person/ contractor at regular services.
Checks on emergency lighting	Competent person/ contractor at regular services
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person

Fire safety training

Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have access to intermittent training in line with the Fire Risk Assessment.

This will include:

Understanding the emergency plan/ fire procedure – located at every fire exit

- The importance of fire doors

- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire fighting equipment e.g. fire extinguishers, fire blankets – to protect escape routes, the priority in our small schools is evacuation and saving lives.
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All visitors and staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Health & Safety file or Fire Safety Log Book located in the school office.

Fire Risk Assessment appraisal

This will be carried out on an annual basis by the Nominated persons

Future risk assessment reviews may be carried out by independent or Local Authority Fire Risk Assessment Officer as decided by the school/ business.

All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation 'VSF Fire Procedures' is displayed by each fire alarm call point. This includes a list of where call points are situated and is located at every emergency exit.

The main alarm indicator panel is situated in the office.

Fire drills are executed by the nominated person/competent person via this panel.

Evacuation drills will be carried out as a minimum of once a year.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm.
These should be documented on the roles and responsibilities document and reviewed by staff if changes are required.

Action	Person responsible	In case of absence
Evacuation of all staff	Lead Teacher.	Most senior person in section
Evacuation of children	Class teacher or nominated persons	Supply teacher or nominated person
Collection of registers and staff/ visitor signing in book/ sheets	Admin or nominated person	Admin or nominated person
Collection of; school mobile phone medical kits grab bag	Admin or nominated person	Admin or nominated person
Checking of toilets (all areas)	Nominated person on Daily Roles and Responsibilities.	Person identified on Roles and Responsibilities as back up
Checking rooms	Nominated person on Daily Roles and Responsibilities.	Person identified on Roles and Responsibilities as back up
Calling the fire brigade	Person raising alarm or Nominated person at assembly point	Person raising alarm or Nominated person at assembly point
Meeting the Emergency Services	Nominated person	Next in charge

In general all staff will assemble at the agreed assembly point unless the source of the fire makes this unsafe.

Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

Allocation of daily Roles and Responsibilities

This document is in place at each school on the template shown in Appendix 1.

Lead Teachers are to assign the tasks to current members of staff based on their working hours and ability to carry out the role. Any and all changes to staffing must be reflected in the daily roles and responsibilities document. This is shared in September and reviewed in line with any changes in the school.

Fire Doors and exits

All doors should be closed after the last person has exited**.** This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All children will receive immediate feedback on the success of the evacuation at their assembly point. Staff will share any comments or suggestions and these will be written onto the evacuation report.

As part of Health and Safety monitoring, the health and safety governors have access to check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional contractors.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in the Office.

System	Frequency	Method of test
Fire alarm	Visual Daily Check In school	Checking indicator light each morning
Fire alarm	Weekly In school	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly Contractor	Servicing/ Battery test
Emergency lighting – Function test	Monthly In school	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual Contractor	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers	Annual Contractor.	Service (extended service)

Records for these tests are kept in the Health & Safety log or Fire Safety Log Book located in the office.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

How to identify a false alarm

The most common causes are:

The design of the fire alarm system: Make sure the fire alarm design is suitable for the type of premises and how the premises are used (it may be suitable to carry out a cause and effect survey by a competent person).

Faults: Poor design and maintenance can lead to false alarms. Make sure the alarm system is properly and regularly maintained to prevent these and ensure that the correct detection device for the area is installed.

Testing: Not taking the system off-line when testing or not informing the alarm receiving centre of a test to the system can cause false alarms.

Contractors working: It is a good idea to turn off or use temporary covers for detection devices where contractors are doing any building or hot works. Make sure the device heads and the covers are cleaned after their use as dust is also a common cause of false alarms.

Dust: Dusting or vacuuming smoke detectors can reduce false alarms caused by dust or insects in the devices.

Cooking fumes: Only cook in rooms intended for cooking as they usually have heat detectors rather than smoke detectors. This helps prevent cooking fumes from setting them off. Burnt toast is often a cause of false alarms so be careful where toasters are sited.

Smoking: Both cigarettes and vaping can set off a fire alarm. Do not allow staff or visitors to smoke near any of your detection devices.

Steam: From showers or industrial processes are a common cause. Closing doors and providing suitable ventilation is a simple and effective way to reduce false alarms from steam. There may be a need to relocate the fire alarm detection device if other options are not successful.

Aerosol sprays: Deodorant sprays and hair sprays commonly set off smoke detectors. Ensure staff or other occupants avoid using them near smoke detector devices.

Accidentally pressing the manual call point instead of the door opening button: Manual calls points now come with covers to prevent this.

Poor servicing and maintenance: Having a servicing and maintenance contract with an approved fire alarm company will ensure that the system is working correctly at all times Whatever action is taken, it needs to be recorded in the fire alarm logbook alongside the date the false alarm occurred and what caused the alarm. These records can then be used to assist the competent person and/or the fire alarm engineer identify why false alarms are happening in the premises.

Safe investigation of Fire Alarms.

Some degree of alarm investigation can be carried out by staff when the alarm sounds. This is completed in the form of a sweep and search.

Any investigation of a fire alarm should only be carried out by suitably training staff and only where it is safe to do so.
Persons should not be expected to place themselves in unnecessary danger when carrying out a fire alarm investigation.

The premises fire risk assessment must address the risk, training, investigation period and protective measures
If no signs of fire or smoke are found Southern monitoring must be contacted to alert them of a false alarm.

If there are any signs of a fire, whether the sight, smell, sound or heat from smoke or flames staff or an appointed person should call 999 or 112 and relay this information to Fire Brigade control room operators. The early confirmation of a fire will enable them to mobilise the appropriate response for the incident. Some degree of alarm investigation can be carried out by staff when the alarm sounds

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised for each Village School.

Actions to take

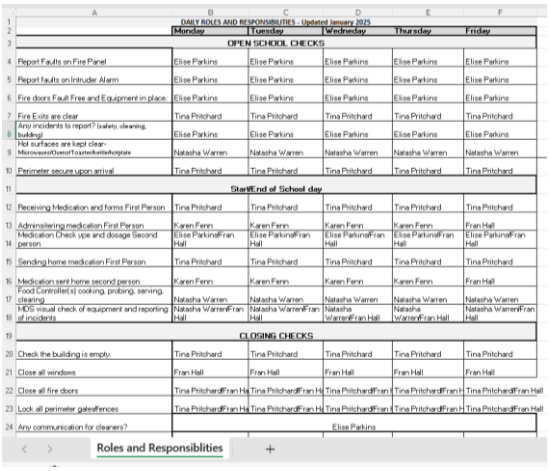
Action on discovering a fire	• Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at specific village school site. • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if essential to make your escape.
What to do if the fire alarm sounds	• Follow fire procedure and evacuate all occupants to the assembly point. • Admin staff to collect registers, signing in book and mobile phone. In the event the office is unmanned these items should be collected by the nominated person on the daily roles and responsibilities document. • Ensure all windows and doors are closed. Kick the Wedge (if still operational). • All areas to be checked for occupants. • Keep silent to ensure instructions from Lead teacher can be heard
Liaison with Emergency Services	On arrival the emergency services will require the following information: • Where is the fire located? – • What does the fire involve? • Are all persons evacuated from the building?
Escape routes and fire exit use	• Means for escape routes are checked daily. Cleaners do a visual inspection when hoovering each day and a open up check is undertaken via the Daily Roles and Responsibilities document. • Doors currently without thumb screws or quick release handles must be unlocked while in use. • Staff must be aware of alternative routes.
Fire fighting equipment use	• Fire fighting equipment is provided in accordance with Law. **Firefighting Strategy & Staff Training Policy** • Policy Statement: The Village Schools Federation operates a strict immediate evacuation policy in the event of a fire. Due to low staff numbers and the straightforward escape routes available, the primary priority is the life safety of occupants through rapid evacuation. • Role of Firefighting Equipment: Portable fire extinguishers are provided on-site to comply with building regulations and to ensure equipment is available should a life-threatening emergency arise. However, staff are explicitly instructed not to attempt to fight fires or use this equipment to save property.

	• Nominated Persons & Training: Due to the low-risk nature of the premises and the immediate evacuation strategy, there are no nominated firefighting personnel on site. • Staff Instruction: All staff receive general fire safety induction training. This training strictly focuses on fire prevention, recognising the alarm, and the protocol for immediate evacuation via the nearest safe exit. Staff are explicitly instructed to leave the building immediately upon hearing the alarm and not to delay egress by attempting to operate firefighting equipment.
Responsibilities and duties to assist in case of fire	• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times • Once evacuation complete fire procedure to be put into place

Policy written:	January 2022
Reviewed:	June 2023 September 2024 July 2025 following FRA October 2025 October 2026- addition of fire fighting equipment.
Next Review:	October 2027

Appendix 1

Roles and Responsibilities document- names are for illustration only. Each school completes this for their own staff team.



DAILY ROLES AND RESPONSIBILITIES - Updated January 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
OPEN SCHOOL CHECKS					
Report Faults on Fire Panel	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
Report faults on Intruder Alarm	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
Fire doors Fault Free and Equipment in place.	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
Fire Exits are clear	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
Any incidents to report? (safety, cleaning, building)	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
Hot surfaces are kept clear- Microwave/Oven/Toaster/kettle/hotplate	Natasha Warren	Natasha Warren	Natasha Warren	Natasha Warren	Natasha Warren
Perimeter secure upon arrival	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
Start/End of School day					
Receiving Medication and forms First Person	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
Administering medication First Person	Karen Fenn	Karen Fenn	Karen Fenn	Karen Fenn	Fran Hall
Medication Check ype and dosage Second person	Elise Parkins/Fran Hall	Elise Parkins/Fran Hall	Elise Parkins/Fran Hall	Elise Parkins/Fran Hall	Elise Parkins/Fran Hall
Sending home medication First Person	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
Medication sent home second person	Karen Fenn	Karen Fenn	Karen Fenn	Karen Fenn	Fran Hall
Food Controller(s) cooking, probing, serving, clearing	Natasha Warren	Natasha Warren	Natasha Warren	Natasha Warren	Natasha Warren
MDS visual check of equipment and reporting of incidents	Natasha Warren/Fran Hall	Natasha Warren/Fran Hall	Natasha Warren/Fran Hall	Natasha Warren/Fran Hall	Natasha Warren/Fran Hall
CLOSING CHECKS					
Check the building is empty.	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
Close all windows	Fran Hall	Fran Hall	Fran Hall	Fran Hall	Fran Hall
Close all fire doors	Tina Pritchard/Fran Ha	Tina Pritchard/Fran Ha	Tina Pritchard/Fran H	Tina Pritchard/Fran H	Tina Pritchard/Fran Hall
Lock all perimeter gates/fences	Tina Pritchard/Fran Ha	Tina Pritchard/Fran Ha	Tina Pritchard/Fran H	Tina Pritchard/Fran H	Tina Pritchard/Fran Hall
Any communication for cleaners?			Elise Parkins		

Roles and Responsiblities

	A	B	C	D	E	F
25	Any incidents to report?	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
26	Set Alarm	Tina Pritchard/Fran Ha	Tina Pritchard/Fran Ha	Tina Pritchard/Fran	Tina Pritchard/Fran H	Tina Pritchard/Fran Hall
27	Secure the premises.	Tina Pritchard/Fran Ha	Tina Pritchard/Fran Ha	Tina Pritchard/Fran	Tina Pritchard/Fran H	Tina Pritchard/Fran Hall
28	**Keyholders**					
29	Keyholding Contractor Set *// held by Elise	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
30	Keyholding Cleaner Set	T and R	T and R	T and R	T and R	T and R
31	Keyholding Spares	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins	Elise Parkins
32						
33	**EMERGENCY ROLES & ACTIONS**					
34		**Monday**	**Tuesday**	**Wedneday**	**Thursday**	**Friday**
35	**First Aiders**					
36	First Aiders	Tina Pritchard/Fran Ha	Tina Pritchard/Fran Ha	Tina Pritchard/Fran	Tina Pritchard/Fran H	Tina Pritchard/Fran Hall
37	**Visitors and contractors**					
38	Responsible person onsite for contractors/visitors	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins
39	procedures onsite inc showing Asbestos register	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins	Tina Pritchard/Elise Parkins
40	Responsible person onsite for vulnerable persons	Karen Fenn	Karen Fenn	Karen Fenn	Karen Fenn	Eve Martin
41	**Emergency roles all persons on premises**					
42	Senior Leader insert name	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
43	Deputy insert name	Fran Hall	Fran Hall	Fran Hall	Fran Hall	Fran Hall
44	Assembly point co-ordinator insert name	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard
45	**Actions**					
46	Collect Register	Fran Hall/Tina Pritchar	Fran Hall/Tina Pritcha	Fran Hall/Tina Pritch	Fran Hall/Tina Pritch	Fran Hall/Tina Pritchard
47	Close fire doors on exit.	Fran Hall/Tina Pritchar	Fran Hall/Tina Pritcha	Fran Hall/Tina Pritch	Fran Hall/Tina Pritch	Fran Hall/Tina Pritchard
48	Close windows where possible.	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall
49	Ring fire brigade	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard

Roles and Responsiblities +

Ready Accessibility: Investigate

	A	B	C	D	E	F	G
41	**Emergency roles all persons on premises**						
42	Senior Leader insert name	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	
43	Deputy insert name	Fran Hall	Fran Hall	Fran Hall	Fran Hall	Fran Hall	
44	Assembly point co-ordinator insert name	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	
45	**Actions**						
46	Collect Register	Fran Hall/Tina Pritchar	Fran Hall/Tina Pritcha	Fran Hall/Tina Pritch	Fran Hall/Tina Pritch	Fran Hall/Tina Pritchard	
47	Close fire doors on exit.	Fran Hall/Tina Pritchar	Fran Hall/Tina Pritcha	Fran Hall/Tina Pritch	Fran Hall/Tina Pritch	Fran Hall/Tina Pritchard	
48	Close windows where possible.	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	Elise Parkins/Tina Pritchard/Fran Hall	
49	Ring fire brigade	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	
50	Head count x2	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	
51	***insert class name if different to above***						
52	Senior Leader	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	
53	Deputy insert name	Fran Hall	Fran Hall	Fran Hall	Fran Hall	Fran Hall	
54	Assembly point co-ordinator	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	Tina Pritchard	
55	**Actions**						
56	**Other Considerations**						
57	Collecting any other registers	N/A	N/A	N/A	N/A	N/A	
58	Collecting visitors book	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	
59	Collect Medication	Karen Fenn	Karen Fenn	Karen Fenn	Karen Fenn	Karen Fenn	
60	Collecting Grab Bag	Fran Hall	Fran Hall	Fran Hall	Fran Hall	Fran Hall	
61	**After Immediate Emergency**						
62	Person who will activate emergency incident plan	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	
63	Person who will contact Exec Head	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	
64	Person who can direct emergency services to shut off locations/school layout	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	Elise Parkins/Tina Pritchard	
65							

Roles and Responsiblities +

Ready Accessibility: Investigate

Signing Sheet 2026

Name	**Signature**
