



Four Marks CE Primary School Fire Safety Management Plan Reviewed September 2025

1 POLICY STATEMENT

The Departmental Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate "Fire Precautions" and "Management Systems" will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2 MANAGEMENT

The Headteacher (Warren Glew) acting on behalf of the Departmental Director is the "Responsible Manager"¹ for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The Headteacher (Warren Glew) is the Fire Safety Coordinator.

The Facilities Manager with responsibility for Health and Safety will assist the Fire Safety Coordinator in monitoring regular checks and ensuring policy and procedures are followed.

The Caretaker (Steve Fullick) is responsible for carrying out regular checks on Fire equipment (or for arranging such check by qualified personnel (e.g. Walker Fire UK Ltd; Churches; Kier).

The general management of this responsibility is delegated to The Facilities Manager (with responsibility for Health and Safety) (Catherine Amy Cox) who will be assisted by the Caretaker.

3 SITE FIRE SAFETY SPECIFICATION

The workplace has a total of 5 buildings put to Teaching and Day Care use and presented as follows:

Buildings

1 multi storey with multiple staircases

4 single storey buildings.

Fire Alarm

The building has an automatic fire alarm.

The automatic fire detection connected to the fire alarm is linked to an alarm receiving centre (ARC).

Emergency Escape Lighting

Emergency lighting is provided to all escape routes, basements and areas not having windows used during the hours of darkness.

Portable Fire Fighting Equipment

Fire extinguishers of various types are strategically located throughout the site.

NB: The location of the above facilities are indicated on the attached diagram or listed in the records section of the manual.

4 RISK ASSESSMENT

The Fire Safety Coordinator will complete the fire risk assessments. This will be monitored by The Facilities Manager with overall responsibility for Health and Safety and reviewed when changes occur or annually whichever is sooner.

The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

5 EMERGENCY PLAN

An emergency evacuation plan will be produced by the Fire Safety Coordinator indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually which ever is sooner. This process will be monitored by The Facilities Manager with overall responsibility for Health and Safety and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

6 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their induction and at regular periods thereafter. A training programme for this will be produced by The Facilities Manager with overall responsibility for Health and Safety and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

¹ As defined in relevant legislation



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7 FIRE DRILLS

The Fire Safety Coordinator will arrange for a monitored fire evacuation drill to take place each term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager. Any PEEPs are checked and changed if necessary after each fire drill.

8 FIRE PRECAUTIONS

All fire resisting doors will be maintained self closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

In the School Kitchen, for security reasons, the final exit door is lockable. The school will ensure that this final exit door will be unlocked and remain unlocked at all times when the kitchen is occupied.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only the minimum necessary will be freely available for that use.

9 MAINTENANCE ARRANGEMENTS

The **fire alarm** will be tested weekly by the Caretaker and serviced² by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by The Facilities Manager with overall responsibility for Health and Safety and reviewed half-termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The **escape lighting** will, where possible, be tested monthly by the Caretaker and serviced by competent contractors³ managed by PBRS and monitored by The Facilities Manager with overall responsibility for Health and Safety and reviewed half-termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The **fire-fighting equipment** will be checked monthly by the Caretaker and serviced by competent contractor annually. This will be monitored by The Facilities Manager with overall responsibility for Health and Safety and reviewed half-termly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The Caretaker will check **fire-resisting doors** and **final exits** quarterly to ensure they are in good order and working correctly. This will be monitored by The Facilities Manager with overall responsibility for Health and Safety. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

10 MONITORING AND REVIEWS

Records will be held which will include:

Details of repairs/replacements to fire equipment and fire related building defects;

The reporting and decision process up and down the management chain.

² In accordance with the current edition of BS 5839.

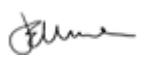
³ In accordance with the current edition of BS 4266.



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11 RECORDS

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed: <i>Warren Glew</i> 	Position: Headteacher	Date: September 2025
Countersigned: <i>Jon Elliman</i>  Jon Elliman	Position Chair of Governors	Date: September 2025
Reviewed: <i>Catherine Amy Cox</i>  Catherine Amy Cox	Position Deputy Head/Facilities Manager	Date: July 2025
To be signed by Head Teacher, Unit Manager etc, and countersigned by Chair of Governors, Line Manager or other supervisory equivalent.		