

FIRE SAFETY POLICY FOR SHAKESPEARE PRIMARY SCHOOL

To be reviewed by:

Buildings, Health & Safety

Committee

Reviewed: September 2025

Fire Safety Policy Statement

As far as reasonably practicable, all steps shall be taken by Shakespeare Primary School to prevent or minimise the probability of, all causes of fire.

The completion and regular review of a suitable and sufficient fire risk assessment will be carried out by competent persons to assist with the ongoing management of fire safety and to ensure that all known hazards are suitably controlled.


Shakespeare Primary School acknowledges that despite these measures it cannot be assumed that fire will never breakout. Therefore, systems will be put in place to deal with this eventually and these will be subjected to periodic tests, maintenance and servicing to ensure that they are adequate, see content of Premises Fire Safety Log Book (PFSLB) e.g. training, fire drills, inspection of means of escape and routes, firefighting and warning equipment inspections/maintenance/testing.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in the process or activities that give rise to specific responsibilities and fire hazards will be provided with appropriate fire safety training.

Shakespeare Primary School also has a duty to look after visitors including members of the public, contractors etc. where necessary safe systems of work will be introduced to help control the risk associated with those who introduce additional risks to the premises and activities therein.

Suitable arrangements will be made between Shakespeare Primary School and any hirers or persons wishing to use/lease a part of the premises/site. Specific fire safety responsibilities will be established as part of the contact of hire/use/lease agreements.

All employees should report any concerns they have about fire safety, etc. to a designated person so that Shakespeare Primary School can take the appropriate measures to eliminate the problem. The person responsible for the implementation of this policy is Mr Steve Twist – Headteacher.

Signed:  C. Hirst (Chair of Governors)

Dated: September 2025

Planned review date: September 2026

This policy is to be reviewed annually by the Governors' Buildings, Health and Safety Committee

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