



Fire Safety Policy



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Contents

1. Statement of Intent	1
2. Responsibilities	1
3. Fire Risk Assessment	1
4. Evacuation Procedures	2
5. Fire Detection and Warning Systems	2
6. Firefighting Equipment	2
7. Training and Information	2
8. Monitoring and Review	3
9. Linked Policies	3



1. Statement of Intent

Dovecote School is committed to ensuring the safety and wellbeing of all pupils, staff, and visitors by maintaining high standards of fire safety. This is of particular importance given the school's role as a specialist provider for pupils with Special Educational Needs (SEN) and the nature of its rural Somerset setting.

The school complies with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance and ensures that effective measures are in place to prevent fire and to respond safely in the event of an emergency.

2. Responsibilities

The Proprietor and Leadership Team have overall responsibility for fire safety.

Day-to-day responsibility is delegated to the **Responsible Person** (Headteacher or nominated senior leader), who ensures:

- Fire risk assessments are completed and reviewed regularly
- Appropriate fire precautions are in place and maintained
- Staff receive suitable training
- Fire drills are carried out and recorded

All staff are responsible for:

- Maintaining vigilance regarding fire risks
- Following evacuation procedures
- Supporting pupils, particularly those with SEN, during an evacuation

3. Fire Risk Assessment

A comprehensive fire risk assessment is carried out for all school buildings and grounds, taking into account:

- The rural location and building layout
- The specific needs of pupils with SEN
- Use of specialist equipment

The assessment is reviewed at least annually and following any significant changes.



4. Evacuation Procedures

The school maintains clear evacuation procedures, including:

- Clearly marked escape routes and exits
- Assembly points identified and communicated
- Procedures displayed prominently across the site

Evacuation drills are conducted regularly (at least termly), ensuring that all pupils and staff are familiar with procedures.

Special consideration is given to pupils with additional needs. Where required, **Personal Emergency Evacuation Plans (PEEPs)** are developed and implemented.

5. Fire Detection and Warning Systems

The school is equipped with appropriate fire detection and alarm systems which are:

- Tested weekly
- Inspected and maintained regularly by competent contractors

Any faults are reported and addressed promptly.

6. Firefighting Equipment

Suitable firefighting equipment is provided throughout the school and:

- Clearly labelled and accessible
- Maintained and serviced annually

Staff are trained in the safe use of equipment, but evacuation remains the priority.

7. Training and Information

All staff receive fire safety training, including:



- Induction training for new staff
- Regular refresher training
- Specific guidance on supporting pupils with SEN during evacuation

Pupils are made aware of fire safety procedures in a manner appropriate to their needs and understanding.

Visitors are informed of emergency procedures on arrival.

8. Monitoring and Review

Fire safety arrangements are monitored regularly by the Leadership Team. Records are maintained of:

- Fire drills
- Alarm tests
- Equipment servicing
- Training

The policy is reviewed annually or sooner if required.

9. Linked Policies

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding Policy
- Risk Assessment Policy