

HELSBY HILLSIDE PRIMARY SCHOOL

FIRE SAFETY PROCEDURES



Assembly Point:

The **NEAREST** playground (at 'Fire Assembly Point' signs.)

Evacuation Procedures:

If the alarm sounds we must:-

Lesson Time:

- 1) Stop what we are doing immediately.
- 2) Stand quietly and file out through the nearest exit.
- 3) The teacher should always leave last, making sure that all doors on the evacuation route are closed behind the group.

If, for whatever reason, the children are unsupervised, e.g. working in the library - they must leave the building quietly and quickly.

The class teacher will take the fire register out with them for a roll call.

The school business manager / office staff will call the Fire Brigade if appropriate.

A KS1 member of staff will check R/Y1 building and toilet areas as they leave the building. Mr Khan / Mr McEntee will check the main building and ensure all doors are closed. Office staff will check hall, ICT suite and Kitchen.

The most senior teacher present at each fire assembly point will check that all fire registers are complete and all children are present.

Classes may only return to the building when a decision has been made by the most senior teacher present.

Where children / teachers are not present in their classroom and the fire register cannot be retrieved and taken outside. A copy has been placed in the school hall.

Office staff also take out a daily list of absences and a pupil class list and the visitor ipad.

During morning and afternoon break

If the children are outside and the alarm sounds, the teacher on duty will blow the whistle and the children will stand still. Teachers will leave the building and the children will line up with them. They will then go to the assembly point.

If the alarm sounds and the children are in assembly, the teachers will all go immediately to the hall to accompany their children to the assembly point.

During the lunch period

From the dining hall the children will be accompanied by the duty mid-day assistants to the assembly point. Children in classrooms will be taken by the mid-day assistants to the assembly point.

Children in the playground will stand still when the whistle is blown. Children will line up and be taken to the assembly point by the mid-day assistants on duty. The senior teacher will collect the fire registers and proceed to the assembly point. Any teachers on the premises will assist with the roll call.

No return to the building is to be made until the most senior teacher present has made a decision.

In Case of Fire

If a fire is spotted the alarm bell will ring.

Cars must **not** be parked in the entrance to the playground. This must be clear for fire engines to have access to all parts of the building. Vehicles only permitted on playground in exceptional circumstances.

A fire practice will be held each term when everyone will be reminded of these procedures. This will be logged in the log book and kept in the headteacher's office.

The site manager will test the system each week/alarms tested ½ termly
Emergency lighting monthly
Fire Alarm batteries and smoke alarms quarterly

When premises is left empty, all fire doors will be left closed. Kitchen roller shutter will be left closed when kitchen not in use.

In case of bomb threat

In the event of a bomb threat, the evacuation procedures will be followed with all children, staff and visitors taken to St Paul's carpark for KS2 and Cambridge Gardens for KS1 (due to distance) Link Club should evacuate to St Pauls carpark.

Approved by	Finance, Staffing and Buildings Committee
Date	22/10/25
Next Review Date	Autumn term 2026