Reedley Primary School

Fire Safety Policy

Policy Details:

Person responsible for this policy & its implementation	Mrs Catherine Simmonds DSL
Review frequency	Annually, or sooner when an incident occurs.
Date approved	September 2026
Date of next review	September 2027
Purpose	The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building
Links with other policies	Emergency Preparedness Plan Fire Risk Assessment

Fire Drills

Fire drills are carried out each term and recorded on the fire drill log. Staff are not normally warned in advance, except at the beginning of the Autumn term when a test fire drill is conducted in order to check the procedures.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

• Fire emergency

• Planned rehearsal of the emergency plan

• Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the closest emergency call points. Upon hearing the fire alarm (a continuous ringing of the fire bell) all adults and children are to leave the building in an orderly fashion by the nearest external door and make their way to the designated assembly points for registration.

Non-Negotiables:

• No-one is exempt from leaving the building (this also applies for fire drills)

• No-one is to delay evacuation for any reason

• No-one is to wait/look for missing children

• Children must be made familiar with the procedures, instructed to leave by the nearest exit and make their way to their assembly point, if not in class when the alarm sounds. They must not return to class.

• No one is permitted to return to the building until instructed to do so by the Headteacher or a member of the Senior Leadership Team.

Persons with limited mobility

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point. Personal Emergency Evacuation Plans (PEEP) are in place and the evacuation chair is located in the upper corridor (also known as year 5/6 corridor).

Roles and Responsibilities

All staff are responsible for fire safety within the school.

- All staff: must ensure the safe evacuation of pupils. All staff must ensure that no one re-enters the building until the 'all clear' has been given by member of SLT.

- The Health and Safety Officers: will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. That all maintenance checks are carried out in line with Health and Safety advice and that repairs are carried out immediately.

- The Head/ Deputy/ Assistant Head Teacher: during an evacuation one of them will check the fire alarm board located in the school reception if safe to do so. They will liaise with the emergency services on their arrival. Depending upon the site of the fire they will meet the fire services on the car park or Reedley Road.

- Office staff: admin staff should telephone for emergency assistance using the school phone or their mobile phone if the alarm sounds (except when a scheduled practice is taking place). Office staff will take out: a mobile phone, Ipad, emergency

evacuation plan, emergency EpiPen box, gate key, emergency evacuation bag and children's emergency medication.

- Teaching Staff: all teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of pupils in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the pupils in their care evacuate the building safely in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked. Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). The teacher needs to take with them the class list and pupil's asthma inhalers that are located by the fire exit doors. The teacher in charge of the class shall take a register to check if any children are missing. Any missing children, visitors or staff (this includes kitchen or cleaners if on premises) will be reported to the school office assistant (Angela Haley). This will include: the name of the missing person, date and time last seen and by whom and any other medical information. The teacher in charge of the class is then to supervise the class and await further instructions from the Head Teacher. In the event of the Head Teacher not on site, await instructions from the Deputy or Assistant Head Teacher.

- Teaching Assistants: are responsible for checking the classroom that they are working in and communal areas. This includes: corridor, pupil toilets, disabled toilet and reception court yard garden. Teaching Assistants must also take out a class list. If safe to do so, they will close the classroom door they are working in.

- Designated Fire Wardens are: the Head Teacher (Sarah Bell), Deputy Head Teacher (Kerry Gorrel), Assistant Head Teacher (Ashleigh Hume), Lead DSL (Catherine Simmonds), SENDCO (Louise Cowell), School Business Manager (Ambreen Iqbal) and Office staff (Angela Haley). Their main responsibility is to ensure the building has been evacuated and everyone is accounted for. If stay to do so will they check communal areas such as staff room and office areas are empty. They do not put themselves in danger at any time. If in doubt, they leave by the nearest exit.

- Chief Fire Warden (CFW) will be nominated during a scheduled practice and in the event of a fire. The role of the CFW is to co-ordinate the Designated Fire Wardens, this will normally be the Headteacher, Deputy Head or Assistant Teacher in their absence.

- All other staff: All other adults will cooperate in the emergency procedures in event of a fire.

- Non-Employees: the school will inform non-employees, such as supply staff about the fire safety procedures for the premises by asking them to read and sign the induction pack. They will also be verbally informed by the office staff.

What staff should do if they discover a fire

Staff should break the nearest call point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely. Staff should evacuate the building by the nearest available fire exit.

Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head/Deputy/Assistant Head Teacher or Fire Officers.

What children or visitors should do if they discover a fire:

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out:

All occupiers of the premises should exit by the nearest available fire exit and make their way to the designated assembly point for registration on the school playground.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff should close the door behind them on leaving the room, if stay to do so. Staff and children should move quickly and quietly but do not run.

Designated Assembly Points:

• Children and class teachers

Years 5 and 6: Along the grass edge opposite classroom doors

Year 1LC: Along the grass edge next to 5CE

Reception: Along the grass edge next to 1LC

Ants/Bees/Crickets: Along the grass edge next to reception

Years 3 and 4: parallel to the grass verge and shelter

Year 2 and 1IL: opposite their classroom gate entrance

• All other staff and visitors to school: centre of playground near ball catcher area

If you are in another part of the school, you are expected to remain with the children in your care and exit the school via the nearest fire exit.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in any part of the school during lunchtime. All staff should be extremely vigilant during lunchtimes in ensuring children are not in the school without an adult present. If the fire alarm sounds whilst the children are having their lunch they will leave the hall through the back entrance to the school hall and line up with their class at fire assembly points.

If the children are outside playing when the alarm sounds a staff member will blow their whistle to indicate to the children to stop. They will be instructed to go to fire assembly points.