



Fire Safety Policy

Riverbridge Primary School

Status: School Based

Date Approved: October 2025

To be reviewed: October 2026 (unless major changes to premises are made)

Riverbridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

It is the responsibility of the Headteacher to ensure that Fire Risk Assessments are carried out regularly, at least every three years. The Risk Assessments can be carried out either by a Health and Safety sub- committee, likely to be made up of 1 governor, a designated fire warden, a member of Senior Leadership team and the Facilities Manager or this duty can be outsourced to an accredited Fire Risk Assessment company.

If any material changes are made to the structure or layout of the buildings a new Risk Assessment should be carried out immediately.

Staff Training

All staff are expected to complete the annual online fire safety training as well as familiarising themselves with the evacuation procedures for the area of the building they are in at the time. All office staff will be designated Fire Wardens and will receive the appropriate training. The training of fire Wardens is not compulsory but will be maintained according to prevailing legislation.

Visitors

Visitors will be instructed as to the evacuation procedure as they sign in, details of evacuation procedures are also on the reverse of the visitor's badge.

Disabled Evacuation

All fire exits are wide enough to enable wheelchair users to leave the building easily and safely. Risk assessments will be carried out on all disabled people to ensure safe evacuation and a Personal Evacuation Plan will be drawn up.

Fire Drills

Fire drills will be carried out once a term at different times of the day. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook. These will take place at different times of the day and also will include 'blocked routes' which will need staff to consider alternative routes.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Caretaker. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

The Fire Alarm system is inspected annually by an accredited external company and clear records kept. All Fire Extinguishers will also be inspected annually and details noted on the fire extinguishers.

Fire call points are located in all classrooms, corridors and shared areas in both bases. These are checked as part of the Risk Assessment process detailed above.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. Generally, all doors are unlocked by the Caretaker before staff arrive. Fire doors will not be propped open
- Please make sure that anything hanging on your classroom door will not impede its closure in the case of fire and that there is nothing on the floor that will do so either.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TVs, fans, laminators, toasters, etc) are to be switched off and if practical unplugged.
- All electrical items, plugs and cables are checked each year in PAT testing
- You are fully aware of your exit routes as this may differ from class to class
- You sign in or out whenever you enter or leave the building. Failure to do either can mean either no-one will look for you if you do not make it out of the building or others may remain looking for you, putting themselves in danger.
- The fire blanket will always accompany the cooker
- There is 1 metre clearance to the routes of exit doors
- Tops and fronts of heaters are kept clear

Smoking

Smoking and vaping is prohibited in or around the school.

ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

Key Roles

The office staff are responsible for ensuring that all documentation is collected that identifies who is currently in the building at the time of the fire, essential medication and the Emergency Plan. The office will also call 999 to report the fire so please ensure any pertinent information is sent there as soon as possible.

Class teachers must check that their class area is clear (in the teacher's absence this duty will fall to the TA) of children.

Teaching assistants will check the nearest toilets, vacated classrooms, PPA rooms, offices and communal areas for any children.

SLT (out of class)/ HSLW/ ELSA – will check close areas to ensure that all spaces are vacated.

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by pushing the glass firmly.
2. If you hear the fire alarm, evacuate the premises immediately through the nearest fire exit as detailed in the evacuation procedure for the base.
3. Member of office staff to dial 999 to report incident.

Only attempt to extinguish the fire with the nearest suitable fire appliance if all are safely evacuated and it is safe to do so. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors and windows if possible once the room has been checked.
2. Proceed to your assembly point where registers will be handed out by the office staff. Please ask your children to repeat their name back and ensure you have seen the child too. To verify all your children are in attendance, please do a head count.

The office staff will also take the late book to account for any children that were late to school. Once agreed hold the Register in the air to signify all adults and children are accounted for.

3. A member of office staff will check the visitor book and ensure all visitors are accounted for.
4. A member of office staff will take Fire Evacuation Routine and Record book to hand to emergency services. This includes floor plan of building.
5. All urgent medication should be taken by the office staff-e.g., Auto injectors, diabetic, severe asthma.

After the event

- Do not re-enter the building until advised to do so by the senior fire service officer or by the senior member of staff on base.
- If the fire has been extinguished by staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before reoccupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened before they return to normal activities.

Know: -

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

Knowle Green Base

The member of office staff will call 999 to report the incident.

Nursery

In the event of a fire, the teacher will use the hand bells to attract the children's attention. All children will be escorted from the building by staff on duty. This will usually be via the single door and then through the playground gate, they will continue across the playground to assemble at the base assembly point, which is on the grass area opposite the doctor's surgery in Burgess Way.

Take a head count of children attending in that session, only if the number is incorrect will a full register be taken. The office staff will provide the register which will be taken and confirmed to the senior member of staff.

Classrooms

All children will be escorted from the classrooms via the closest fire exit. Whenever possible doors should be closed as the last person leaves. The children will then be led by the teacher to the Assembly point opposite the doctor's surgery at Burgess Way. Reception will usually exit through Early Years outside area, Year 1 via the rear of the building. If any of the usual routes are deemed dangerous by the staff in charge of the class, the quickest alternative route will be taken.

As staff pass the outbuildings, The Cabin, staffroom etc the TA in the class will quickly check that they have been evacuated.

The office staff will ensure the offices, adult toilets, kitchen and hall are evacuated safely, closing doors and windows as appropriate and then proceed to assembly point with registers.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point.

ASSEMBLY POINT

Grassy areas opposite Doctor's Surgery in Burgess Way.

Take a head count of children attending in that session, only if the number is incorrect will a full register be taken. If everyone is present hold the register aloft.

IN THE EVENT OF A REAL EMERGENCY, NOT A DRILL, THE SENIOR LEADER WILL THEN LEAD THE CHILDREN AND STAFF TO PARK AVENUE BASE WHERE PARENTS WILL BE CONTACTED AS SOON AS POSSIBLE.

The Fire Warden will wait to meet the emergency services but will not re- enter the building until declared safe.

Lunchtime and Playtime Evacuation

Children will potentially be on the playground and in the dinner hall. If the Fire alarm sounds the adults on duty in the hall will lead the children via the Fire Exit at the rear of the hall round the building to the Assembly point as above. The children on the playground will be led by the staff on duty through Early Years outside area to the Assembly point.

Senior member of staff and office staff will ensure that all inside areas are evacuated before leaving the building.

They will be met by the class teachers and TA's and assembled in classes.

Procedures will then follow as above.

Breakfast Club and After School Club Evacuation

Children will potentially be on the playground and in the hall. If the Fire alarm sounds the adults will lead the children via the Fire Exit at the rear of the hall round the building to the Assembly point as above. The children on the playground will be led by the staff on duty through Early Years outside area to the Assembly point.

Senior member of staff and office staff will ensure that all inside areas are evacuated before leaving the building.

Wraparound Care staff will ensure paper register is taken to Assembly point and count carried out to agree to register.

Procedures will then follow as above.

Park Avenue Base

All children exit classrooms by closest fire exit and are led by teacher or lead adult to assembly point which is on the main playground. Whenever possible doors should be closed as the last person leaves.

If any of the usual routes are deemed dangerous by the staff in charge of the class, the quickest alternative route will be taken. As staff pass the outbuildings, the Double Hut, Music Room etc if possible, the TA in the class will quickly check that they have been evacuated.

The office staff will ensure the offices, adult toilets, kitchen and hall are evacuated safely, closing doors and windows as appropriate and then proceed to assembly point with registers and Surrey Gate Key.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point.

ASSEMBLY POINT

Main Playground

Take a head count of children attending in that session, only if the number is incorrect will a full register be taken. If everyone is present hold the register aloft.

IN THE EVENT OF A REAL EMERGENCY, NOT A DRILL, THE SENIOR LEADER WILL THEN LEAD THE CHILDREN AND STAFF TO KNOWLE GREEN BASE WHERE PARENTS WILL BE CONTACTED AS SOON AS POSSIBLE. DEPENDING ON THE SEAT OF THE FIRE THE ROUTE FOR EXIT WILL EITHER BE THE YEAR 2,3 and 4 GATE, YEAR 5 AND 6 GATE OR AS A LAST RESORT THE GATE TO COMMERCIAL PARK.

The Fire Warden will wait to meet the emergency services but will not re- enter the building until declared safe.

Lunchtime and Playtime Evacuation

Children will potentially be on the playground and in the dinner hall. If the Fire alarm sounds the adults on duty in the hall will lead the children via the Fire Exit at the far-right hand side of the hall near the main gate round the building, through the playground gate to the Assembly point as above. The children on the playground will be led by the staff to the Assembly point.

The senior member of staff and office staff will ensure that all inside areas are evacuated before leaving the building.

They will be met by the class teachers and TA's and assembled in classes.

Procedures will then follow as above.

**ALL OF THE PROCEDURES ARE FOR GUIDANCE ONLY AND IT MUST BE REMEMBERED
IN A REAL EMERGENCY IT MAY BE NECESSARY TO AMEND AT SHORT NOTICE.**