ILCHESTER COMMUNITY PRIMARY SCHOOL

Fire Safety Policy

Reviewed September 2026	M Mordue	**M Mordue**	**Headteacher**	**Review September 2027**

It is the responsibility of the Headteacher and Governing Body of the premises to ensure that fire evacuation drills are carried out.

The dangers which may threaten persons if a fire breaks out depends on many different factors, consequently, it is not possible to construct a perfect model procedure for action in the event of fire because of the unpredictability of any outbreak. However, these guidelines outline a realistic approach.

It is therefore important that the following points must be given prime consideration:

- The Purpose of the Fire Drill
- The Occupancy of the Premises
- The Details of the Fire Drill Routine
- Instructions, Training and Recording
- The Frequency of the Fire Evacuation Drills
- Supplementary Notes

Fire drills are intended to ensure, by means of Training and Rehearsal that in the event of fire:

- the people who may be in danger act in a calm and orderly manner
- those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- the escape routes are used in accordance with a Predetermined and Practised Plan
- evacuation of the building is achieved in a Speedy and Orderly manner
- to promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

Consideration must be given to the age of our pupils and as to whether there are any children with special needs.

Fire Drills

To ensure the effectiveness of the Appendix A arrangements:

- The Infant Department and Pre-School will undertake at least one joint evacuation drill each term.
- Fire drills will include testing of walkie-talkie communication procedures.
- Evacuation times will be recorded.

- Any issues identified will be documented and addressed promptly.
- Outcomes will be reviewed by school leaders and the Pre-School management team.

A fire routine is based on a critical sequence of events, these being:

Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

The procedures outlined in Appendix A must be followed

Calling the Fire Brigade (999 – nearest phone is normally in the main school office)

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available.

  This task is designated to the responsibility of the Headteacher or School Administrator because a telephone will be readily available at that location.

Evacuation

- On hearing the fire alarm, pupils are instructed to leave the building in a calm, orderly manner.

- The teacher in charge of each class must indicate the exit route to be used and everyone must be directed to a Predetermined Assembly Point (this is normally the playground).

- Specific arrangements must be made for pupils and staff with physical disabilities to ensure that they are assisted during evacuation. This will be dealt with on an individual basis based on the specific needs of the pupil/member of staff.

- As the Infant Department's fire alarm system and the Pre-School's fire alarm system are not interconnected, a dedicated communication process will operate using walkie-talkies. Further details in Appendix A.

- No running is to be permitted to avoid panic.

- Overtaking of classes or individuals must not be permitted.

- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point, (normally escorted by an adult).

- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

- The far side of the **playground** is designated as an assembly point at the **Junior Department**.

- The far corner of the **playground** is designated as an assembly point at the **Infant Department**. The gate through to the Tall Trees Community Centre which is locked with a coded lock may be accessed if evacuation from the site is required. *The school field at the Infant Department is the secondary assembly point if fire blocks any escape routes*.

- Along the fenceline, bottom left of the **outdoor play area**, is designated as an assembly point at the **Pre-School**.

- The actual assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.

- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

- When exiting the building, social distancing does not need to be observed; once assembled children should be spaced in their lines.

Roll Call

- The class teacher is nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises for each class.

- Immediately that classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises (Junior pupils assemble with their fire drill partner).

- Any visitors or contractors on the premises at that time must be included.

- The count at the assembly point must be checked with the fire register and visitors book to verify that everyone is out of the building.

- Fire registers are held in the classrooms and visitors book are held in the school office and taken by the member of office staff to the assembly point when the alarm sounds and must be brought to the assembly point when the alarm sounds. In the absence of a school admin team member a member of the leadership team is responsible for arranging the collection of this book.

- Members of staff who work across both school sites are responsible for informing a member of the admin team that they are present on their arrival on site and reporting to the assembly point.

- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

Meeting the Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Typical information the Fire Brigade will want to know

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (it may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc.).

Teachers should ensure that all pupils, staff or volunteer are familiar with the primary escape routes of the school and general fire evacuation routine. A copy is in the Policies File.

A record of the training and instruction given and fire drills held shall be recorded and will include the following:

- date of the instruction or fire drill;
- duration;
- name of person giving the instruction;
- names of persons receiving instruction;
- nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term. Each fire drill should be started by a predetermined signal and the whole premises checked as if an evacuation was in progress. Teachers are asked to practise leaving the premises by at least two routes. The Headteacher is responsible for organising staff training and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for the deputy or other senior member of staff to carry out the above duties in the absence of the nominated persons.

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term.

Notices

A Fire Action Plan will be displayed throughout each site, outlining appropriate action.

Fire Fighting

Guidance for the appropriate use of fire extinguishers will be displayed near each device and also in a central location.

Any attempt to fight the fire must always be secondary to life safety.

Circumstances will clearly dictate whether firefighting should be attempted.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Regular fire drills will ensure that the evacuation procedure applying to a premise fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Our school is based on two sites – Infant Department / Junior Department

In the event of a fire, staff at the other site must be informed.

An awareness of groups or classes visiting the other site will assist the safe accounting of all persons.

The contents of this guidance must be reviewed regularly and amended to accommodate procedures to enhance safety.

APPENDIX A

Fire Exiting Procedure 2026 - 2027

Infant Department

On hearing the fire alarm, teachers or adults in charge to immediately ask for calm and ask whole class to line up at the 'exit' door.

TAs to lead children, teacher to bring up the rear, unless no other adult present to lead the line. If no other adult, teacher to still be last to leave.

SEN TAs to purely focus on the children with whom they are working.

Room	Ideal Exit Route
Venus	Class fire exit
Apollo	Class fire exit
Luna	Class fire exit
Veritas	Class fire exit
All other rooms	Nearest fire exit.

Walk calmly in silence to the designated area of the playground.

Only if dry enough, each class to sit in their lines once **ALL** accounted for. Teacher to inform the most senior member of staff if there is a problem.

Exiting Procedure for Checking Rooms

Do not re-enter the building until the most senior member of staff allows you to do so and **do not put yourself in danger**.

Upon Exiting

Any designated Fire Marshall without direct supervisory responsibility for children should check the site. Once he/she has done so, they will exit the building and address the school on the playground.

Admin Team/Office Staff Responsibilities:

As the Infant Department's fire alarm system and the Pre-School's fire alarm system are not interconnected, a dedicated communication process will operate using walkie-talkies or telephone/personal visit as a back-up. See Pre-School procedures.

Red Box
Visitor Log
Pupil Log
Emergency Contacts Folder
Asbestos Folder
Mobile Phone

Junior Department

On hearing the fire alarm, teachers to immediately ask for calm and ask whole class to line up at the 'exit' door.

TAs to lead children, teacher to bring up the rear, unless no other adult present to lead the line. If no other adult, teacher to still be last to leave.

SEN TAs to purely focus on the children with whom they are working

Room	Ideal Exit Route
Minerva	Corridor fire exit
Vulcan	Class fire exit
Neptune	Corridor fire exit
Libertas	Class fire exit
Jupiter	Corridor fire exit
Juno	Corridor fire exit
Library	Via the hall exit (or if blocked the boiler house exit)
All other rooms	Nearest fire exit.

Walk calmly in silence to the designated area of the playground and then organise into fire partners.

Only if dry enough, each class to sit in their lines once **ALL** accounted for. Teacher to inform the most senior member of staff if there is a problem.

Exiting procedure for checking rooms

Do not re-enter the building until the most senior member of staff allows you to do so and **do not put yourself in danger**.

Upon Exiting

Any designated Fire Marshall without direct supervisory responsibility for children should check the site. Once he / she has done so, they will exit the building and address the school on the playground.

Admin Team / Office Staff

Responsibilities:

Red Box
Visitor Log
Pupil Log
Emergency Contacts Folder
Asbestos Folder
Mobile Phone

Early Years Department (Pre-School)
(Separate Fire Alarm System to Infant Department)

Purpose

This procedure sets out the arrangements for managing a fire emergency across the Infant Department and the on-site Pre-School. As the Pre-School is located separately from the main school building and operates an independent fire alarm system, additional communication measures are required to ensure the safety of all pupils, children, staff, visitors and contractors.

The purpose of this procedure is to ensure that any fire alarm activation within either setting results in a coordinated response, prompt communication and, where appropriate, the evacuation of both settings.

Responsibilities

Pre-School Manager

The Pre-School Manager is responsible for:

- Implementing evacuation procedures within the Pre-School.
- Ensuring staff are familiar with this procedure.
- Maintaining communication with the school during an emergency.
- Accounting for all children, staff and visitors following evacuation.

Fire Marshals/Designated Staff

Designated staff are responsible for:

- Initiating communication between settings when an alarm sounds.
- Checking designated areas where safe to do so.
- Reporting to the Headteacher or Fire and Rescue Service as required.

All Staff

All staff must:

- Familiarise themselves with evacuation routes and assembly points.
- Escort children safely from the building.
- Follow evacuation procedures without delay.
- Report fire safety concerns immediately.
- Follow instructions from Fire Marshals and emergency services.

Communication Arrangements

Walkie-Talkie Communication System

As the Infant Department's fire alarm system and the Pre-School's fire alarm system are not interconnected, a dedicated communication process will operate using walkie-talkies.

The Infant Department and Pre-School will each maintain a charged walkie-talkie that:

- Remains switched on throughout operating hours.
- Is set to an agreed communication channel.
- Is monitored at all times when children are on site.
- Is tested daily at the start of each session.
- Has spare batteries or charging facilities available.

Walkie-talkies form part of the school's emergency communication arrangements and must be included within routine health and safety checks.

Backup Communication

Should walkie-talkie communication fail:

- A designated member of staff will immediately proceed to the other setting to relay the evacuation instruction, provided it is safe to do so.
- Mobile telephone communication may be used as a secondary method where appropriate.
- In the event of uncertainty regarding the nature of an alarm activation, a precautionary evacuation should be undertaken.

Fire Alarm Activation Procedure

If the Infant Department Fire Alarm Sounds

1. School staff immediately begin evacuation procedures.
2. The designated member of staff, normally the School Office or Fire Marshal, contacts the pre-school by walkie-talkie and states:
   "School fire alarm activated. Evacuate immediately."
3. The Pre-School immediately initiates its evacuation procedure regardless of whether its own alarm is sounding.
4. Both settings proceed to their designated assembly points.
5. Emergency services are contacted where required.
6. Registers and visitor records are checked.

If the Pre-School Fire Alarm Sounds

1. Pre-School staff immediately begin evacuation procedures.

2. The designated Pre-School staff member contacts the school by walkie-talkie and states:
   "Pre-school fire alarm activated. Evacuate immediately."
3. The Infant Department immediately initiates its evacuation procedure regardless of whether its own alarm is sounding.
4. Both settings proceed to their designated assembly points.
5. Emergency services are contacted where required.
6. Registers and visitor records are checked.

Principle of Precaution

Because the alarm systems are not linked, activation of either alarm will result in a full evacuation of both settings unless a responsible person can immediately confirm the cause and determine that evacuation is unnecessary. Safety will always take precedence.

Evacuation Procedure

Upon hearing:

- The local fire alarm; or
- A communicated instruction via walkie-talkie that the neighbouring setting's fire alarm has activated, staff must:
- Stop all activities immediately.
- Direct children to leave the building calmly using the nearest safe exit.
- Close doors behind them where safe to do so.
- Leave all personal belongings.
- Not return to collect belongings.
- Proceed directly to the assembly point.
- Conduct a headcount and register check.

Staff should ensure that any child requiring additional support is assisted in accordance with their Personal Emergency Evacuation Plan (PEEP), where applicable.

Assembly Points

Pre-School Assembly Point
Location: Fenceline at the bottom left of the outdoor play area

Accountability Procedures

Pre-School

Following evacuation:

- Staff will undertake a roll call of all children.
- Staff, volunteers and visitors will be accounted for.
- Any missing person must be reported immediately to the Pre-School Manager and Fire and Rescue Service.

Communication Between Settings

Once registers have been completed, the Headteacher and Pre-School Manager, or their delegates, will confirm to each other that all individuals have been accounted for.

Key Principle

As the Infant Department and Pre-School operate separate fire alarm systems, **any fire alarm activation within either setting must be treated as a potential site-wide emergency. Immediate communication via walkie-talkie will trigger evacuation of both settings until the nature of the alarm has been established and the site has been declared safe.**

This approach ensures the highest level of safety for all children, staff, visitors and contractors across the entire site.

Lunchtime Procedures: All Departments

Children inside the building:

Lunchtime Supervisors are responsible for escorting children in an orderly manner from the hall. Nothing should be taken with the children.

Members of staff in their classrooms are responsible for checking their classrooms and exiting through the nearest exit.

Members of staff in the staffroom should exit through the teaching accommodation to check for children inside the building before taking responsibility for their children at the assembly point through the procedures described above.

Teachers are to collect the Fire Register from the classroom.

Children Outside the building:

Lunchtime supervisors in the outside areas are responsible for gathering children safely at the assembly point.

Teachers to collect the Fire Register before exiting the building.

After School

If there are children and parents on site, they should gather at the assembly point.

Teachers running clubs should escort their children to the assembly point.

The Headteacher or senior team member should check the building as described in the main procedures.

If a fire has broken out and some children have left the premises, parents of children not still on site must be contacted to check that they are safe.

Monitoring and Evaluation

This policy will be monitored and reviewed in line with the Ilchester School's policy review procedure.