



Fire Safety Policy

Adopted by:	FGB	Date: 20.1.26
Last reviewed on:	January 2026	
Next review due by:	January 2027	
Reviewed by:	Lisa Hillman (Headteacher)	

1. Introduction and Purpose

This policy outlines the procedures and guidelines for fire safety at Slimbridge Primary School. It aims to protect all pupils, staff, visitors, and property from the risk of fire. It is designed to comply with relevant UK legislation, including the Regulatory Reform (Fire Safety) Order 2005, and best practises for educational settings.

2. Scope

This policy applies to all areas within the school premises, including classrooms, offices, halls, kitchen, storage areas, and external grounds. It applies to all staff (teaching and non-teaching), pupils, visitors, contractors, and any other individuals present on the school site.

3. Roles and Responsibilities

Effective fire safety requires the cooperation of everyone within the school community. The following roles and responsibilities are defined:

Headteacher (Mrs. L Hillman): Overall responsibility for fire safety management within the school.

- Ensuring the development, implementation, and review of the fire safety policy.
- Allocating resources for fire safety measures.
- Ensuring adequate training for staff on fire safety procedures.

School Administrator (Mrs. S Rymer):

- Responsible for the day-to-day management of fire safety.
 - Conducting regular fire risk assessments.
 - Maintaining fire safety equipment (e.g., fire extinguishers, fire alarms).
 - Organising fire drills.
 - Ensuring compliance with fire safety regulations e.g., weekly testing of the fire alarm.
 - Ensuring fire safety equipment is checked.

Fire Safety Officer(s): Designated staff member (Mrs Hillman) trained to assist with fire safety management.

- Assisting with fire risk assessments.
- Delivering fire safety training to staff and pupils.
- Ensuring fire safety procedures are followed.
- **All Staff:** Responsible for:
 - Familiarising themselves with the fire safety policy and procedures.
 - Participating in fire drills.

- Reporting any fire hazards or concerns to the School Administrator or Fire Safety Officer.
- Ensuring that fire doors are not obstructed and fire exits are kept clear.
- Assisting in the evacuation of pupils during a fire.
- **Pupils:** Responsible for:
 - Following instructions from staff during fire drills and emergencies.
 - Knowing the fire evacuation routes.
 - Reporting any fire hazards or concerns to a member of staff.
- **Visitors and Contractors:** Responsible for:
 - Adhering to the school's fire safety policy and procedures.
 - Signing in and out at the school reception.
 - Being aware of the fire evacuation routes.

4. Fire Risk Assessment

A comprehensive fire risk assessment will be conducted regularly by an external fire safety consultant. The risk assessment will identify potential fire hazards, evaluate the risks, and implement appropriate control measures. The fire risk assessment will be reviewed and updated whenever there are significant changes to the school premises or activities.

5. Fire Prevention Measures

The following fire prevention measures will be implemented:

- **Good Housekeeping:** Maintaining a clean and tidy environment to reduce the risk of fire.
 - Regularly removing waste and combustible materials.
 - Ensuring that storage areas are well-organised and free from clutter.
- **Electrical Safety:** Ensuring that all electrical equipment is properly maintained and used safely.
 - Regularly inspecting electrical appliances and wiring.
 - Ensuring that electrical sockets are not overloaded.
 - Reporting any electrical faults to the School Administrator
- **Smoking Policy:** Smoking is strictly prohibited within the school premises and grounds.
- **Arson Prevention:** Implementing measures to prevent arson.
 - Securing the school premises when not in use.
 - Monitoring CCTV cameras.
 - Reporting any suspicious activity to the police.
- **Control of Flammable Substances:** Storing and handling flammable substances safely.
 - Storing flammable substances in designated areas.
 - Ensuring that flammable substances are properly labelled.
 - Providing appropriate training to staff who handle flammable substances.
- **Cooking Safety:** Ensuring that cooking activities are carried out safely.
 - Never leaving cooking unattended.
 - Cleaning cooking equipment regularly.
 - Ensuring that fire blankets and fire extinguishers are readily available in the staff room and areas where cooking is taking place.

6. Fire Detection and Alarm Systems

The school is equipped with a fire detection and alarm system that is regularly tested and maintained.

- **Fire Alarms:** The fire alarm system will be tested weekly. The time and date of the test will be recorded in the fire safety logbook.
- **Smoke Detectors:** Smoke detectors are installed in strategic locations throughout the school. They are regularly tested and maintained.
- **Emergency Lighting:** Emergency lighting is provided to illuminate escape routes in the event of a power failure. Emergency lights are regularly tested and maintained.

7. Fire Fighting Equipment

The school is equipped with appropriate fire-fighting equipment, including fire extinguishers and fire blankets.

- **Fire Extinguishers:** Fire extinguishers are located in strategic locations throughout the school. They are regularly inspected and maintained. Staff are trained in the proper use of fire extinguishers.
- **Fire Blankets:** Fire blankets are located in the kitchen and other areas where there is a risk of cooking fires. Staff are trained in the proper use of fire blankets.

8. Fire Evacuation Procedures

Clear and well-rehearsed fire evacuation procedures are essential for ensuring the safety of all pupils, staff, and visitors.

- **Evacuation Routes:** Evacuation routes are clearly marked with signage. All staff and pupils are familiar with the evacuation routes. (Please see appendix below for additional information on routes out of the building)
- **Assembly Points:** Designated assembly points are located away from the school building. All staff and pupils know the location of the assembly points.
- **Fire Drills:** Fire drills are conducted regularly to ensure that staff and pupils are familiar with the evacuation procedures. The date, time, and duration of each fire drill are recorded in the fire safety logbook.
- **Evacuation Procedures:**
 1. Upon hearing the fire alarm, which is a continuous ringing noise, all staff and pupils will immediately evacuate the building via the nearest designated escape route.
 2. Anyone finding a fire should break the nearest alarm glass (using a shoe or hard object if necessary).
 3. On hearing the alarm, teachers should evacuate pupils through their allocated exit or, where necessary, through the nearest safe exit (see sections on Fire Exit from classrooms and lunch time exits displayed in classrooms and hall).
 4. Staff will ensure that all pupils in their care are quietly and safely evacuated.
 5. Staff will close all doors and windows as they evacuate.
 6. Staff will proceed to the designated assembly point, which is on the bottom of the playground, parallel with the woodland area.
 7. Class teachers should take the register and raise their hand to notify the Head Teacher, or senior member of staff, that all children are accounted for.
 8. Classes should remain waiting silently until given the message to return to class.

9. The Headteacher or designated person will ensure that all pupils and staff are accounted for.
10. If it is safe to do so, the fire brigade should be called by pressing Line 1 or 2 for an outside line, and then 999. The school's details are as follows:

Slimbridge Primary School St John's Road Slimbridge Gloucester GL2 7DD
Telephone No. 01453 890216

11. No one will re-enter the building until the fire service has given the all-clear

• 9. Training and Awareness

All staff will receive regular fire safety training to ensure they are aware of the risks and procedures.

- **Induction Training:** All new staff will receive fire safety training as part of their induction.
- **Refresher Training:** All staff will receive refresher fire safety training at least annually.
- **Pupil Education:** Pupils will receive age-appropriate fire safety education.
- **Training Content:** Fire safety training will cover the following topics:
 - Fire prevention measures.
 - Fire detection and alarm systems.
 - Fire-fighting equipment.
 - Fire evacuation procedures.
 - Roles and responsibilities.

• 10. Communication

Effective communication is essential for ensuring that all stakeholders are aware of the fire safety policy and procedures.

- **Policy Dissemination:** The fire safety policy will be made available to all staff, pupils, parents, and visitors. It will be posted on the school website and on the school t-drive.
- **Emergency Contact Information:** Emergency contact information will be readily available to all staff.
- **Communication During Emergencies:** Clear and concise communication will be provided during fire emergencies.

11. Monitoring and Review

The fire safety policy will be regularly monitored and reviewed to ensure its effectiveness.

- **Regular Inspections:** Regular inspections of fire safety equipment and procedures will be conducted.
- **Policy Review:** The fire safety policy will be reviewed at least annually or whenever there are significant changes to the school premises or activities.
- **Record Keeping:** Accurate records of fire safety activities will be maintained, including fire risk assessments, fire drills, training, and inspections.

• 12. Legal Framework

This policy adheres to the following key legislation:

- The Regulatory Reform (Fire Safety) Order 2005
- Building Regulations
- Health and Safety at Work Act 1974

• **13. Related Policies**

This policy should be read in conjunction with the following school policies:

- Health and Safety Policy
- Emergency Procedures Policy
- SEND Policy

• **14. Policy Review and Updates**

This policy will be reviewed annually or more frequently if required due to changes in legislation, guidance, or school circumstances. The review will be conducted by Mrs. L Hillman, Headteacher, in consultation with relevant stakeholders.

Appendix 1: Exit from classrooms

When the fire alarm sounds, the children and adults exit the school as follows:

1.1 Little Otters

Children line up quietly by the door leading to the playground. On instruction from the Play Leader, the children will walk through the playground and line up at the evacuation point. The Play Leader is responsible for taking the register when the children are outside.

1.2 Reception Classroom – Class 1 (Ducklings)

Children line up quietly by the door leading to the playground via the reception outside play area. On instruction from the class teacher, they will walk through the play area directly to the playground. The children will walk through the playground and line up at the evacuation point. The Class 1 Teacher is responsible for taking the register when the children are outside.

1.3 Years 1 and 2 – Class 2 (Goslings)

Children line up quietly by the classroom door leading to the playground. On instruction from the class teacher, the children will exit from the classroom, walk through the playground and line up at the evacuation point. The Year 1/2 Teacher is responsible for taking the register when the children are outside.

1.4 Intervention Room (Cygnets)

Children line up quietly by the door leading to the hall. On instruction from the class teacher, the children will exit from the room, walk through the Y1/2 (Goslings class room), through the playground and line up at the evacuation point. The teacher is responsible for taking the register when the children are outside.

1.5 Years 2 and 3 Classroom – Class 3 (Avocet)

Children line up quietly by the classroom door leading to the hall. On instruction from the class teacher, the children will exit from the classroom, walk through the hall, and exit the building by hygiene suite. The children will walk through the play ground to the Evacuation Point. The Y2/3 teacher is responsible for taking the register when the children are outside.

1.6 Years 4 and 5 Classroom– Class 4 (Heron)

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up at the evacuation point. The class 4 teacher is responsible for taking the register when the children are outside.

1.7 Years 5 and 6 Classroom– Class 5 (Flamingo)

Children line up quietly by the classroom door leading to the playground, using whichever is the most appropriate exit. On instruction from the class teacher, the children will exit from the classroom, walk down the ramp/steps across the playground to line up at the evacuation point. The class 5 teacher is responsible for taking the register when the children are outside.

1.8 Administration & Visitors

Leave the building by the quickest route and congregate at the Fire Assembly point at the rear of the building.

1.9 Hall and Thrive Room

Exit the school through Gosling Class door, or through the main rear door or through cygnet room, depending on where the fire is. Walk across the playground and line up at the evacuation point and line up with registration class group.

1.10 Library Area

If any children are in the library area, on instruction from the teacher or dinner staff, they should walk down the stairs and through the hall and exit the school through 'Gosling' classroom door or through the main rear door of the hall (past staff-room), depending on where the fire is. Walk across the playground and line up at the evacuation point with their class group.

1.11 Music Room

Children line up quietly by the door leading to the playground. On instruction from the teacher, the children will exit directly across the playground to the evacuation point, joining their class group.

1.12 Playground

Children on the playground during break-time or PE/Games lessons should move to the assembly area with the adult in charge and await further instructions.

Holt (Outdoor classroom)

All children will vacate the building onto the playground and join their class group/

Pod (SEND intervention room/peripatetic music pod on front playground)

All children will vacate the pod and line up on the front playground – office staff will open the side gate for pupils and staff to move to the evacuation point on the bottom playground parallel to the woodland area

2.0

Lunchtime Exit

If the fire alarm sounds when the children are in the hall eating their lunch, all children should exit the school, through the main corridor and out of the playground door.

The children should stand up quietly. They should leave their lunch etc. on the table. The table nearest the door to the playground should exit first, followed by the other tables, as instructed by the lunchtime supervisor or member of staff.

The children should exit the playground door and will be directed across the playground to the assembly point at the evacuation point. The children will line up quietly in their class groups.

After establishing that all children are accounted for, and when it is safe for the children to return to the building, they can do so.

3.0 After School Clubs Exit

If the fire alarm sounds when the children are in after school clubs in the hall or classrooms, all children should exit the school, through the side exit and out of the playground door or nearest external door as instructed by the staff. After school club staff will take the attendance register with them to ensure all pupils are accounted for.

The children will be directed across the playground to the evacuation point. The children will line up quietly in their class groups or as an after-school club group.

After establishing that all children are accounted for, and when it is safe, the children will return to the building.

3.1 Pupils on the playground

If the fire alarm sounds when the children are on the playground, they will all move to the assembly point and wait quietly. The registers will be called to check that all children are out of the building and accounted for.

Staff should exit from the **nearest safe external door**.

4.0 Fire regulations

The main Fire Indicator and Control Panel is situated in the lobby by the resources room. There is a Remote Fire Indicator Panel in the outside block.

4.1 Fire glass alarm points

Fire glass alarm points are situated at the following points:

Entrance lobby

Little Otters Front entrance

Gosling Class rear door

Little Otters Rear entrance

Outside Cygnets class

Heron Class Front entrance

Lobby by Class 3

Heron Class Rear entrance

Cygnet Class rear entrance

Flamingo Class Front
entrance

Flamingo class rear entrance

Emergency door release points are situated at the following points:

Internal hall by entrance

Rear door by Ducklings Class

Instructions for the use of extinguishers are on the fire-extinguisher.