

Roseberry Primary and Nursery School

Fire Safety Policy and Emergency Plan



Headteacher: Mrs E. Dunn
Chair of Governors: Mr J. Anderson

Date: November 2025
Date for Review: November 2026

Fire Safety Duties –

The following persons have fire safety responsibility within the school –

Head Teacher – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.

Caretaker – will during the course of his/her duties ensure that fire safety measures are in place.

Teachers – will take charge of pupils to ensure their class evacuates the building in an emergency.
- will actively ensure that the means of escape in their classroom is never obstructed or blocked.

All other staff – will co-operate in the emergency procedures in event of a fire.

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

In premises that are shared with other organisations, the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the school's emergency procedures and will be expected to co-operate with the preventative measures put in place by the school.

Details of the School's Emergency Plan

Attendance Lists

All staff to complete their class registration lists every morning and afternoon. In the event of a fire, these lists should be taken outside during evacuation. (Parent contact details to be included on office copy only.)

How people will be warned if there is a fire

The alarm will sound (a siren & flashing warning light). The alarm will be checked by Miss Brown on a Wednesday morning at 7.30am from a different point each time. Walkies talkies will also be checked after the test by Miss Brown to ensure they are fully charged **and all connected to the same channel**. Walkie Talkies are located in:

- 2-year-old Nursery
- Year 3 Badgers classroom
- Office
- Year 4 Bats classroom
- Y6 Woodpeckers classroom

What staff should do if they discover a fire

Staff should leave the building immediately with all the pupils under their control and raise the alarm (if not already going off) by pressing the nearest call point on the way out.

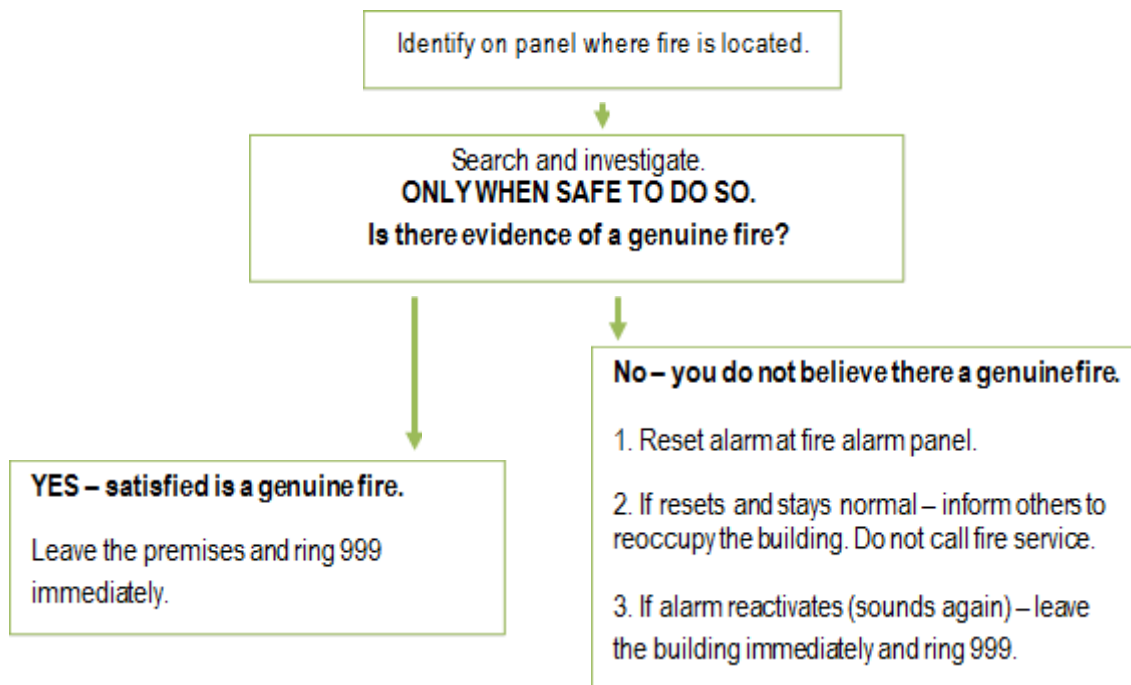
What pupils or visitors should do if they discover a fire

Pupils and visitors should inform the nearest member of staff and follow instructions calmly and quietly.

Procedure for calling emergency services

On hearing the alarm, **the building will be evacuated as described above**. At the same time the designated person (Caretaker or HT) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.



How the evacuation of the premises should be carried out

Staff should follow the written instructions on fire evacuation notices i.e. **Leave by the nearest exit**, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point. Staff should be at the front of the line to lead the pupils out.

The first member of staff to pass by the cleaners' cupboard in the KS1 cloakroom (bottom of the Poppy room stairs), should collect the key to open the gate. A member of staff from Year 4 should take the walkie-talkie outside with them. Ms Mill will take essential pupils' medications (e.g. epilepsy, diabetes) outside with her. In her absence, Mrs Cutts will deputise. A general inhaler will be kept in the office emergency pack for pupils suffering from asthma. Every September, Miss Dodds will send out a letter to new Reception parents of pupils with asthma to get permission to use this inhaler in an emergency.

One member of staff in the nursery and one member of staff in Reception will keep a key to open the Nursery gate on their person. (All external gates are opened by the same key. The external key for Reception EP hangs next to the cupboard door in their classroom.) Keys to be left in school overnight (in Willow nursery, hanging on a hook next to the external door; in 2 year old nursery, hanging on hook by external door) in case of staff absence the following day.

A member of the office staff will nominate an appropriate person to take the fire emergency bag, a walkie-talkie and the visitors' log to the KS2 assembly point. Anyone in the school office should leave by the nearest exit which is the main door. Inside the fire emergency bag will be a key pack and contact numbers. In the absence of the office staff, Mrs Dunn will nominate an appropriate person.

If alarm goes off when pupils are participating in mixed age lessons e.g. interventions outside of their classroom or lunchtime clubs, etc., staff should take their group registers outside.

Staff should check all pupils are present and raise their arm to signify that this is the case. Missing persons should be reported to a member of the Senior Leadership team.

Miss Mill should take the first aid kit outside. The first member of staff to pass a first aid kit in the corridors should take that with them to the yard.

Procedure for checking the premises have been evacuated

Staff to close all fire doors on their way out or when checking the building

The Caretaker will turn off the gas valve. **Claire Phillips will in her absence.** Claire Blakeney will check the upper levels of the building (above the dining hall), dining hall, kitchen areas and junior toilets/cloakrooms. **In her absence, Gillian Cutts will assume this role.**

The Headteacher will check the staff room, main hall, office, library, Poppy room and Infant cloakroom/toilets. **In her absence, Rebecca Dodds to assume this role.**

Mrs Lowrie will check or nominate a person to check the Foundation Stage toilets/cloakroom.

Mr Bell / Nurture Staff will check the Y1 toilets, nurture room and kitchen.

After-school club Facility/Clubs

The supervisor will have a list of who is present on a daily basis and should take this outside if the alarm sounds, after checking the toilet and kitchen facilities.

No-one should re-enter the building until Mrs Brown or Mrs Dunn (or Miss Dodds) says it is okay.

Leaders of after-school clubs will have a register and phone numbers of attendees which they will take with them if evacuation is needed. After-school club leaders should ensure they take their phones with them.

Where people should assemble after leaving the premises

Adults and pupils should assemble at the most appropriate assembly point from the following:

- 1) the bottom of the Junior school yard by the front gate
- 2) the EYFS entrance by the main gate near to the road (The key to open the external security gate is kept in the cleaners' cupboard in the KS 1 cloakroom.)
- 3) the back of the yard on Industrial Street.

Everyone should leave the building by the nearest exit. The walkie-talkies will be used to check for any pupils missing from the class attendance lists. Miss Brown will check that the batteries **and channels** are charged on a weekly basis.

Classes in the corridor farthest from the office (currently Year 2 Owls, Year 2 Moles and Year 3 Badgers) should exit via the fire exit door at the end of the corridor and assemble in the KS1 yard. Mrs Blakeney should take outside the gate key and walkie talkie.

In the Y3/4 corridor, in the case of the fire alarm going off, everyone should evacuate the premises from the nearest exit and assemble by the fire assembly sign in the school yard.

Identification of key escape routes & how they are accessed to escape to a place of safety

The Y5/6 corridor, Y3/4 corridor, EYFS exits and KS1 corridors are the main escape routes. Year 2 & 3 should leave via the fire safety doors at the end of the corridor.

*Nurture room – anyone in the nurture room should leave by the door in the corridor with Year 2.

Foundation Stage pupils should use their own exit. The Junior corridor has exits at either end, one of which is shared by the Y3/4 corridor. Staircases are used to leave the upper levels of the building.

Arrangements for fighting fire

Staff should not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, they should exit the premises immediately as detailed in the plan. If the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

Foam Extinguisher. (Standard)



Cream

Best For

Fires involving solids. Liquids such as grease, fats, oil, paint, petrol, etc but not on domestic chip or fat pan fires.

Danger

Check manufacturer's instructions for suitability of use on other fires involving liquids. These extinguishers are generally not recommended for home use.

How to Use

Use upright. Pull out red clip. Aim nozzle at base of fire (not nearer than 1m). Squeeze handles.

Do not aim jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

How it Works

These are mainly water based, with a foaming agent so that the foam can float on top of the burning liquid and break the interaction between the flames and the fuel surface.

Carbon Dioxide Extinguisher.



BLACK

Best For

Live electrical equipment when it is not possible to isolate the electric supply and flammable liquids such as grease, fats, oil paint, petrol etc. but not on domestic chip or fat pan fires.

Danger

Do not use on domestic chip or fat pan fires. This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Fumes from CO2 extinguishers can be harmful if used in confined spaces: ventilate the area as soon as the fire has been controlled.

How to Use

Remove safety pin. Operate no nearer than 2m. Aim at base of fire. Squeeze handles. Release to stop.

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

How it Works

Carbon dioxide extinguisher works on classes B and C and works by suffocating the fire. Carbon dioxide will not burn and displaces air.

Fire Blanket



Fire Blanket Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets conforming to British Standard BS EN 1869 : 1997 are suitable for use in the home BS 7944 : 1999 is suitable for industrial use. These will be marked to show whether they should be thrown away after use or used again after cleaning in accordance with the manufacturer's instructions.

Best For

Fires involving both solids and liquids. Particularly good for small fires in clothing and for domestic or commercial chip and fat pan fires provided the blanket completely covers the fire.

Danger

If the blanket does not completely cover the fire, it will not be able to extinguish the fire.

How to Use

Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.

How it Works

Smother the fire and prevents oxygen getting to the fire.

The duties and identity of staff who have specific responsibilities if there is a fire

- Person in overall control – Mrs E. Dunn (Headteacher)
- Person to ring Fire brigade –Miss Mill (Office staff)
- Person to turn off mains services – Miss Brown (Caretaker) or Mrs Phillips in her absence. Instructions will be provided for this by Miss Brown.
- First Aid, Miss Farrer, Mrs Matthews, Mrs Robinson, Mrs Reynolds, Mrs Staples, Mrs Cutts, Miss Farr, Mr Bell, Mrs Crawford, Mrs Gawman, Mrs Jardine, Mrs Straker, Mrs Blakeney, Miss Brown, Mrs Hopper, Mrs Allison, Mrs Kavanagh, Mrs Laverty, Mrs Bell, Mrs Robinson, Miss Tidbury, Miss DGLISH.
- All class teachers (or TAs covering classes) will be responsible for their classes at the assembly points.
- Mrs Dunn or Miss Brown will brief the fire services.

Arrangements for evacuation of people especially at risk

Every person with mobility difficulties should have a written personal emergency plan explaining who will assist them and how the evacuation will take place.

Supply teachers will be shown a copy of this on entry to make sure they are aware of any pupils who have a plan.

Any appliances or power supplies that have to be isolated if there is a fire

Gas valves in kitchen to be isolated by Mrs MacDonald. Main Gas valve in boiler room to be isolated by Mrs Brown(or Mrs Phillips in her absence). Instructions will be given for this.

Specific arrangements for high risk areas

Cleaners' cupboard at end of Junior corridor, cupboard beside Reception toilets, cupboard under stairs in KS1 corridor leading to art & craft room, cupboard in 2 year old Nursery and a chemical corner in the kitchen - contain flammable materials.

Contingency Plans for when safety systems are out of order

If alarm fails, the person detecting fire will shout 'FIRE' and as staff hear the evacuation of the building, they will raise the alarm by the same method and leave the building also. The bell will also be rung to signal the alarm (kept in Headteacher's room or on windowsill outside office).

How rescue services will be called and who is responsible for this

Miss Mill will ring the Fire Brigade from her mobile. In her absence, Mrs Dunn or Miss Dodds will ring.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

Mrs Dunn will meet the Fire Brigade at the front gate. In her absence, Miss Dodds / Mrs Brown or a member of the SLT will deputise.

What training employees need and the arrangements for ensuring that this training is given

The staff will be consulted on the safety plan and their recommendations used to amend accordingly during Autumn term 2025. This policy was reviewed in November 2025.

Plans for dealing with people once they have left the premises

In cases of extreme weather, when staff and pupils are unable to re-enter the building, they will proceed to the car park opposite the school where parents will be contacted classdojo and Arbor. Log in information will be taken outside by office staff.

Liaison between building owners, employers, residents and rescue services

Mrs Dunn will contact the property helpdesk on 03000 267890 to get premises-related help and informing landlords of damage, etc.

Emergency Plan drawn up by Mrs E. Dunn

Date – 14.11.24

Reviewed – 03.11.25

Review Period - Annually