

**REDDIFORD SCHOOL**

**FIRE RISK PREVENTION POLICY  
AND EMERGENCY EVACUATION PROCEDURES  
INCLUDING EYFS**

**To be used in conjunction with**

**Health & Safety Policy**

**Crisis Management Policy**

# Fire Prevention and Emergency Evacuation Procedures

## Introduction

The school works to compliance with the Regulatory Reform (Fire Safety) Order 2005.

Emergency evacuation of a building may need to be carried out for a number of reasons. For example:

- Outbreak of fire
- Risk of explosion
- Spread of poisonous gas
- Unwelcome intruder

In most cases, the attendance of the Fire Brigade or Police will be required. In the event of a security concern arising the Senior Teacher at that department will assess the situation and act accordingly. They will also inform the Senior Management Team (SMT) and relevant personnel of their actions and coordinate the actions and/or evacuation.

In the event of a fire the fire alarm will be sounded. This following procedure will then be followed.

## Visitors

All visitors to the school will have a copy of the evacuation procedures on the back of the visitor badges and this will be pointed out when they sign in. Visitors are always accompanied by a member of staff who will ensure that they exit the building correctly if the alarm sounds.

## Emergency Evacuation Procedure

Action on Discovering a Fire or Hearing the Alarm to ensure the safety of staff, pupils and anyone else legally on the school premises.

Warning of a fire is given by the continuous sounding of the fire alarm.

1. Any pupil discovering a fire should tell the nearest adult immediately. Adults becoming aware of a fire should immediately:
  - A. Alert those in the vicinity
  - B. Sound the alarm- which will alert the Fire Brigade and call 999.
  - C. Evacuate the building.
  - D. Inform the Fire Marshal of the location of the fire.
2. When the fire alarm sounds, teaching staff should calmly accompany pupils from their classrooms via appropriate escape routes to the assembly points where a roll call will be taken to identify any unaccounted for persons.
3. Fire extinguishers are provided around the premises to assist in any evacuation and for tackling minor fires. However, the teachers' responsibility is the safety of their pupils. Pupil evacuation must take precedence over any fire fighting.
4. Staff, visitors and pupils must move quickly (but without running) to the assembly point. There should be no talking so that instructions can be clearly

## Fire Prevention and Emergency Evacuation Procedures

- heard. Doors and windows should be closed where possible. Electrical equipment should be switched off, where possible.
5. The assembly points are in the playgrounds. At the Prep Department and Pre-Prep Department sites these are at the rear of the building. The assembly point at the Early Years Department site is the roadside playground. Any staff exiting on the roadside of the building at these sites should notify the Fire Marshal as soon as possible to ensure that they are included in the roll call.
  6. The Staff & Visitors Monitor assisted by the Deputy, shall take the IN/OUT boards, the Fire Registers printed from isams, the latecomers register and the visitors book to the assembly point and distribute the registers and pertinent information to the relevant person.
    - A. At the Prep Department site, the Dept Secretary (Upper School) shall be responsible for organising this duty.
    - B. At the Pre Prep Department site:
      - i. The Dept Secretary (Lower School) or the relief member of staff in the afternoon is responsible for this duty.
      - ii. When Extended day activities are taking place, the adult in charge of the session is responsible for this duty. The other adult will act as Fire Marshal.
    - C. At Early Years Department site, the Registrar is responsible for this duty.
  7. Form Teachers should call their registers to ensure that all pupils are accounted for and must report any missing pupils to the senior teacher who will notify the Fire Marshal. To confirm that all pupils are present, the form teacher must hand the register to the Senior Teacher.
  8. The Senior Teacher shall report to the Fire Marshal that all pupils are accounted for or provide the names of any missing persons.
  9. On every occasion where the fire alarm is activated outside the normal testing procedure, the Fire Marshal on the site shall ensure that the Fire Brigade has been notified. The site location shall be clearly given (e.g. 38 Cecil Park or 99/101 Marsh Road or 8 Cecil Park). In addition, the Fire Marshal shall ensure that the school gates are unlocked to facilitate the Fire Brigade and to allow further evacuation if necessary.
  10. The Fire Marshal shall liaise with the Fire Brigade on their arrival. The Fire Brigade will expect the Fire Marshal to notify them of any unaccounted for pupils, staff or visitors; the location of the fire panel and (if known) the location of the fire. The Head Teacher should be informed as soon as practicable.
  11. The Contingency Person will ensure any absent roles are covered by appropriate adults.
  12. No one must re-enter a building until it has been declared safe by the Senior Officer of the attending Fire Brigade (or Fire Marshal if it is known there is no fire).

## Fire Prevention and Emergency Evacuation Procedures

### Designated Staff

#### Fire Marshals and Senior Teachers at the Prep Department site (38 Cecil Park)

|                                 |                |                         |
|---------------------------------|----------------|-------------------------|
| Fire Marshal                    | Mr Ford        | Head of Upper School    |
| Staff & Visitors Monitor        | Mrs Kingsnorth | Dept Secretary          |
| Deputy Staff & Visitors Monitor | Mrs Baris      | TA/Welfare Coordinator  |
| Senior Teacher                  | Mrs Batt       | Head Teacher            |
| Deputy Senior Teacher           | Miss Qureshi   | Deputy Head ( Academic) |
| Contingency Person              | Mr O'Toole     | Deputy Head ( Pastoral) |

#### Fire Marshals and Senior Teachers at the Pre-Prep Department site (99/101 Marsh Road)

|                                 |                       |                |
|---------------------------------|-----------------------|----------------|
| Fire Marshal                    | Mrs Sethi             | Teacher        |
| Staff & Visitors Monitor        | Mrs Askew/ Mrs Jasraj | Dept Secretary |
| Deputy Staff & Visitors Monitor | Mrs Blackwell         | TA             |
| Senior Teacher                  | Miss Curry            | Teacher        |
| Deputy Senior Teacher           | Mrs Byrne             | Teacher        |
| Contingency Person              | Mrs White             | Teacher        |

#### Fire Marshals and Senior Teachers at Early Years Department site (8 Cecil Park)

|                                 |               |                      |
|---------------------------------|---------------|----------------------|
| Fire Marshal                    | Miss Palmer   | TA                   |
| Staff & Visitors Monitor        | Mrs McBreen   | Registrar            |
| Deputy Staff & Visitors Monitor | Mrs Vara      | TA                   |
| Senior Teacher                  | Mrs Horne     | Key Person           |
| Deputy Senior Teacher           | Miss Lloyd    | Teacher              |
| Contingency Person              | Mrs Longhurst | Head of Lower School |

### Ivor Lodge

In the event of a fire at Ivor Lodge, staff should evacuate the building, to the rear of the garden, call the Fire Brigade, if required and notify the School Office. There are spare slots for up to 8 visitors who need to sign in on the clipboard and reference this to their visitor number on the board and indicate when they are in/out of Ivor Lodge.

### All Sites

At lunchtimes, all staff on duty, including Lunch Supervisors and Teaching Assistants must be able to assume the duties of Designated Staff in their absence.

All sites have staff who fulfil the function of sweepers for each floor of a building, on their exit when the fire alarm is activated.

Contingency meeting points, in case of a fire, are arranged for all 3 sites. The contingency point, will only to be used instead of the primary meeting point, if it is

## **Fire Prevention and Emergency Evacuation Procedures**

deemed hazardous to stakeholders and would potentially put life in danger if the primary meeting point were to be used.

When there are additional social / educational activities at weekends or evenings, it is the responsibility of the senior teacher or organiser to allocate appropriate roles.

When the school is closed, out of hours callout is through CMS Keyholding. Should there be an emergency fire situation out of hours, CMS Keyholding will contact the Site Manager. The Site Manager would communicate the situation to the Bursar and Head Teacher (or any other member of the Senior Management Team), who would take appropriate action, depending on the nature/severity of the incident.

All Fire Marshals and Contingency Deputies should know:

1. The location of the fire panels and how they operate.
2. The location of the electrical main switches.
3. The location of the gas shut off valves.
4. The location of any special risks (e.g. highly inflammable materials).
5. The location of mains water stopcocks.

### Location of Fire Fighting Equipment

- It is every employee's responsibility to familiarise themselves with the location and recommended use of all fire appliances in their departments.
- Any member of staff who uses a fire extinguisher must report this to the Site Manager so that a replacement can be obtained.
- It is a disciplinary offence for any employee to wilfully tamper or misuse any fire appliance.

### Management checks and reviews

The internal fire records are reviewed at least annually, or more frequently if deemed correct to do so. The Governors review fire safety and compliance annually. The Senior Management Team review overall practises and consider evolving business needs.

As part of these management checks, high risk areas such as the Science Laboratory, ICT Suite, Cleaner's Cupboard and Site Team Sheds are checked for fire safety compliance. The Site Team timber framed shed at Ivor Lodge does not contain highly inflammable/highly combustible items.

# Fire Prevention and Emergency Evacuation Procedures

## Means of Escape

- All Fire Exits are clearly marked and must be kept free from obstruction both inside and out.
- Employees must leave the building by the safest exit away from the source of the fire.

## Fire Prevention

Reddiford School ensures all precautions are taken to prevent a fire. Reddiford School makes every effort to provide a safe and healthy working environment with respect to fire safety in its premises.

An annual fire check is provided by Spectrum Fire Company and throughout the year the Site Manager is responsible for the provision and maintenance of:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes and exits are clear.
- Signs, notices, emergency lighting, fire detectors,
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.
- Alarms and extinguishers- provided and maintained by Spectrum Fire Company.

## Responsibilities:

All staff have copies of the fire prevention and emergency evacuation procedures. This is provided to all staff and Governors at their induction. Updates are placed on the staff/Governor portals and outlined at the start of each new term at INSET.

An internal informal fire safety risk assessment review is carried out annually. An external fire risk assessment is carried out every 2/5 years, by a qualified external fire assessor, or sooner if required due to building changes or the business operation of the School changing. A report of the fire risk assessment is taken to Governors.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

All employees are responsible for preventing any possible cause of fire and for knowing what action to take in the event of a fire breaking out.

Reviewed September 2025

## **Fire Prevention and Emergency Evacuation Procedures**

Fire escapes will be clearly marked and evacuation procedures will be clearly displayed in appropriate parts of the building.

Suitable fire-fighting equipment will be stored in strategic areas of the building and regularly maintained. All staff will undergo training on how to safely use equipment.

All pupils and staff will be made aware of the school's fire safety regulations the first time they visit Reddiford.

In the event of a fire, all staff will be expected to assist with the prompt evacuation of all the children. Those not directly responsible for a group of children will conduct the sweep as they evacuate the building.

### **Training**

All staff receive fire training at induction when they are first employed and then at regular intervals, which is recorded. This can be in the form of internal refresher training, or external fire training by an external fire expert. It is repeated periodically where appropriate.

All designated fire personnel receive additional training appertaining to their appointed role. This may be in the form of refresher training or provided by an external fire expert.

### **Testing and Maintenance**

The fire alarm is sounded weekly for a brief period and evacuation is not required if the alarm is silenced within 20 seconds. These tests are carried out at approximately 09:00 on a Friday in the Prep Department, approximately 09:00 on a Wednesday in the Pre-Prep Department and approximately 10:00 on a Friday in the Early Years Department.

### **Fire Drills**

Fire drills are carried out at least every term at all sites. Plans showing escape routes are displayed around the premises and all escape routes are clearly signed. Staff must ensure that they are aware of the alternative routes to the assembly points and that all escape routes are kept free from obstruction. Staff should be made aware of the escape routes, call points and the location of fire extinguishers. Staff and pupils should be instructed not to interfere with the fire equipment.