



Copnor Primary School – Health and Safety Policy

C7 - Fire Policy

Rationale

We have built opportunities into the curriculum to teach the children about the hazards of fire and how to act in an emergency. We also have termly fire practices to train the children to exit the building.

Procedure in the event of a fire – SEQUENCE

- A Sound Alarm
- B Evacuate
- C Phone the Fire Brigade
- D Roll Call

A. Sound Alarm

1. Any child discovering a fire in the school should sound the alarm and tell the nearest adult.
2. Any adult discovering a fire or being alerted about a fire should operate the nearest fire alarm point. (see Appendix 1)

These are operated in the following manner: Break the glass, pressing where shown by the arrows.

The alarm is a continuous electric bell or if this system fails a whistle will be blown, a bell rang and/or 'FIRE' shouted in all areas.

B. Phone Fire Brigade

1. [See Appendix 2 for dialling 999](#)
2. Office Manager (or member of staff in the office) will phone the Fire Brigade and inform Head or senior teacher in school that a call has been made.
3. Office Manager (or member of staff in the office/at lunchtime member of staff on duty) to take Fire box with them (This includes, all registers, spare inhalers for children and First Aid Box.)
4. Two Office members of staff remain at the front gate to greet the fire brigade when they arrive.

C. **Evacuate** N.B. The first priority for adults in school is to get children and themselves to safety.

1. Upon hearing the alarm, teachers, class assistants, governors, parent helpers and visitors in school should assemble the children who are working with them and direct them straight out through the nearest exit and to their allocated positions outside the school building. One adult should be behind the children closing all doors and windows if practical as they leave. Do not stop to collect personal belongings such as coats and bags (see appendix 1). Silence should be stressed at all times.

2. **Exits of classes:**

[See appendix 1](#)

3. **Other Evacuation Routes**

- a) KS1 and KS2 Main hall – evacuate through 3 sets of fire doors into the main playground.
- b) Creative Arts – evacuate through fire door in room to north drive, then.

At lunchtime or breaktime:

Children will assemble on the playground at their usual allocated positions. Adults supervising at that time ensure good order.

Teachers in the building assemble with their classes as quickly as possible and other adults assemble at Muster points.

Children in the building will evacuate by the nearest exits and assemble with their class. Where class teachers have gone out at lunchtime other Supervisory Assistants will take over roll call for their classes.

4. If for any reason a teacher cannot use the usual route he or she should exercise common sense and get the children to safety by any other routes. Always avoid walking towards or in to smoke.

Parent helpers with groups throughout the school should take the children out at once. The only responsibility of adults in the school is to get the children in their charge to safety as quickly as possible.

D. Roll Call

1. All members of staff with specific fire duties will be identified by wearing a high visibility jacket. These are kept in the emergency box.
2. Attendance Officer and one other will bring registers and signing in/out sheets for children from the office if they are situated there, and distribute them to staff at the Muster Point. Teachers should take their registers with them if they have them in class and take a roll call once the children are assembled outside. SIMS Manager and one other will take a list of signed in/out visitors and adults employed at school and will conduct a roll call. Adults must make their way to Muster Point unless taking the class register.
3. No child or adult should go back into school.
When the roll call for each class and group of adults is complete, the Head (or person in charge) must be informed immediately.
N.B. If the roll call reveals a person is missing the Head (or person in charge) should be informed immediately.
4. Once informed of a missing person, if the Fire Brigade have not arrived it is the school's policy to await the arrival of the Fire Brigade and inform them.
5. Two Office members of staff remain at the front gate to greet the fire brigade when they arrive. They are informed immediately whether or not all persons have been safely evacuated and accounted for and where the fire is located.
6. In the case of fire drill, everyone will return to the school when the drill is safely completed.

Monitoring

1. The date, time taken to evacuate the buildings and any problems arising are recorded in the Fire Log.
2. The fire log is also used to record staff understanding of fire evacuation procedures and compliance with having any personal electrical items visually checked by the site manager before use.
3. A report on each Fire Drill is included in the Headteachers Report to the Governing Body.

The Headteacher is responsible for ensuring that termly drills are held and that the fire alarms are tested on a weekly basis. These drills and tests are recorded in the School's Fire Log. This is monitored by the Governing Body (Estates Committee) as part of the termly Health and Safety check. The Health & Safety Governor will sign the log.

Check list in the event of fire for responsible member of staff who is in the office

When the fire alarm sounds:

Admin Assistant

- ◆ Dial 999. Ask for FIRE SERVICE and inform whether it is a confirmed fire or the Fire Alarm is ringing.
- ◆ Look at Fire Alarm board and note the zone of the fire.

Attendance Officer and Finance Assistant (Using common sense regarding their personal safety)

- ◆ Pick up registers and signing in/out sheets for children.
- ◆ Exit building.
- ◆ Distribute registers to KS1 and KS2 and collect them back in once roll call completed.
- ◆ Notify (Head or person in charge) that all children accounted for

SIMS Manager and Bursar

- ◆ SIMS Manager takes out signing in/out sheets for visitors and employed members/data forms/walkie talkies/high visibility jackets/first aid kit/asthma pumps for KS2
- ◆ Bursar takes out signing in/out sheets for visitors and employed members/data forms/walkie talkies/high visibility jackets/first aid kit/asthma pumps for KS1
- ◆ Notify (Head or person in charge) that all adults accounted for.

Appendix 1

BREAK GLASS FIRE ALARM POINTS

1. Hall, by Fire Exit doors
2. Reception, by door
3. Year 4 Stairway, by door
4. Upper school, by year 4 cloakroom
5. Upper school, North West door
6. Year 5 door
7. Main entry and Year 5 door
8. Lower school outside North West door
9. Year 3 door

Exit Points for each Class:

- **Year R:** To use doors to outside from all three classes on to EYFS and then round to muster point.
- **Year 1:** Boyce & Banksy to use doors to outside from Boyce classroom as per fire evacuation plan in classroom.
Goldsworthy (Mezzanine) to evacuate through main Year 1 doors as per fire evacuation plan in classroom.
- **Year 2:** Simmonds & Rashford to use doors to outside from Rashford classroom as per fire evacuation plan in classroom.
Asher-Smith to evacuate through Donaldson doors as per fire evacuation plan in classroom.
- **Year 3:** To use Year 3 designated stairwell as per fire evacuation plan in classroom.
- **Year 4:** To use Year 4 designated stairwell as per fire evacuation plan in classroom.
- **Year 5:** Berners-Lee & Gilbert to use doors to outside from Berners-Lee classroom as per fire evacuation plan in classroom.
Newton to use own door to outside as per fire evacuation plan in classroom.
- **Year 6:** Pankhurst & Churchill to use doors to outside from Pankhurst classroom as per fire evacuation plan in classroom.
Attenborough & Darwin to use own door to outside as per fire evacuation plan in classroom.

If an area is blocked then use the nearest main exit in:

- KS1 – EYFS , Y1 or Yr2 exits.
- KS2 – Y3, Y4, Y5 or Y6 exits.

Appendix 2

DIALLING 999

- ◆ Lift telephone receiver and dial (9) for outside line then 999
- ◆ Tell the operator that you require the Fire Service
- ◆ Speak clearly. Give name and address of the school and as much information as you can
- ◆ You may be asked for your telephone number – Copnor Primary School 023 9266 1191

SAFEGUARDING THE SCHOOL COMMUNITY

Pupils

All children are regularly reminded about fire safety precautions:

- ◆ The importance of calling the register
- ◆ Sitting the way they do in the hall so that easy exit can be obtained
- ◆ Children who leave/return to school after registration are signed in/out on the screen sited at the Reception desk
- ◆ Pupils are taught how to make a 999 call as part of the Health Education Programme
- ◆ Pupils are taught how to sound the alarm for a fire – they are warned about the cost of a false alarm

Governors/Visitors/Parent Helpers

- ◆ All the above are asked to sign in and out at the Reception desk so that they can be accounted for in event of a fire.

Fire Drills take place at least once every term.

Autumn Term - some warning given about Fire Drill so that new EYFS children can be introduced to procedures and trained accordingly

Spring/Summer Terms - Fire Drills carried out without warning

Fire regulations are displayed in each room.

Policy updated: July 2025
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