This policy is in line with the Mission Statement of the school



Fire Safety Policy

Policy Date: October 2026

To be reviewed: October 2027
Fire Marshall: Thalia Nettleton/ Fara Omar

1. Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all staff and students to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is to look after the students or persons under their charge, meaning the evacuation of the building. No attempt should be made to fight the fire until their safety is assured, and then without exposing any person to risk.

The School has a dedicated Fire Officer (Thalia Nettleton and Fara Omar)

2. Fire Drills

- Fire Drills are to be conducted regularly and at least twice per term. It is anticipated that with regular and frequent practice everyone will be prepared for, and aware of, a real fire.
- Fire Drills are run unexpectedly so that in practice they are close to a real scenario.
- Students must be educated to respond appropriately when hearing the Fire Alarm. This is to be done by the Form Tutors at the beginning of each term, and in the event of a new entrant to the class.
- Supply teachers and other temporary or new staff must be made aware of the basic Fire Procedure.
- All Fire Alarm Call Points should be tested on a weekly basis.

3. Fire Drill procedure:

- When you hear the fire bell/siren, leave the area, as quickly as possible, by the nearest fire exit and proceed IN SILENCE, to the Fire Assembly Point. Students should remain silent and staff should encourage this. The teacher goes first and leads the way.
- It is very important that teachers remind their students to evacuate the building immediately when they hear the alarm and assemble at the Fire Assembly Point.
- Staff should make sure that the area in which they are teaching is clear. They should check that all people in rooms they pass on their way out have reacted to the alarm bell and that everyone moves quickly and quietly to the Fire Assembly Point (Appendix 1)
- Everyone should assemble at the fire assembly point and be checked off. Class teachers must stay with their class at all times until the emergency has been cleared.
- The Fire Officer/School Office is responsible for taking the Class Registers, Staff Register, Visitor's Book to the Assembly Point.
- The Fire officer/Office staff will hand out registers to teachers and absences need to be reported the Head Teacher. The Head Teacher will then cross check absences.
- When the cause of fire has been ascertained, a message will be sent to the Head Teacher/Fire Officer.
- In the event of a false alarm, the Fire Officer will inform the assembled School and everyone should return to work as quickly as possible. Year groups will be dismissed in descending order.
- In the event of a genuine fire or security problem, the school staff/Headteacher/Fire Officer will call the Fire Brigade/Police and the School will remain at the Assembly Point until it is safe to re-enter the building.

- The Headteacher may search the building to make sure that nobody remains. They must then report their findings to inform the Fire Brigade of an accurate list of missing persons.

3. Fire Reports

A written report must be produced after the Drill by the Fire Officer which specifies:

- Date and time of Drill.
- Time taken to evacuate the building.
- Problems, if any, encountered during the evacuation.
- Any other issues raised.

It is the responsibility of the Headteacher to ensure that any points arising from the report are addressed appropriately.

All Fire Drill reports of actions taken should be filed in the Health and Safety File.

4. Fire Action Procedure

FIRE ACTION PROCEDURES

The-following procedures are to be taken by both teachers and pupils in the event of a fire:

In the event of seeing fire or smoke press the Fire Alarm Siren from the nearest point.

All pupils must leave the premises in lines, immediately, under the supervision of the teachers. The teacher is first and leads the way.

Pupils must leave their belongings and walk in silence to the Assembly Point as listed below:

Gatton Road
Rear garden area

The Fire Officer / Office staff will bring registers to the teachers at the Assembly Point.

When all pupils have been assembled in their respective areas, teachers will be required to take a roll call.
Pupils must wait quietly until they are told to return to the building.

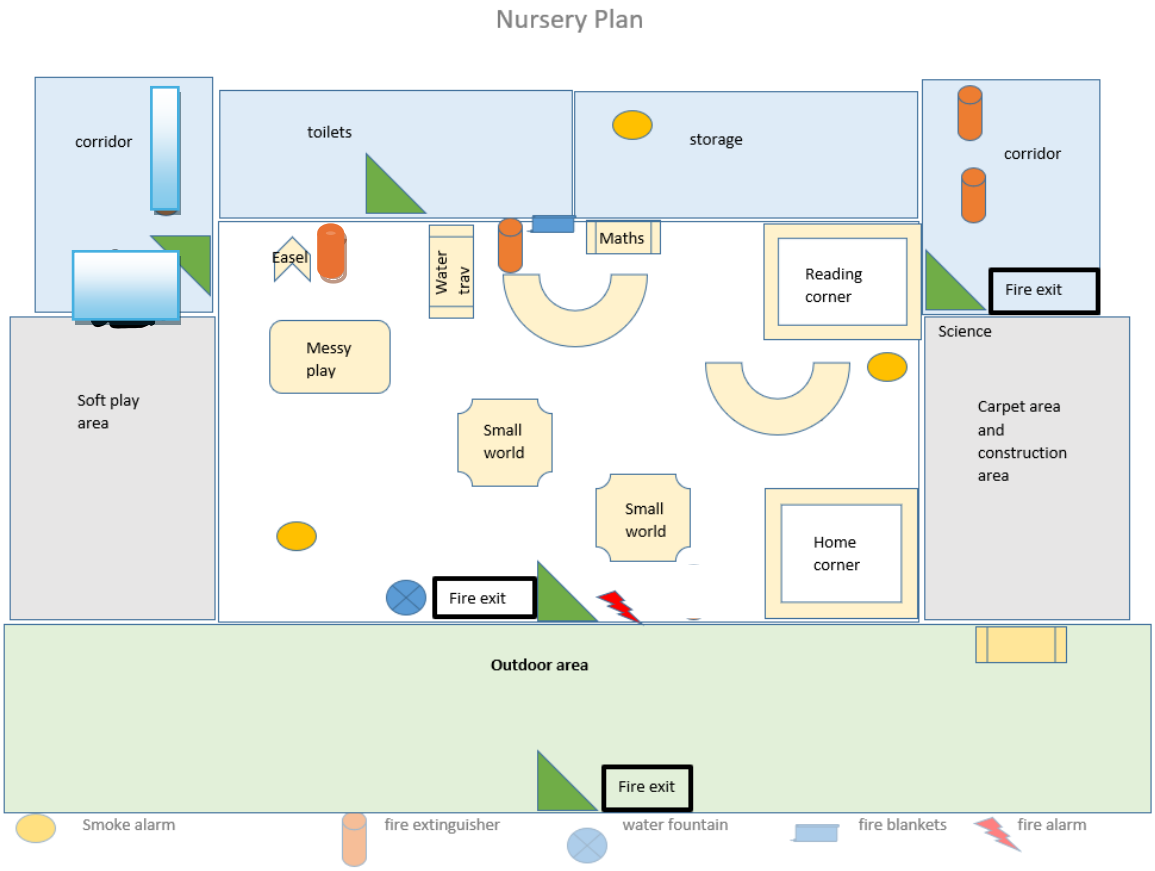
Results of the roll call from all the classes are to be presented to the office and fire drill co-ordinator.

Only after the Fire Officer authorises return to classrooms should members of staff leave the Assembly Points.

5. Fire Exits and Assembly Points

Please refer to Appendix 1.

This policy should be read in conjunction with the Schools First Aid Policy and Visitors Policy.



Appendix 1 - **Fire Exits and Assembly Points for Zone 2**

Last updated October 2025

There are 2 fire exits:

Assembly point 1 is on **Gatton Road**

Assembly point 2 is on Rear Garden against back wall on Broadwater Road exit