



## Fire Safety Policy 2025-2026

This policy was reviewed by on:

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**Date:** 2 September 2025

**By:** Euan Macdonald

**Policy will be reviewed on:** September 2026

This policy was ratified/reviewed by Governors  
on:

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**Date:** 8 September 2025

**Frequency of review:** Every 2 year(s)

# 1 | Fire Safety Duties

The following people have fire safety responsibility within the school:

## Headteacher

Will ensure there is a Fire Safety Risk Assessment, an updated Fire Evacuation Plan and that preventative and protective measures are in place.

## Senior Leaders

Will conduct regular checks of the building and address fire hazards as and when needed.  
Will jointly check building to ensure everyone has evacuated.

## Caretakers

Will, during the course of their duties, ensure that fire safety measures are in place.

## Teachers

Will take charge of pupils and additional adults working with them 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.

## Admin Team

Will check adults and visitors off against the entry system print out to ensure they have all evacuated the building safely.

## Pupils

Will follow the expectations shared by their teacher for a safe exit.

## All other staff

Will cooperate in the emergency procedures in the event of a fire.

## Visitors

Will familiarise themselves with the nearest exits and follow instructions given by senior staff.

## 2 | Fire Wardens

Mickie Foley

Euan Macdonald

Fire Warden

Fire Warden

## 3 | 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 fire precautions.

## 4 | Non Employees

The school will inform non-employees, such as students, 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.

## 5 | Shared Premises

See attached fire safety plan under appendix 2

## 6 | Details of the School's Emergency Plan

### How people will be warned if there is a fire?

The siren will sound as a continuous ringing bell throughout the school.

### What staff should do if they discover a fire:

- Staff should break the nearest break glass point on their way out of the building as soon as possible, and then ensure pupils in their care are evacuated to the school playground.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely (fire wardens only).
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

### What pupils or visitors should do if they discover a fire:

- Pupils and visitors should break the nearest break glass point or inform the nearest adult of the location of the fire and leave the building by the nearest exit.

### How the evacuation of the premises should be carried out:

- All occupiers and visitors of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves, i.e. the last person out of an area should be an adult.
- Teachers should ensure they collect the “Grab Packs” in each classroom.
- Staff should close all doors (including walk in cupboards – these should be closed when not in use) behind them on leaving the room.
- Staff and pupils should move quickly and quietly but should not run.

- The Class Teacher will take the class paper register and 'evacuation card' to the assembly points. Paper registers are updated by office staff when a pupil joins or leaves the class.
- All escape routes will be marked out by Green Fire Exit signs. Please leave only by the nearest and safest exit.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, everyone will still report to the assembly points.
- If children are in the halls / Dining Hall, teachers should do a head count at the start and end of the session. Children should evacuate immediately without collecting belongings and make their way to the nearest assembly point.

#### **Procedure for checking the premises have been evacuated**

- Roll calls will be made by class teachers against the register.
- Every class has a 'Grab Pack' positioned by their fire door. This contains a paper register (It is the teacher's responsibility to check that the register has been
- updated if children join or leave mid-year), a green card and a red card, and a pencil.
- If a year group is setting / groups, the set / group's teacher must take a paper register before the lesson begins.
- If any individuals are missing, then this must be communicated to the Senior Member of staff immediately. This information will be conveyed to the Fire Brigade on their arrival.
- Senior Members of staff will maintain constant mobile telephone / radio contact with the Head teacher and other nominated Fire Wardens.
- Office member of staff designated to stand at top of pedestrian gate to make sure no one comes in or leaves during the evacuation procedure.

#### **Please see plans attached for overview of zones**

If any individuals are missing, then this must be communicated to the Senior Member of staff immediately. This information will be conveyed to the Fire Brigade on their arrival

**In the event the fire bell sounds, the caretaker will investigate and notify Fire Wardens of the outcome.**

## Where people should assemble after leaving the premises

- All children must line up at the nominated assembly point for their year group.
- The lines must be as far away from the buildings as possible.
- The office staff will be responsible for opening external gates to enable evacuation from the school itself (if necessary).

## Assembly Points

Evacuation Point 1 - Northstar New School will exit via main gate and muster on the grass outside.

## Arrangements for fighting fire

Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to.

The Fire Warden meeting the Fire Brigade will bring them straight to the front of the building where the control panel is located.

## Fire Extinguisher Type / Use

Type	Use
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids. Electrical fires.
Carbon Dioxide (Co2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, 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.

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

**Admin staff** take registers and contact details to the assembly point; take keys for opening external gates.

#### Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order, a hand bell will be rung (located in office on each site).

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

- Admin staff will call the fire service from the main office

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

- The Head teacher or Deputy Head teachers will liaise with the emergency services on their arrival.

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

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.

#### Fire fighting equipment training will comprise of:

- Which extinguisher to use.
- The location of the nearest appliance to relevant workplace.
- Information on how to operate the extinguishers.
- Instruction to keep themselves between the fire and the exit.

#### **All senior leaders, office staff and caretakers will have fire warden training.**

#### Plans for dealing with people once they have left the premises

- SLT will liaise with the Fire Brigade whilst the premises is empty.
- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils.

- Contact details will be available in the event that the building cannot be reoccupied.
- If the building cannot be re-occupied after a reasonable time the school will enact its Business Continuity Plan.
- Liaison between building owners, employers, residents and rescue services.
- In the event of a fire, the Town Hall will be notified.
- All resetting of alarms / panels etc. will be coordinated in consultation with the appropriate services.

## 6 | Emergency Evacuation Procedures

On discovering a fire:

- (Pupils or adults) sound the alarm from the nearest ALARM POINT.

On hearing the fire alarm:

All children and adults must:

- Quietly and sensibly line up at the fire exit door;
- Walk quietly and sensibly to the Assembly point;
- An adult must leave the room last to check everyone is out safely;
- All doors MUST be closed;
- DO NOT collect belongings;
- DO NOT use the lift.

Adults

- Take 'Grab Pack' from the fire exit door as you leave;
- Close the fire exit door behind you;
- Make sure you exit after all the children;

- Check children against the register;
- Hold up the ‘green’ sign to indicate to the Fire Warden that all children are out safely;
- Hold up the ‘red’ sign to indicate to the fire warden that not all children are out safely;
- Wait and do not enter until instructed to by SLT.

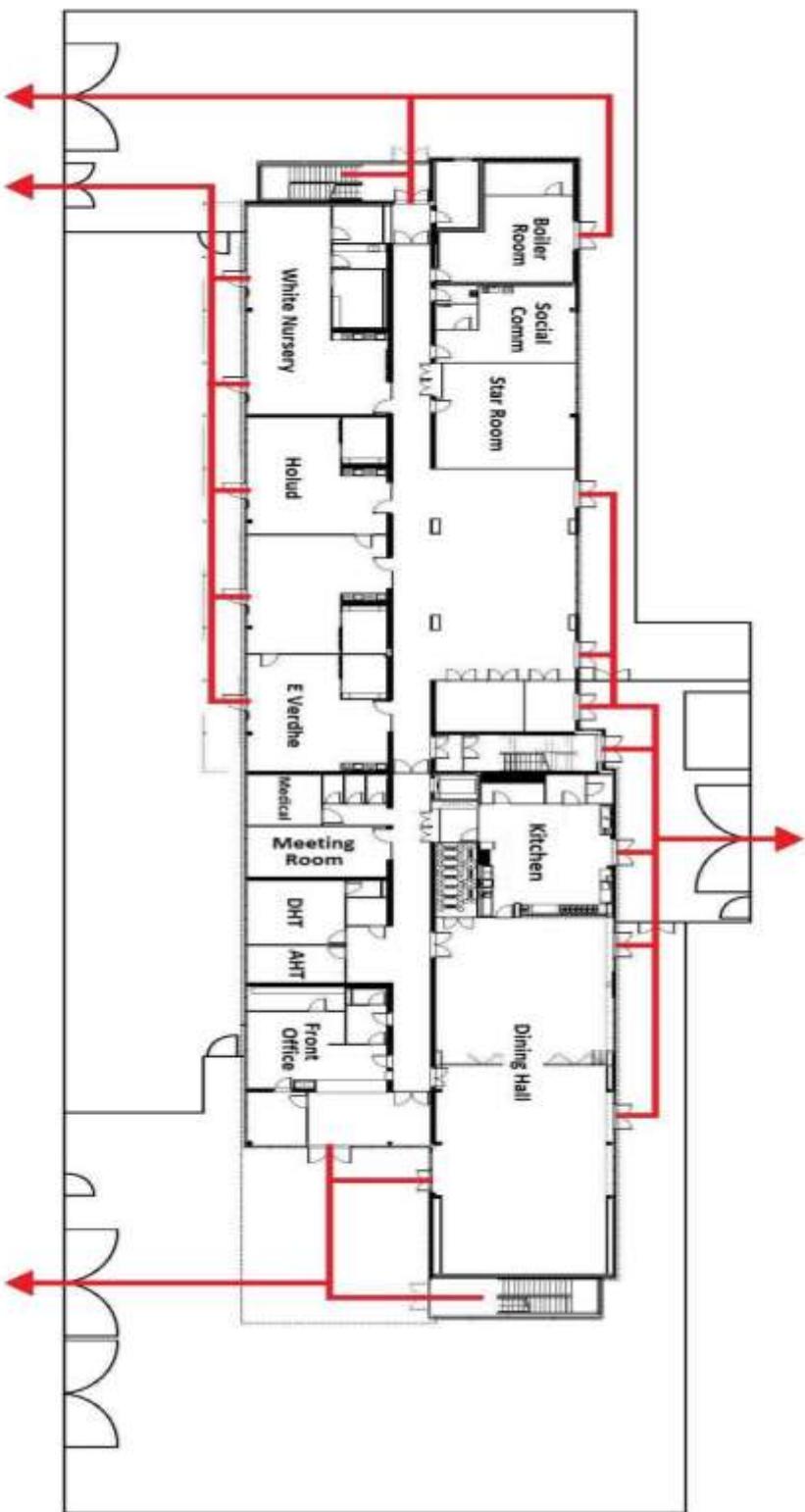
**All adults must carry their fobs at all times so that children can be moved around the school site if necessary.**

Be aware of fire engine access points:

- Staff Car Park
- Emergency Access
- Gate onto Reception Playground

**Gascoigne Primary School  
Shaftesburys**

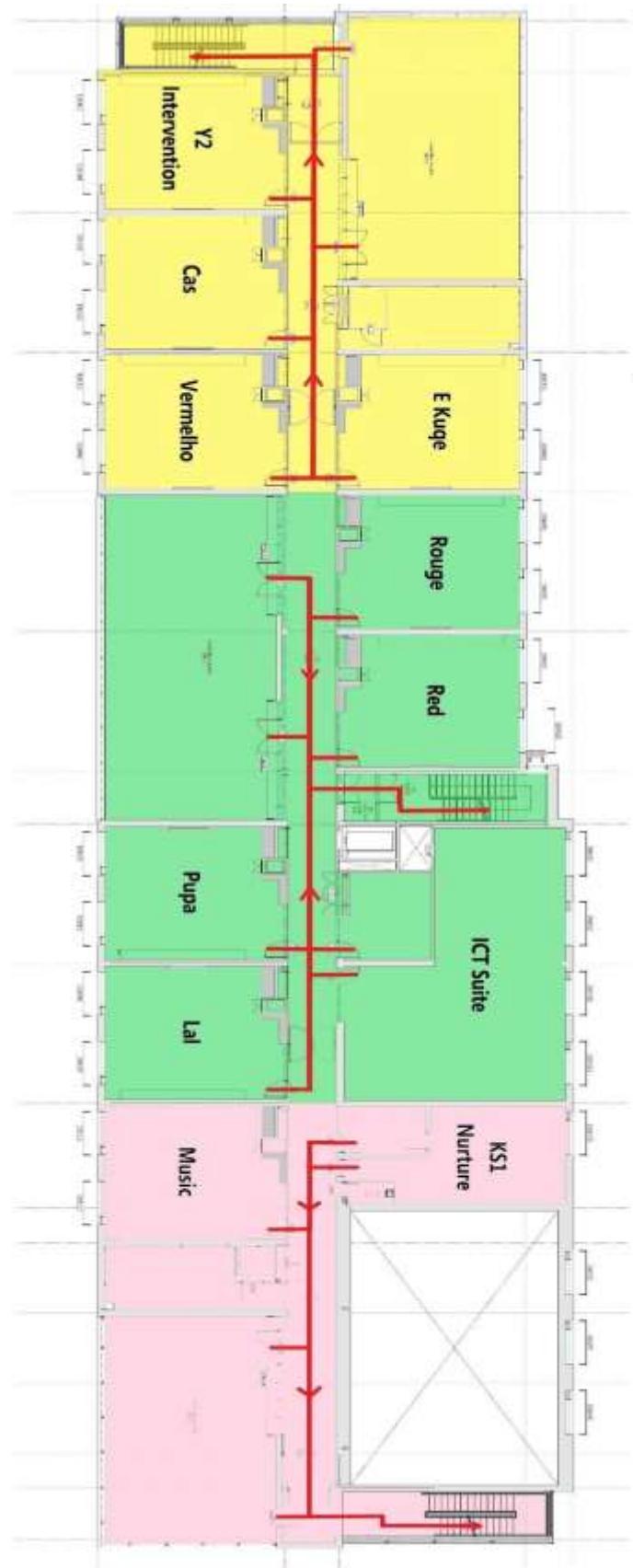
**Assembly Point 4**  
Evacuate to area outside Perryman House



**Assembly Points 2 & 3**  
Evacuate to grassed area within maisonettes

**Assembly Point 1**  
Evacuate to grassed area by The Maples

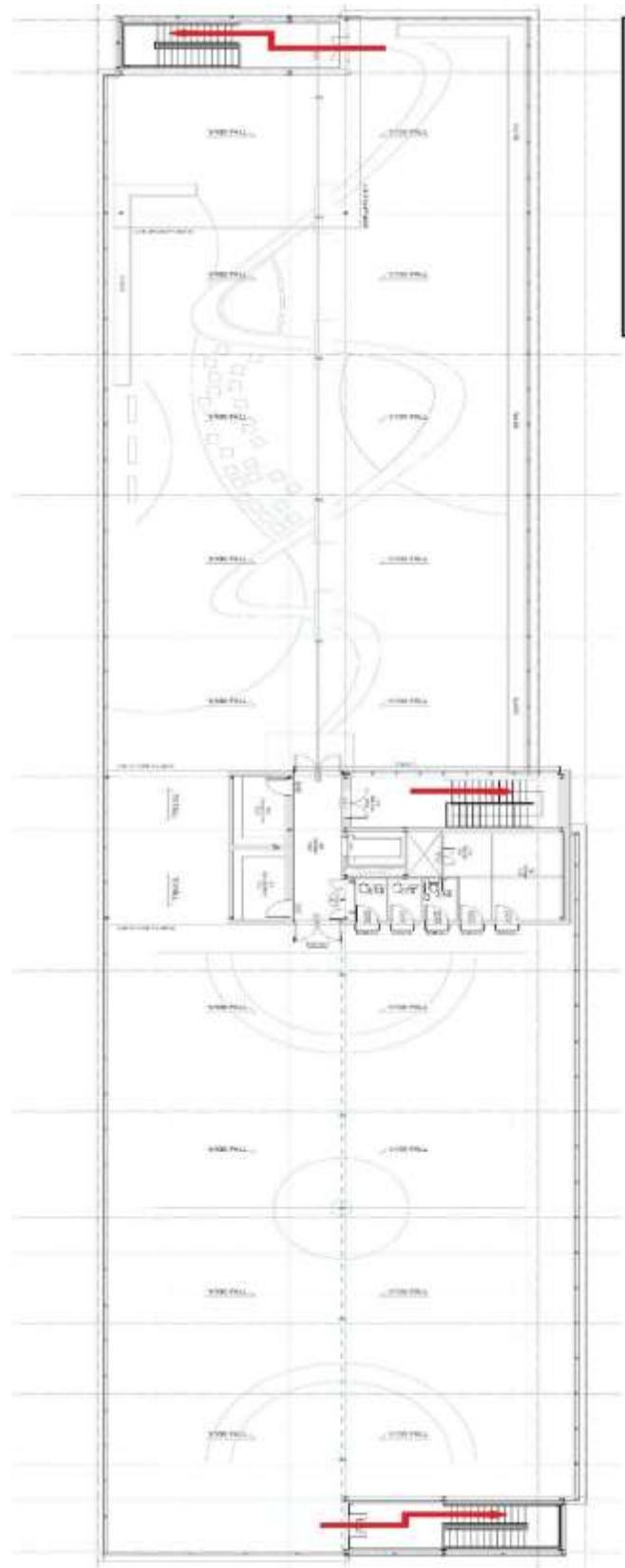
**Gascoigne Primary School  
Shaftesburys First Floor**



Gascoigne Primary School  
Shaftesburys Second Floor



Gascoigne Primary School  
Shaftesburys Rooftop



## **Fire Safety Policy & Evacuation Plan (Shared with Northstar New School)**

**Updated September 2024**

### **Fire Safety Duties**

The following people have fire safety responsibility within the school:

#### **Headteacher:**

- ❖ Will ensure there is a Fire Safety Risk Assessment, an updated Fire Evacuation Plan and that preventative and protective measures are in place.

#### **Senior Leaders:**

- ❖ Will conduct regular checks of the building and address fire hazards as and when needed.
- ❖ Will jointly check building to ensure everyone has evacuated.

#### **Caretakers:**

- ❖ Will, during the course of their duties, ensure that fire safety measures are in place.

#### **Teachers:**

- ❖ Will take charge of pupils and additional adults working with them 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.

#### **Admin Team:**

- ❖ Will check adults and visitors off against the entry system print out to ensure they have all evacuated the building safely.

#### **Pupils:**

- ❖ Will follow the expectations shared by their teacher for a safe exit.

#### **All other staff:**

- ❖ Will cooperate in the emergency procedures in the event of a fire.

#### **Visitors:**

- ❖ Will familiarise themselves with the nearest exits and follow instructions given by senior staff.

## **Fire Wardens are:**

### **Gascoigne Primary School**

James Fox	(Headteacher)
Anrē Buchner	(Deputy Headteacher)
Cheryl Monks	(Assistant Head)
Lesley Nnochiri	(Assistant Head)
Paola Ferreira	(Assistant Head)
Rehana Miah	(Assistant Head)

## **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 fire precautions.

## **Non-Employees**

The school will inform non-employees, such as students, 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**

The School is shared with other organisations: Northstar School (old CPC). The School will cooperate 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 Evacuation procedures and will be expected to cooperate with the preventative measures put in place by the School.

## **Details of the School's Emergency Plan How people will be warned if there is a fire?**

The siren will sound as a continuous ringing bell throughout the school.

## **What staff should do if they discover a fire:**

- ❖ Staff should press the nearest Fire Call Point button on their way out of the building as soon as possible, and then ensure pupils in their care are evacuated to the school playground.
- ❖ Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire- fighting equipment safely (fire wardens only).
- ❖ Staff should evacuate the building by the nearest available fire exit. If you are in the hall, please leave by the hall Fire Exit and walk round outside of building to get to your assembly point.
- ❖ Staff should not stop to collect personal belongings on their way out.
- ❖ Staff should close doors including external doors behind them. **Please do not prop external doors open.**
- ❖ Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

## **What pupils or visitors should do if they discover a fire:**

- ❖ Pupils and visitors should press the nearest Fire Call Point button or inform the nearest adult of the location of the fire and leave the building by the nearest exit.

## **How the evacuation of the premises should be carried out:**

- ❖ All occupiers and visitors of the premises should exit by the nearest available fire exit.
- ❖ Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves, i.e. the last person out of an area should be an adult.
- ❖ Teachers should ensure they collect the “Grab Packs” in each classroom.
- ❖ Staff should close all doors, including walk in cupboards (these should be closed when not in use) and external doors behind them on leaving the room/building.
- ❖ Staff and pupils should move quickly and quietly but should not run.
- ❖ The Class Teacher will take the class paper register and ‘evacuation card’ to the assembly points. Paper registers are updated by office staff when a pupil joins or leaves the class.
- ❖ All escape routes will be marked out by Green Fire Exit signs. Please leave only by the nearest and safest exit.
- ❖ All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, everyone will still report to the assembly points.
- ❖ If children are in the halls / dining hall, teachers should do a head count at the start and end of the session. Children should evacuate immediately without collecting belongings and make their way to the nearest assembly point.
- ❖ Office staff will print off a list of adults on site from the electronic entry system; they will then walk around the assembly points checking adults/visitors are out.

## **Procedure for checking the premises have been evacuated**

- ❖ Roll calls will be made by class teachers against the register.
- ❖ Every class has a 'Grab Pack' positioned by their fire door. This contains a paper register (**It is the teacher's responsibility to check that the register has been updated if children join or leave mid-year**), a green card and a red card, and a pencil.
- ❖ If a year group is setting / groups, the set / group's teacher must take a paper register before the lesson begins.
- ❖ If any individuals are missing, then this must be communicated to SLT immediately. This information will be conveyed to the Fire Brigade on their arrival.
- ❖ Senior Members of staff will maintain constant mobile telephone / radio contact with the Head teacher and other nominated Fire Wardens.
- ❖ Office member of staff designated to stand at top of pedestrian gate/entrance to school to make sure no one enters the premises during the evacuation procedure.
- ❖ Fire wardens will observe the green 'all clear' signs displayed by each class teacher/North Star staff.

**In the event the fire bell sounds, the caretaker/SLT Investigating Officer will investigate and notify Fire Wardens of the outcome.**

## **Where people should assemble after leaving the premises**

- ❖ All children must line up at the nominated assembly point for their year group/ staff group.
- ❖ The lines must be as far away from the buildings as possible.
- ❖ The staff will be responsible for opening external gates to enable evacuation from the school itself (if necessary). Key members of staff will have an FB key which they will keep with them always.

## **Arrangements for fighting fire**

- ❖ Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to.
- ❖ The Fire Warden meeting the Fire Brigade will bring them straight to the front of the building where the control panel is located.

## Fire Extinguisher Type / Use

Type	Use
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids. Electrical fires.
Carbon Dioxide (Co2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, 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.

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

Admin staff take registers and contact details to the assembly point; take keys for opening external gates. Kitchen staff turn off cooking appliances before leaving kitchen.  
Caretakers telephones the fire service assist the Headteacher and Fire Wardens

## Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching & Learning Advocate assigned to them. A refuge call point is located on the first floor of the main building (Gascoigne Site). PEEPs will be in place for these children/adults.

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

- ❖ Kitchen equipment

## Specific arrangements for high risk areas

Kitchens – cooking appliances will be isolated  
Boiler House – keep flammable materials to a minimum

## **Contingency Plans for when safety systems are out of order**

- ❖ In the event of the fire detection system being out of order, a hand bell/whistle will be rung (located in office on each site).

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

- ❖ Admin/caretaking staff will call the fire service from the main office

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

- ❖ The Head teacher or Deputy Head teachers will liaise with the emergency services on their arrival.

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

- ❖ Fire drills will be held every term.
- ❖ The emergency procedure will be shared with staff, including the induction of new staff.

## **Firefighting equipment training will comprise of:**

- ❖ Which extinguisher to use.
- ❖ The location of the nearest appliance to relevant workplace.
- ❖ Information on how to operate the extinguishers.
- ❖ Instruction to keep themselves between the fire and the exit.

## **All senior leaders, office staff and caretakers will have fire warden training. Plans for dealing with people once they have left the premises**

- ❖ SLT will liaise with the Fire Brigade whilst the premises are empty.
- ❖ If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils.
- ❖ Contact details will be available in the event that the building cannot be reoccupied.
- ❖ If the building cannot be re-occupied after a reasonable time the school will enact its Business Continuity Plan.
- ❖ Liaison between building owners, employers, residents and rescue services.
- ❖ In the event of a fire, the Town Hall will be notified.
- ❖ All resetting of alarms / panels etc. will be coordinated in consultation with the appropriate services.

## **Emergency Evacuation Procedures**

### **On discovering a fire:**

- ❖ (Pupils or adults) sound the alarm from the nearest FIRE CALL POINT.

### **On hearing the fire alarm:**

All children and adults must:

- ❖ Quietly and sensibly line up at the fire exit door;
- ❖ Walk quietly and sensibly to the Assembly point;
- ❖ An adult must leave the room last to check everyone is out safely;
- ❖ **All doors MUST be closed;**
- ❖ DO NOT collect belongings;
- ❖ DO NOT use the lift;
- ❖ DO NOT re-enter the building unless instructed to do so by the SLT member nominated Investigating Officer.

### **Adults**

- ❖ Take 'Grab Pack' from the fire exit door as you leave;
- ❖ Close the fire exit door behind you;
- ❖ Make sure you exit after all the children;
- ❖ Check children against the register;
- ❖ Hold up the 'green' sign to indicate to the Fire Warden that *all* adults and children are out safely;
- ❖ Hold up the 'red' sign to indicate to the fire warden that not all adults and children are out safely;
- ❖ Wait and do not enter until instructed to by the SLT member nominated Investigating Officer.

### **Radio Etiquette**

- ❖ There should be 'radio silence' and only the SLT Investigating Officer will communicate with wardens.

### **All adults must carry their gate keys at all times so that children can be moved around the school site if necessary.**

Be aware of fire engine access points:

- Staff Car Park