REGENT PRIMARY SCHOOL

Fire Safety Policy

Reviewed by HM: January 2026
Previous Review: March 2024
Approved by the Board: February 2026

Date of Next review: February 2028

Introduction

Responsibility for fire safety at The Regent School is shared between the Board and the Head Teacher, who must ensure that fire precautions at the school comply with all relevant fire safety legislation.

The safety of all children, visitors and staff at The Regent School is paramount. The Headmaster and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building

Protective Equipment - Fire Extinguishers

Firefighting equipment is provided throughout the building.

Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. The recommended policy while the Fire Brigade is contacted, is that the alarm is sounded and all persons exit the building as quickly as possible in the prescribed manner.

Inspection Procedures/Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out by the
Facilities Manager. Any defects or shortcomings should be brought to the attention of the Administration Manager who will ensure the arrangements for replacement or replenishment.

The Headmaster and the Board are responsible for Health and Safety in the School. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within twelve months.

An evacuation exercise will take place once a term and as soon as possible after any new intake of pupils is admitted to the school. The first evacuation of the year will usually be notified: others may be non-notified, at the discretion of the Head. A record will be kept of the results.

The Facilities Manager will undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Good Housekeeping within the School:

A range of safe practices will reduce the risk of fire and inhibit its spread f it does occur.

- Extension Leads with various outlets (reel) are fully unwound.
- No overhanging visual displays from wall to wall (will aid spread of fire considerably.)
- Fire exits not obstructed.
- No locks to be placed on any fire exits.
- No visual displays from ceiling and around light fittings.
- Be aware of mix of items stored together.
- Storage to be secure, ensure no risk of anyone setting fire to it.
- Storage of all “back up” software in fire protective cabinets.
- Air conditioners should be switched off when room is unoccupied

The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

1. Raise the alarm. On hearing the alarm the Administration Manager, Head of Security or Head Teacher will telephone the Fire Brigade.
2. The premises will be evacuated via the nearest exit points.
3. All staff, pupils and visitors will report to the Assembly Point in the centre of the Sports’ Field.
4. Duties of employees with key responsibilities should be followed.

- **Alarm** Anyone discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher’s responsibility to ensure children are aware to notify a member of staff on discovering a fire). How to activate the fire alarm is taught during the annual training.

- **Calling the fire brigade** – All outbreaks of fire are to be reported to the Fire Brigade.
  It is the duty of the Admin Manager or the Head of Security to make the call before vacating the premises.

- **Evacuation of premises** – on hearing the alarm, pupils should walk immediately in an orderly way and in silence to the Assembly point. Bags and other belongings are NOT to be collected

on the way out. The teacher/member of staff will ensure that all electrical appliances are turned off and that doors and windows are closed behind them as they leave the premises.

- **Report to Assembly Point** – See site plan for assembly point. At the assembly point, classes will begin to line up in class order to enable a headcount of each class.
- The class registers will be given out by Admin office staff to the teachers to check that everyone is accounted for.
- **Call the roll** – Class teachers/member of staff in charge will immediately call the Register, any class still standing when most other are seated may have a problem and is easily identifiable as such.
- The class registers are to be given first to Year Group Coordinators then to the Head of Departments; he or she confirms to the Head Teacher that everyone is accounted for.

The Admin Manager is to coordinate the roll call for all non-teaching, support staff and visitors.

Re-entering Building

The Headmaster makes the announcement when it is allowed to re-enter the building. With the Head of security and the facilities manager, he may make an inspection of the building before he authorises its re-occupation.

Duties and Responsibilities of Delegated Members of Staff:

Admin Manager /Headmaster – On hearing the alarm, will contact the Fire Brigade using a telephone. It is the Headmaster's responsibility only if Admin Manager is not present in school.

School Admin Office – On hearing the alarm should collect all class registers and distribute to class teachers.

School Admin Office – Will be responsible for all visitors, to ensure all visitors to the school at the time of the fire alarm sounding are accounted for. All visitors should report to Assembly Point on hearing the fire alarm.

Headmaster – To meet with Fire Brigade at the front of the building. All Fire Wardens and persons with roll call responsibility to inform Headmaster if anybody is absent.

Facilities Manager - It will be the responsibility of the Facilities Manager to ensure all cleaning/caretaking staff members are accounted for and any absences reported to the Admin Manager.

Fire Marshals: Fire marshals are easily identifiable through their wearing of high visibility jackets. Upon sounding of the alarm, fire marshals will sweep their designated areas and will be the last person to leave their building. Once the building is swept, they will meet on the field and rejoin their

team. HOD's must account for all fire marshals in their department before notifying the Headmaster that everyone is present and accounted for.

Evacuation of disabled persons – pupil, staff or visitor: Class Teacher or other designated adult who is directly responsible for the person during their time on site.

Pupil - It would be the class teacher's responsibility to ensure the pupil is escorted to the assembly point.

Staff Member - It would be the responsibility of the School Nurse to ensure the member of staff is escorted to the assembly point.

Visitor - It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point.

Procedures for liaison with the Fire Brigade -The Head Teacher and the Chief Security Officer will meet the Fire Brigade on the driveway of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building. The Department Head would take this role if the Headteacher is not present in school.

Unexpected Explosions

In the event of an unexpected explosion The Headmaster will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by The Admin Office. In addition, the scene of the explosion will be cordoned off. The School will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby.

Conclusion

This Policy Document both guides and reflects current practice in Admissions at The Regent School. It is up to date and current at the time of writing (Sept.2021) and at the time of the latest review (January 2026) will be due for review next in January 2028.