



Rawmarsh Ryecroft **Infant School**

Fire Policy

Reviewed: September 2025

Next Review Due: September 2027

1. Aim

To exit the building as quickly and safely as possible with due regard to the safety of all.

2. Specific Roles

Teachers/Support Staff:

- Ensure safety of self/children by evacuating and meeting at the appointed fire assembly point.
- Evacuation should be quick, but orderly and conducted swiftly and safely.
- Ensure that no children attempt to take personal items or return to the building **for any reason**.
- Make individual decisions and act independently to ensure safe exit should the need arise.

Headteacher/Deputy Headteacher/Admin Staff:

- Manage the overall evacuation process and operational decision making should any procedures need modification e.g. an alternative assembly point/exit route may be required.
- If safe to do so, sweep the school ensuring all have left, turn off electrical appliances/lights and close doors.
- Ensure contact has been/is made with emergency services if required.
- Supervise checking of registers and visitors signing in/out documentation at the assembly point.
- Liaise with emergency services on arrival.
- Provide regular opportunities for staff and children to practice the school's fire procedures and make any required amendments as a result.

Admin Staff/Fire Marshalls:

- Contact emergency services.
- Ensure registers, including visitors signing in/out information, are taken to assembly point.
- Check staff and visitors have left the building.
- Liaise with Headteacher
- Check pupil toilets on main corridor for both children and visitors.

Designated SEND Support Staff:

- Ensure safe evacuation of any child/adult with specific needs e.g. requiring a wheelchair or with any other need/disability.

Specific Lunchtime Procedures:

- RMBC catering staff are to leave by the appointed exit near the kitchen.

- All other individuals are to leave, guided by staff, through the nearest fire exit.
- Adults in the dining hall should ensure that children do not try to take any personal belongings with them, e.g. lunch boxes, coats etc.
- The corridor supervisor is to check children's toilets.
- Adults to ensure that children leave quietly and in an orderly manner.
- Teaching staff to locate their class as quickly as possible and check numbers and register.

Events in the school hall when members of the public are present:

- Fire regulation limits of 120 parents/carers are to be adhered to at all times (e.g. ticket only events to monitor numbers).
- Fire safety & exit information should be provided verbally before any performance/event where possible.
- Members of the public will be asked about any special requirements, due to need/disability, at time of booking.
- Parents/carers will be admitted through the door via the school yard, the main gates will be opened 10 minutes before start of an event.
- Performances/events will start promptly with children exiting the hall first at the end.

Fire alarm testing

- Testing will be carried out weekly by the Caretaker and recorded in the fire logbook, which is kept in the main office.
- Fire practices will be carried out by the Headteacher regularly and recorded in the fire logbook.

Other fire safety checks:

- The Caretaker will check/test the alarm weekly and record this in fire logbook as per regulations.
- All members of staff will complete fire extinguisher training regularly.
- An annual Fire Risk Assessment document will be completed by Headteacher and the RMBC Building Services Manager.
- Fire extinguishers will be maintained as per regulations by a verified provider and any identified defects to be dealt with as a matter of urgency.

ALL MEMBERS OF STAFF TO BE VIGILANT REGARDING FIRE RISK

Date: September 2025

Review Date: September 2027

(Or before as required)