



Fire Safety Policy

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Written By	Senior staff	
Frequency of Review	2 years	
Date reviewed and approved by Governing Body	July 2025 -	
Date of next review	September 2026 (Reviewed yearly due to the school builds which will be completed September 2025) Reviewed November 2025 due to a delay in the build completion.	
Display on Website	✓	
Purpose	It is the overall policy of Burlington Junior School to minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.	
Consultation	Governors	✓
	Parents	x
	Pupils	✓
	Staff	✓
Links with other policies	Critical Incident plan and all Health and safety documents SEND Policy	

Fire Safety Policy Update May 2025.

Based on the Burlington Junior School Fire Risk Assessment 2025

<https://drive.google.com/file/d/1LvPeWgmxz9z7RUsttUpS4NUbcYHins2A/view?usp=sharing>

Overall Policy

It is the overall policy of Burlington Junior School to minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall responsibility for Fire Safety matters

Mr Matt Blow and Mrs Pip Utting are appointed as the fire safety managers for the school and has overall responsibility for fire safety matters at the school. They co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They also ensure that a fire evacuation drill is undertaken early each term, that fire notices are kept up to date and that fire safety equipment is being maintained.

The site manager ensures that fire safety records are maintained and are available for inspection by any enforcement authority. The site manager completes weekly and monthly testing as required by the local authority and Kingston Health and Safety.

The fire safety manager will provide a written report to the Headteacher each term, containing the details shown in Appendix A. The site manager will ensure that all relevant information is given to the fire safety manager.

SSLT members and the school business manager are considered Fire Wardens during any real or practice events.

The School Fire Procedure

Notices displaying the school fire procedure are displayed in various places around the school. It is the responsibility of the site manager to ensure that these notices are displayed and kept in a good condition,

The class and teacher leave by the nearest 'safe' fire door and line up in the playgrounds. Teachers then move children to the **Hive or Honeycomb playground depending on which building the alarm is sounding in.** Adults working in school but not class teachers are responsible for checking the area they are working in is clear and closing all doors behind them. A head count and check for missing children is carried out as soon as possible, usually as staff line up children on the playground.

If there is a hazard or fire/ smoke close to the children on the playground children will be walked across the field to move as far from the building as possible. The Honeycomb evacuation area can be moved into the Infant School to walk around to the field, or the staff car park if necessary. Any movement into the staff car park needs to be carefully assessed due to the fire brigade arrival and also possible car movement in that area. This would be a last resort.

Class teachers/ TAs/ Supply teachers can also make their own decision based on the safety of themselves and their classes. For example, if their designated stairwell is blocked they can use the second stairwell.

The office hold class lists and a daily absence report should clarification be needed. Any missing adults or children are reported to the fire safety officers or in their absence the SLT or most senior member of staff. The information will need to be relayed to the fire service with possible locations of missing people.

All children and staff take part in a drill in September annually to assess processes. All staff take part in fire INSET training in September including setting off the alarm.

Hive Arrangements.



If the Hive goes into evacuation- all staff in that building will evacuate to the main playground (photograph below). The Honeycomb will stay in their building until notified otherwise. A fire Marshall or SLT will communicate with the Honeycomb and Great Hall to alert them to the evacuation.

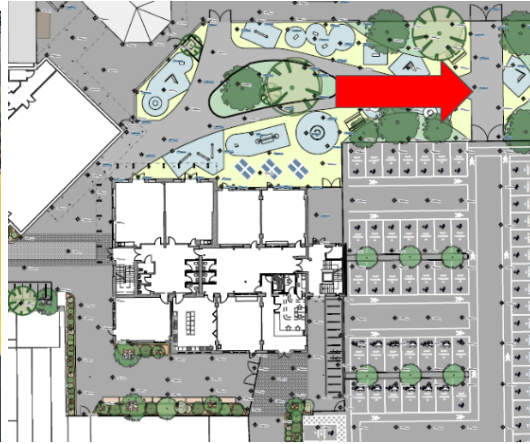


Honeycomb.



If the Honeycomb goes into evacuation then all staff and children in that building will meet on the blue and yellow playground (photograph below). The Hive will stay running as normal unless notified otherwise.

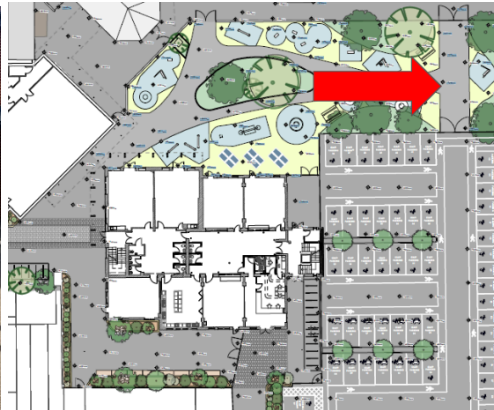
A fire Marshall or SLT will communicate with the Hive and Great Hall to alert them to the evacuation.



Children line up facing the fence but not blocking the fire access gates.
 Visitors - fire wardens- senior staff always stand by the green electrical box.
 Plan of the Honeycomb and playground below. The red arrow shows the evacuation area and the direction children should face.

Great Hall.

If the Great Hall goes into evacuation the children will meet in the evacuation area for the Honeycomb.
 The Great Hall is photographed below.



Staff and children will walk onto the Honeycomb playground.
 A fire Marshall or SLT will communicate with the Hive and Honeycomb to alert them to the evacuation.
 If it is deemed safe they can return to their classes in the Hive or Honeycomb but this decision will be made by two fire wardens.

If an evacuation is needed during lunch service, the children will first move to the Honeycomb evacuation area but there may be a need to move to the main Hive evacuation area if there is a longer delay. This will depend on the location of any possible danger

Communication.

The fire alarms of the Hive and Honeycomb are linked and will sound to alert the office should the alarm be sounding in the different building. The office will alert SLT/ Fire Marshalls.

- Walkie talkies and phones should be taken out for all drills so that staff can communicate. This will alert another building should only one be evacuating. SLT and Fire Marshalls will alert the buildings and staff. All other staff will listen to walkie talkies for updates.
- One member of SLT/ Fire Marshall, (once children, staff and visitors are accounted for,) can also send another staff member or ask another staff member to alert the other building of the event. Calling will be safer should there be a fire danger on the site.

- Staff from the building not evacuating (SLT/ OFFICE/ SITE MANAGER) will go to an area where they can hear walkie talkie activity and monitor.

Lunch arrangements.

Information can be relayed with walkie talkies.

Should the fire alarm sound during the lunch service in the Great Hall, then the children in the Great Hall **only** will evacuate to the Honeycomb playground. If there is further concern then a decision will be taken by the SLT, to also evacuate the playgrounds to the Main playground

All teaching staff on site will then go out to assist in the arrangements and role calls if necessary.

Acorns Breakfast and After School Club. 7.30-8.45 and 3.25-6.30pm.

Evacuations point. The Honeycomb playground can be used as evacuation point to move to once registers are taken and children are accounted for. This is still lit from the car park and pathway lights during the darker months.

In the event of the fire alarm sounding all children and staff to move to the Honeycomb playground and registers taken.

If the drill is in the normal school day 8.45 or 3.15 for example, children to move with the adults/ class teacher they are with at the time to their area as normal.

If the alarm goes off 7am-6pm either the site manager or SLT will support.

If the alarm goes off from 6.00-6.30pm when the site manager and SLT may have left. If it is a false activation (by accidentally bumping and breaking a call point,) call the site manager and SLT on duty whilst moving the children to the evacuation point. Instructions can be given via telephone before possibly returning to the building, if agreed by the site manager and SLT.

If no reasons are known for the alarm. Move the children to the evacuation area and ensure everyone is accounted for. Inform the site manager and SLT on duty.

If you see a fire or smoke, activate the nearest alarm, move everyone to the evacuation area and one member of staff call the fire brigade.

Calling the Fire Brigade Acorns.

The fire brigade is called via the alarm station when the alarm is sounded. However no one should assume this is automatic and the fire brigade should be called by a member of Acorn staff. Acorn staff all carry mobile phones to use in emergencies.

Responsibility of all school staff

OFFICE STAFF.

Please hand the fire card to all guests entering the school who are working or volunteering

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should also ensure that fire exits are kept clear and fire doors are kept shut and that pupils for whom they are responsible, are informed of the fire procedure.

The class and staff are aware of the correct procedures when using the ICT suite and library.

Should the fire alarm go off and a child or adult are unable to get down the stairs, one member of staff will take the child to the disabled refuge area. Once the school is evacuated and the area deemed safe the deputy head and site manager will bring the child down the stairs and to a safe place on the Main playground or the front of school. A PEEP is completed for any adult or child who is disabled.

Staff must also;

Read the fire extinguisher labels so they know how to use these if safe to do so.

Discuss the fire escape procedures regularly with pupils.

Fire Training and Evacuation Drills

Training in fire safety and the school fire procedure will be provided regularly for all permanent full time school staff. An update is carried out during the first INSET day in September.

Specific training will be provided for fire safety managers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of escape routes, exits and assembly point. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the checklist in Appendix B.

Practice evacuation drills will be held at least once a term at an early stage in the term. During such drills, some exits will be blocked to force the use of alternative exits. Children may also 'disappear' to ensure that registers are called and searches made. The aim in all drills will be to evacuate all staff and pupils from within the buildings within two minutes.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the site manager will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency of Test/Inspection	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation
Fire Alarm	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and stairwell enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, escape routes and fire exit doors	Daily	Check that doors are unlocked and that escape routes are free of obstruction.
Fire exit doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.
RCD electrical protection units.	Monthly	Site manager to press the test buttons on the RCD units except

		those attached to the computer servers.
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Calling the Fire Brigade

The fire brigade is called via the alarm station when the alarm is sounded. However no one should assume this is automatic and the fire brigade should be called by a member of SLT/ Fire Marshall- usually the school business manager.

Meeting the Fire Brigade

The business manager. In her absence the Headteacher or SLT member.

Anyone requiring a Personal Evacuation Plan.

The fire procedures are regularly monitored during practice drills. Children who may have additional needs are monitored to see if they can evacuate the building safely. Any person who may have additional needs or an injury requiring additional support will have a PEP (personal evacuation plan created.) This will be shared with staff and the person involved. Parents and carers will also be involved. The PEP will be written with the child/adult, SENCO and Deputy Headteacher and any additional adults who may support a need.

Events Taking Place Out of School Hours such as External Lettings and School Plays

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put into place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license and these conditions will have to be met.

Existing long term lettings.

St John –Wednesday evening. No site manager on site. St John are key holders and lock and unlock the school. The fire policy has been shared with them. St John carry out regular fire drills using the large school hand bell.

Stagecoach – Thursday and Saturday morning. No site manager on site. Stagecoach to carry out their own drills using the hand bell. The Stagecoach manager to inform all his own staff of their obligations (as the pupils in the groups change every half an hour so drills are less effective to train the children) and make sure they understand where to assemble.

Church Letting Sunday. No site manager on site. The Church use the Great Hall (connected to the Infant fire Alarm) and the Junior Hall (connected to the Junior School alarm.) Both site managers are aware of the lettings and their obligations in the event of a call out. The church to arrange practice drills and check their members are able to get to the Main playground playground safely.

The site manager is able and offer to run a fire drill for each letting.

Notices

All fire exit routes are signed by clear signs. It is the responsibility of the site manager to ensure that these signs are visible and in good order.

Records

The following records will be kept by the site manager in the main office.

Record Type	Information to be recorded
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training

Appendix A

Termly report to Headteacher from Fire Safety Manager

Date of Report: _____ **Period of Report** _____ **to** _____

Fires at the school

Give description of any fire incidents that took place and any lessons learnt as a result, or state that there were no such incidents.

Activations of the Fire Alarm

Give a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.

Practice Evacuation Drill

Give the date and time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.

Staff Training

Give details of any staff training that has been undertaken during the term and any training planned for the future.

Records of Equipment and Systems Inspections

Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.

Any Issues or Recommendations

Provide details of any recommendations or other matters not identified above.

Signed _____
Fire Safety Manager

Appendix B

Checklist for First Day Fire Safety Instruction

Take the new employee through the fire safety procedure as displayed at the fire alarm call point, in particular:

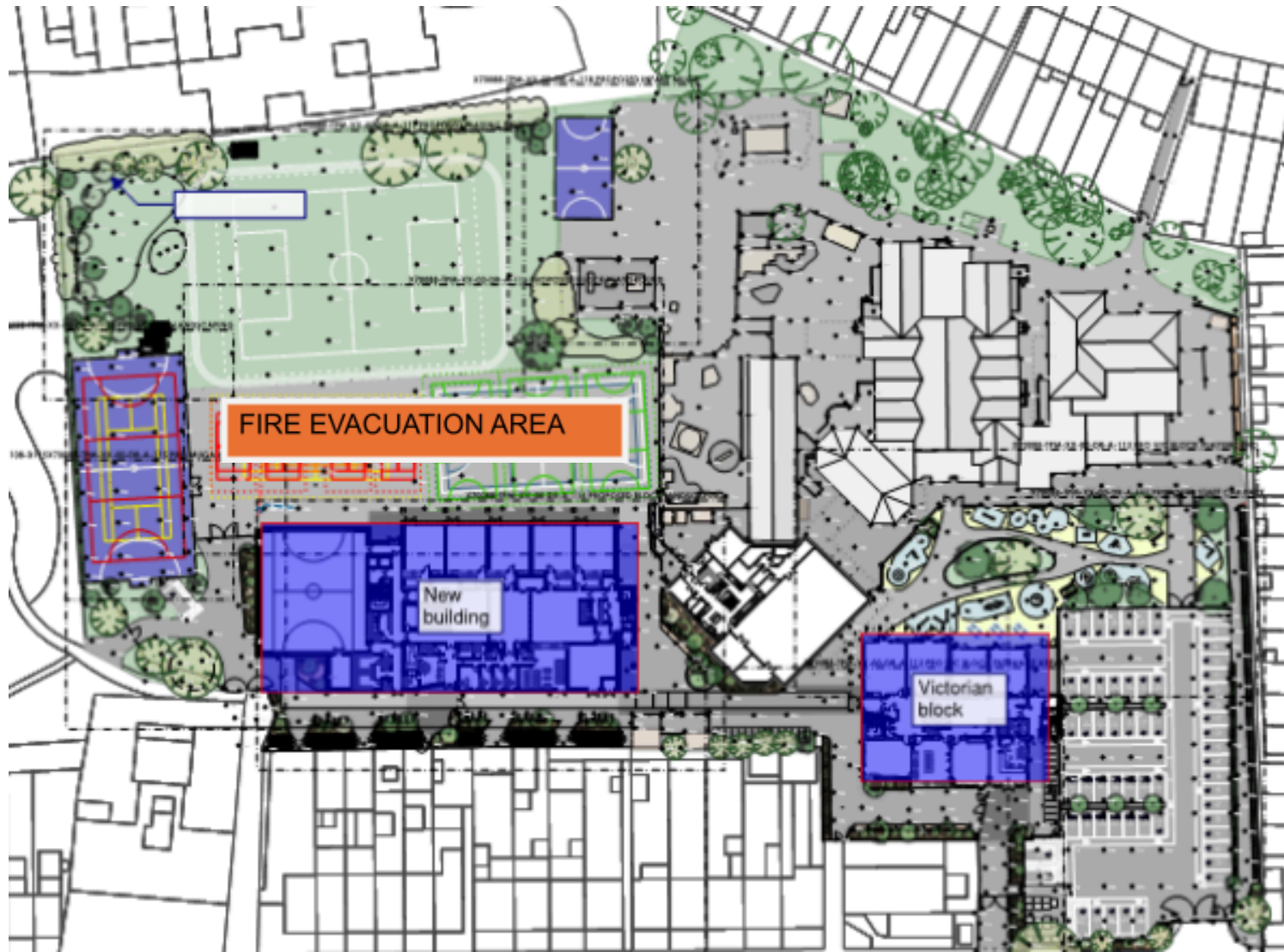
- Show them the location of 1-2 of the fire alarm call points and describe the way they operate. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*. Ask them to familiarise themselves with the location of these call points in the area that they will be working.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular, leaving the building with any pupils for which the staff member is responsible, and going to the assembly point.
- Describe and show the leaflets of the escape routes and alternative escape routes that the member of staff is likely to need to use, and show the operation of exit fittings and gates. Ask them to use some of the time during their induction day to walk and familiarise themselves with these routes.
- Explain the extinguishers are located around the building. However, emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

APPENDIX C.

Welcome to Burlington Junior School. Fire safety or evacuation information.

Should you require assistance in the event of a fire or fire drill please inform the office staff now.

- If you discover a fire please break the break glass units which are all situated by the external doors.
- In event of a fire drill or fire alarm the audible sound will be heard in all areas of the school and is a loud high pitched repeating sound. Please leave by the nearest exit closing all doors behind you. As we have three main buildings leave your building and meet on the Hive or Honeycomb playgrounds.
- In event of a fire drill or fire alarm the audible sound will be heard in all areas of the school and is a loud high pitched repeating sound. Please leave by the nearest exit closing all doors behind you. There are two stairwells on either side of the building. The Atrium stairs are not considered a fire evacuation route unless both other stairwells are inaccessible.
- Should you require assistance in the event of a fire or fire drill please inform the office staff now.
- During your first morning please familiarise yourself with the fire evacuation locations and your nearest fire escape.
- Please make sure you know where the children you are working with line up and assembly in the even of a fire.
- If you are unable or unsure how to do this, please speak to the deputy headteacher before you leave on your first day and inform them that you are unable to complete your fire induction.



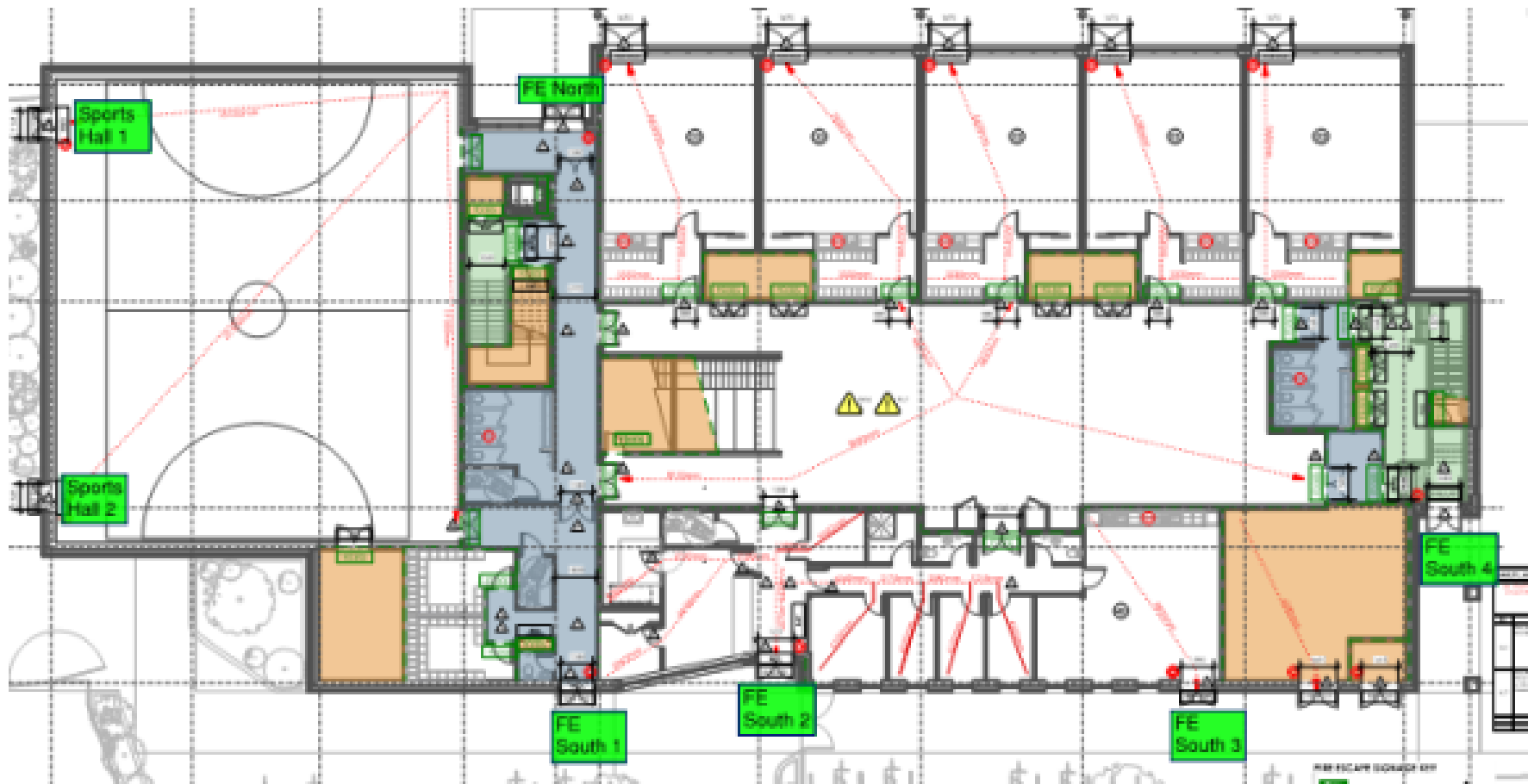


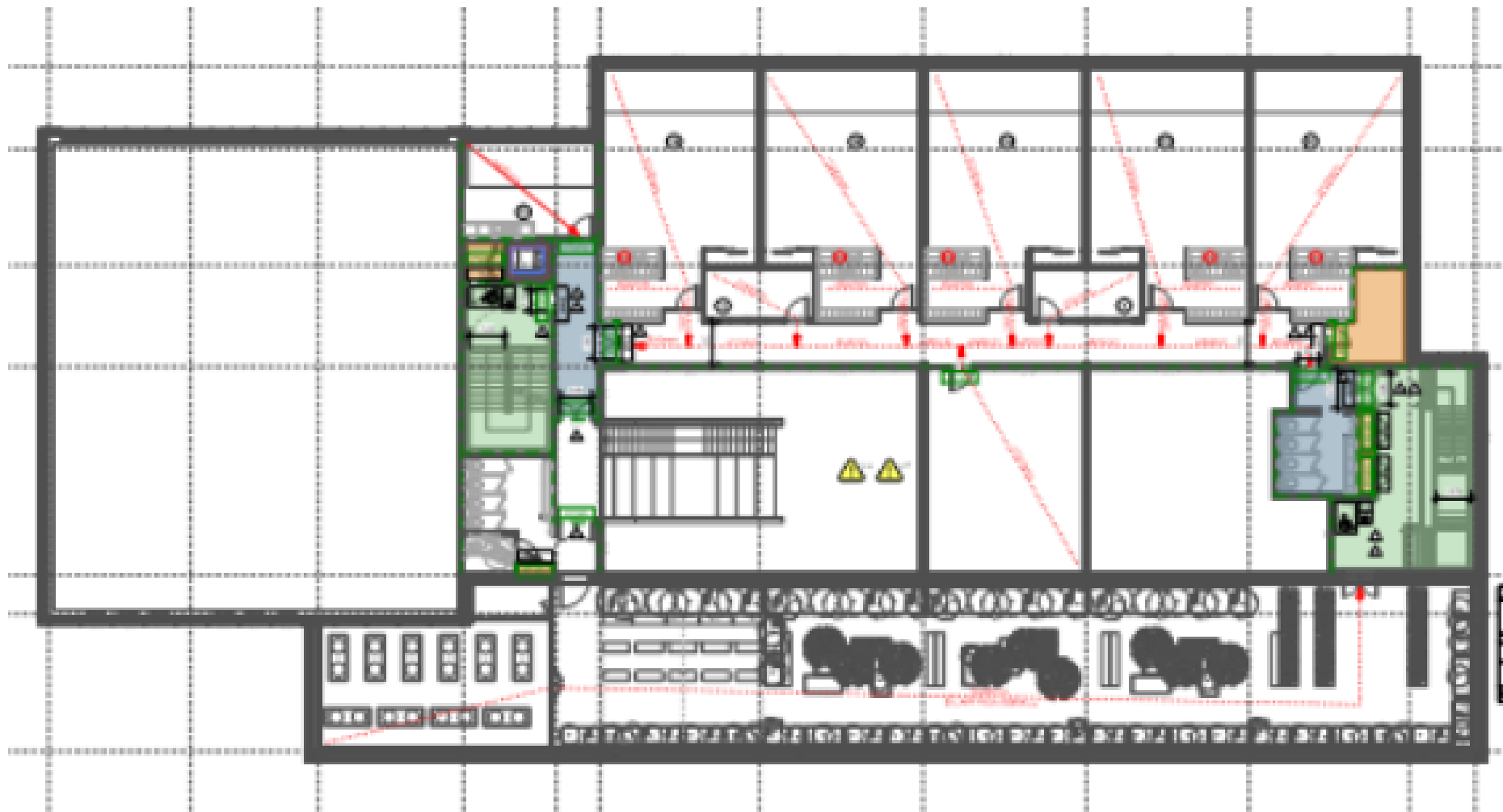
Figure 11: Final exit designation

The ground floor has a number of fire escape doors all marking in green. If staff evacuate into an area locked from the main school they can use their staff badges or staff codes to walk round to the main playground. Staff may evacuate the

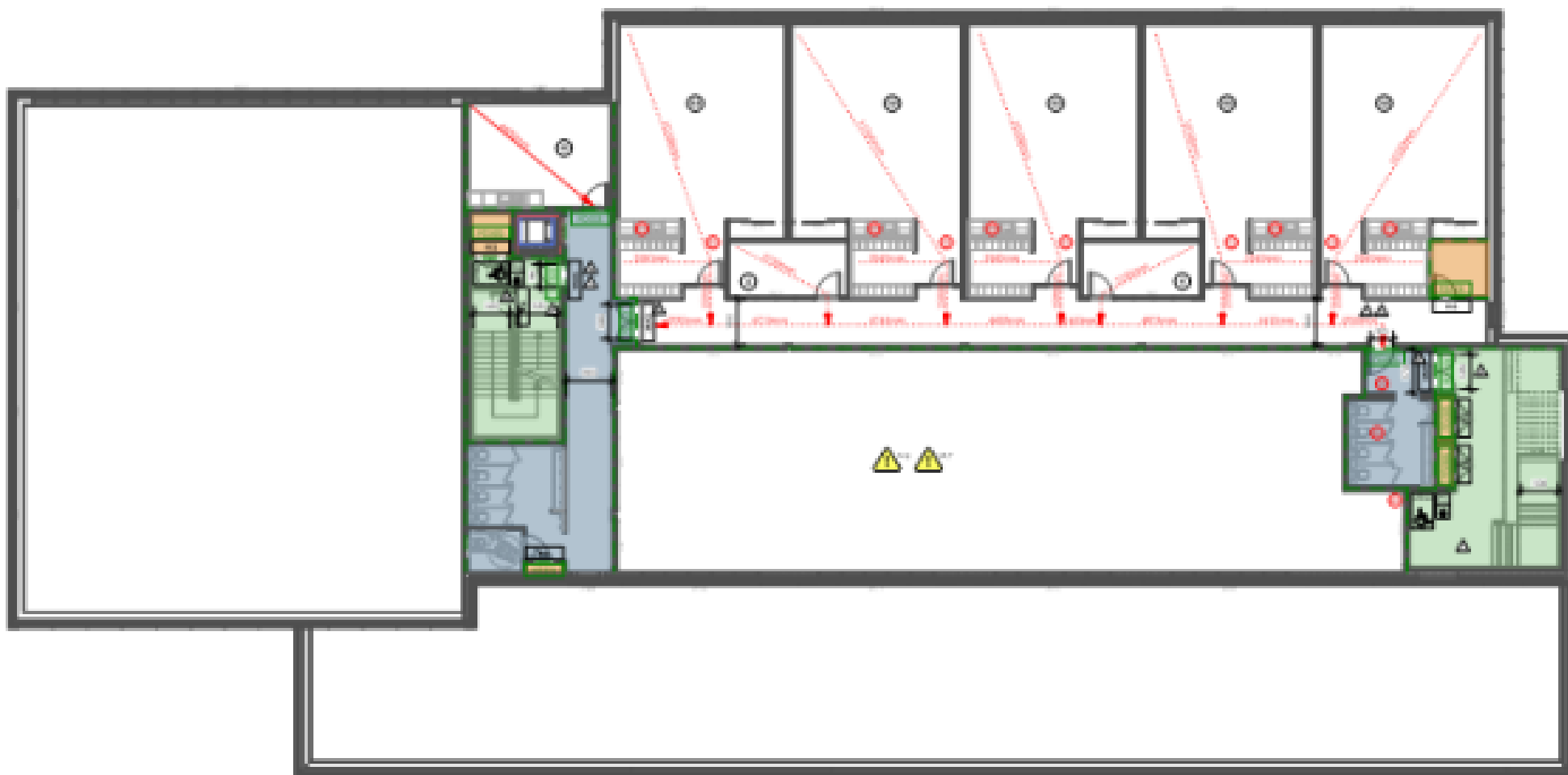
sports hall and move towards the Blagdon Park gate. From here they can either move to the main playground, or evacuate into Blagdon Park if it isn't safe to enter the main playground.



1.



Dotted red lines show the suggested direction of movement by staff and pupils in the first floor areas should an evacuation be required.



Dotted red lines show the suggested direction of movement by staff and pupils in the second floor areas should an evacuation be required.

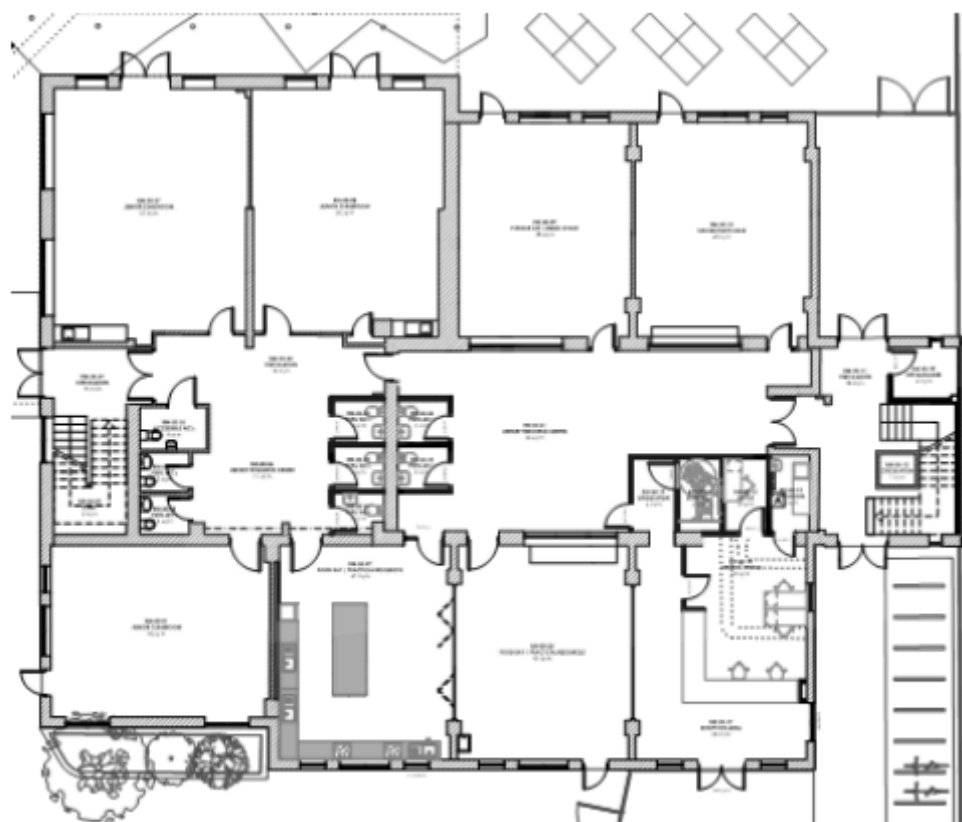


Figure 6: Victorian block – proposed ground floor

Procedure for Fire Evacuation

- A member of the office staff will wait at the gate for the Fire Brigade with a map of the school. In the event of a fire a member of the office/ SLT staff will inform the Infant School.
- If teachers are aware that a child has bumped, knocked or tampered with a call point causing an evacuation they will alert SLT via a walkie talkie/ phone or by speaking face to face. They should not halt the evacuation in any way and the evacuation will be carried out as an additional drill.
- The Headteacher/ assistant headteachers/ SENCO will do a sweep of the top floor, middle/ first floor and toilet areas.
- The site manager/ business manager/ deputy head will meet at the fire alarm panel to locate the area of the fire and make decisions about the event – is it a false alarm/ fire alarm fault/ real fire/ in the event of the group not being to ascertain why the alarm has activated, it will be treated as a real fire.
- Office staff will take out the key to gates outside the office and open up the entry gates in the playground. Also they will take out staff and pupils sims records for all classes and also all relevant documentation e.g. pupils in/out book, visitors passbook etc.
- Every member of staff has been given a fire buddy team and will look to make sure that their team (if at work that day) is present at the assembly point and to make sure they are out of the building. Please see attached list
- Teachers stand at the front of the lines and TAs at the rear of class lines.
- Everyone is to stay at the assembly point until told it is safe to return to the building.
- Should it be deemed unsafe to return to the Junior School the Infant school could be used as a possible venue to avoid the children standing in inclement weather. If further evacuation is required (further away from the school site for a considerable length of time) then Coombe Boys 020 8949 1537 (or another local school depending on opening times and events will be the venue.) Schools within safe walking distances- Sacred Heart (Merton School) 020 8942 0215, Christ Church New Malden 020 8336 7800, Corpus Christi 020 8942 2645, or St James Church is very close and the children are used to walking to this venue 020 8942 5070- the church has enough space to sit the whole school whilst emergency procedures are carried out.

