Birches Green Primary School

Fire Safety Policy

November 2026 – reviewed annually

1. Introduction

1.1 It is the policy of Birches Green Primary School to seek to ensure as far as is reasonably practical, that all steps are taken to prevent and minimise the effects of fire.

1.2 The school acknowledge its responsibility for the safety of people within the Birches Green Primary School; if fires occur; for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- Regulatory Reform (Fire Safety) Order 2005 (RR/FSO)
- The Health and Safety at Work Act 1974
- The Building Act 1984 and Building Regulations 1991
- The Health and Safety Management Regulations 1999

1.3 Birches Green Primary School policy, together with any subsequent revisions, will be brought to the notice of all Birches Green Primary School employees and to services provided to the school.

2. Statement of Policy

2.1 Birches Green Primary School recognise their responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the causes of fire, in compliance with relevant statutes and code of practice (as identified above).

2.2 In pursuance of this aim, the School will:
a) provide a safe working environment paying attention to fire prevention and evacuation procedures.
b) ensure that systems are in place and regularly scrutinised to ensure their adequacy, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and firefighting equipment.
c) provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures.
d) ensure all legally enforceable obligations are complied with, for designated use premises, under relevant Fire Legislation.
e) ensure Fire Risk Assessments and audits are implemented to comply with statute.
f) Ensure that Birches Green Primary School has a local Fire Safety Procedure that is regularly reviewed.

2.3 Birches Green Primary School recognises that this Policy Statement is implemented in pursuance of this aim.

3. Fire Safety Procedure

3.1 Head Teacher Responsibilities

As the person in material control of the day to day running of the school, responsibility for Fire Safety rests with the Head Teacher.

The Head Teacher is responsible for:

(i) Demonstrating commitment to the promotion of Fire Safety within Birches Green Primary School.

(ii) Ensuring sufficient resources are allocated to implement the Fire Safety Policy including the preparation and maintenance of the Fire Evacuation Procedure.

(iii) Ensuring that a Fire Risk Assessment is carried out for those areas under the Head Teacher's control.

(iv) Reviewing the implementation of the Fire Safety Policy ensuring that training is provided for the school employees and that adequate resources are available to meet those training needs.

(v) Maintaining a fire register for Birches Green Primary School that keeps together in one place all fire related documentation, including copies of the building's Fire Risk Assessments.

(vi) Ensuring that fire safety training is included in all staff induction training and that all Fire Marshals undertake training every two years.

(vii) Ensuring Birches Green Primary School appointed contractors on site take effective steps not to compromise fire precautions.

(v) Organising regular fire drills, monitors the outcomes, recommends remedial action where necessary and arranges records of training and drills, to be kept centrally in the school.

(vi) Keeping records of all actual fire incidents and investigating fires in suspicious circumstances in conjunction with police and fire Brigades.

3.2 Responsibilities of class teachers

To print the daily register and put on the back of the classroom door. In the event of an evacuation this will need to be taken to the assembly point as well as the Medicine/First Aid bag. It is the teachers responsibility to keep the paper register up to date i.e. mark it if a child goes home early. Also, the class register will need to be taken with the class to other areas, i.e. the school hall for PE.

3.3 Responsibilities of all Staff

All staff must:

i) adhere to the Birches Green Primary School Fire Safety procedure.
ii) notify even small, rapidly extinguished fires;
iii) participate in fire safety training and drills;
iv) be aware of their responsibilities to visitors to Birches Green Primary School and involve them (if appropriate) in the local fire safety process.

3.4 Fire Risk Assessments

Fire Risk Assessments will be reviewed annually, or if there is a change in circumstances that affects Birches Green Primary fire safety arrangements.

4 Emergency Evacuation Plans

IN THE EVENT OF A FIRE

Pupils and staff working in Zones 1, 2 and 3 are to assemble at Assembly Point 1 – EYFS/KS1 playground. Classes are to line up in alphabetical order by surname and the Teacher/Coach/TA is to raise their arm to show all pupils are accounted for in that class.

Pupils and staff working in Zones 4, 5 and 6 are to assemble at Assembly Point 2 – Lower KS2 Playground. Classes are to line up in alphabetical order by surname and the Teacher/Coach/TA is to raise their arm to show all pupils are accounted for in that class.

Pupils and staff working in Zones 7 and 8 are to assemble at Assembly Point 3 – Upper KS2 Playground. Classes are to line up in alphabetical order by surname and the Teacher/Coach/TA is to raise their arm to show all pupils are accounted for in that class.

This is to be done in silence.

The alarm is the continuous ringing of the school bell. When the alarm sounds, the children will line up by their classroom door ready to evacuate the room by the nearest Fire Exit. Please familiarise yourself with Fire Exits and see Appendices of floor plans. Non class based staff should leave school via their nearest Fire Exit and assemble at the assembly point.

Teachers/Coaches/TAs responsible for the class will take the Medicine/First Aid bag and class register and lead the children out to the assembly point in the allocated playground by the shortest safest route.

IF FURTHER SITE EVACUATION IS REQUIRED; STAFF WILL BE INSTRUCTED BY A SENIOR MEMBER OF STAFF.

The BSM or Member of SLT will be responsible for calling 999 for the Fire Brigade if required. The BSM or Member of SLT will meet the Fire Brigade on Birches Green Road or Colston Road.

The children will line up and walk sensibly to the assembly point, led by the class Teacher/Coach/TA. The children are expected to follow any instructions given to them by the staff. Any child with physical disabilities will be supported as agreed in their PEEP (Personal Emergency Evacuation Plan). Staff and children in the Library block will exit out of the fire exit door or the main door.

5 Fire Marshal Responsibilities

Fire Marshal (Zone 1)

EYFS Corridor, including Robins, Woodpeckers, The Hub and Nursery classrooms, Flamingo Room, Nursery link room, Reception pupils' toilets and Nursery pupils' toilets. Check all Pupils are accounted for.

Fire Marshal (Zone 2)

Ground floor of the middle section of the KS1/EYFS building, including two adult toilets, disabled toilet, Community room, School Business Manager's office, School Office, Ground Floor Office, KS1/EYFS Kitchen and school hall. Check all Pupils are accounted for.

Fire Marshal (Zone 3)

Key Stage 1 Corridor, including Kingfisher, Kestrel, Owl and Sparrow classrooms, Eagle Room and Year 1 and Year 2 toilets. Check all Pupils are accounted for.

Fire Marshal (Zone 4)

Lower Key Stage 2 Corridor, including KS2 kitchen, old ICT room, SLT Office, Burgundy, Red, Orange and Yellow Classrooms, BSM office and both LKS2 break out rooms. Check all Pupils are accounted for.

Fire Marshal (Zone 5)

Ground floor of the middle section of the KS2 building, including the link corridor, girls toilet, boys toilets, disabled toilet, photocopying room, mentor room and school hall. Check all Pupils are accounted for.

Fire Marshal (Zone 6)

First floor of the middle section of the KS2 building, including the SEND/Family Support Office, Men's toilet, Ladies' toilets, PPA Room, Photocopier room, old staffroom and kitchen and MPR room. Check all Pupils are accounted for.

Fire Marshal (Zone 7)

Upper Key Stage 2 Corridor, including small kitchen, Sanctuary, Rainbow Room, Green, Blue, Indigo and Violet Classrooms and both UKS2 break out rooms. Check all Pupils are accounted for. Check all Pupils are accounted for.

Fire Marshal (Zone 8)

Library block, including both disabled toilets and main classroom. Check all Pupils are accounted for.

Office Staff Responsibilities

Collect medical bag from the Ground Floor Office, print out the Inventry visitor list and take it to the assembly point. and take ‘School Office’ walkie talkie to the assembly point. Check all Staff/Visitors/Contractors are accounted for and make BSM and HT aware.

All Fire Marshals, using a Walkie Talkie, should raise the alarm with other Fire Marshals that an evacuation is in place.

When clearing a zone, a Fire Marshal should not retrace their steps; taking the most efficient route through their zone.

All Fire Marshals will report that their zone has been cleared to the Head Teacher and BSM (or a member of SLT if the Headteacher is not available). This will be passing on their Zone Tag or verbally saying they have their Zone Tag.

Fire Marshals			
Name	**Date Taken**	**Renewal Date**	**Zone**
Luke Hunter	10th November 2025	9th November 2028	5 and 6
Natalie Rogers	6th November 2025	5th November 2028	7 and 8 (deputy)
Erika Cornell	4th November 2025	3rd November 2028	7 and 8 (deputy)
Helen Davies	17th November 2025	16th November 2028	4 (deputy)
Claire Harrison	23rd November 2025	22nd November 2028	7 and 8 5 and 6 (deputy) 2 (deputy)
Louisa Harvey	10th November 2025	9th November 2028	7 and 8 5 and 6 (deputy) 2 (deputy)
Jean Kelley	2nd December 2025	1st December 2028	4
Lisa McMahon	19th November 2025	18th November 2028	3
Nicola Barnes	5th November 2025	4th November 2028	1 (deputy)
Debbie Green	18th September 2026	17th September 2029	1
Amiee Scott	7th November 2025	6th November 2028	3 (deputy)
Priya Sian	6th November 2025	5th November 2028	1 (deputy)
Anna Stevenson	3rd November 2025	2nd November 2028	7 and 8

			5 and 6 (deputy) 2 (deputy)
Lucy Walker	19th November 2025	18th November 2028	2 (deputy)

Staff and children will wait at the assembly point until told by the Headteacher or SLT that it is safe to re-enter the building and the all clear is given.

THE SAFETY OF THE CHILDREN IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE FIRE BRIGADE SHOULD BE ACTED UPON IMMEDIATELY.

6 FIRE DRILL

1. A fire drill will be carried out at least once a term.
2. The BSM or Head Teacher will activate the fire alarm.
3. On completion, the Drill must be recorded in the Fire Drill Log Book and signed by the member of staff who activated the alarm.
4. All actions during the Fire Drill must conform to the above procedure.

7 ON DISCOVERING A FIRE

1. Raise the alarm by breaking the glass on the emergency fire alarm.
2. Evacuate the building using the nearest fire exit, following the above procedure.
3. If you are required to telephone the emergency services: Dial 999 and ask for the Fire Brigade, giving your name and address.
4. ONLY IF IT IS SAFE TO DO SO, should trained staff attempt to put out the fire, using the available and appropriate Fire Fighting equipment.

REMEMBER: The aim of all staff is to prevent any harm to children whilst maintaining their own safety, and not to give any hint of undue anxiety, which could result in panic. Take the evacuation in a calm and orderly manner, leaving personal belongings behind.

ON NO ACCOUNT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN.

Appendix 1 – Emergency Escape Route Plan
Appendix 2 – How to use Fire Extinguishers Safely and Effectively
Appendix 3 – Fire Marshal Tags

Fire Policy Adopted by the Local Governing Board of Birches Green Primary School on:

Date 24.09.2026

Signed _____ Chair of the LGB

Date 24.09.2026

Signed _____ Head Teacher

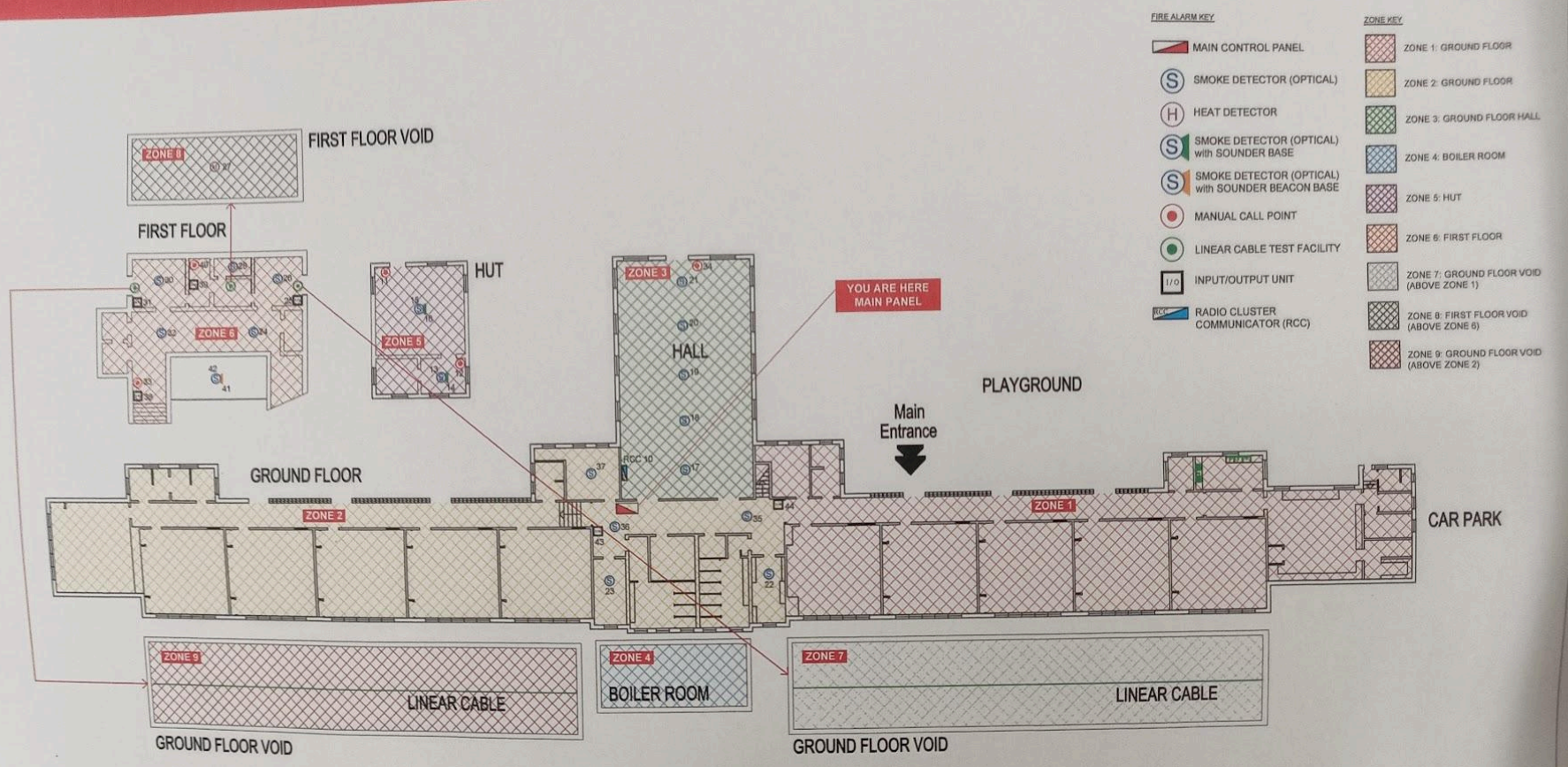
Next Review Due: October 2027

Appendix 1 – Emergency Escape Route Plan

KS1 and EYFS building

BIRCHES GREEN JUNIOR SCHOOL

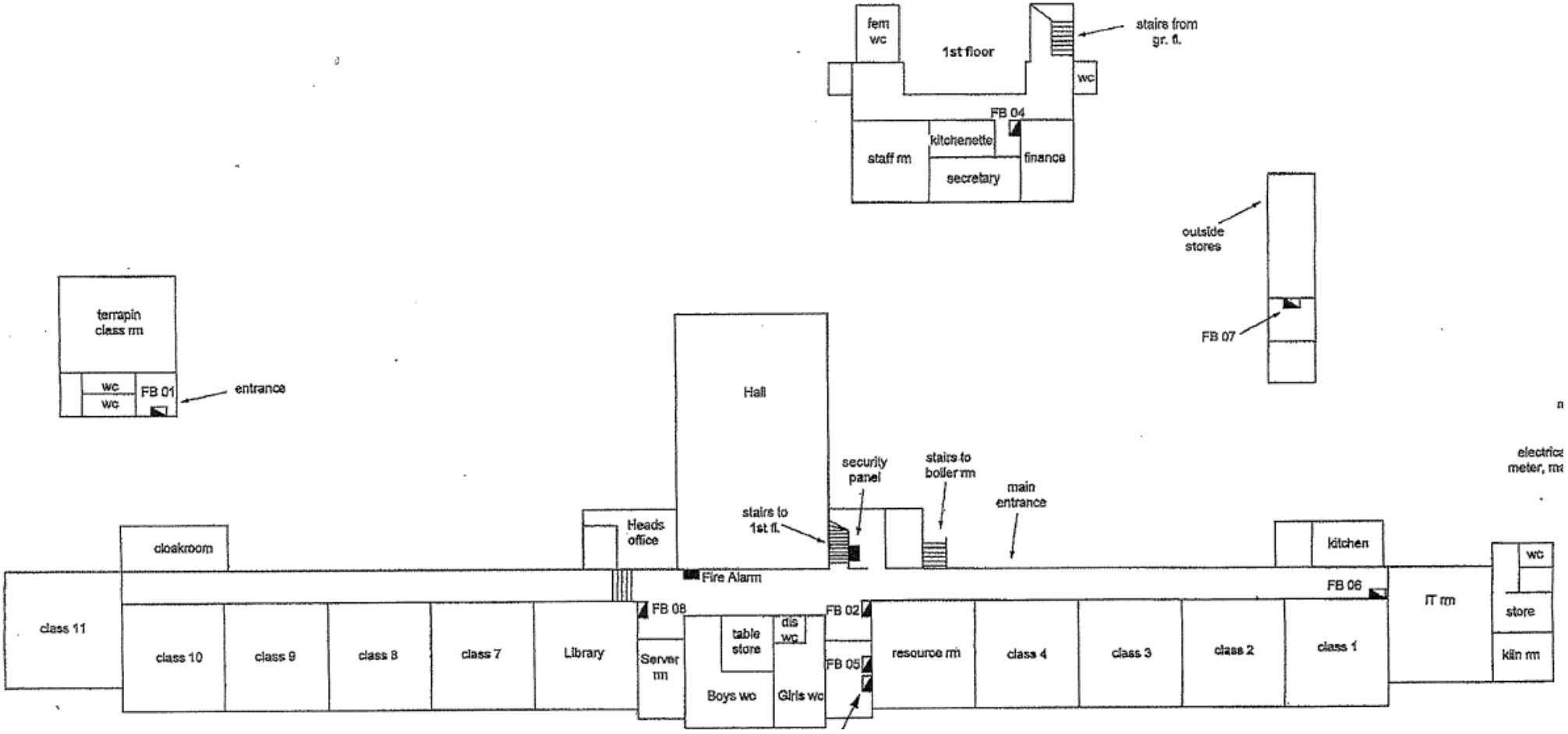
FIRE DETECTION ZONE PLAN



Birches Green Junior School
Birches Green Road
B24 9SR

cityfire & Electrical Services Ltd
"Protecting Life & Property"
School House, St Phillips Court, Church Hill,Coleshill, West Midlands. B46 3AD
Phone: 01675 437 337
Email: info@cityfirehtd.co.uk
Website: www.cityfirehtd.co.uk

KS2 building



Appendix 2 – How to use Fire Extinguishers Safely and Effectively





Appendix 3 – Fire Marshal Tags

Zone 1 TAG (EYFS Corridor)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:
Robins,
Woodpeckers
The Hub
Nursery classrooms
Flamingo Room
Nursery link room,
Reception pupils' toilets
Nursery pupils' toilets.

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager

Zone 2 TAG (Ground floor, middle section of KS1/EYFS building)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:
Two adult toilets
Disabled toilet
Community room
School Business Manager's office
School Office
Ground Floor Office
KS1/EYFS Kitchen
School hall.

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager

Zone 3 TAG (Key Stage 1 Corridor)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:
Kingfisher classroom
Kestrel classroom
Owl classroom
Sparrow classroom
Eagle Room
Year 1 toilets
Year 2 toilets

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager

Zone 4 TAG (Lower Key Stage 2 Corridor)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:
KS2 kitchen
Old ICT room
SLT Office
Burgundy classroom
Red classroom
Orange classroom
Yellow Classroom
BSM office
Year 3 break out room
Year 4 break out room

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager

Zones 5 and 6 TAG (Middle section of the KS2 building)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:

Ground Floor

Link corridor
Girls toilet
Boys toilets
Disabled toilet
Photocopier room
Mentor room
School hall.

First Floor Floor

SEND/Family Support Office
Men's toilet
Ladies' toilets
PPA Room
Photocopier room
Old Staffroom
Old Staff room kitchen
MPR room

LEAVE VIA THE FIRE EXIT DOWN THE EXTERNAL STAIRCASE

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager

Zones 7 and 8 TAG (Upper Key Stage 2 Corridor)

Raise the **alarm** (activate alarm, use a Walkie Talkie)

Check the following areas:

Small kitchen
Sanctuary
Rainbow Room
Green classroom
Blue classroom
Indigo classroom
Violet Classroom
Year 5 break out room
Year 6 break out room
Library block - main classroom
Library block - both disabled toilets

Check all Pupils are **accounted for**.

Report **TAG** to Head Teacher or Building Site Manager