

# Birches Green Primary School

## Fire Safety Policy



December 2025 – 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 art 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, Community 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, staff 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, Library 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, Leadership 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, server 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, staffroom and kitchen and MPR room. Check all Pupils are accounted for.

### **Fire Marshal (Zone 7)**

Upper Key Stage 2 Corridor, including small kitchen, library, 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)**

Art 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 Inventory 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.

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.

<b>Fire Marshals</b>			
<b>Name</b>	<b>Date Taken</b>	<b>Renewal Date</b>	<b>Zone</b>
Luke Hunter	10 <sup>th</sup> November 2025	9 <sup>th</sup> November 2028	5 and 6
Natalie Rogers	6 <sup>th</sup> November 2025	5 <sup>th</sup> November 2028	7 and 8 (deputy)
Erika Cornell	4 <sup>th</sup> November 2025	3 <sup>rd</sup> November 2028	7 and 8 (deputy)
Helen Davies	17 <sup>th</sup> November 2025	16 <sup>th</sup> November 2028	3 (deputy)
Claire Harrison	23 <sup>rd</sup> November 2025	22 <sup>nd</sup> November 2028	7 and 8 5 and 6 (deputy) 2 (deputy)
Louisa Harvey	10 <sup>th</sup> November 2025	9 <sup>th</sup> November 2028	7 and 8 5 and 6 (deputy) 2 (deputy)
Jean Kelley	2 <sup>nd</sup> December 2025	1 <sup>st</sup> December 2028	4
Lisa McMahon	19 <sup>th</sup> November 2025	18 <sup>th</sup> November 2028	3
Nicola Barnes	5 <sup>th</sup> November 2025	4 <sup>th</sup> November 2028	1 (deputy)
Hayley Wesley	5 <sup>th</sup> November 2025	4 <sup>th</sup> November 2028	1 (deputy)
Amiee Scott	7 <sup>th</sup> November 2025	6 <sup>th</sup> November 2028	4 (deputy)
Priya Sian	6 <sup>th</sup> November 2025	5 <sup>th</sup> November 2028	1
Anna Stevenson	3 <sup>rd</sup> November 2025	2 <sup>nd</sup> November 2028	7 and 8 5 and 6 (deputy) 2 (deputy)
Lucy Walker	19 <sup>th</sup> November 2025	18 <sup>th</sup> November 2028	2

**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 29.11.2025

Signed \_\_\_\_\_

Chair of the LGB

Date 29.11.2025

Signed \_\_\_\_\_ Head Teacher

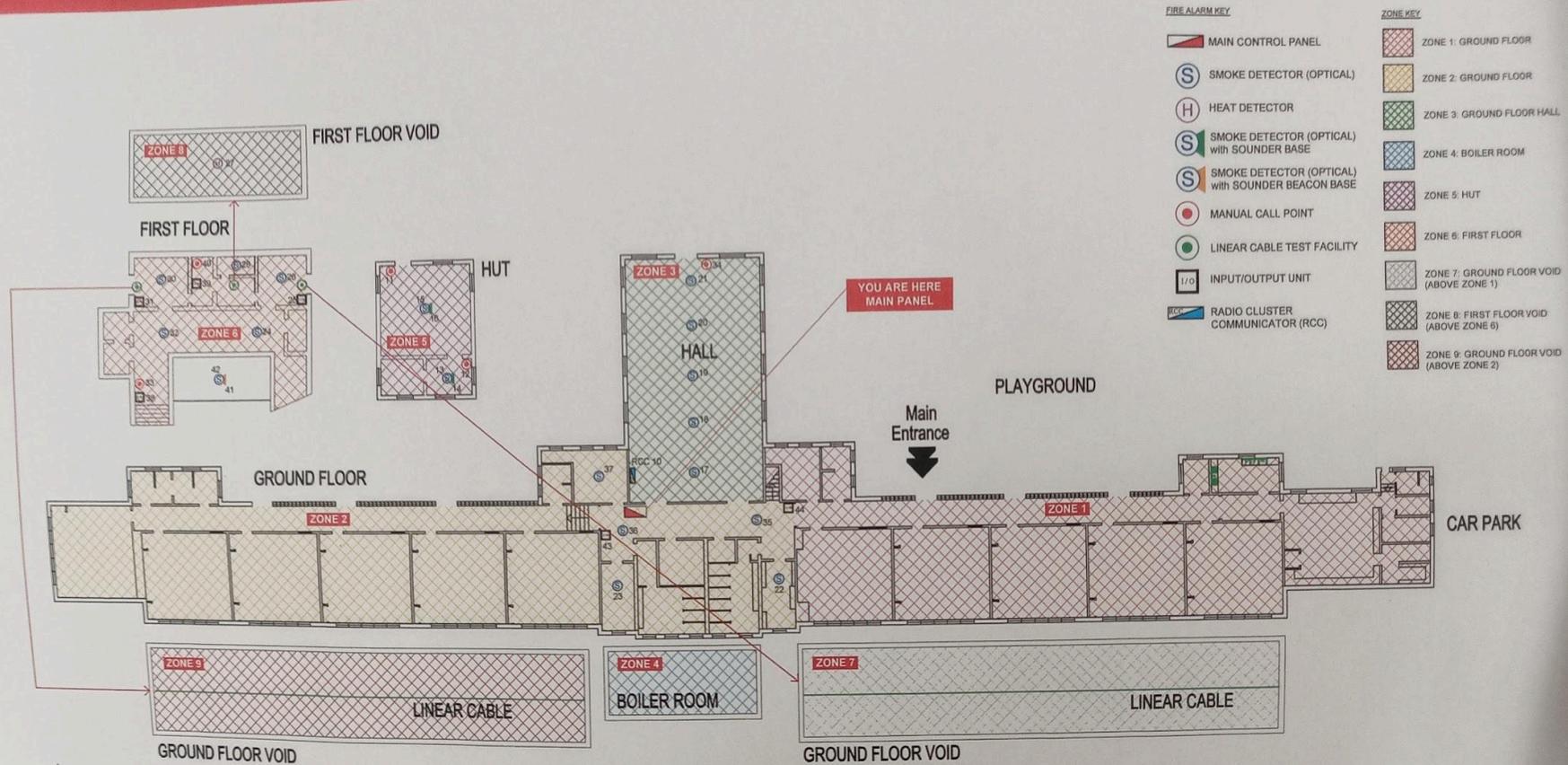
Next Review Due: October 2026

## Appendix 1 – Emergency Escape Route Plan

KS1 and EYFS building

# BIRCHES GREEN JUNIOR SCHOOL

## FIRE DETECTION ZONE PLAN

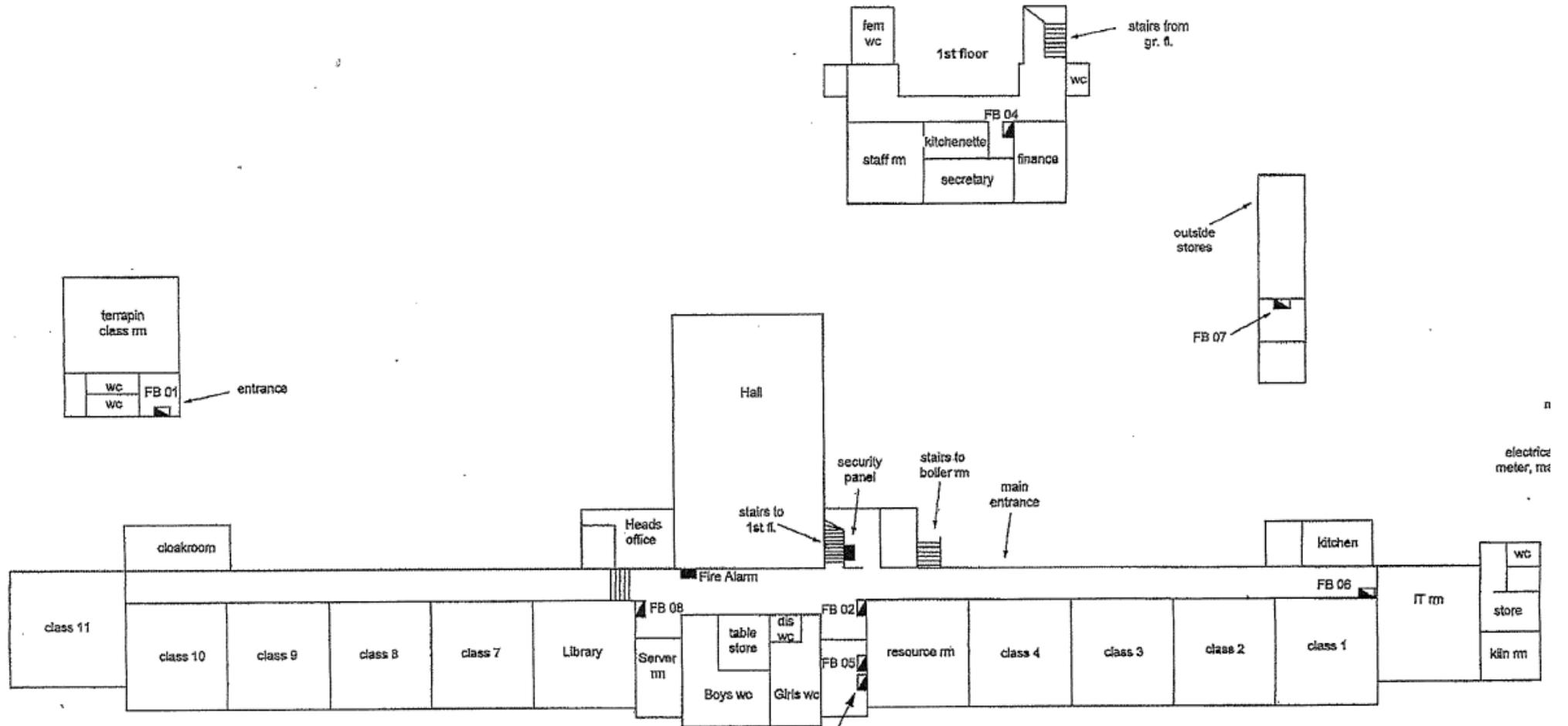


Birches Green Junior School  
 Birches Green Road  
 B24 9SR



School House, St Philips Court,  
 Church Hill, Colehill,  
 West Midlands, B46 3AD  
 Phone: 01875 437 337  
 Email: info@cityfire.co.uk  
 Website: www.cityfire.co.uk

**KS2 building**





## Appendix 2 – How to use Fire Extinguishers Safely and Effectively

### OPERATING YOUR FIRE EXTINGUISHER



# P

## ULL THE PIN



# A

## IM AT THE BASE



# S

## QUEEZE TRIGGER



# S

## WEEP

**Remember:**

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle



## Know your fire extinguishers

	WATER	FOAM SPRAY	CO2	ABC POWDER	WET CHEMICAL
 Wood, paper and textiles.	✓ Safe for	✓ Safe for	✗ Not safe for	✓ Safe for	✓ Safe for
 Flammable liquids.	✗ Not safe for	✓ Safe for	✓ Safe for	✓ Safe for	✗ Not safe for
 Gaseous fires.	✗ Not safe for	✗ Not safe for	✗ Not safe for	✓ Safe for	✗ Not safe for
 Cooking oils and deep fat fires	✗ Not safe for	✗ Not safe for	✗ Not safe for	✗ Not safe for	✓ Safe for
 Live electrical equipment.	✗ Not safe for	✗ Not safe for	✓ Safe for	✓ Safe for	✗ Not safe for

## 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

Community 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

Staff 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

Library

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

Leadership 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

Server room

Mentor room

School hall.

### First Floor

SEND/Family Support Office

Men's toilet

Ladies' toilets

PPA Room

Photocopier room

Staffroom

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

Library

Rainbow Room

Green classroom

Blue classroom

Indigo classroom

Violet Classroom

Year 5 break out room

Year 6 break out room

Art block - main classroom

Art block - both disabled toilets

Check all Pupils are **accounted for**.

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