

Larchfield Primary & Nursery School



Our Vision

Our children are central to all that we do:

nurturing, caring and preparing them to add value to an ever-changing world.

Fire and Evacuation Procedure

Approved by: The Headteacher

Date: June 2026

Next review due: June 2027

General

The school has a Fire Alarm, which consists of Emergency Break Glass points and smoke detectors positioned within the building. The electronic push buttons for exit/entry to the main entrance of the building will de-activate when the alarm is activated. The school building layout is sited below the fire alarm panel. The Children's Centre has its own system linked into the Main School Panel on Zone 8.

The system is not linked to the Fire Service and is maintained regularly under a contract managed by RBWM.

The firefighting equipment consists of extinguishers and fire blankets. These are maintained under a contract.

On November 2023, the school had a full Fire Risk Assessment carried out by RBWM, the results of which have been implemented by the Resources Committee.

There are two Assembly points and communications between them is via mobile phones. Training has been given to Fire Wardens: Lucy Mungal, Debbie Pearson and Rachel Hurlock.

Sequence:

ALARM – CALL FIRE BRIGADE – EVACUATION – ASSEMBLY – ROLL CALL

Alarm

All Staff and Children are responsible for activating the alarm upon the discovery of a fire. This is done by means of breaking the glass on the Call Points.

Call Fire Brigade

It is the responsibility of the School Business Manager or Headteacher to call the Fire Brigade, in their absence, a member of the office team.

Evacuation

On hearing the alarm, a continuous bell will sound. Pupils should stand to attention by their desks and remain silent, until instructed by the Teacher or Teaching Assistant in charge to proceed in an orderly way to the Assembly Points.

Prior to evacuation, kitchen staff must ensure all heating/cooking appliances are switched off. Their assembly point will be the front school playground.

One Fire Warden shall take outside to the assembly points the following: a high visibility jacket to wear; their mobile phone.

The other Fire Warden shall take the following: a high visibility jacket to wear; their mobile phone.

The Person Responsible for the Children's Centre shall take the Visitors Register and evacuate the Family Hub to the front school playground.

Assembly

The designated assembly point for the school is the Playing Field at a suitable distance from the building. The EXCEPTIONS are classes at the front of the school, the kitchen staff and the Family Hub. They must proceed to the front Playground by the road fence to join the Fire Officer.

Roll Call

Immediately upon arrival at the assembly points, a count will be taken by each Class Teacher/TA (in the absence of the teacher). A satisfactory class roll call will be signalled to the Fire Warden by raising a hand in the air.

If anyone is missing an immediate search by Staff is to be carried out. The Head Cook is responsible for counting Kitchen Staff and will confirm the count to the Fire Warden.

The head count must be reported to the Officer in charge of the Fire Brigade on his arrival; the Head Teacher has this responsibility.

Evacuating the Site

The Head Teacher and the Fire Brigade Officer in Charge will decide on the evacuation of the site. In the event of a major emergency when the school needs to be closed or evacuated and it is not practical to remain on the school site, staff will escort pupils to Desborough School (SL6 2QB).

The school will walk by class, closely supervised by staff. The use of high visibility jackets by staff is recommended, if available in such an emergency.

Tackling Any Fire

The first priority must be the safety of children and staff. If the Head Teacher feels it is possible the fire may be tackled using the appropriate extinguisher or blanket. This should only be done if the Fire Brigade is not in attendance.

Fire Drills

Regular fire drills will be carried out at least once per term. The Alarm is to be initiated by operating a Call Point on a rota basis and not with the key on the Control Panel. The site controller is responsible for the weekly check of the Call Points.

A Record of fire drills and incidents is to be kept on the RBWM approved Log Book held in the School Office.