



FIRE SAFETY & LOCKDOWN POLICY 2026-28

Mission Statement

Guided by truth, respect and compassion; we share
in building upon every individual's foundation,
nurturing a love of learning in preparation for
tomorrow's society, with Jesus at the heart of all we
do.

Governing Body with Responsibility	Resources
Agreed by Governors on	13/05/2026
Chair's Signature	
Staff Member Responsible for Review	School Business Manager
Date for Review	May 2028

The aim of this policy is to provide a clear and open statement of intent by the governing body with respect to the handling of a situation involving fire within the school

Introduction

The governing body is committed to ensuring that there are effective health and safety practices and policies in place for all pupils, staff, governors and visitors. The governing body is also committed to supporting the staff so that they are able to carry out their duties effectively and efficiently. We recognise that it is important that the school has a clear policy in the interests of protecting all staff involved and allowing auditing to be carried out efficiently from time to time.

The fire policy outlines the following areas:

Responsibilities

Fire prevention

Fire tests and checks

Evacuation Procedure

Responsibilities

Supervisor of evacuation/evaluation of procedures - Headteacher, School Business Manager (Fire Marshall) and Site Manager (Fire Marshall).

Visitor Book and Pupil Signing in/out records – Senior Administrative Officer

Sweep of school – Specific roles allocated to staff as detailed in the evacuation procedure in this document.

Roll Call – Teachers use their class's fire register to check everyone is present

Fire system checks & daily obstruction checks – Site Manager

Fire prevention

Annual Fire Risk assessment completed by an external contractor and signed off as completed by Headteacher.

Specific risk assessments in relation to school hire or activities different from the norm completed by Site Manager and School Business Manager.

Flammable materials kept safely and independently risk assessed by Site Manager.

Fire Tests and Checks

- Weekly check of a fire call point
- Monthly check and fire extinguishers and emergency lighting
- Termly fire drill
- Termly fire system and emergency lighting checks by external contractor
- Annual Fire extinguisher check by external contractor

Evacuation Procedure

It is important to note that **FIRE EXITS SHOULD BE UNOBSTRUCTED AT ALL TIMES.**

The school's Emergency Plan (Annexe A) explains the action to be taken in the event of any emergency that results in evacuation. The Fire Evacuation and Lockdown Procedure is included in the induction of new staff and volunteers and is included in the documentation staff are required to read at the start of each academic year. The plan is reviewed **every two years** and any action points identified during termly testing of the plan will be recorded and followed up.

In summary:

The following procedures should be carried out in the event of an evacuation whilst class based:

- Staff and Pupils should evacuate via their nearest exit and join their class immediately on the playground.
- Pupils should walk out of the school building in a quiet, orderly manner following the direction of the adult supervising the class.
- Pupils should line up in silence – preferably in register order - to enable a roll call to be made.
- Designate staff will sweep communal areas of the school to ensure that no one is left in the school building.

The following procedures should be carried out in the event of an evacuation whilst in the hall:

- Staff and Pupils should generally evacuate via the fire door at the far side of the hall (facing the car park).
- Pupils should walk out of the building in pairs, in a quiet, orderly manner and assemble in the front playground.
- During an after-school event. Staff and Pupils should walk out of the building in a quiet, orderly manner and assemble in the front playground.
- Pupils should line up in silence – preferably in register order - to enable a roll call to be made.
- In the event that Parents are present, instruction will be given by the two fire wardens as to which fire door they should exit from.
- Parents should not stop to collect their child but assemble outside the front entrance.
- The adult supervising the class group in the hall is responsible for knowing exactly who and how many pupils are in the group and for calling the roll call in the event of a fire therefore a child visiting the toilet must request permission from the supervising adult and the adult must be aware of their absence and return.

Annexe A

Sacred Heart Primary School Emergency Evacuation/Lockdown Plan

All staff and volunteers must be fully aware of the action to be taken in the event of an emergency that results in evacuation or lockdown. The emergency plan is included in induction of new staff and volunteers and all staff reminded of the procedure at the start of each new academic year.

The emergency plan will be reviewed annually and any action points identified during termly testing of the plan will be followed up. All members of staff have a duty under Health and Safety regulations to report anything that could affect their own or another person's health or safety. The continued effectiveness of this plan relies on all staff sharing any successes and concerns arising from the plan with Senior Leaders.

Part A: Evacuation

Upon hearing the evacuation alarm (signalled by the continuous ringing of the fire alarm), all staff should be aware of the role they play in the safe evacuation of the building.

Sounding of the Alarm

The alarm is only to be sounded on the following occasions:

- An emergency
- A planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed by the Headteacher, all staff should treat the alarm as a real event and respond accordingly. The alarm will be sounded for any emergency where the evacuation of the school is needed. Examples include:

- Fire
- Bomb threat
- Gas leak
- Chemical leak
- Asbestos alert
- Instructed by the emergency services
- Any other potential threat to pupil and/ or staff safety

Anyone discovering any of the above should sound the fire alarm by activating the nearest manual call point and ensure that the emergency services have been informed. The School Office, Headteacher or School Business Manager will telephone the emergency services.

Roles and responsibilities

The fire alarm is monitored by Phoenix Monitoring. Their contact details are next to the panel. Phoenix Monitoring will notify the Fire Rescue Service unless informed that a fire drill is to take place. In the event that the monitoring system fails, the Headteacher or

Senior Admin Officer will contact the Fire Rescue Service on hearing the alarm on the emergency number 999.

Site Manager/School Business Manager

As Fire Wardens - check fire panel and investigate reason for alarm.

Headteacher

Once the location/description of the incident has been confirmed by a Fire Warden, call 999 if necessary and proceed to assembly point in front playground to monitor evacuation.

Senior Admin Officer

Once the location/description of the incident has been confirmed by a Fire Warden, call 999 (if Headteacher is not on-site) Collect departure/arrival and visitor books and proceed to assembly point in front playground.

Admin Officer

Check Medical Room, Adult Toilets, Store Rooms, Staff Room, Music Room.

Wrap-around Care

Little Hearts/Kidz Klub staff will check wrap-around care room and toilets

Nursery

Nursery Nurse to check nursery toilets and corridor cloakroom.

Reception classes

TA will check Reception cloakroom, pupil toilets, disabled toilet and shower

Year 1 class

TA will check DT Room, both KS1 cloakrooms and KS1 pupil toilets.

Year 2 classes

TA to check Sensory Room, Hall and St Cecilia's Classroom.

Year 3&4 classes

DHT will check lower floor cloakroom, intervention room, Library and Lower KS2 boys' and girls' toilets.

Year 5&6 classes

FEO will check upper floor cloakroom, SENCO office, IT suite, Cleaners' Cupboard, Rainbow Room and Upper KS2 boys' and girls' toilets.

Role of Teaching Staff

All staff have the responsibility for the safe evacuation of children in their charge. Upon hearing the alarm, staff members should follow the instructions posted in classrooms/teaching areas, paying particular attention to the nearest route of escape.

All teaching staff should ensure that:

- Children stop activities immediately – stand – and move in silence from classrooms.
- Personal belongings are left behind.
- Classroom doors are closed behind them.
- Children walk in single file in silence to the nearest exit.
- Children proceed to the fire assembly point in the front playground and line up.
- Teachers are expected to know if any children are absent and to check all are present.
- Teachers are responsible for ensuring students or volunteers working with their class are accounted for.
- Teachers raise their arm to confirm all pupils are present.
- Any missing child is reported immediately to the Headteacher who will inform Fire Wardens/emergency services.
- Contractors on site including cleaners and catering staff will make their way to the front playground by the nearest exit.

- No one re-enters the buildings until they have been given the all clear by the Headteacher, in the case of a fire drill, or Fire Officers, in the case of a fire.

Teaching staff should be aware of any child in their class who has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers, eg steps. The PEEP will clearly state what will happen to these children. Generally, they will be evacuated last.

If a child or staff member has a PEEP, this must be reported to the Fire Warden on reaching the Fire Evacuation Point.

Fire assembly point, including for rehearsals, is the front playground.

The emergency Assembly Point when the front playground is not safe for assembly is Raynes Park High School (see below). Relocation from the front playground assembly point will be confirmed by the Headteacher/Fire Wardens who will contact Raynes Park High before relocation begins.

Raynes Park High School

Astro-turf back playground (weather permitting) Burlington Road entrance

Sports Hall (during bad weather) Bushey Road entrance

Main Hall (when exams are in progress in Sports Hall and during bad weather) Bushey Road entrance

Note: Contact details below of whom to alert in order to direct us to the correct area during emergencies.

Raynes Park High

Samantha Barnard – Facilities and Admin Leader

02088794832, 07719644690

Main switchboard: 020 89464112

Once outside and at the Fire Assembly Point, the staff member in charge of the class completes a head count and then takes a register to check if any children are missing. Staff members should take into account the whereabouts of any children involved in out-of-class interventions, for example children working in phonics groups.

Any missing children or staff will be reported to the Headteacher in the first instance detailing:

- Name of missing person
- Place and time last seen and by whom
- Any other information about the person, ie medical, behavioural etc

The staff member in charge of the class is then instructed to supervise the class and await further instructions from the Headteacher/Fire Wardens.

Under no circumstances is anyone to re-enter the building until the all clear is given by the Headteacher.

Role of Fire Wardens

Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training. On hearing the fire alarm, Fire Wardens will check the fire alarm panel for the location of the alarm then head to the location to check the reason for the alarm. Firefighting equipment (extinguishers) is available if it is safe for an adult to tackle a small fire, ensuring the correct type of extinguisher is used.

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building.

Part B: Lockdown

On hearing the Lockdown signal (an intermittent ringing with a 3 second delay between each ring) all staff should be aware of their role in ensuring the swift, safe lockdown of the building.

While there is no statutory requirement to have a lockdown policy or procedure, Sacred Heart Primary School has chosen to have one to help manage risks. Dynamic lockdown is a response to a potentially fast moving incident either directly at the school site or in the vicinity.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. This would include a reported incident in the local community with the potential to pose a risk to staff and pupils in the school such as an intruder on the school site, or an environmental issue like toxic smoke.

Lockdown arrangements for members of staff with children

- All outside activity to cease immediately - if you are outside with your class, return to your classroom in an orderly manner via the nearest door
- During break or lunchtime, all staff and midday supervisors on duty should direct pupils to return to their classrooms via the nearest external door
- Pupils and staff should stay in their classroom or if this room is not lockable then quickly move to the nearest lockable classroom
- In each case when locking the door, do not lock out any staff or pupils you can see in the area coming towards you but remain by the door to lock it once everyone is in
- Close all the windows, draw the curtains or lower the blinds
- Seat pupils away from windows and they should remain silent. You will be instructed if you are then required to seat yourself and pupils under tables
- Retrieve your phone and set it to silent. No pupil should use their mobile phone unless explicitly instructed to do so by the school
- Log in to your school email account and check frequently for updates and further instructions
- A hand bell accompanied by a tannoy announcement on the telephone system will mark the end of the lockdown and this will also be confirmed by email.

Lockdown arrangements for other staff

- Staff in the Staff Room should make their way to their classrooms
- If PE is taking place outside, the pupils should be returned to their classroom and the PE teacher should remain with them.

- If pupils are in the music room they should remain there and follow lockdown procedures as above.
- Kitchen staff should lower the shutter (remove the shutter key) and lock all their doors
- Peripatetic staff should make their way to the nearest lockable classroom if they are not in the music room at the start of the lockdown
- Midday Supervisors should go to the nearest classroom
- Visitors and volunteers are included in the lockdown procedure and not allowed to leave the school. They should remain with the member of staff they are visiting and move to the nearest lockable room