

THE CAMBRIDGE PRIMARY SCHOOL

FIRE SAFETY POLICY

2025



Date of Approval:	October 2025
Date of Next Review:	October 2026

The Cambridge Primary School
Queens Avenue, Wellesley
Aldershot, Hampshire GU11 4AA
01252 314884



The Cambridge Primary School

Fire Safety Policy

The Cambridge Primary School recognises the need to have detailed fire safety procedures in place as a means of preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with any unforeseen fire/explosion related incidents. These plans include staff training and emergency evacuation drills.

'Fire safety in Education' Delivered as in-person training by The School Business Manager, content used from The National College, is mandatory for all staff, and a record is kept of who has completed the training.

The 'Fire safety in education' course covers:

- The importance of fire safety procedures.
- The importance of fire safety training and the regulations in place to ensure your organisation's fire safety policy is adhered to.
- Fire risks and the processes that must be put in place to reduce the risk of fire. Including good housekeeping.
- Understanding that a fire extinguisher is only to be used by a trained person.
- Understanding the procedures for raising the alarm, where to find and how to operate the fire alarm call point.
- What to do when evacuating the premises in the event of a fire. Including safe use of the evacuchair, to only operate if trained, and to call for assistance using the refuge point.
- Understanding that lifts are not to be used in the event of a fire.
- Calling the fire and rescue service and what information you will need to provide to ensure full clarification of the situation regarding the fire.

WHAT CAUSES FIRE

Fire occurs when FUEL sources i.e. materials that burn easily, come into contact with a HEAT source i.e. a flame, and spark or electrical appliance and sufficient enough OXYGEN to cause ignition. Kitchens are a high risk environment as there are a number of heat sources i.e. ovens, burners and electrical appliances and a number of fuel sources i.e. packaging, oven clothes and tea towels and flammable gas.

1. Fire Management Procedures

1.1 General Evacuation Procedures -Fire action/instruction notices

All rooms in the school have a written fire instruction notice giving instruction of action to take and the location of the assembly point. This ensures that anyone unfamiliar with the building follows the most appropriate route to the assembly point. Evacuation routes for all staff have been clearly detailed and communicated via email, and saved in the everyone shared drive everyone/health& safety for reference.

As part of their Health and Safety responsibility the School Business Manager and the Caretaker check the notices regularly to ensure they remain visible and are not removed or damaged.

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1.2 Action on discovering a fire

SOUND THE NEAREST FIRE ALARM AND FOLLOW THE EVACUATION PROCEDURE - Appendix B

Staff Instructions

- Raise the alarm by operating the nearest fire alarm call point.
- The fire alarm will activate, the sound is a high pitched continuous siren.
- Evacuate by nearest fire exit.
- If you have direct responsibility for pupils ensure they evacuate quietly and calmly to the assembly point on the main playground.
- If you have a specific role in fire safety fulfil this provided it is safe to do so bearing in mind your own personal safety. This is reiterated to all staff at training sessions.
- Only use equipment if:-
 - (a) you are trained to do so
 - (b) it is safe to do so and you will not put yourself at risk
 - (c) such action would contain or extinguish a fire or have an effect in protecting life
- **DO NOT** stop to pick up personal belongings.
- **DO NOT** try to fight a fire.
- **DO NOT** return to the building for any reason unless authorised to do so by the Management team.
- Report to the main playground where admin staff will have the registers and visitors signing in register, all pupils, staff and visitors have to be accounted for.
- Escort visitors and members of the public who are on the premises from the building ensuring that all doors through which you pass are closed after you, to the designated assembly point. (Main Playground)
- When pupils arrive at the assembly points all teachers will call the roll ,Office staff will call the roll for all school staff ,visitors and members of the public who are on the premises and notify the Headteacher or member of the SLT (whoever is on duty) at once of the result.

1.3 Lunchtime Procedures

If evacuation occurs during lunchtime, Lunchtime Assistants will act as Fire Wardens and ensure that all pupils leave the building by the nearest fire exits and escort them to the main assembly point. Pupils should line up in their usual locations. Staff nominated should sweep areas near to their location if they feel it is safe to do so and then proceed to the assembly point. Class teachers will take the register and ensure all children are accounted for. In the absence of the Headteacher the SBM will take overall charge of the evacuation.

All staff leaving the site at lunchtime must sign out at reception then sign back in on their return to ensure that they can be quickly accounted for if an evacuation takes place.

1.4 Evacuation strategies for persons with disabilities and use of refuges

A refuge (sometimes described as a temporary waiting space) is an area that is separated from a fire by fire-resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled people. There are refuges – (Fire compartmentation) located by the stairs in the buildings .The Lift is an Evacuation Lift and can be used by trained staff

1.5 Pupils

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If a pupil requires assistance to evacuate the building a Personal Emergency Evacuation Plan (PEEP) would be put in place. Copies of these documents would be held with the latest Fire Risk Assessment.

1.6 Staff

School policy in relation to equality prefers that it is established when staff take up their appointment at the school whether or not they need any assistance to evacuate the building. Any information regarding this will be held in their personal file and copies with the latest Fire Risk Assessment. A named member of staff will be appointed to assist them from the building with a deputy in case of absence.

1.7 Visitors

All visitors should be asked if they need any assistance to evacuate in an emergency if required. If they do require help a plan is discussed and put in place. A member of staff in the class that the person is working is made aware of the plan.

2. School Policy

2.1 Fire extinguishers

The fire extinguishers in the school are as follows:-

Area Ground Floor	Type	Checked
Main Hall (R/H)	2KG CO2	Booked for 20.10.25
Main Hall (R/H)	6L Water	Booked for 20.10.25
Main Hall (L/H)	2KG CO2	Booked for 20.10.25
Main Hall (L/H)	6L Water	Booked for 20.10.25
Studio	2KG CO2	Booked for 20.10.25
Studio	6L Water	Booked for 20.10.25
Reception	2KG CO2	Booked for 20.10.25
Reception	6L Water	Booked for 20.10.25
Corridor from reception	2KG CO2	Booked for 20.10.25
Corridor from reception	6L Water	Booked for 20.10.25
Corridor far end	2KG CO2	Booked for 20.10.25
Corridor far end	6L Water	Booked for 20.10.25

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Kitchen	2KG CO2	Booked for 20.10.25
Kitchen	6L Water	Booked for 20.10.25
Area First Floor	Type	Checked
Plant room	5KG CO2	Booked for 20.10.25
Plant room	6L Water	Booked for 20.10.25
Plant room	6KG Powder	Booked for 20.10.25
Corridor Stair 1	2KG CO2	Booked for 20.10.25
Corridor Stair 1	6L Water	Booked for 20.10.25
Corridor Stair 2	2KG CO2	Booked for 20.10.25
Corridor Stair 2	6L Water	Booked for 20.10.25
Corridor Class 9	2KG CO2	Booked for 20.10.25
Corridor Class 9	6L Water	Booked for 20.10.25
Stair well 3	2KG CO2	Booked for 20.10.25
Stair well 3	6L Water	Booked for 20.10.25
Totals		
2KG CO2	12	Booked for 20.10.25
5KG CO2	1	Booked for 20.10.25
6L Water	12	Booked for 20.10.25
6KG Powder	1	Booked for 20.10.25

It is the policy of the Academy that only trained staff should attempt to use a fire extinguisher to put out a fire. The main priority is the safety of pupils and themselves.

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It is important that the responsible staff know when to tackle a fire and when to leave it to the professionals and evacuate the area

2.2 Fire Marshalls

Fire Marshalls will carry out a sweep of the buildings to ensure that they are all clear. The fire Marshalls will walk check all rooms, only if it is safe to do so.

Fire Marshalls: Chloe Edwards+ Vaiva Krivickiene for downstairs AND Fenella Holmes and Oliver Tomlinson for upstairs

Head of School and School Business Manager will check the monitor to see which Zone has a red light. Cross check this zone against the fire alarm zone map to determine which part of the school has been set off. If safe and no visible smoke or fires check the detectors in that zone (they will be lit up red on the bottom, either all the way round or a red dot). If no visible red lights check the core points to ensure no one has broken the glass (lift front flap and gently run your hand over glass)

2.3 Reset Alarm

Instructions are kept in SBM office and front office.

Once the all clear has been given staff should ensure that everyone re-enters the building in a calm, safe organised way with no crowding occurring at key entrances

3. CATERER-GENERAL GUIDANCE

The Caterer will ensure that all members of staff are aware of the relevant fire controls and procedures for fire and emergency evacuation.

The Caterer will ensure the following are brought to the attention of all staff.

- The procedures for evacuating the building, where to assemble and to whom to report.
- The detail of the evacuation procedure and the assembly point(s) must be filled in on the "Fire Safety Plan" shown at the back of this document.
- The Fire Safety Plan must be displayed in a prominent position in the kitchen or working environment.
- Staff to be made familiar with the location of fire extinguishers and their type and position of fire blankets. Maintenance of firefighting equipment and emergency lighting is the responsibility of the school.

4. VISITORS/CONTRACTORS TO THE KITCHEN

All visitors/contractors to the kitchen on arriving must sign in at The School Office. On arrival to the kitchen their attention must be drawn to the procedures to follow in the event of a fire and the relevant assembly points. Staff will be responsible for the safety of the visitor/s at all times whilst in the kitchen.

5. Assembly Points

5.1 ASSEMBLY POINT 1 – MAIN PLAYGROUND

All classes should assemble on the main playground. In the event of an evacuation due to other incidents such as security alert, bomb threat etc. the decision would be taken by the

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Head of School to move all persons as far away from the building as possible. The school has an agreement with the local community centre in event of a full evacuation. The Wellesley Community Rooms at the centre of the Wellesley development in Aldershot. Based off of Maida Road (GU11 2FA)

5.2 WHOLE SITE EVACUATION

5.3 Upon instruction from the Fire Service or the direction of the Head of School a full site evacuation will be conducted the local community centre. The Wellesley Community Rooms A copy of the Emergency Plan is held by the Headteacher, SLT and the Front office. This holds all contact details for the children and staff of the school. Also held in the Emergency Plan file are full emergency instructions with all the contact numbers of the correct services and people to contact.

6. EMERGENCY EVACUATION PROCEDURES

The most important part of the fire routine is the evacuation of the premises. Fire drills that include evacuation must be held to ensure everyone on the premises is familiar with the routine.

6.1 Special Events in Main Hall

It is vital that the maximum capacity of our hall space is adhered to in the case of our school it is maximum 355 persons. (Building Regulations Part B - calculated as 1 person at 0.45sm. $160\text{sm} / 0.45 = 355\text{persons max}$)

6.2 Special Events in Studio

Maximum 120 persons ($54\text{sm} / 0.45 = 120\text{ persons.}$)

It is really important for the Health and Safety of all occupants especially during the Christmas and summer concerts.

It is really important to refresh staff on the evacuation procedures prior to any public event being held in school.

7. Hirers

Before a hirer can use the premises they will be instructed on evacuation procedures.

7.1 Fire Precautions and Procedures (other emergencies)

An outside contractor (Magenta Compliance Services) undertakes a fire risk assessment on a Annual basis. The fire risk assessment report is brought to the attention of the SBM. The outside contractor also undertakes the annual inspection and maintenance the fire safety related equipment, and the testing of the fire alarm is done on a quarterly basis.

7.2 Termly fire drill is arranged by the HOS or SBM. Fire procedure posters, fire exits and escape routes signs are located almost everywhere in the school and staff is aware of the assembly point.

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7.3 A fire log book details records of staff training, testing of break glass points, testing of emergency lighting and the names of the fire Marshalls.

8. FIRE PREVENTION

8.1 Identify and control of fire hazards

- Report faulty electrical or gas equipment promptly
- Do not overload electrical sockets
- Always turn off gas and electrical equipment after use
- Equipment with naked flames must be used carefully and kept away from combustible materials
- Follow correct procedures when dealing with gas appliances i.e. never leave fat fryer unattended
- If you smell gas, DO NOT use a naked flame or turn on any electrical appliances.

8.2 Good Housekeeping

- Correct storage of flammable materials i.e. flammable liquids and aerosols
- Control and regular removal of refuse and waste
- DO NOT block fire exits
- DO NOT use passage ways or stair wells for storage areas

8.3 Fire Precaution Systems

- Detection systems in place must be regularly checked and maintained

8.4 Evacuation Measures

- Maintain all escape routes (no dead ends/locked fire doors)
- Labelling of all fire exits, doors and routes (This is a School responsibility)
- Determining and labelling of fire alarm points (This is a School responsibility)

9. Specific roles identified in the School Fire Management Plan

~~9.1~~ Head of School

Additional duties undertaken by the- Head of School include:

- Account for occupants at the assembly point
- Communicate with the SBM/Caretaker
- Issue instruction to vacate the site if directed by the Fire Officer in charge
- Provide instruction to re-enter the building once the Fire Officer has indicated that it is safe to do so
- Ensure actions that need to be taken after an incident are recorded and implanted
- Organise feedback session to staff
- Ensure that staff training is carried out at the start of each school year and to new staff on arrival

9.2 All Staff

- It is the duty of all staff to make themselves fully aware of all evacuation procedures, how to sound the alarm, any specific fire duties both they and others have during an evacuation and to familiarise themselves with all the general exit routes and all alternative routes in the building.
- They have a duty to abide by the School Fire Safety Management Plan and to follow agreed procedures such that they do not put themselves, pupils, or any other occupants at risk.

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They must ensure that they are aware of –

- The Fire Safety Policy and Fire Evacuation Procedures.
- The importance of any meetings, training or feedback sessions in respect of Fire Safety Awareness and procedures.
- Their duties and those of other staff who have specific roles in fire safety.
- How to raise the alarm i.e. where the call points are located
- Documented evacuation procedures, location of final exit doors and escape routes
- They need to ensure that fire doors and exit routes are not obstructed or locked
- They need to ensure fire doors are not propped open and door closers are functioning
- Any defects or deficiencies in the building or failure of any of its equipment should be reported immediately to the School Business Manager and the Caretaker.
- The need to provide constructive feedback on fire drills to ensure highest levels of safety for all occupants
- The School Policy is that only trained and nominated staff should attempt to tackle a fire with firefighting equipment if it is safe to do so
- The need to report any concerns relating to fire directly to the Headteacher.

9.3 School Business Manager

Responsible for the annual Fire Risk Assessment actions (with the assistance of the Caretaker) reporting any issues, changes required, works required etc. direct to the Executive Headteacher. The SBM arranges a meeting with the Executive Headteacher to discuss initial findings before finalising the documents and including a list of agreed actions, documenting when these will happen, and who will undertake them. Any alterations to fire procedure documents will be carried out by the SBM and amended copies given to all staff and any relevant persons.

9.4 Caretaker Duties

- Carries out all maintenance where possible or delegates this to an outside provider
- Ensures that all tests are carried out on fire alarms, fire equipment and fire doors. This information must be recorded
- Reports any defects to the Headteacher and to the School Business Manager
- Undertake a termly fire drill, record the time of evacuation, discuss this with the Headteacher
- A termly check of all Fire notices around school to ensure they are still in place and replace any notices that are not fit for purpose.

9.5 Other duties include:-

- Locate the incident area via the alarm panel checking to see if call point activation or smoke detection
- Shut down any necessary equipment
- Meet the fire service, provide the necessary information and any key risk areas
- Follow communication with the Headteacher from the assembly point
- Prevents any visitors from entering the building until the all clear is given.
- Ensures the alarm is turned off and the security system is back on line

9.6 Supply Cover

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Supply cover staff are given the Visitor Safety Leaflet and their duties in the evacuation of pupils are discussed before they commence work.

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Appendix A



**The Cambridge Primary School
Visitors fire Safety Leaflet**

Fire safety

If you discover or suspect a fire:

Shout 'FIRE' and sound the alarm by activating the nearest fire alarm call point

DO NOT try to fight a fire.

Evacuate the building by the nearest fire exit

Do not stop to collect personal belongings

Go to the fire assembly point in the main playground

Do not re-enter the building until authorised to do so

Fire alarms are tested termly.

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Appendix B



**Cambridge Primary School
Fire Action/Instruction Notice**



- 1. Operate the nearest fire alarm**
- 2. Leave the building by the nearest
Available exit**
- 3. Report to the assembly point**

**YOUR ASSEMBLY POINT IS
THE MAIN SCHOOL PLAYGROUND**

DO NOT attempt to fight the fire unless you are trained

DO NOT take risks

DO NOT stop to collect personal belongings

DO NOT return to the building until authorised to do so

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