

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

Fire Safety and Emergency Evacuation Policy – Club LG

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff is familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire drills and alarm activations

Regular fire and lockdown drills will be undertaken on at least a termly basis. These are planned by St Gregory's Primary School.

St Gregory's Primary School will have appropriate arrangements in place when planning to test the fire alarm system, or a planned lockdown drill, if appropriate ensuring that the fire service does not respond unnecessarily.

Following either a planned or unplanned evacuation/invacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation/invacuation and consider where any review of the Fire and Emergency Plan is required or St Gregory's Primary School needs to be informed of any concerns. All activations of the fire alarm system will be recorded and stored in the Health and Safety file.

Tackling fires

STAFF ARE INSTRUCTED NOT ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING.

Grab bag

A red grab bag containing key information will be kept in the DT classroom with the daily attendance registers. Renata Barys or Rajdeep Kaur will be responsible for taking the bag on hearing the fire alarm sound.

Grab bag contents:

- Pupils' contact numbers / Staff emergency contact numbers
- Medical Information / First Aid Box
- Club LG Mobile Phone

Actions to take on discovering a fire or on hearing the fire alarm sound

On discovering a fire:

- Activate the nearest alarm call point

- Evacuate the building as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. On the front playground.
- Report immediately to the nominated Evacuation Controller at St Gregory's Primary School and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.
- **On hearing the fire alarm:**
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting staff and visitors as required and proceed to the designated assembly point. On the front playground.
- **All**
- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building.

Methods for communicating with the emergency services

In the event of a confirmed or suspected fire nominated person to place a direct call to the fire service by calling 999.

Nominated persons are: Renata Barys, Rajdeep Kaur or Sarah Wilkes

In the event of a serious confirmed fire, if unsure whether a call has been placed, anyone can call the fire service.

"I am calling from St Gregory's Catholic Primary, my name is

The address of the school is:

Avenue Road

Stratford upon Avon

Warwickshire

CV37 6UZ

The school requires urgent fire service emergency assistance as we can confirm that the fire alarm has been activated due to a genuine fire as opposed to a false alarm."

The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? i.e. cooking, hot working, naked flame, arson

Immediate actions to take on discovering an intruder on site or on hearing the lockdown system

On discovering an intruder on site:

- Activate the yellow box alarm call point, which is by the main classroom door.
- All children to hide under the tables.
- Ensure the blinds and windows are closed and the classroom door firmly closed and locked.

- Report immediately to St Gregory's Primary School and relay as much information as is possible in relation to the whereabouts of the intruder and any other details that you may have.
- If safe and possible to do so, report to Sarah Wilkes at Little Gregs Pre-school.

On hearing the lockdown system:

- All children to hide under the tables.
- Ensure the blinds and windows are closed and the classroom door firmly closed and locked.
- Report immediately to St Gregory's Primary School and relay as much information as possible in relation to the whereabouts of the intruder and any other details that you may have.
- Do not stop to collect any personal belongings.
- If safe and possible to do so, report to Sarah Wilkes at Little Gregs Pre-school.

Methods for communicating with the emergency services

In the event of a confirmed or suspected intruder on site, the nominated person to place a direct call to the police by calling 999.

Nominated persons are: Renata Barys, Rajdeep Kaur or Sarah Wilkes

In the event of a serious confirmed intruder on site, if unsure whether a call has been placed, anyone can call the police.

"I am calling from St Gregory's Catholic Primary, my name is

The address of the school is:

Avenue Road

Stratford upon Avon

Warwickshire

CV37 6UZ

The school requires urgent emergency assistance as we can confirm that there is an intruder on site and the lockdown system has been activated due to a genuine situation as opposed to a false alarm."

The person calling the police needs to have as much information available to them as possible to enable them to give accurate information to the police.

- Has an intruder on site been confirmed?
- Where is the location of the intruder?
- Do we know whether the intruder is armed?

Responsibilities:

Role	Responsibilities	Named Person
Evacuation Controller	Responsible for taking overall control of the site and communicating with St Gregory's Primary School, emergency services and local authority.	Napoleon Sumilang – Site Manager (Before School Club) Chris Butler – St Gregorys Site Cleaner (Afterschool Club LG) Sarah Wilkes – Pre-school/Club LG Manager

Fire Marshalls	Responsible for assisting in the safe evacuation of the building with identified areas of the building to check prior to leaving the building.	Rajdeep Kaur – Main classroom, Cloakroom and Toilets (Before School Club) Renata Barys – Main classroom, Cloakroom and Toilets (Afterschool Club)
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Policy Reviewed: 25th August 2026