



# Together we can!



**Beechwood Junior School  
Fire Safety Plan**

**Premises Address: Beechwood Junior School**

**Date of this plan: 16/06/2026**

**Person producing the plan: Lucy Phillips**

**Position and Signature: Headteacher**

### **Action to be taken by a person discovering a fire**

Break glass on nearest call point, shout fire and alert nearest class/office or staff member if able.

### **Who will call the Fire and Rescue Service?**

School office staff to call the fire brigade, check the alarm panel to see which zone the fire is in and report to Headteacher or senior person in charge.

### **Fire Warning System**

Fire panel is on the wall in the front office, by the main door.

### **Evacuation Procedure to be followed**

Immediate evacuation to the playgrounds is to take place of all staff & pupils & visitors. In the event of a fire spreading further evacuation to point B Glenfield Infant School is to take place

Page Break

### **Fire Escape Routes**

The school is on the ground and first floor. The children make their way with the teachers to the assembly point in the lower playground. All staff have keys to the gates on site.

Year 3 to evacuate via the fire exit in 3J (Armstrong) classroom, onto the lower playground

Year 4 to evacuate via the stairs by the staff room and through the main entrance, going under the canopy to the lower playground.

Year 5 to evacuate via the stairs by the upper toilets, making their way down to the fire exit before the library.

Year 6 to evacuate via the stair by the conference room, making their way down the stairs and exiting via the fire exit in the musical services. Then make their way around the building onto the lower playground (do not have to leave the school premises)

In the case of a fire being the rear of the building (year 3 or music services) do not use the path on the side of the building, instead exit the school premises via the Glenfield Avenue gates, going around the perimeter of the school and down the steps on Huntley Way into the lower playground.

If anyone is in the Main Hall at the time of a fire evacuation, please evacuate via the fire exit in the hall and make your way around the building to the lower playground. At no stage re-entre the premises.

If anyone is in the dining room at the time of a fire evacuation please evacuate via the fire exit by the steps to the front of the school. Making your way under the canopy into the lower playground. If you don't have a Red door key on you, then there are 2 spare keys for the doors in the fire panels by the doors.

### **Location of Assembly Points**

Pupils to line up in class order, out in the lower playground. Children must line up **facing away** from the building.

## **Identities and Duties of Specified Staff**

Fire Marshalls will do a zonal sweep of the school as follow:

**Mrs Grant** - Will check from reception to the main hall and dinner hall making sure the area is clear and all doors and windows are closed. Exiting at the fire exit in the main hall.

**Miss Westron** – Will check Year 5 / Year 4 and staff room ensuring that all rooms are clear and all doors and windows are closed. Exiting through the front entrance. ( Currently on MAT leave Lucy Phillips to cover this)

**Mrs Seagrave** – Will check from Mrs Hamiltons room, year 6 intervention room and conference room and toilet and music services checking all rooms are clear and all doors and window are closed. Exiting at the music services fire exit.

**Mrs Streets** – Will check from year 6 class rooms and upper toilets and Year 3, making sure rooms are clear and all doors and windows are shut. Exiting at the music services fire exit.

**Mrs Phillips** – Will check adults toilets, meeting room, library and kids kitchen. Exiting through the fire escape at the cross over.

Alex will go and open the barriers, waiting for the fire badge to arrive.

In the case of any Fire Marshalls not being in a member of SLT will cover the area.

Office staff will collect all registers and first aid kit and make their way to the assembly point.

Staff will also need to be vigilant and ensure class doors are closed behind them.

## **Arrangements for the evacuation of vulnerable people**

In school currently there are 12 pupils with active PEEPs.  
These have been shared with all staff.

## **Leaving school premises throughout a school day**

Any staff who are taking a group of children off site for any reason need to leave a list of the children they are taking with the office. The office staff will need to take this list with them if there is a fire alarm so that they know which children will not be present at the assembly point.

## **Visitors to school Premises.**

All visitors to the school need to sign in at reception, whilst signing in they need to be made away of fire exit and the assembly point.

## **Location and Type of Fire Fighting Equipment**

Fire extinguishers are located around the school specific to the area. There is fire blanket in the kitchens. See plans in fire folder

## **Specific arrangements for high fire risk area**

Boiler room has a gas boiler in it. Boiler rooms are kept clear; fire detection is in it for early warning.

**Procedures for Liaison with Fire Service on arrival**

Headteacher or senior member of staff in charge is to liaise with the fire brigade and follow any advice given by them at all times.

Any concerns need to be shared with the fire brigade ASAP.

No staff will be permitted back into the building without authorisation from the fire brigade.