Giggling Panda Chinese School

Fire Safety Policy

Last review: August 2026
Next review: August 2027

1. Policy Statement

Giggling Panda Chinese School is committed to ensuring the safety of all students, staff, volunteers and visitors in the event of a fire. The School complies with relevant UK fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005, and works in partnership with host schools and venue providers to maintain safe learning environments.

This policy sets out the principles and responsibilities for preventing fire hazards and ensuring the safe evacuation of all persons during our weekend classes.

2. Shared Responsibility

The School hires teaching facilities from local schools and approved venue providers. The host schools or venue providers are responsible for maintaining the building's fire safety systems, alarms, extinguishers and signage. Giggling Panda Chinese School is responsible for ensuring that its staff and students are familiar with fire evacuation procedures while on site.

3. Roles and Responsibilities

• The Head Teacher has overall responsibility for fire safety arrangements across all campuses.
• Each campus has a Deputy Headteacher or Campus Lead who acts as the on-site Fire Safety Contact during teaching hours.
• All teachers and volunteers are responsible for knowing the nearest fire exit, evacuation route and assembly point at their site.
• In case of a fire alarm, teachers must calmly lead their students to the designated assembly point and take a headcount.

4. Fire Prevention

All staff should take reasonable precautions to prevent fire risks, including:
• Keeping fire exits, corridors and stairways clear at all times.
• Not using personal electrical equipment unless authorised.
• Reporting any faulty wiring, overheating, or damage to the site management.
• Ensuring that flammable materials are stored safely and used appropriately.

5. Fire Evacuation Procedures

If the fire alarm sounds:
• Teachers must immediately stop the lesson and instruct students to leave belongings behind.
• Staff must lead students to the nearest safe exit as indicated by the fire signage.
• Everyone should proceed to the designated assembly point outside the building.
• Campus Leads will check classrooms and toilets if it is safe to do so.

• Once outside, teachers must take a register to ensure all students are accounted for.
• No one should re-enter the building until instructed by the host school's site manager or emergency services.

6. Fire Safety Awareness

As the School operates for short weekend sessions, full evacuation drills are not routinely conducted. However, all staff are briefed on fire safety procedures, evacuation routes and assembly points at each site. Fire exit routes and assembly points are displayed clearly in classrooms used by the School.

7. Communication with Venue Providers

The School maintains regular communication with its venue providers and host schools regarding fire safety arrangements. Any issues or changes to fire procedures are shared with staff as needed. Venue providers are responsible for maintaining and testing fire alarms and extinguishers according to legal standards.

8. Review and Approval

This policy is reviewed annually by the Senior Management Committee and approved by the Head Teacher. It may be updated earlier if there are changes in venue arrangements or legal requirements.

Appendix A – Campus and Venue Information

The School operates at the following campuses. Each venue's management retains responsibility for maintaining the fire alarm system, signage, and firefighting equipment during the hire period.

Campus	Venue Provider	Location	Fire Assembly Point
The Compton School	School Space	North Finchley	Playground / Field (TBC)
The Archer Academy	School Plus	East Finchley	Car Park
Chiswick School	School Plus	Chiswick	Main Car Park
St Margaret's School	Direct Hire	Watford	Main Car Park
Hammersmith Academy	School Space	Hammersmith	Car Park