



# Flyford Flavell Primary School

Radford Road,  
Flyford Flavell,  
Worcestershire,  
WR7 4BS

**HEADTEACHER:** Mrs Rosalind Bennett

**CHAIR OF GOVERNORS:** Mrs Anne Howarth

16<sup>th</sup> July 2024

Dear Parents/Carers

## **Fire Risk Assessment**

Just a reminder that we have new arrangements for September, as detailed in our newsletter of 09.05.24, in response to our recent fire risk assessment. Please see the fire risk assessment extract below. It's wonderful that our school has grown over the years, but it does mean that we need to review our procedures to ensure that our children are as safe as possible.

From September, we will be asking children to no longer bring rucksacks/backpacks into school, as they are taking up lots of storage space. From Reception to Year 4, please send in P.E. kit in the navy draw string bags and other items in a navy book bag. If children are bringing in a lunch box, please allow them to carry it in using the handle rather than putting it in a rucksack/backpack.

Year 5 and 6 have slightly more equipment to bring in, so may continue to bring in a small rucksack/backpack as long as it can fit in their locker. If it can't fit in a locker, then please use the navy book bags similar to the rest of the school. Please do drop in to see the size of our lockers if it's helpful. We are also asking Year 5 and 6 children to please bring their P.E kits in a navy drawstring bag.

Children attending football club on Thursday may need to bring in additional kit. We would really appreciate it if it could be sent in, in a named carrier bag that we can compress it and store it in the hall. We are also happy to store over night bags if a child is returning to a second home after school. Please drop them into our office where we will keep them safe.

I know that changes in our procedures can cause unease so would like to reassure parents that these changes are coming from a good place - one of wanting to do our best to make our building as safe as possible. We will be talking to all the children about this next week in assembly, so that they are aware of why we need to change our procedures and what they can bring into school with them in September. However, I'm very aware that what we tell children now will be a dim distant memory in September, so if parents could keep their arms around this issue, it would be really appreciated!

Most of our children already use a navy book bag, however we are happy to provide one if financial hardship is a barrier to supporting us. Please have a word with your class teacher or myself in confidence if this is the case as we would definitely want to help.

Please do call in if you have any queries.

Yours sincerely

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*R J Bennett*

Rosalind Bennett  
Headteacher

| <b>Observations</b>   | <b>Yes/No/NA</b> |
|---|------------------|
| Are flammable liquids of significant quantities used/stored safely?                             | N/A              |
| Are flammable chemicals of significant quantities adequately used/stored safely?                | N/A              |
| Are flammable gases in the building e.g., liquefied petroleum gas (LPG) used/stored safely?     | N/A              |
| Are displays of combustible materials satisfactory?   | Yes              |
| Is the use/storage of paper, plastics, and books satisfactory?                                  | Yes              |
| Are props/scenery adequately stored?  | Yes              |
| Is the presence of cloakrooms in circulation areas satisfactory?                                | No               |
| Is the use of textiles and soft furnishing satisfactory?  | Yes              |
| Are adequate arrangements in place for the storage and removal of combustible waste and litter? | Yes              |
| Are gymnasium mats adequately stored?   | Yes              |
| Are there any other matters regarding sources of fuel that give cause for concern?              | No               |