



## Fire Safety Policy

Policy Leader: David Martin  
Reviewed Date: September 2020  
Review Date: September 2021

Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. Safeguarding at Ghyll Royd School and in the Pre-School is everyone's responsibility and that everybody is able to make a referral to children's social care if needed.

### Senior Staff in Charge Diagram in the Event of an Emergency:

Term Time/During School Hours	School Holidays/Out of School Hours
Head - David Martin – Person Responsible for Health and Safety	Sally Portz, Julia Davis, Jenny Johnson
Deputy Head (if Head absent) – Hadley Nicholson	Caretaker – Vacant
Allocated Fire Marshall	A Designated Key Holder (If Caretaker absent)

### Trained Fire Marshals.

The staff named below have completed a Fire Marshals Course. The course consists of the role of the Fire Marshal, Building Protection / Fire Protection Facilities, Fire Routine and Drills, Building Risk Assessment, Nature and Development of Fire, First Aid Fire Fighting Equipment, Fire Safety Signage on the safe use of Fire Equipment and a Live Fire Demonstration. The course is designed for key members of staff who will be responsible for the safe evacuation of their team in the event of a fire breaking out. The staff who have completed a Fire Marshals' course and area they are responsible for are:

Sally Portz – Manor House Ground Floor, After School Care and 50 week Nursery

Stacey Ellis – Coach House

Jenny Johnson and Julia Davis – EYFS Great Explorers, Little Adventurers, Manor House Ground Floor, After School Care and 50 week Nursery

Hadley Nicholson – Sports Hall

David Martin – Manor House First Floor

## **Policy Statement**

The school and pre-school take our fire safety duties seriously and for this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended).

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the school in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our children, staff and visitors. Reporting of persistent problems or hazardous findings should be brought to the attention of the Headteacher within staff meeting time. All staff will sign the Fire Safety Policy to say that they have read and understood it.

The school will keep staff informed of any changes that are made to the fire safety procedures and fire risk assessment. The school will also ensure that all visitors and contractors to the school are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. Additionally, fire evacuation drills and procedures will be written into the parents' handbook to provide them with the information that they would need in the event that an incident occurs whilst they are on the premises.

All visitors and contractors to the school will be asked to sign a visitors' book and will be provided with a visitors' pass card so the school secretary will know the numbers, names and location of the visitors. The school secretary will collect the class registers and visitors' book on the way out of the building if a fire alarm goes off and confirm all those signed into the visitors' book are present in the front field. In the event that the school secretary is absent, the person responsible for health and safety or a senior member of staff shall be responsible for collecting the registers and visitors' book. All visitors and contractors will read the information provided by the school secretary on arrival and understand the school's fire procedures.

## **Fire Safety Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment (Appendix 4) has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- Every Wednesday at 11.00am the fire alarm collection points will be tested by the nominated Fire Safety Marshal.
- The fire evacuation procedures will be practised at least termly, we aim to achieve 4 throughout the year starting with:

- 1) Staff informed evacuation.
  - 2) No warning given evacuation.
  - 3) No warning with blocked exits evacuation.
  - 4) Evacuation to be carried out in any one of the holidays.
- Trained fire marshals will be made aware of the panel system located within school.
  - Training will be provided as necessary to any staff who have been given extra fire safety responsibilities such as fire marshals.
  - It is our policy that most staff will be trained in the use of fire extinguishers. It is important that each area of the school has at least one member of staff trained in the use of basic fire fighting equipment.
  - It is the responsibility of fire marshals to let the person responsible for health and safety know if they have not been able to check their designated area whilst following the evacuation procedure.
  - All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes. A record of this will be kept.
  - All escape routes will be clearly signed and kept free from obstructions at all times.
  - A personal plan will be put in place for any children requiring additional needs in consultation with the additional needs coordinator.
  - All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the person responsible for health and safety.
  - The Alarm systems will be tested regularly. Fire Call points will be tested weekly and a register completed to record the details (Appendix 2). Staff will be told when a test is scheduled. This is not included in the evacuation practices.
  - All other fire safety systems will be checked regularly to ensure correct operation, where necessary, eg. smoke detectors, emergency lighting (Appendix 1), fire alarm call points (Appendix 2), fire extinguishers (Appendix 3) and Fire Doors and Emergency Exits (Appendix 5).
  - In the event of an emergency the person responsible for health and safety or a senior member of staff, will call the fire brigade if this has not already been done. If dialled from the school land line please press Line 1 and dial 999. The person responsible for health and safety or a senior member of staff will be appointed to meet the fire brigade at the gate.
  - In the event of an evacuation alarm, the children, staff and visitors will evacuate to the front field until we can return to the building when told to do so either by the person responsible for health and safety, senior staff in charge of the evacuation or emergency services.
  - Where possible computers and ipads located in the computing suite, office(s) and classrooms will be switched off at the end of each day.
  - This policy forms part of employees' conditions of employment. Failure to comply with the policy may be treated as a disciplinary matter.

## Daily Fire Safety Procedures

- On entry to the school building all staff will sign a register with the time that they have entered the building and also staff will sign the register with a time when they leave the building at any time.
- A class register will be taken both in the morning and afternoon of pupils at the school and sent to the office.
- A “Missing” slip will be filled in with any names of children unaccounted for after the class register has been taken in the morning and afternoon. if a child is unaccounted for the school secretary will investigate and report back to the class teacher with the reason given by parents.
- It is important for the class teacher to make a mental note of the number of children present to allow a quick count in the event of an emergency before the register arrives from the office, or in the event that the office is the area that the fire has occurred.
- Extra curricular clubs outside of school hours need to conduct their own register of pupil attendees.

## Evacuation during lesson times:

- It will be the responsibility of the ‘class teacher’ in charge of the lesson or activity in an Early Years room to escort the class out of the nearest/safest exit to the front field and then to line them up and take a roll call from the class register to ensure the children they are responsible for are present, and report this to the person responsible for health and safety or a senior member of staff. Any support staff present should assist in the process.
- The office staff will bring the class registers out to the front field for staff to begin their roll call. The school secretary, person responsible for health and safety or a senior member of staff will collect the visitors’ book and ensure all visitors are accounted for.
- Should any staff be working outside their normal working area then they should make themselves aware of the evacuation procedure for that area. Evacuation procedures are located in all areas.
- The school secretary, the person responsible for health and safety or a senior member of staff are to check all staff and visitors are accounted for and out of the building in the event of an evacuation.
- Once out of the building the class teachers are to collect the register from the school secretary and through the calling of the register report back that their class is all present or who is missing as soon as possible to the school secretary, the person responsible for health and safety or a senior member of staff.
- The person in charge of health and safety is the only member of staff with the authority to go into the school to find and recover any missing child or adult. On such occasions the person responsible for health and safety must always be accompanied by another member of staff and will possess a mobile phone device. However In most circumstances the person responsible for health and safety will wait for the Fire brigade.

## **Evacuation during break-times**

- Children who are in the playground need to be put into lines by the member of staff on duty by simply blowing a whistle and calling the children's class name one at a time. The member of staff on duty will then lead the children to the front field.
- Any fire marshals in the school at playtime should sweep any rooms they pass through the school (avoiding any smoke filled areas or areas of danger) and check no children are in the toilets or have returned to class, on the way to the front field.
- Children playing on the Pre-School playground will be lined up, escorted to the front field and then counted.
- The office staff will bring the class registers out to the front field for staff to begin their roll call. The school secretary, person responsible for health and safety or a senior member of staff will collect the visitor's book and ensure all visitors are accounted for.
- Should any staff be working outside their normal working area then they should make themselves aware of the evacuation procedure for that area. Evacuation procedures are located in all areas.
- The school secretary, the person responsible for health and safety or a senior member of staff are to check that all staff and visitors are accounted for and out of the building in the event of an evacuation.
- Once out of the building the class teachers are to collect the register from the school secretary and through the calling of the register report back that their class is all present or who is missing as soon as possible to the school secretary, the person responsible for health and safety or a senior member of staff.
- The person in charge of health and safety is the only member of staff with the authority to go into the school to find and recover any missing child or adult. On such occasions the person responsible for health and safety must always be accompanied by another member of staff and will possess a mobile phone device. However In most circumstances the person responsible for health and safety will wait for the Fire brigade.

## **Evacuation during wet playtimes**

- The member of staff on wet play duty should be aware of the nearest exits and evacuation route. Every room and area in the school is supplied with an evacuation route plan for that particular room or area. This will include information on nearest fire alarm call points, nearest final exit point and number to call in an emergency. All children should line up and leave in silence via the appropriate route to the evacuation meeting point and be accounted for.
- Any fire marshals in the school at playtime should sweep any rooms they pass through the school (avoiding any smoke filled areas or areas of danger) and check that no children are in the toilets or have returned to class, on the way to the front field.

## **Wrap around care**

- Before 8.40am no children should be in the school except before-school care children. Staff should exit the building and meet on the front field gathering any early children before them.
- Before-school staff will be responsible for getting their children and staff out and counting them.
- Before-school staff will report all numbers to the school secretary, person responsible for health and safety or a senior member of staff.
- Outside of normal school hours children should not be on site unless at an organised club, activity or at the school's after school care. The staff for each of these is responsible for gathering and getting their children out of the building and lined up in the front of the school, counted and accounted for.
- Any staff in the building outside of normal school hours need to exit the building immediately and report to the front field gathering everyone else before them as they go.
- Any fire marshals in the school outside of normal school hours should sweep any rooms they pass through the school (avoiding any smoke filled areas or areas of danger) and check no children are in the toilets or have returned to class, on the way to the front field.

## **Lettings**

- Each letting inside and outside of school hours will have a designated responsible person who is to take the role of the health and safety officer in the event of an emergency. The designated responsible person will know the school's fire policy and the location of extinguishers, fire blankets, etc and is aware of procedures, alarm sounds and meeting places in the event of an emergency.
- The designated responsible person will have phone numbers of the Headteacher or the person responsible for health and safety in an emergency, know other emergency contact numbers or senior staff and have access to phones (mobile and/or landline).
- The designated and responsible person will have a register of staff and children present.
- Out of school lettings to have a designated responsible person in charge in the event of an emergency familiar with rules and procedures, and have a copy of this policy.

**Appendix 1: Fire Safety Risk Assessment: Emergency Lighting Termly Checks**

Emergency Light Location	No	Area	3 Hour Test Date:	Condition of fitting	Pass	Fail	Defect	Tested by	Date Replaced
<b>Outside</b>	1	Coach house							
<b>Fire Exits</b>	2	Manor Back entrance							
	3	Pre-School							
	4	Reception							
<b>Manor House Ground Floor</b>	5	School Office							
	6	Back Office							
	7	Front Hallway							
	8	Hallway							
	9	Pre-School Corridor							
	10	Pre-School Toilets							
	11	Pre-School GE classroom							
	12	Pre-School LA classroom							
	13	Reception classroom							
	14	Dining Room Corridor							
	15	Back Entrance Corridor							
	16	Dining Room							
	17	Main Kitchen							
	18	Bottom Kitchen							
	19	Cellar Stairs							
	20	Cellar 1							
	21	Cellar 2							
<b>Outside Buildings</b>	22	Peri/Music Room							
<b>Manor House First Floor</b>	23	Top of Front Entrance Hallway Stairs							
	24	Outside Headteachers Office							
	25	Form 1 classroom							
	26	Form 2 classroom							
	27	ICT classroom							
	28	Music classroom							

Emergency Light Location	No	Area	3 Hour Test Date:	Condition of fitting	Pass	Fail	Defect	Tested by	Date Replaced
<b>Manor House First Floor</b>	29	Opposite loft entrance door							
	30	Staff room							
	31	Girls toilet							
	32	Corridor to Art Room							
	33	Top of back stairs							
	34	Bottom of back stairs							
	35	Art classroom							
<b>Coach House</b>	36	Entrance							
	37	Stairs							
	38	Form 5 classroom							
	39	Form 6 classroom							
	40	Form 3 classroom							
	41	Form 4 classroom							
	42	First floor landing							
<b>Sports Hall</b>	43	Entrance to playground							
	44	Corridor to Hall							
	45	Visitor toilets							
	46	Disabled toilet							
	47	Cloakroom 1							
	48	Cloakroom 2							
	49	Girls change corridor							
	50	Girls toilet							
	51	Girls changing room							
	52	Girls change shower							
	53	Hall emergency exit car park							
	54	Hall emergency exit playground							
	55	Main Hall x1							



<b>First Floor</b>	56	Stairs							
	57	Upper Stairs							
	58	Landing							
	59	Viewing gallery							
	60	Viewing gallery							
	61	PE Store							
	62	Kitchen							
	63	Boiler room							
	64	Staff change							
	65	Boys change corridor							
	66	Boys toilets							
	67	Boys changing room							
	68	Boys change shower							

**Appendix 2:** Fire Safety Risk Assessment: Fire Alarm Call Point Weekly Test, Periodic Monthly Check and Monthly Audibility Check.

<b>Fire Call Point Location</b>	<b>No</b>	<b>Area</b>	<b>Test Date: Full date</b>	<b>Tested By:</b>	<b>Comments</b>
<b>Ground Floor Manor House</b>	4-1	Main Entrance			
	1-10	Back Entrance			
	1-7	Outside dinning room door			
	1-6	Pre-School entrance door			
	1-3	Kitchen bottom entrance			
	4-4	Little Adventurers			
<b>First Floor Manor House</b>		Top of back stairs - Corridor door entrance			
		Outside Headteachers Office			
<b>COACH HOUSE</b>	1-11	Main Entrance			
<b>Sports Hall</b>		SPORTS H ENT Playground			
		SPORTS H ENT Car park			
		SPORTS H FIRE ESC Playground			
		SPORTS H FIRE ESC Car park			
		SPORTS H STORE ROOM Playground			

**Appendix 3:** Fire Safety Risk Assessment: Fire Extinguisher Monthly Checks

<b>Fire Call Point Location</b>	<b>No</b>	<b>Type</b>	<b>Area</b>	<b>Test Date: Full date</b>	<b>Tested By:</b>	<b>Comments</b>
<b>Ground Floor Manor House</b>	1	Foam	Front Office			
	2	CO2	Front Office			
	3	Foam	Little Adventures Room			
	4	CO2	Little Adventures Room			
	5	Foam	Great Explorers Room			
	6	CO2	Great Explorers Room			
	7	Blanket	Top kitchen			
	8	Foam	Bottom kitchen			
	9	CO2	Bottom kitchen			
	10	CO2	Dining Room			
	11	Foam	Dining Room			
	12	Foam	Opposite Cellar door			
	13	CO2	Opposite Cellar door			
	14	CO2	Cellar			
	15	CO2	Cellar			

<b>Fire Call Point Location</b>	<b>No</b>	<b>Type</b>	<b>Area</b>	<b>Test Date: Full date</b>	<b>Tested By:</b>	<b>Comments</b>
<b>First Floor Manor House</b>	16	Foam	First floor corridor to Art Room			
	17	CO2	First floor corridor to Art Room			
	18	CO2	First floor corridor by Staff Room			
	19	Foam	First floor corridor by Staff Room			
	20	Foam	Outside Headteachers office			
	21	CO2	Outside Headteachers office			
	22	CO2	Staff Room			
	23	CO2	Computing Room			
	24	Foam	Loft			
<b>Coach House</b>	25	water (hydro)	Coach house entrance			
	26	CO2	Coach house entrance			
	27	Foam	Coach house landing			

<b>Fire Call Point Location</b>	<b>No</b>	<b>Type</b>	<b>Area</b>	<b>Test Date: Full date</b>	<b>Tested By:</b>	<b>Comments</b>
<b>Sports Hall</b>	28	Foam	Sports entrance car park			
	29	CO2	Sports ent car park			
	30	Foam	Sports ent playground			
	31	CO2	Sports ent playground			
	32	water	Sports landing			
	33	CO2	Sports landing			
	34	Blanket	Sports kitchen			
	35	Water (hydro)	Sports store			
	36	CO2	Sports store			
<b>Outside Stores</b>	37	CO2	Boiler room/cleaning store			
	38	Powder	Boiler room/cleaning store			
	39	CO2	Peri Room			

Appendix 4		FIRE RISK ASSESSMENT			
Regulatory Reform (Fire Safety) Order 2005					
<b>ESTABLISHMENT:</b>	Ghyll Royd School and Pre-School	<b>Assessor: (print)</b>	Firesolve	<b>Signature</b>	
<b>Address:</b>	Greystone Manor Burley in Wharfedale LS297HW	<b>Responsible Person:</b>	David Martin	<b>Date: Review date</b>	September 2021
		<b>Building size/ description:</b> (approx area, no of exit staircases/ routes etc.)	See plan, areas are approximations <b>Manor House, Coach House, Multi Purpose Hall Kitchen 16 exit routes</b>		
<b>What is the main method of fire detection:</b>	<b>People</b>	*			
	<b>Automatic detection</b>				
	<b>Smoke</b>				
	<b>Heat</b>				
IDENTIFY FIRE HAZARDS					
Sources of Ignition		Sources of Fuel		Sources of Oxygen	
<i>Gas fired boilers Faulty electrical appliances Misuse of electrical appliances Fixed electrical wiring installation Arson Contractors undertaking hot work  Cooking equipment</i>		<i>Furniture and furnishings, Packaging Paper, card and books etc. Piped gas supply Flammable liquids / chemicals  Textiles- stage curtains etc  Props / scenery  Waste  Foam filled gym mats</i>		<i>None</i>	

PEOPLE AT RISK			
<b>People At Risk:</b>	<b>Employees Students Visitors Contractors</b>	<b>Maximum no of persons at any one time</b>	Staff: 40 Pupils: 142 <b>Volunteers and visitors</b>
<b>Known special requirements: Mobility    Learning Disabilities Visual      Language Issues Hearing</b>	None permanent, temporary mobility issues only	<b>Occupant capacity calculated</b>	Hall – 0.45m <sup>2</sup> to 1m per person *

### 1. MEANS OF ESCAPE AND ESCAPE TIMES

<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Planned termly fire drills (staff must be involved in at least one per annum).	Drills planned termly (in fire drill book) and results recorded in fire logbook (date, time, evacuation time and any problems noted) and signed.	Y	.	
Action arising from the drill or changes that may be present since the last fire risk assessment. Are there any actions outstanding?	Fire drills are formally reviewed to identify problems encountered and any further actions required.	Y		
Who is in charge should the fire alarms go off?	Person responsible for health and safety or senior member of staff on duty. See school evacuation procedures.	Y		

<p>Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)</p>	<p>Adequate means of escape from all parts of premises. (2 exit routes from an area where &gt;60 people).</p> <p>Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed).</p> <p>Exit doors open in direction of travel.</p> <p>Main routes and escape routes unobstructed and free from storage.</p>	<p>Y</p>		
<p>How long does it take to evacuate everyone to a place of safety?</p>	<p>Escape routes short enough to enable all people in the building to get to a place of relative safety in under 3 mins.</p>	<p>Y</p>		
<p>What arrangements have been made to manage staff and visitors when evacuated to the assembly point?</p>	<p>Documented in site fire procedures member of staff responsible for picking up visitors book</p> <p><b>Lettings</b> Ensure responsibilities of school and hirer are clearly detailed in hire agreement (copy signed and kept)</p>	<p>Y</p>		
<p>What arrangements are made to ensure that fire doors close properly and have no damage?</p>	<p>Ensure all fire doors (i.e. internal doors leading onto escape routes) are identifiable with signage and have self closure fixed. If there are any fire doors linked to the alarm system checks for correct operation made during weekly alarm test.</p>	<p>Y</p>	<p>Person responsible for health and safety to check fire doors termly any faults reported.</p>	<p>Monitoring to be undertaken by DM</p>



Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction?	<p>All exit doors to be checked (operable and unobstructed) as part of the fire procedures.</p> <p>All Fire exits immediately openable without use of a key.</p> <p>Electrical locking devices release automatically on activation of alarm.</p> <p>All exit routes available during extended use / lettings.</p>	Y  N N	Lobby and Cloakroom final exit doors need handle turning. Look into electro magnetic release (DM). Consider fire exit only sign.	Quotes obtained Dec 2020 – To submit to the Gov Board Summer 21
Are there any exceptions to fire doors being closed at all times?	For operational reasons may be held open for <u>short</u> periods during occupied hours, always closed when site unoccupied.	Y		
<b>2. FIRE DETECTION AND WARNING (Alerting building Occupants)</b>				
How is the alarm raised?	<p>Business Watch single stage electrical fire alarm system activated by break glass call points. See plan for locations.</p> <p>Main panel located in the school office (location on plan) ensure zone chart in place next to panel(s) if not fully addressable.</p>	Y	Action any issues highlighted from the weekly drills. Periodic monitoring of all call points (DM).	DM once a month
<p>Are there places where the alarm might not be heard?</p> <p>If so what action has been taken to correct this?</p>	<p>Fixed time for weekly test when school adequately occupied to ensure full audio coverage.</p> <p>Can be heard everywhere.</p>	Y	Review audibility of alarm during fire drills / weekly tests. (DM)	DM once a term.

How do staff and visitors know what to do if a fire occurs or the alarm is raised?	Fire action notices to be completed and posted by each call point. Information provided to staff, contractors and hirers. Included at induction for all new staff. School procedures posted throughout site.	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	Weekly call point test, testing different call point each week on cyclical basis. In the Fire log folder held in the Headteacher's office. Each call point identified clearly on a plan and document testing.	Y		
What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	Dorma Alarms complete a service of Smoke, Fire and Emergency lights twice a year.	Y		
What arrangements are there for having the complete alarm system serviced by a competent contractor?	Maintained and serviced regularly by Dorma Alarm? Twice a year. Record kept by school in fire log folder	Y		
Where can a fire start without being noticed straight away?	<ul style="list-style-type: none"> <li>• Boiler room, voids etc.</li> <li>• Technology room, ICT suite</li> <li>• Are items of ignition stored in this area?- switches</li> </ul>	Y		

<b>3. SOURCES OF IGNITION (Check, inspect and control)</b>				
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Fixed wire installation	Fixed wire test conducted every 5 years. Date of last inspection : December 2021. Rolling programme of works arising from test Records maintained.	Y	Cat 2 to be completed by June 21, Cat 3 works to be scheduled in from July 2021	Cat 2 work commenced April 21. CAT 3 June 21
Naked flame risks	Naked flames risks arising from contractors work subject to hot work permit. <ul style="list-style-type: none"> <li>Contractors work area to be checked daily especially after hot works have been carried out</li> <li>Ensure appropriate Fire Fighting Equipment available?</li> </ul>	Y		

Security and reducing arson risk.	Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in / wear badges.	Y	DM to look into the use of CCTV.	Quotes obtained Dec 2020 – To submit to the Gov Board Summer 21
	Staffed reception at main school building. Other means of entrance to the building minimized.	Y		
	Intruder alarm in place- full and monitored.	Y		
	Maintain fencing in good condition.	Y		
	School gates closed out of hours.	N		
	Use of CCTV.	N		
	School watch / Neighbours, Police encouraged to keep watch over the school and report any criminals/ suspicious behaviour during out of hours.	Y		
	Shrubs / trees kept to a minimum around the school buildings.	Y		

<p>Faulty electrical appliances Misuse of electrical appliances</p>	<p>Annual portable appliance testing by competent person. Date of last test: Sept 2020.</p> <p>Should any additional electrical appliances be brought on to site (e.g. by staff) these should be included in the inventory and maintenance regime.</p> <p>Termly inspection of rooms by teaching staff to report any damage via hazard identification form.</p> <p>Visual check / inspection of equipment by staff before use / issue to pupils.</p> <p>Staff to ensure sockets not overloaded and minimise use of extension leads..</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p><b>Fire Safety (the issues)</b></p>	<p><b>Control measures</b></p>	<p><b>Yes / No / NA</b></p>	<p><b>Recommended Action and Comments (by whom)</b></p>	<p><b>When (incl. review date)</b></p>
<p>Use of fixed / portable heaters</p>	<p>Staff advised to keep away from combustibles and not to leave on when area unoccupied. Ensure vents are kept clear.</p> <p>Portable appliance testing carried out annually.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Removal of electric heaters</p>	<p>Sept 20</p>
<p>Smoking</p>	<p>No smoking site (healthy school) – ensure signage to this affect is at school entrance. All contractors and visitors aware.</p>	<p>Y</p>		

Cooking and kitchen use	Extraction filters changed and ducting cleaned regularly –  All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI). Gas and electrical equipment maintained – <i>check records</i> . Cooking oil stored appropriately and recycled regularly.	Y		
Kiln use	All policies and procedures are in place and an annual inspection and training is recorded	N	Arrangements for Policies and procedures to be put into place. Annual Service to be booked	Sept 21
Gas fired boilers Boiler / plant rooms	Annual service by gas safety registered contractor (formally CORGI). Date of service: Dec 2020 No combustible storage in area. Plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. Person responsible for health and safety monitors such areas (weekly) for unauthorised storage.	Y  Y Y  Y		
<b>4. COMBUSTIBLE MATERIALS (Remove, reduce and control)</b>				
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Piped gas supplies	All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI) <i>records kept</i> . Gas isolation points clearly signed / accessible. Gas and electrical equipment maintained – <i>records kept</i> .	Y  Y Y		

Storage of combustible materials e.g. xmas decorations, paper, packaging, scenery /props and spare furniture	Stored only in appropriate locations and away from sources of ignition i.e. designated stores not in boiler/electrical rooms. Stock kept to a minimum and stored in dedicated areas. Voids not to be used for storage. Foam mats stored in dedicated store.	Y  Y Y Y		
External waste storage	Waste stored away from buildings/ in an enclosed area and wheeled bins secured. All combustible waste regularly removed. Skips lidded and kept away from buildings (6M).	Y  Y Y		
Control / disposal of waste	Competent contractor used to dispose of waste, regular collections.	Y		
Cleanliness of the premises	General good housekeeping rooms maintained in tidy condition, no accumulation of materials in working areas. Regular and safe disposal of waste. Stocks of materials kept to a minimum	Y  Y Y		
Storage of coats and clothing in communal areas	Coat pegs located away from electrical items. Cloakrooms are away from circulation spaces.	Y Y		
Textiles, curtains and displays	Hall / drama curtains flame retardant. No displays / curtains etc in close proximity to heat sources (ovens in food tech etc).	Y Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>

Effective control of storage	<p>Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources</p> <p>Ensure plant rooms clear of storage. Person responsible for health and safety monitors such areas for unauthorised storage. No unauthorised access possible</p> <p>Props / scenery only materials which are not combustible to be stored on an open stage.</p>	<p>Y</p> <p>Y</p> <p>Y</p>		
Gas cylinders /cartridges e.g. LPG	none	na		
Storage / use of flammable liquids chemicals	<p>All containers labelled appropriately</p> <p>Highly flammable liquids kept in small quantities, Maximum of 50L of highly flammable liquids kept in a suitable locked and labelled cupboard or store, having a half-hour fire resistance.</p> <p>Store located in a safe place outside of the close work area and away from the fire escape route.</p> <p>Good ventilation must be ensured when flammable or volatile liquids are used.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<b>5. SOURCES OF OXYGEN (reduce)</b>				
Reducing potential sources of oxygen to a fire	Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours	Y		



6.STRUCTURAL FEATURES (Control fire spread)				
Are there easy paths through which fire and smoke can spread? e.g. Open stairways, ill fitting / open doors (in particular cross corridor / stairwell)	Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed)	Y		
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Identify any holes in wall / ceiling e.g. In partition walls around pipe work and cables	Person responsible for health and safety to inspect buildings for damage (conducts termly checks on premise) and monitor all recent work which may have made holes in walls or damaged any fire-resistant wall/ceiling linings e.g. cable / pipework installation. These must be filled to help prevent the spread of fire.	Y		
Does the building contain suspended ceilings?	Such areas must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread). If services (e.g. electric cables) are present in the void, fire detection in both areas may also be required where there is a deep ceiling void (above 800mm).	Y		
Combustible materials covering substantial wall/ceiling areas	Keep displays to appropriate size (particularly in circulation spaces / corridors) and away from heat sources (ovens in food tech, glue guns etc)	Y		

7. SIGNAGE / LIGHTING				
Where are the fire assembly points? How are people aware?	Detail assembly point location: In the field at the front of the building. Information provided to staff, contractors and hirers. Fire action notices to be completed. School procedures posted throughout site.	Y		
Is there adequate signage in place?  In particular in those areas used for lettings / activities outside of school hours	All fire exit doors are clearly marked. Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5449). These may be seen with or without directional arrows. <i>Text only signs are no longer acceptable.</i> Signs in positions where they can be clearly seen (overprovision of signs causing confusion should be avoided). All fire signs conspicuous none covered or painted over, obscured by curtains etc	Y Y Y Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>

<p>Are all fire escape routes adequately lit?</p> <p>What arrangements are there for checking the emergency lighting?</p>	<p>All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night. ( in particular consider any lettings/ extended school use and whether escape routes have emergency lighting)</p> <p>Where ambient light is not sufficient, torches may be acceptable for trained staff to use. (not for lettings)</p> <p>For evening classes / performances/ gym use etc a comprehensive system of emergency lighting should be in place and escape routes should be illuminated.</p> <p>All emergency light fittings to be marked on plan.</p> <ul style="list-style-type: none"> <li>• Person responsible for health and safety to check operation of emergency lighting units termly. Ensure record of check made in fire log folder</li> <li>• A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Gym and Athletics lettings in the evenings.</p>	<p>DM checked lighting Oct 2020. Outside light adjusted to cover area.</p>
<b>8. FIRE FIGHTING EQUIPMENT (Sufficient &amp; appropriate, check and inspect)</b>				
<p>Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)?</p>	<p>A comprehensive list kept in the fire log folder.</p> <p>All fire fighting equipment marked on plan.</p>	<p>Y</p> <p>Y</p>		
<p>How often and by whom is the fire equipment checked?</p>	<p>Person responsible for health and safety checks extinguishers monthly to ensure they are in place, not blocked / obscured and untampered with.</p> <p>Extinguishers are inspected annually by a competent engineer. <i>Walker Fire</i> <b>Date of inspection: Dec 21</b></p>	<p>Y</p> <p>Y</p>		
<p>Is there a hose reel in place?</p>	<p>No</p>	<p>Y</p>		

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
<p>Is there at least one water extinguisher placed for each 200 metres of floor space? (Should always be sited so that no person need travel more than 30 metres to reach an extinguisher)</p> <p>Minimum of 2 per floor unless it is an upper floor less than 100m<sup>2</sup></p>	<p>Walker Fire and Firesolve have ensured adequate extinguisher provision</p> <p>Only to be used by staff who have received instruction on their use.</p> <p>Extinguishers are fixed near exit doors / on escape routes.</p> <p>Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p> <p>Extinguishers are appropriate for local risks:</p> <p>Fire blankets provided in kitchen / food tech areas.</p> <p>CO2 throughout appropriate for electrical risk</p> <p>Powder extinguisher in plant rooms.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p>Are there any dry/wet risers? (Hose attachment points for the fire service)</p>	<p><i>Check risers are tested annually by the fire service. Check for record in fire log book.</i></p> <p><i>Dry and wet risers must be labelled 'dry riser' or wet riser' as appropriate. (red fire fighting equipment safety signs)</i></p>	<p>NA</p>	<p>NA</p>	

### 9. PLANNING FOR AN EMERGENCY (coordinating evacuation)

Fire Safety (the issues)	Recommended control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Is there an emergency plan in place?	<p>Plan for raising the alarm, calling the Fire &amp; Rescue Service and assembly point locations cascaded to building users.</p> <p>Fire action notices are in place and up to date. Fire action notices to be posted next to all fire alarm call points.</p> <p>Visitors, contractors and members of the public are considered as part of the plan.</p> <p>Fire drills formally reviewed to identify problems encountered and any further actions required. Recorded in fire log folder.</p> <p>Access route for emergency vehicles kept clear.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Have the needs and abilities of disabled, sensory impaired and less able-bodied people being considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance through a <u>Personal Emergency Evacuation Plan</u> – DM</p> <p>Awareness for SEN children sensitive to alarm noise. – DM</p>	<p>DM reviewed during Accessibility Plan review April 21. DM to discuss in next SEN Meeting in May 21</p> <p>DM to get feedback from staff in May 21 staff meeting after Summer 21 Fire drill.</p>
Have personnel received sufficient training and/or instruction on evacuation arrangements?	<p>New employees receive instruction on the action to take in the event of a fire on their first day of employment, as part of their induction.</p> <p>Existing employees receive training / instruction on what to do in the event of a fire via termly drills. Additional training / instruction provided as required.</p>	<p>Y</p> <p>Y</p>		
Is there a need for specialist training in the event of an emergency?	<p>Outside contractors and visitors receive necessary fire safety information (e.g How to raise alarm, location of exits)</p>	<p>Y</p>		

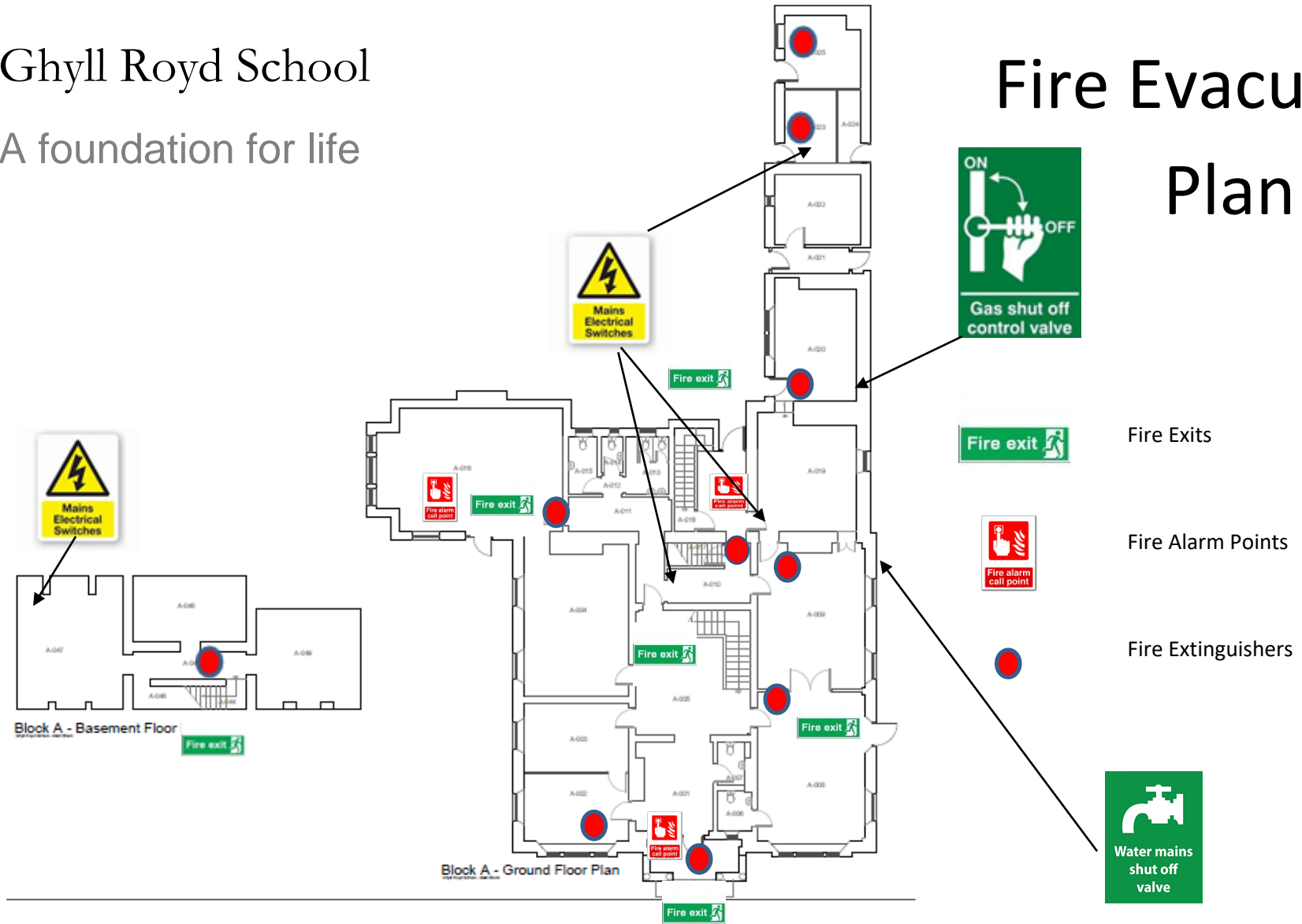
## Appendix 5 Termly Fire Doors & Final Exits – Record of Checks

Date	Door Number or Location	Defect	Action & Person Dealing	Risk H.M.L	Date First Recorded	Date Completed



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# Fire Evacuation Plan

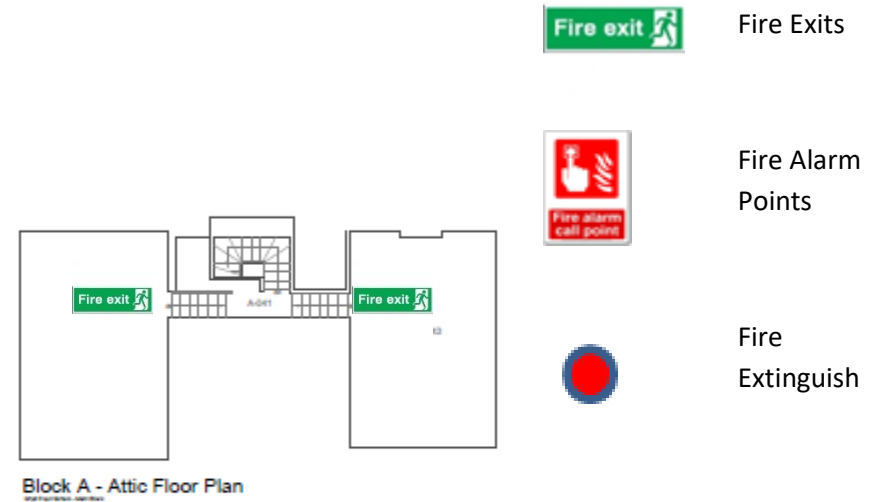
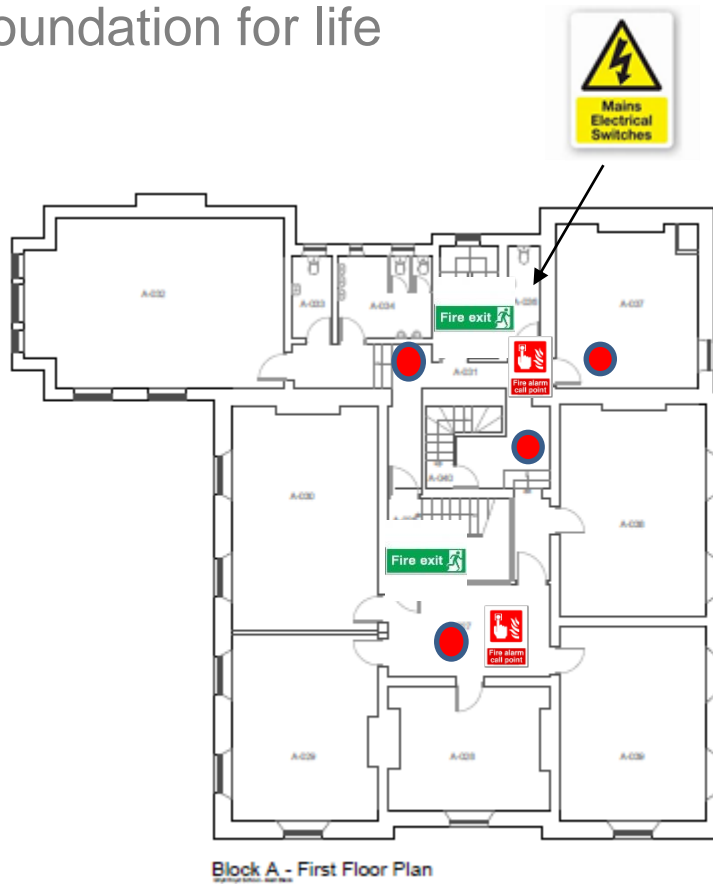




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# Fire Plan



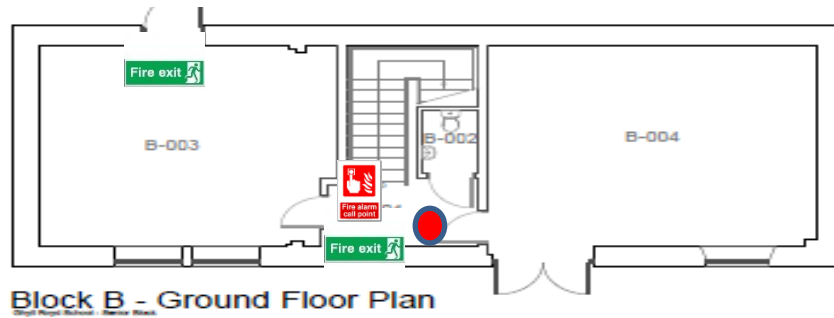




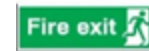
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# Fire Plan



Block B - Ground Floor Plan



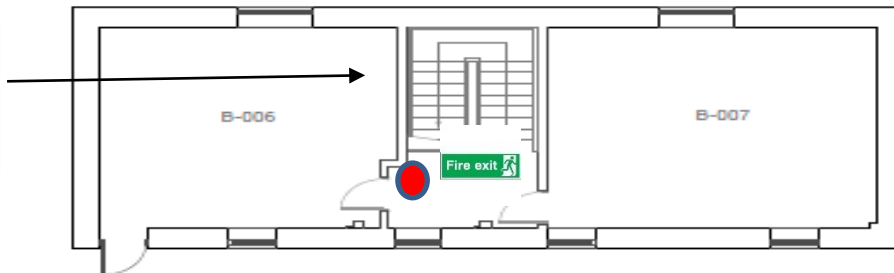
Fire Exits



Fire Alarm Points



Fire Extinguish



Block B - First Floor Plan



# Fire Evacuation Plan

