



Fire Safety Policy

Policy Leader: David Martin

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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 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
Headteacher - Person Responsible for Health and Safety	Annabel Gibson – Nursery
Deputy Headteacher (if Head absent) – Hadley Nicholson	Yvonne Hare – Business Officer
Allocated Fire Marshalls	A Designated Key Holder Headteacher – David Martin, Hadley Nicholson, Stacey Ellis, Dave Machell, Rebecca Picken

Trained Fire Marshals

The staff named below have completed a Fire Marshals Course. Training is renewed every 2 years. 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:

Stacey Ellis – Teaching and Learning Support - Area responsible for **Sports Hall**

Annabel Gibson – Nursery – Area responsible for **EYFS Great Explorers, Little Adventurers, Brave Pioneers** and 50-week Nursery

Hadley Nicholson - Deputy Headteacher- Area responsible for **Coach House and Ground Floor Manor House**

Rebecca Picken Teacher - Area responsible for **First Floor Manor House**

Dave Machell - Catering Manager - Area responsible for **Kitchen and Dining Area**

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 as soon as possible.

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' log book and will be provided with a visitors' identity 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' log 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 leaflet provided by the school secretary on arrival and understand the school's fire procedures. Fire evacuation information is also included on the reverse of the visitor's badge.

Every 6 months preventative fire maintenance is carried out by Business Watch who service the Fire Detection and Alarm System. Business Watch produce a certificate of Inspection and Engineering report and rectify any remedial work that needs to be done. Every 12 months Fire Walker inspect the school and nursery's fire extinguishers. Fire Walker produce a Inspection Report and exchange any fire extinguishes that need replacing.

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 one fire alarm call point will be tested by the nominated Fire Safety Marshal. A periodic review of all the fire call alarms will take place every month.
- 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 in the staff induction checklist.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- A personal emergency evacuation plan (PEEP) 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, e.g. 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 assembly point on 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.
- Smoking in or on the premises or grounds is forbidden.
- 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 will 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 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 will 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 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 8.30am no children should be in the school except before-school care children and the children of staff. 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.

Evacuation during 50-week Nursery (non-term time)

Children will be at school from 7.30am until 6pm (with two members of staff on site). Staff should exit the building with children in both Little Adventurers and Great Explorers and meet on the front field.

- The Nursery Manager or Deputy Manager will be responsible for getting the children and staff out onto the field area.
- Little Adventurers children to exit the building through their main external door and through their gate. **REMEMBER to take the padlock key (on gate for safeguarding).**
- Great Explorers children to exit the building through their main external door and through their gate. **REMEMBER to take the padlock key (on gate for safeguarding).**
- Room Leaders will be responsible for taking the sign-in daily register to ensure all children are accounted for.
- Fire Marshalls to sweep Little Adventurers and Great Explorers rooms, and the ground floor of the Manor House. Annabel Gibson (EYFS) and Rebecca Benson are Fire Marshalls, one of whom will always be present during this period.

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.

Appendix 1

Fire Safety Risk Assessment: Emergency Lighting Termly Checks

Emergency Light Location	No	Area	Test Date: Full date	Tested By:	Comments
Outside Fire Exits					
	1	Coach house			
	2	Manor Back entrance			
	3	Pre-School			
	4	Reception			
Manor House Ground Floor	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	Dinning Room Corridor			
	15	Back Entrance Corridor			
	16	Dinning Room			
	17	Main Kitchen			
	18	Bottom Kitchen			
	19	Cellar Stairs			
	20	Cellar 1			
	21	Cellar 2			

Outside Buildings	22	Peri/Music Room			
Manor House First Floor	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			
	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			
Coach House	36	Entrance			
	37	Stairs			
	38	Form 5 classroom			
	39	Form 6 classroom			
	40	Form 3 classroom			
	41	Form 4 classroom			
Emergency Light Location	No	Area	Test Date: Full date	Tested By:	Comments
	42	First floor landing			
Sports Hall	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			
First Floor	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 Check

Fire Call Point Location	No	Area	Test Date: Full date	Tested By:	Comments
Ground Floor Manor House	4-1	Main Entrance			
	1-1 0	Back Entrance			
	1-7	Outside dinning room door			
	1-6	Pre-School entrance door			
	1-3	Kitchen bottom entrance			
	4-4	Little Adventurers			
First Floor Manor House		Top of back stairs - Corridor door entrance			
		Outside Headteachers Office			
COACH HOUSE	1-1 1	Main Entrance			
Sports Hall		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

Fire Call Point Location	No	Type	Area	Test Date: Full date	Tested By:	Comments
Ground Floor Manor House	1	water	Front Office			
	2	CO2	Front Office			
	3	water	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	water	Opposite Cellar door			
	13	CO2	Opposite Cellar door			
	14	CO2	Cellar			
	15	CO2	Cellar			
Fire Call Point Location	No	Type	Area	Test Date: Full date	Tested By:	Comments
	16	foam	Cellar			
First Floor Manor House	17	foam	First floor corridor to Art Room			
	18	CO2	First floor corridor to Art Room			
	19	CO2	First floor corridor by Staff Room			

	20	foam	First floor corridor by Staff Room			
	21	water	Outside Headteachers office			
	22	CO2	Outside Headteachers office			
	23	CO2	Staff Room			
	24	CO2	Computing Room			
	25	foam	Loft			
Coach House	26	water (hydro)	Coach house entrance			
	27	CO2	Coach house entrance			
	28	foam	Coach house landing			
Fire Call Point Location	No	Type	Area	Test Date: Full date	Tested By:	Comments
Sports Hall	30	foam	Sports entrance car park			
	31	CO2	Sports ent car park			
	32	foam	Sports ent playground			
	33	CO2	Sports ent playground			
	34	water	Sports landing			
	35	CO2	Sports landing			

	36	blanket	Sports kitchen			
	37	water (hydro)	Sports store			
	38	CO2	Sports store			
Outside Stores	39	CO2	Boiler room/cleanin g store			
	40	powder	Boiler room/cleanin g store			
	41	CO2	Peri Room			

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

Date	Door Number or Location	Defect	Action & Person Dealing
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Maintenance & Cleaning Schedule Of Extractor Components

Exhaust Fans Checks	Task	Location	Sign Date
Exhaust fans are found in most residences and many commercial properties to help prevent steamed up mirrors, damp walls, and fogged windows along with removing odors. However, they can also present a potential fire hazard if not cleaned and maintained on a regular basis. Fans, over	Termly Maintenance (Check all 5) <ol style="list-style-type: none"> Inspect and clean all bathroom exhaust fans as necessary and per the manufacturer's recommendations, placed on a maintenance schedule. When cleaning, remove the fan cover to clean and remove lint from around the motor, paying careful attention to all air-flow areas. Wash the fan cover in warm soapy water to remove all lint. If there is any mold growing, add bleach to the cleaning 	Visitor Washroom	
		LA Toilet	
		GE Toilet	
		Upstairs Girls Toilet	
		Upstairs Boys Toilet	

<p>time build up lint which can cause the motor to overheat and ignite the lint, plastic fan blades and the nearby combustible wood structure. The speed at which the lint builds up is a function of the amount of use and the amount of particulate in the air in which it operates.</p>	<p>mixture. Make sure the cover is completely dry before putting it back up.</p> <ol style="list-style-type: none"> 4. If some fans are not easily accessible for regular cleaning, or appear to have evidence of heat damage, or do not turn freely, they should be replaced. 5. Please remember that bathroom fans should only be used for brief periods of time. Many people run them excessively or even forget that they are on. Check a timer switch is installed instead of a manual switch to limit the unnecessary use of the fan. 	Upstairs Staff Toilet	
		Courtyard Toilet	
		Coach House Toilet	
		Hall Staff Toilet	
		Disabled Toilet	
		Hall Girls Toilet	
		Girls Change	
		Hall Kitchen	
		Upstairs Staff Toilet	
		Boys Toilets	
		Boys Change	

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

Contractors undertaking hot work Cooking equipment	Textiles- stage curtains etc Props / scenery Waste Foam filled gym mats	
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PEOPLE AT RISK			
People At Risk:	Employees Students Visitors Contractors	Maximum no of persons at any one time	Staff: 40 Pupils: 142 Volunteers and visitors
Known special requirements: Mobility Learning Disabilities Visual Language Issues Hearing	None permanent, temporary mobility issues only	Occupant capacity calculated	Hall – 0.45m ² to 1m per person *

1. MEANS OF ESCAPE AND ESCAPE TIMES				
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
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	Comments in Fire drill book.	X 3 a year (DM)

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	In comments book	
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		
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)	Adequate means of escape from all parts of premises. (2 exit routes from an area where >60 people). Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed). Exit doors open in direction of travel. Main routes and escape routes unobstructed and free from storage.	Y		
How long does it take to evacuate everyone to a place of safety?	Escape routes short enough to enable all people in the building to get to a place of relative safety in under 3 mins.	Y	Monitor during fire drills Timed once registers are back with admin staff.	
What arrangements have been made to manage staff and visitors when evacuated to the assembly point?	Documented in site fire procedures member of staff responsible for picking up visitors book Lettings Ensure responsibilities of school and hirer are clearly detailed in hire agreement (copy signed and kept)	Y	Office staff ensure office doors are shut and the contact details are taken out.	

What arrangements are made to ensure that fire doors close properly and have no damage?	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.	Y	Person responsible for health and safety to check weekly any faults reported.	
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? Who is responsible for this?	All exit doors to be checked (operable and unobstructed) as part of the fire procedures. All Fire exits immediately openable without use of a key. Electrical locking devices release automatically on activation of alarm. All exit routes available during extended use / lettings.	Y N N	Weekly check for any faults reported (DM) All exit doors need handle turning. Look into electro magnetic release (DM)	
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		
2. FIRE DETECTION AND WARNING (Alerting building Occupants)				

How is the alarm raised?	<p>Busines 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	Check any issues highlighted from the drills (DM).	
<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)	
How do staff and visitors know what to do if a fire occurs or the alarm is raised?	<p>Fire action notices to be completed and posted by each call point.</p> <p>Information provided to staff, contractors and hirers. Included at induction for all new staff.</p> <p>School procedures posted throughout site.</p>	Y		
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
<p>How do you ensure that the fire alarm is tested each week?</p> <p>Where is it recorded?</p> <p>Is each call point checked over time?</p>	<p>Weekly call point test, testing different call point each week on cyclical basis.</p> <p>In the Fire log folder held in the Headteacher's office.</p> <p>Each call point identified clearly on a plan and document testing.</p>	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"> Boiler room, voids etc. Technology room, ICT suite Are items of ignition stored in this area?- switches 	Y		
3. SOURCES OF IGNITION (Check, inspect and control)				
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	
Naked flame risks	Naked flames risks arising from contractors work subject to hot work permit. <ul style="list-style-type: none"> Contractors work area to be checked daily especially after hot works have been carried out Ensure appropriate Fire Fighting Equipment available? 	Y		
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)

<p>Security and reducing arson risk.</p>	<p>Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in / wear badges.</p> <p>Staffed reception at main school building. Other means of entrance to the building minimized.</p> <p>Intruder alarm in place- full and monitored.</p> <p>Maintain fencing in good condition.</p> <p>School gates closed out of hours.</p> <p>School watch / Neighbours, Police encouraged to keep watch over the school and report any criminals/ suspicious behaviour during out of hours.</p> <p>Shrubs / trees kept to a minimum around the school buildings.</p> <p>Use of CCTV.</p>	<p>Y</p> <p>N</p>	<p>DM to look into the use of CCTV.</p>	
<p>Faulty electrical appliances Misuse of electrical appliances</p>	<p>Annual portable appliance testing by competent person. Date of last test: Sept 2018.</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>		

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Use of fixed / portable heaters	Staff advised to keep away from combustibles and not to leave on when area unoccupied. Ensure vents are kept clear. Portable appliance testing carried out annually.	Y	Monitor use of portable heaters (fan heaters etc).	
Smoking	No smoking site (healthy school) – ensure signage to this effect is at school entrance. All contractors and visitors aware.	Y		
Cooking and kitchen use	Extraction filters changed and ducting cleaned regularly – <i>check frequency with food operator</i> . 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	None	na		
Gas fired boilers Boiler / plant rooms	Annual service by gas safety registered contractor (formally CORGI). Date of service: Jan 2018 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.			

4. COMBUSTIBLE MATERIALS (Remove, reduce and control)				
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		
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		
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		
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	Excellent	

Storage of coats and clothing in communal areas	Coat pegs located away from electrical items. Cloakrooms are away from circulation spaces.	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		
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources Caretaker to ensure plant rooms clear of storage. Person responsible for health and safety monitors such areas for unauthorised storage. No unauthorised access possible Props / scenery only materials which are not combustible to be stored on an open stage.	Y		
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>	Y	DM to look at sourcing a metal locker for paints and petrol.	
5. SOURCES OF OXYGEN (reduce)				
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 monthly 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).	N	Manor House, Coach House, has suspended ceilings.	
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		

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
<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"> • Person responsible for health and safety to check operation of emergency lighting units monthly. Ensure record of check made in fire log folder • A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook. 		<p>Emergency lighting in all areas</p> <p>Gym and Athletics lettings in the evenings.</p> <p>4 doors to exit out of hall and outside lighting available</p> <p>Doma Alarm</p>	
8. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)				
Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)?	<p>A comprehensive list kept in the fire log folder.</p> <p>All fire fighting equipment marked on plan.</p>	Y		
How often and by whom is the fire equipment checked?	<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> Date of inspection: Feb 2020</p>	Y		

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

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 & 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>	Y	<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>	
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>	Y		
Is there a need for specialist training in the event of an emergency?	Outside contractors and visitors receive necessary fire safety information (e.g How to raise alarm, location of exits)	Y		

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