

BROCKHOLES WOOD COMMUNITY PRIMARY SCHOOL **FIRE POLICY**

At Brockholes Wood the health & safety of all staff & pupils is a priority. This policy has been prepared to ensure safe procedures are in place to minimise the risk of fire & to outline emergency procedures to ensure the safe evacuation of the building in the event of a fire. Its contents are frequently shared with all staff in the school & procedures are regularly practised. This policy should be followed in conjunction with the Health & Safety policy & both are updated annually. Further fire safety guidelines can be found on the LCC portal.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 requires all employers and occupiers to carry out fire risk assessments in their workplaces and implement appropriate fire safety measures by the development of a Fire Plan. The person in control of the premises, or the Premises Manager, is the designated "responsible person" under the Order and is therefore responsible for ensuring:

- A suitable and sufficient fire risk assessment is undertaken for the site by a competent person.
- A suitable fire plan is developed taking account of the nature and size of the site, and this is undertaken with the co-operation and co-ordination of others where the site is shared.
- The provision of information and training for staff and other building users on the fire safety arrangements including fire drills and fire fighting, with specific training for those with particular duties in the Fire Plan e.g. Fire Wardens.
- Adequate means of fire detection, raising the alarm, means of escape, signage, fire fighting equipment, emergency lighting and a means of summoning the emergency services is provided.
- Regular fire drills are undertaken.

Regular inspection, servicing, monitoring and review of the above apply.

Further detailed guidance is provided on the [Fire Safety](#) page and in the [Fire Log Book](#) which are available on the LCC Health & Safety Web Site.

Fire-safety Management

The Headteacher is responsible for managing fire safety in the school in the same way they manage other health and safety issues, by implementing the policies agreed and monitored by the employer (that is, the LEA or school governing body). To do this they will usually consult professionals from their LEA, their local fire brigade and their insurers.

1. Main Aims

The main aims of fire-safety management are to:

- Minimise the risk of fire
- Protect the means of escape
- Limit the spread of fire

2. Main Duties

The main duties regarding fire-safety management are to:

- Make hazard and risk assessments
- Be responsible for fire-safety training
- Produce an emergency plan and put up fire notices
- Conduct fire drills
- Check the adequacy and maintenance of firefighting apparatus
- Consult and implement any recommendations of the local fire brigade
- Conduct fire-safety inspections, preferably every term
- Make frequent informal checks to confirm that the fire-safety rules are being followed
- Ensure fire-escape routes and fire-exit doors and passageways are unobstructed, and that doors open correctly
- Check that fire-detection and protection systems are maintained and tested, and records kept
- Ensure close-down procedures are followed
- Include fire safety in the regular health and safety reports to the governing body

3. Guidance

The DfES has produced [Guidance on fire safety](#), which also includes checklists and risk-assessment advice.

Fire Safety Guidance can also be found on the [LCC portal](#) & [Lancashire Health & Safety website](#).

Responsible Persons

In conjunction with this Fire policy, a **List of Responsible Persons** ([LCC pro-forma available](#)) can be found in the Fire Safety Log Book (School Office) & contains details of the Responsible Person (as defined under the Regulatory Reform (Fire Safety) Order 2005) / Premises Manager and their deputies, competent persons, persons with designated fire safety duties (including those responsible for routine in house inspections, testing and record keeping), fire wardens and external service engineers/contractors.

This list includes names of those responsible and their fire safety roles. The work locations of these people (e.g. room number/area) is recorded so that other employees can contact them to report/raise fire safety related concerns. Fire Safety Responsible Persons Form can be used to record this type of information.

Responsible person(s)

The *Responsible Person* is the employer and any other person who may have control of any part of the premises, e.g. the occupier or the owner. In all other premises the person or people in control of the premises will be responsible (head teacher)

If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take reasonable steps to co-operate and coordinate with each other (Children’s Centre Manager)

The responsible person must ensure that a suitable and sufficient fire risk assessment is completed.

Competent Person(s)

A *Competent Person* is someone with enough training and experience or knowledge and other qualities to complete a suitable and sufficient fire risk assessment.

NOTE: Designated Responsible Persons will have specific roles/duties assigned to them e.g. testing of the fire alarm, routine inspections of equipment in designated areas. Persons with specific duties will be provided with suitable information, instruction, training and supervision to carry out their role.

Other useful contact information will be provided for:

- Fire alarm/detection service contractors
- Fire extinguishers service contractors
- Emergency lighting service contractors
- Evacuation aid service contractor
- Lancashire Fire and Rescue Fire Safety Office

Fire Safety Responsibilities

The Fire Safety Manager/Responsible Person (Headteacher), in co-ordination with the Designated ‘Responsible Person’ (Site Supervisor) & school Fire Safety Team are responsible for:

1. The completion of a Fire Risk Assessment (see LCC Fire Risk Assessment Proforma & Guidance)
2. The development of an effective Fire Plan that will ensure that all those duties involved with fire safety are adequately addressed, co-ordinated and suitably maintained.
3. The provision of information and training for staff and other building users about the fire safety arrangements including evacuation, fire drills and fire fighting with specific training for those with duties under the Fire Plan e.g. Fire Wardens.
4. The monitoring and recording (in Fire Safety Log Book) of the servicing of fire alarms, fire fighting equipment and emergency lighting.
5. The visual inspection of the fire system as defined in the Fire Safety Log Book.
6. The Premises Manager must ensure that there is a Fire Safety Log Book on site, in hard copy or electronic version and that all services, faults tests, fire drills etc are entered in the Fire Safety Log Book.

Staff Fire Safety Responsibilities

- Fire Safety: Mandatory Health & Safety Core Competency 7 (see attached doc)
- To attend Fire Safety competency training as arranged
- To follow the evacuation arrangements in the event of a fire drill or real incident

Personal Emergency Evacuation Plan (PEEP) & Risk Assessments

Where it is identified that an employee or pupil requires assistance to evacuate to arrive at a place of safety, a Personal Emergency Evacuation Plan (PEEP) is completed to assess the individual’s needs.

The type of assistance may vary dependent upon the individual’s personal circumstances e.g.:

- they may have difficulties with their general mobility e.g. wheelchair bound;
- they may be blind, partially sighted or have hearing loss
- they may have a temporary mobility problem such as a broken leg that’s been put into plaster, or they may have had a recent operation &/or have to use crutches.

The PEEP & Risk Assessment Form provides a checklist that will aid managers in assessing any requirements for assistance in the event of an emergency.

Generally, for any employees or children with a medical or physical condition, managers should consider:

- their personal abilities and limitations;
- how these may impact on their general work activities (staff);
- whether the use of mobility aids is required; and
- whether risk assessment(s) for activities requires updating

Practise Fire Drills

Fire drills & evacuation of the building will take place at least termly & when significant changes are made i.e. to staff or occupants or any changes to the layout of the building.

However, more regular drills may be required subject to the results of the Fire Risk Assessment. Records should be kept indicating the date, evacuation time, number of participants, etc. The drills will be held at different times so that different staff & children are involved & Fire Drills incorporate children & staff being in different areas of the school building e.g. school hall, intervention rooms, school garden, library etc. Drills should be a pre planned evacuation of all staff to a place of safety. Members of other organisations & services who use the premises should be taken into account and be a part of the school drills.

Fire drills must be recorded on the Record of Practice Fire Drills document.

Use of Fire Fighting Equipment

It is important that staff training includes information on the location and use of fire fighting equipment (extinguishers). This is contained in the Fire Safety module of the Introduction to H&S e-learning package. This can be accessed at <http://learningzone.lancashire.gov.uk> . (Username & password required)

It is the school policy that all staff be instructed NOT to use a fire extinguisher unless in an extreme situation (i.e. to assist in exiting the building). However, all staff will be informed of the different types of extinguishers and where they are sited.

The type of extinguisher used to fight a fire is very important, both to the success of extinguishing the fire and to the safety of the operator.

Fire Safety Plan

The premises evacuation procedure has been developed in accordance with the Fire Safety Order 2005.

The Order requires the provision and maintenance of appropriate measures to fight, detect and give warning of fire, and to ensure the safe evacuation of persons, via emergency routes and exits, in the school premises. Consideration is given to:

- the size and layout of the workplace/school,
- the activities/work activities carried out, including any equipment and substances used, and
- the maximum number of persons (giving consideration to all users e.g. employees, pupils, visitors and vulnerable groups) likely to be present at any one time.

Full details can be found in the LCC guidance [Developing your Fire Safety Plan](#).

Fire Evacuation Procedures

1. General Info

Fire notices are displayed in appropriate positions & confirm the essential points of the fire procedure. These notices are designed to apply to the individual premises. A Fire Action Notice poster is completed with the school's specific details.

A copy of the evacuation plan is available at the School Office and is displayed in the staffroom together with a list of those with particular duties in that plan e.g. Fire Wardens, Competent Persons etc.

2. If You Discover a Fire:

- Keep calm
- Raise the alarm immediately - operate the nearest fire alarm call point.
- Leave the building quickly & calmly by the nearest exit
- Evacuate the area
- Go to the assembly point

Do NOT:

- Obstruct fire doors
- Stop to collect personal belongings
- Re-enter the building until instructed to do so

3. Make sure you know:

- The nearest fire exit
- The nearest fire alarm call point (normally next to the fire exit)
- Where the fire extinguishers are located
- What you should do if there is a fire
- Where your assembly point is

Calling the Fire and Rescue Service

Brockholes Wood is linked automatically to the fire service.

If staff need to dial the Emergency Services followed by **DIALLING “999”**

Give the operator your telephone number **(01772 792302)** and **ask for “FIRE”**. When the Fire Service replies, give the following details distinctly:

FIRE AT :

Brockholes Wood Community Primary School

Brant Road

Preston

PR1 5TU

(Give exact address and location and type of fire if known)

Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke. They should be kept shut when not in use. Corridors are fitted with Fire Doors that close automatically when the alarm is triggered.
- Corridors need to be clear of storage and waste material.
- Final exit doors can be readily and fully opened from the inside without the use of a key or other hard to use devices.
- Areas outside final exit doors are clear of obstructions at all times.
- Emergency fire escape routes are clearly identified with appropriate signs.
- Escape routes and fire-fighting equipment is inspected as part of the school regular workplace inspections.
- In the Foundation Stage unit, where there are potentially 4 exits: 2 leading straight onto the playground and 2 leading out to the corridor and First Foundations Nursery, evacuation should be via the nearest door and then proceed to the Fire Meeting point in the top playground.
- OFFICE staff escape route is out of main door into the porch, then out to the ramp access/steps

Visitors

Visitors on the premises are aware of the actions to take in the event of an emergency. General information is provided at the School Office & visitors are shown Emergency Exits & Assembly Points.

Boiler Room / Cellars

Boiler room & cellars it should be kept clear and not used as a store room.

Fire Alarm

Regular checks are made to ensure that the fire alarm system is in working order, that the appropriate staff know how to use it and what action to take on discovering a fire or hearing the fire alarm.

Emergency and General Lighting

Lighting systems are checked and maintained regularly. Defective bulbs / tubes / components are replaced immediately.

Fire Safety Training for Staff

Staff will be given information on the particular fire safety arrangements in the school at induction and this will be refreshed when the arrangements are reviewed. All staff will be involved in practice fire drills to test those arrangements. Staff will also undertake Fire Safety (Mandatory H&S Competency 7) training (e-learning package) arranged by the Headteacher.

Fire Risk Assessment (H&S Competency 10a) training for those required to undertake a Fire Risk Assessment is available through the Health safety & Welfare Team. **N.B.**

Fire Risk Assessment must only be carried out by persons who are deemed "competent" to undertake Fire Risk Assessments as per the criteria in the Fire Risk Assessment H&S Competency 10a.

(See attached docs)

Individual certificates of competence and / or attendance should be kept by employees & copies given to the Headteacher (or placed in the Health & Safety file).

This policy should be followed alongside the other school Health & Safety policies & procedures.

Updated November 2023

Review: November 2025

Signed: N.Barber