



'Every child, every chance, every day'
'Pob plentyn, pob cyfle, pob dydd'
bfmail@hwbcymru.net

Policy Number	Date Reviewed	Date Adopted	Date of Next Review
YBGP54	March 2026	January 2024	March 2027

Fire Emergency Policy



Model Policy

Health and Safety Arrangements for Fire

Introduction

All organisations should include this section in their policy's arrangements section. Alter and add to this as necessary to reflect the controls in place within your business. In particular you should ensure that the testing, inspections and servicing detailed in this policy reflect the programme prescribed by your fire safety risk assessor or other competent fire safety advisor.

Note that this template refers throughout to record keeping. Although this is not a specific legal requirement it is strongly recommended that records of testing, maintenance and monitoring are kept in order to provide evidence of compliance. In many cases, example forms are available on the Hwb website.

Read the HM Guide to "Fire Safety in Educational Premises" and other more specific fire guides for a more detailed review of the subject and the management arrangements required. These can be found on the Hwb website and/ or the FCC Infonet.

This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Emergency Plan

Responsibilities

The person with overall responsibility for fire safety in our premises is Rachel Critchell Headteacher

Teaching staff and Teaching Assistants are responsible for the safe evacuation of pupils from class to the evacuation point.

Specified staff have designated duties to ensure toilets, corridors, staff room, toilets etc are empty and that the two sets of car park gates are open for access by the fire brigade.

The Caretaker is responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm tests, monthly emergency lighting testing and periodic fire drills."

Fire Safety Assistance

Competent assistance and advice on fire safety matters (in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005) is available from Flintshire County Council's Building Control Team and/ or Corporate Health & Safety Team.

Fire Safety Risk Assessment

A competent person from Flintshire County Council's Building Control Team has undertaken a fire safety risk assessment of our premises and reviews this on a periodic basis.

The risk assessment is held in the school office and the Headteacher is responsible for ensuring that the recommendations arising from the assessment are implemented.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of Hot works on site, waste and rubbish, gas and electricity.

Fire prevention measures which have been implemented electrical inspection and testing, control of hot work, gas safety inspections, regular removal of waste, locking of external bins, smoking rules, fire and correct storage of flammable liquids.

Alarm System

Our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points. As we are a small school site we have one alarm with 4 zones.

The alarm system is serviced routinely on a six-monthly basis.

The alarm system is tested by our Caretaker on a weekly basis by activating a different alarm call point each time in rotation. All staff are made aware verbally when an alarm test is being undertaken as we are a small school. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

The results of alarm testing and servicing are recorded and held in the caretaker's storage area on the Alarm test log. All completed testing sheets are held in the Fire prevention folder in the caretakers storage area.

Emergency Lighting

We have installed an emergency lighting system incorporating battery back-up, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by our Caretaker. The results of emergency lighting tests are recorded and held on the emergency lighting testing log in the caretakers storage area, completed sheets are retained in the Fire prevention folder in the school office.

Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Signs are also displayed:

- to identify the location of the assembly point.
- to describe the type and function of fire extinguishers
- to describe the correct operation of exit door hardware (i.e. 'push bar to open'. 'twist nob to open')
- to show the correct operation of gas shut off valves
- to show 'fire action' required
- to identify fire doors which must be kept shut [or kept clear]
- to provide the names of fire marshals
- to designate the building as non-smoking in accordance with smoke free law
- to identify fire hazard rooms and their contents for the benefit of fire-fighters

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine weekly checks our caretaker checks that safety signs are in place and clearly visible.

Escape Routes and Exits

Fire doors are kept closed by self-closing devices and shut where designed to be. Where designed to be held open, fire doors are kept clear so that they can close correctly. Doors on hold open devices are closed overnight.

On a daily basis our Caretaker checks that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals are checked monthly.

Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. We have water, foam and CO2 fire extinguishers. Our fire marshals have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a monthly basis our Caretaker checks that fire extinguishers are correctly located and appear to be in good condition.

Fire Procedure

Action on Discovering a Fire

1. Raise the alarm by operating one of the manual call points
2. Attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
3. Leave by the nearest available exit to the assembly points signed and located facing the path leading to the side school gate.

Action on Hearing the Alarm – All Persons Except for Fire Marshalls

1. Do not stop to collect personal belongings
2. Close windows and doors if it does not cause undue delay
3. Escort any visitors and leave by the nearest available exit and go to the assembly point signed and located facing the path leading to the school side gate.
4. Check that the Headteacher or admin staff member has called the Fire Brigade by dialing 999
5. Do not return to the building until given the all clear by the Fire Brigade.

Action on Hearing the Alarm – Receptionist

Call the fire brigade immediately to every fire or on suspicion of fire.

Dial from the reception phone if safe but if in doubt, dial from a mobile phone from the assembly point.

1. Dial 999 from reception or 999 from a mobile
2. Give operator your telephone number 01352 713184 and ask for FIRE
3. When the fire brigade replies give details: Fire at **Brynford Primary School, Brynford, Holywell, CH8 8AD**
4. Do not replace receiver until address has been repeated by the fire brigade.

Action for Fire Marshalls on Hearing the Alarm

1. Check which zone has been activated by viewing the alarm panel
2. So far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire marshals on duty, divide the search between you if the opportunity arises. This is the procedure for a small building where the search would be 30 seconds or so.
3. Shut off machinery/the gas supply/ other if safe to do so
4. Once the building is clear, go to the assembly point closing doors behind you. Include additional instructions to prevent the entrance being locked automatically behind them e.g. but ensure that the front door is either left on the latch or that a key is available
5. Meet the Fire Brigade and report any persons who remain in the building, report on areas not able to be checked, any signs of fire observed.
6. Prevent people from reentering the building
7. Once the Fire Brigade announce that the building is safe, tell assembled staff that they may return to the building.

Disabled Persons and Others Requiring Assistance

We currently have no individuals requiring assistance to evacuate the premises. Visitors are asked when booking in and if assistance is required a PEEP would be put into place.

Fire Drills

Fire drills are carried out at least every term.

A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit.

Records of drills are held in the Fire Prevention Log book in the school office

Training for All Staff

New starters are provided with information (Staff training fire folder) on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location of the assembly point.

All staff receive annual refresher training in fire safety and fire procedures. Those with particular fire safety roles such as the caretaker and secretary are provided with instruction in their responsibilities.

Records of all training are held in staff files in the school office.

Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and ensure a hot works permit is in place. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

Other Emergencies

Please refer to managing critical incidents.