

FIRE RISK (PREVENTION) POLICY

Whole School and EYFS

Version	11	12	13	14	15
Policy reviewed on	March 2025	Sept 2025			
Policy written by	Mrs Flynn	Mrs Holroyd			
Policy seen by Governor on (date / signature)	Board Meeting – 27/03/25	Board Meeting 01/10/2025			
Date of next review	September 2025	Sept 2026			

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

INTRODUCTION AND PRINCIPLES

Branwood School is committed to minimising risk to life and/or potential injury in the event of a fire.

This policy, alongside evacuation procedures and risk assessments, is designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This policy also details fire prevention measures and information sharing procedures.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

POLICY – STATEMENT OF INTENT

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, staff, visitors, and all others affected by our operations. This will be achieved by putting suitable arrangements and measures in place to reduce the risk of fire. These measures will comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Fire and Rescue Services (Northern Ireland) Order 2006
- The Equality Act 2010
- Building Safety Act 2022.

This policy should be considered in conjunction with our **Health and Safety Policy**.

SPECIFIC OBJECTIVES

This policy sets out:

- An overview of responsibilities for ensuring fire risk awareness and safe evacuation procedures in the event of a fire at the School
- The Bursar's role as Fire Safety Officer
- The Headteacher's Role
- Detailed emergency evacuation procedures including notices in all rooms; sounding the alarm; procedures for evacuating the different people who may be in the buildings; staff responsibilities, including the Chief Fire Marshal's role; and the holding of regular evacuation/fire drill procedures
- Detailed fire prevention measures, including procedures for sharing information

OVERVIEW

The Headteacher and staff are responsible for ensuring that there is constant awareness of the risk of fire and for the safe evacuation of all pupils, staff and visitors (including parents and contractors) in the event of a fire.

ROLE OF THE HEADTEACHER (or Deputy in their absence)

- The Headteacher has overall responsibility for fire safety at the School
- The fire risk (prevention) policy is kept under regular review by the Senior Leadership Team under the Health & Safety Committee who report to the Trustees/Governors
- The entire school community is aware of the fire risk (prevention) policy and associated procedures
- Records are kept of the fire induction training given to new staff and pupils

ROLE OF THE SCHOOL FIRE SAFETY OFFICER - Bursar

The Bursar is the designated School Fire Safety Officer, who is responsible for ensuring that:

- Illuminated fire exit direction signs are in place throughout the School where indicated as necessary.
- Fire procedure plans are displayed in every room throughout the building so that everyone in the School (including visitors and contractors) has a clear understanding of where they should go in the event of fire.
- Gas shut off information is displayed in all 3 admin offices.
- Signs are prominently displayed in the kitchen to remind staff to keep the back door unlocked.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire evacuation practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- They meet and liaise with Fire and Rescue Service to ensure information on buildings, occupants and access requirements are accurately provided.

ROLE OF THE CHIEF FIRE MARSHAL – Bursar or Site Manager/Assistant Site Manager (Deputies)

The Chief Fire Marshal shall be on site during the core school day. One of the Deputies shall be onsite during any school opening hours which fall outside of the core school day.

In the event of an emergency evacuation, the Chief Fire Marshal is responsible for coordinating the other Fire Marshals/Staff. They will travel immediately to the Fire Assembly Point and act as the point of contact for all Fire Marshals who should report when their areas are clear.

Teaching staff should report any missing persons to the Chief Fire Marshal, who will in turn report to the Headteacher or Deputy Head in their absence.

The Chief Fire Marshal will be responsible for:

- ensuring that all necessary access keys (side gates and gas shut off) are brought out to the Fire Assembly Point
- ensuring that all pupil, staff and visitor registers are brought out to the Fire Assembly Point
- summoning the Emergency Services and co-ordinating with them upon arrival
- instructing an appropriate person to switch off the mains gas supply where appropriate

- safely investigating any unexpected fire alarm actuations by:
 - **dynamically risk assessing any access to the building to ensure personal safety at all times**
 - inspecting the nearest fire alarm panel to ascertain which zone has activated the alarm
 - investigating the activated zone to ascertain whether the alarm has been activated by a fire or whether it is a false alarm
 - where a fire is evident, withdrawing immediately and informing the emergency services of the location of the fire
 - where a false alarm is confirmed, contacting the emergency services to inform them that a visit is not required, deactivating the alarm and making arrangements for the system to be serviced to prevent a repeat occurrence

EMERGENCY EVACUATION

The following notices are displayed clearly on the walls on all rooms through the School buildings:



FIRE PROCEDURE

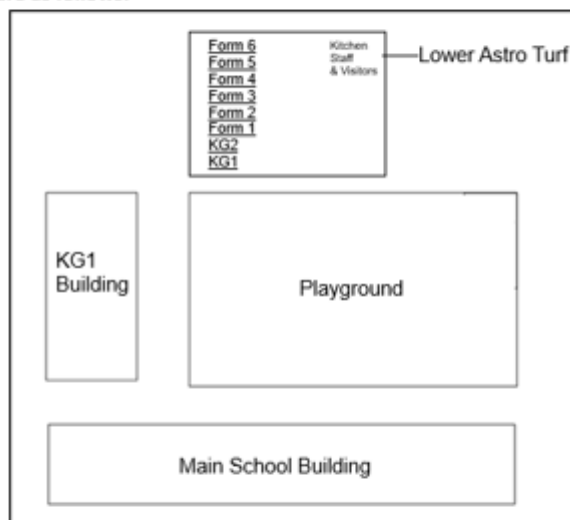
1. Take all children out of the classroom in single file, in silence, checking cloakrooms and toilets en route.
2. Line up on the Lower Astro Turf, as per the plan below, facing away from the building.
3. Check all children are present at the Fire Assembly Point. Be sure you know how many there should be. Bear in mind music & LAMDA pupils.
4. Your register will be given to you unless you already have it. Check the children off against the register and return the register along with the names of any missing children to the Bursar.
5. ALL OTHER STAFF and visitors must proceed via the nearest safe exit to join the pupils and staff on the Lower Astro Turf.

All staff should know all exit routes which are as follows:

KG1 - Main door

KG2, Forms 1 & 2 – Through the exits leading onto the canopy area.

Forms 3, 4, 5 & 6 – Rear exit



If full evacuation is required this will be via the woodland area onto Monton Road

Please keep the lines close enough to enable communication to the whole school at once

REMEMBER FOR PUPILS

DON'T RUN – DON'T TALK
DON'T PANIC – DON'T GO BACK

DO NOT STOP TO COLLECT ANY BELONGINGS

DO LISTEN AND DO AS YOU ARE TOLD AT ONCE: LIVES MAY BE IN DANGER



Fire action

If you discover a fire



Raise the alarm



**Call the Fire Brigade
by dialling**



**Leave the building by the
nearest exit**



Report to assembly point at



**Do not stop to collect
personal belongings**



**Do not return to the building
until authorised to do so**

Any person discovering a fire should:

- 1) Sound the alarm
- 2) The alarm system is directly linked to the Fire Brigade Service
- 3) Follow the Fire Procedure to ensure safe evacuation of children and all people on site
- 4) Only staff who are appropriately trained should use fire-fighting equipment

Evacuation Procedure (on hearing the alarm):

- 1) Class teachers are responsible for accounting for the presence of all children in their class and they must take a headcount on leaving the classroom. All other belongings should be left and classes must evacuate the building via the agreed fire exit routes in a disciplined manner
- 2) The teachers in each classroom will check that their room is clear and doors are closed before evacuating the building.
- 3) Designated staff members acting as fire marshals are tasked with ensuring that all spaces internally, such as toilets, and externally, such as the playgrounds, have been checked and cleared.
- 4) Any visitors or contractors on site must leave the building via the marked fire exit routes.
- 5) All teachers must report to the designated assembly point.
- 6) All staff and pupils will be registered by the designated officer.
- 7) The Chief Fire Marshal is responsible for ensuring that access keys and registers are brought out to the Fire Assembly Point.

Kitchen staff – Evacuation procedure

On alarm activation all gas appliances are shut off automatically and the shutters activate automatically. The shutter into the hall activates immediately and the dining hall shutter has a 58 second delay.

All staff present in the kitchen are to evacuate via the rear door and report to the designated Fire Assembly Point. They will be registered by the designated officer.

Dining Hall

Staff and children in the dining hall may be unable to access the Fire Assembly Point at the rear of school. In this instance the following procedure will apply. Evacuation will be via the dining hall door to the front of the building and the alternative assembly point will be used.

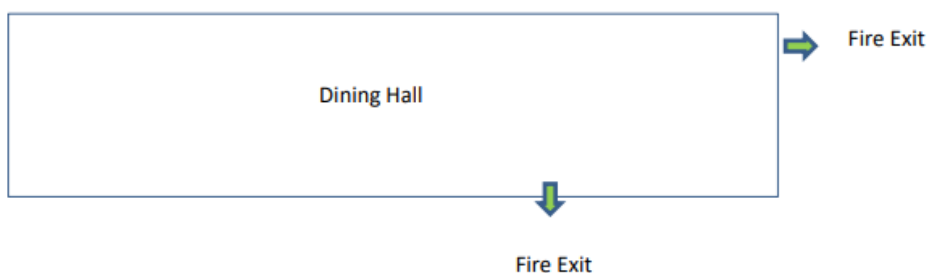
The following notice is displayed clearly in the dining hall:



FIRE PROCEDURE – ALTERNATIVE EXIT FOR THE DINING HALL

1. If evacuation through the hall is not possible, take all children out of the dining room door in single file, in silence. Remember to take your register with you (if applicable).
2. Line up on the grass at the front of the building at the Fire Assembly Point, ensuring that children face away from the building.
3. Check all children are present. Be sure you know how many there should be.
4. Check the children off against the register; once all accounted for inform the Fire Marshall on site.
5. Do not return to the building until authorised to do so.

All staff should know all exit routes which are as follows:



If full evacuation is required this will be onto Stafford Road

Please keep the lines close enough to enable communication to the whole school at once

REMEMBER FOR PUPILS

DON'T RUN – DON'T TALK
DON'T PANIC – DON'T GO BACK

DO NOT STOP TO COLLECT ANY BELONGINGS

DO LISTEN AND DO AS YOU ARE TOLD AT ONCE: LIVES MAY BE IN DANGER

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given regular fire awareness training and take part in regular drills. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire procedure plans are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer regular fire awareness INSET training, as well as fire marshal and fire warden training upon appointment which is refreshed every 3 years.

Visitors and Contractors

All visitors and contractors are required to sign in on arrival at the School. They are made aware of the emergency evacuation procedure. When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

The School is aware that if they employ a member of staff, or have children at the School who have disabilities (or some other reason for not being able to leave the School quickly) they must ensure that this is catered for within the general fire evacuation procedures. The School will discuss the issues presented by a particular disability with the employee or the child and their parents. Visitors who arrive at the School who have an access/egress issue will be assessed on a case by case basis. When arranging a visit the School may ask the person if they have any special needs or requirements. A 'buddy' system is in place for any pupils with special needs affecting mobility. A Personal Emergency Evacuation Plan (PEEP) is prepared for any individual with disabilities.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They also act as Fire Marshals. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Chief Fire Marshal.

It is the responsibility of the Chief Fire Marshal to ensure that all information is passed to the Fire and Emergency service as soon as they arrive. The Chief Fire Marshal is responsible for bringing the class registers to the assembly point and a full register is taken by teaching staff. On no account should anyone return to a burning building or to any building until the 'all-clear' has been given.

Responsibilities of Staff Designated to act as Fire Marshals

Each internal and external space is checked ensuring that the space is clear, and that all internal doors are closed, before leaving the building.

Designated act in the role of Fire Marshal (see Appendix A) and it is their job to act as 'sweepers' ensuring all areas are clear, in a zoned and coordinated approach. The Fire Marshals are co-ordinated by the Chief Fire Marshal.

Out of Hours Use

Groups and individuals using the school's facilities out of hours, for example external lettings, are instructed on the school's fire safety systems and procedures as part of their induction. All groups and individuals are responsible for the safe evacuation of their users to a clearly marked fire assembly point at the front of the main school building.

Fire Practices

We hold at least one fire drill every term at Branwood School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and regular Fire Risk Assessment reviews, helps to ensure that the School can be safely evacuated in the event of a fire.

Escape Routes and Emergency Exits

- There are at least two escape routes from the main building.
- There are at least two escape routes from the KG1 building.
- In the event of a fire making the upper school stairwell impassable, classes on the first floor should "sit tight" and await rescue, ensuring that all fire doors are closed.
- The main assembly point is in the rear playground, with an alternative assembly point available at the front of the school.
- Fire procedure plans detailing escape routes and emergency exits are displayed in every room across the school.
- Fire extinguishers (of the appropriate type) and smoke or heat detectors are located in each building in accordance with the recommendations of our professional advisors.
- Fire call points are located in each building. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency exit signs and emergency lighting. Emergency lighting is tested weekly.
- Alarms sound in all parts of the building.
- Escape routes and exits are kept clear at all times. All staff are responsible for ensuring this is the case. These are checked weekly and recorded.
- Gate access onto Monton Road is available during a fire evacuation if required.

Automated Systems

- See [Appendix B](#) for a cause-and-effect overview of the fire alarm and associated systems

FIRE PREVENTION MEASURES

The following fire prevention measures are in place at Branwood school:

External Checks

Approved and accredited contractors carry out:

- Six monthly professional checks on fire detection and warning equipment.
- Annual emergency lights compliance checks.
- Annual fire extinguisher servicing.
- Annual fire shutter checks.
- Annual lightning protection checks.

Internal Checks

The Site Manager, or Assistant Site Manager under the direction of the Site Manager, is responsible for conducting a number of regular internal checks including:

- Termly fire door checks
- Monthly fire extinguisher checks
- Monthly emergency lights checks
- Weekly fire alarm checks
- Weekly fire exit checks
- Weekly electromagnetic door checks
- Monthly Health & Safety focused walks

Electrical Safety

- All portable electrical equipment is checked and maintained as per legislation.
- All fixed electrical systems are inspected, tested and where necessary serviced in accordance with regulations by a competent NECIEC electrician.
- Informal visual inspections are carried out by staff as part of the regular checks.

Gas Safety

- Boilers are serviced annually by a Gas Safe registered contractor and records kept.
- All other gas appliances are serviced annually by a Gas Safe registered contractor and records kept.

Hot Works

- In addition to a comprehensive risk assessment, employees and contractors must complete a 'Hot Works Permit' prior to being permitted to undertake any hot works on the school site.
- The Site Manager holds the 'Hot Work Permit Form Book'
- Hot works include welding, flame-cutting, soldering, grinding etc.

Other

- We ensure that flammable materials used in maintenance are locked away.
- The kitchen extract is professionally cleaned annually.

Sharing Information

"Responsible persons" (RPs) are responsible for ensuring the prompt sharing of information between all other RPs, any new RPs, Regulators and Inspectors.

The Site Manager is responsible for sharing all findings from weekly/monthly/termly checks with the Bursar.

The Bursar is responsible for sharing all findings with the Health & Safety Committee, Chair of Governors and Chair of Trustees. The Bursar will also share information with any regulators, inspectors and insurers as necessary.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. There is a generic classroom risk assessment; but individual ones are completed in any situation when special equipment may be used e.g. PE, Science.

FIRE TRAINING

All staff receive in-house training on fire procedures, as well as fire marshal and fire warden training upon appointment which is refreshed every 3 years.

The Chief Fire Officer and Deputy Chief Fire Officers have training on the use of fire-fighting equipment.

APPENDIX A: DESIGNATED FIRE MARSHALS

STAFF MEMBER	DESIGNATED SWEEP AREA
Mrs T. Davie	• Head's office • Hall • Staff toilets x 2 • Assistant Head's Office
Mrs Kemp / Mrs Hadcock	• Responsible for taking registers outside: ○ Class registers x 8 ○ Staff sign in sheet ○ Visitors sign in book
Ms E. Hilton	• Admissions Office • External toilets x 2 • Main playground • Astros x 2 • Copse
Mrs A. Coffey	• KG1 classroom and garden • KG1 playground • KG1 staff toilet • KG1 toilets and cloakroom
Mrs M. Armstrong	• KG2 classroom and patio • KG2 toilets and cloakroom
Mrs L. Basger	• Form 1 classroom and patio • Form 1 toilets and cloakroom • Main hall
Mrs L. Jones	• Form 2 classroom and patio • Form 2 toilets and cloakroom
Mrs C. Christensen	• Form 3 classroom • Ground floor boys' toilets and cloakroom
Mrs D. Houseman	• Form 4 classroom • Ground floor girls' toilets and cloakroom
Mrs K. Osborne	• Form 5 classroom • First floor boys' toilets and cloakroom
Mr C. Sullivan	• Form 6 classroom • First floor girls' toilets and cloakroom
Mr T. Pattinson	• Kitchen • Dining hall
Mrs K. Cracknell /Mrs C.Pinon / Mrs Howard	• Wilcox room • Fletcher, Taylor, Foster rooms • Relph room

APPENDIX B: CAUSE AND EFFECT OVERVIEW

