



Fire Safety Policy

Aim

It is the overall aim of Tonacliffe Primary School to minimise the risk of fire for all employees, pupils, contractors and visitors. This will be achieved by ensuring precautions are taken to avoid the occurrence of fire and by ensuring that appropriate control measures and procedures are in place.

Competent Person - Fire Safety

Joanne Heap (Monday, Tuesday, Wednesday) and Charlotte Clutterbuck (Thursday, Friday) are the Competent Persons (Fire) for the school and will manage fire safety matters on behalf of the Responsible Persons (as defined by the Fire Safety Order 2005). They will co-ordinate the implementation of fire safety measures, ensure that staff fire training takes place and monitor the standard of fire precautions provided. She will also ensure that a fire evacuation drill is undertaken each term; that fire action notices are kept up to date and that fire safety equipment is properly maintained. Aspects of this will be delegated to the School Business Manager and Caretaker.

The School Fire Procedure

Notices detailing the school fire procedure will be displayed at each fire alarm call point and in all rooms within the school.

Responsibility of all School Staff

Staff are responsible for maintaining a high standard of fire precautions in the areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are familiar with the fire procedure.

Fire Training and Evacuation Drills

Fire training will be provided on induction and by annual refresher for all staff. They will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, final exits and assembly points. A fire evacuation drill will be undertaken at least once per term. The office staff will ensure that Class registers (printed each day), a visitor list and the grab bags are taken outside on the drill. The Competent Person (Fire) will ensure this instruction is given in accordance with the checklist in Appendix A.

The Competent Person (Fire) will ensure that all fire safety records are maintained and are available for inspection by the enforcement authority.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by contractors. However, the school will carry out the following additional tests on the systems and precautions:

Testing of equipment

Fire Alarm

Weekly - Test key operation of different call point each week in rotation.

Responsibility of Paul McCormick (Site supervisor)

Emergency Lighting

Monthly - Operation of test switch or circuit breaker and check that light illuminates.

Responsibility of Paul McCormick (Site supervisor)

Fire extinguishers, hose reels, fire blankets etc.

Weekly - Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.

Responsibility of Paul McCormick (Site supervisor)

Fire Doors

Weekly - Check that doors are closing fully and, where fitted, latches are operating.

Responsibility of Paul McCormick (Site supervisor)

Fire Exit Doors

Weekly - Check that doors are opening freely and that emergency exit fittings are operating correctly.

Responsibility of Paul McCormick (Site supervisor)

Stairwells and Stairwell Enclosures

Daily - Check that combustible material and storage has not been placed inside protected stairwell enclosures.

Responsibility of Paul McCormick (Site supervisor)

Corridors, Escape Routes and Fire Exit Doors

Daily - Check exit doors are unlocked and that escape routes are free of obstruction.

Responsibility of Paul McCormick (Site supervisor)

Appointment and Duties of Fire Marshals

The school has two senior fire marshals, SLT and SBM. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation. (see Appendix B)

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

Calling the Fire and Rescue Service.

The fire service will be called on any confirmed outbreak of fire. The school admin staff are responsible for calling the fire service when the alarm is sounded. Where the alarm is raised the school admin staff will call the fire service if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Service

The Competent Person (Fire) will ensure that one member of staff (Joanne Heap or Charlotte Clutterbuck) is available to meet the fire service on arrival and in their absence there is a member of the Senior Leadership Team to deputise for them: (Amy Griffiths).

Events Out of School Hours / External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Competent Person (Fire) is consulted and appropriate precautions including arrangements for evacuation and calling the fire service are put in place.

The Competent Person (Fire) may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met. (Appendix C)

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the Competent Person (Fire):

1. Fire alarm tests

Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.

Responsibility of Paul McCormick (Site supervisor)

2. Emergency lighting tests

Date of test, numbers or locations of lights tested and whether test was satisfactory. Free operation of fire exit doors, list of all exit doors checked, date of check and results. Correct operation of self-closing fire doors List of all doors checked, date of check and results.

Responsibility of Paul McCormick (Site supervisor)

3. Fire evacuation drill

Date of drill, details of exits obstructed and time taken to evacuate.

Responsibility of Debbie Wroe (School Business Manager), Paul McCormick (Site Supervisor)

4. Fire safety training

Type of fire training - induction/refresher, names of those who attended, name of instructor and duration of training. *Responsibility of Joanne Heap (Headteacher) or Charlotte Clutterbuck (Co-Head Teacher).*

Training and Information

All employees shall be provided with adequate fire safety information and training.

Induction Training completed by Debbie Wroe

As part of their induction training, the line manager shall provide new employees on the day on which they commence work with information (emergency plan) on the fire safety and emergency evacuation arrangements that apply to their workplace.

This information shall include: -

- what to do if they discover a fire or hear the fire alarm, what the fire alarm sounds like, means of raising the alarm, locations of nearest fire alarm call point and nearest fire extinguisher;
- showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as panic bars, and the fire assembly point;
- an explanation of the reporting arrangements in the event of a fire or drill including the name of the person he/she reports to at the assembly point and the name of the person designated chief fire marshal responsible for the evacuation of the premises;
- an explanation of the importance of keeping fire doors shut, escape routes clear of combustible materials, and good housekeeping etc. as detailed in duties of employees.

Refresher training

Managers shall bring to the attention of employees a copy of the emergency plan detailing the evacuation procedures for the premises. They must ensure that employees under their control comply with the emergency fire evacuation procedures and fire precautions. Fire instruction notices shall be prominently displayed.

Visitors and Contractors

Appropriate arrangements shall be made to ensure that visitors and contractors are logged in and out of the premises by entering their names in the visitor's book.

In the event of a fire evacuation the person hosting the visitors are responsible for escorting them to the fire assembly area.

Contractors shall be provided with fire evacuation procedure information before they start work on site.

In the case of shared accommodation, fire safety and emergency evacuation arrangements must be co-ordinated and information exchanged or produced jointly with the other occupiers.

Contractors – Hot work

Contractors shall not commence any 'hot' work unless suitable and sufficient method statements, risk assessments and control measures to the satisfaction of the Competent Person (Fire) are in place. 'Permits to work' may be issued as appropriate. (See Appendix D)

Policy reviewed: July 2026



Lancashire County Council

Occupational Health and Safety Management System

LIST OF RESPONSIBLE PERSONS – FIRE SAFETY

Responsible Person*/Head of Establishment/Premise Manager
Name/Position/Fire Safety Role Joanne Heap, Co-Headteacher - Premises Manager (Monday, Tuesday, Wednesday) Charlotte Clutterbuck, Co-Headteacher – Premises Manager (Thursday, Friday)
Competent Person(s)*
Name/Position/ Fire Safety Role Joanne Heap, Co-Headteacher - Training/ Evacuation/Meet the Fire Brigade Charlotte Clutterbuck, Co-Headteacher – Training /Evacuation/Meet the Fire Brigade
Name/Position/ Fire Safety Role Amy Griffiths, Senco/SLT - Evacuation/Meet the Fire Brigade
Fire Warden(s)/Designated Persons
Name/Position/ Fire Safety Role Joanne Heap – Co-Headteacher, Senior Fire Marshal Charlotte Clutterbuck – Co-Headteacher, Senior Fire Marshal Amy Griffiths – Senco, Fire Marshal Paul McCormick – Caretaker – Fire Marshal The above staff are to ensure that correct evacuation procedures are followed.

Trained Evacuation Aid Operators	
Name/Position/ Fire Safety Role	
Amy Griffiths, Senco/Class Teacher	
Ensure procedures are followed in Key Stage 2	
Name/Position/ Fire Safety Role	
Charlotte Clutterbuck/Heather Beninson – Nursery & Reception Teachers	
Ensure procedures are followed in Nursery and Reception	
Name/Position/ Fire Safety Role	
Raye Gould – Class Teacher	
Ensure procedures are followed in the KS1	
Name/Position/ Fire Safety Role	
Amy Griffiths, Class Teacher	
Megan Whitworth, Class Teacher	
Ensure procedures are followed in the basement.	

*as defined under the Regulatory Reform (Fire Safety) Order 2005



FIRE SAFETY - LIST OF RESPONSIBLE PERSONS (continued)

Useful Contacts Details

Fire Alarm Engineer - repairs etc Company contact details: Walker Fire Limited 0800 7313630
Fire Extinguishers - repairs etc Company contact details: Walker Fire Limited 0800 7313630
Emergency lighting - repairs etc Company contact details: Walker Fire Limited 0800 7313630
Local Lancashire Fire and Rescue Fire Safety Officer Name: Rawtenstall Fire and Rescue Contact details: 01706 215162
Evacuation aid supplier - repairs etc Company contact details: Walker Fire Limited 0800 731630

Appendix A

Checklist for First Day Induction - Fire Safety Instructions

- Take the new starter through the fire safety procedure as displayed at the fire alarm call points.
 - Show them the location of the fire alarm call points and describe the way they operate.
 - Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
 - Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
 - Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
 - Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. They will also be informed that Lancashire Health and Safety Policy is to leave the building, not attempt to fight the fire.
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Appendix B

Roles and Responsibilities

Responsible Persons – Joanne Heap/Charlotte Clutterbuck

Competent Persons – Joanne Heap/Charlotte Clutterbuck

Fire Marshals – Joanne Heap, Charlotte Clutterbuck, Amy Griffiths, Paul McCormick

Calling the fire service – Beccy Crofts / Debbie Wroe / Jane Lord

Meeting the fire service – Joanne Heap or Charlotte Clutterbuck. In their absence, Amy Griffiths.

Guidance documents:

HM Government Guide. Fire safety Risk Assessment - Educational Premises

<http://www.communities.gov.uk/documents/fire/pdf/150865.pdf>

The Regulatory Reform (Fire Safety) Order 2005

<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>



Appendix C

Checklist for persons hiring the school premises

- Take the hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:
 - Show them the location of the fire alarm call points and describe the way they operate.
 - Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
 - Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
 - Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
 - Show the hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. They will also be informed that Lancashire Health and Safety Policy is to leave the building, not attempt to fight the fire.
 - Explain how to contact the fire service (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of the location of school.
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Appendix D

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HOT WORK PERMIT

For BLOWLAMPS, CUTTING & WELDING or other HEAT PRODUCING EQUIPMENT

IMPORTANT:

Precautions on page two must be adhered to without fail

DATE:.....

BUILDING: FLOOR:

DEPT:

WORK INVOLVED:.....

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The location where this work is to be done has been examined, necessary precautions (as per page 2) taken and permission has been granted for this work.

This Permit Expires

Time Commenced **Completed**

Signed.....

(Individual responsible for authorising hot work)

FINAL CHECK-UP

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls), were inspected 30 and 60 minutes after the work was completed and were found fire-safe.

Signed.....

PREVENT FIRES

Prior to approving any hot work the fire safety Supervisor or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire.

Check each item carefully

PRECAUTIONS

Sprinklers and other Fire Fighting Systems and Equipment in service where possible

Hot Work Equipment is in good condition

Gas containers/flammable liquid containers to be changed/filled in the open

WITHIN 15 METRES OF WORK

Floors swept clean of combustibles and wetted down or covered with non-combustible material where necessary

Combustible materials, hazardous or flammable liquids have been removed or are protected with non-combustible curtains or sheets

Non-combustible covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

Any combustible material has been protected against sparks or heat

Combustibles moved away from other side of walls and away from metal through which heat can be transferred

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

Equipment cleaned of all combustibles and dust

Containers purged of flammable liquids and vapours

FIRE WATCH

To be provided during and 30 minutes after operation

Supplied with extinguishers and/or hose reel

Trained in use of firefighting equipment and in sounding the fire alarm

FINAL CHECK UP

To be made 60 minutes after completion of any operation

Signed.....
(Supervisor)