



Fire Safety Policy

Policy written July 2018 – Review date July 2027

1. Statement and Aims

The Headteacher is the 'responsible person' for fire safety at Bradford Christian School and must carry out a fire risk assessment of the premises and review it regularly, tell staff or their representatives about the risks identified, put in place and maintain appropriate fire safety measures, plan for an emergency, and provide staff information, fire safety instruction and training.

In the absence of the Headteacher, the School Business Manager acts as the deputy responsible person for fire safety.

This policy aims to:

- Ensure all occupants know how to evacuate the building and remain safe in the event of fire
- Identify procedures for reducing the risk of fires in school
- Identify procedures for dealing with a fire in school
- **Comply with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022**

2. Fire Risk Assessment

Schools must put procedures in place to reduce the likelihood of fire, maintain fire detection and alarm systems, and make sure staff and pupils are familiar with emergency evacuation procedures.

2.1 Assessment Frequency and Responsibility

The Headteacher and Governors will require the Health and Safety Advisor and School Business Manager to complete a suitable and sufficient fire risk assessment and review it regularly.

The fire risk assessment must be reviewed:

- **At least annually**
- **Whenever there are significant changes to the premises, including:**
 - **Building alterations or refurbishments**
 - **Changes to the layout of rooms or furniture**
 - **Introduction of new equipment or materials**
 - **Changes in occupancy numbers or use of spaces**
 - **After any fire incident or near miss**
 - **Following recommendations from the fire and rescue service**

2.2 Assessment Content

The Fire Risk Assessment will:

- Apply the principles of prevention and record significant findings
- **Identify fire hazards and people at risk**
- **Evaluate, remove or reduce risks**
- Record findings and implement appropriate fire safety arrangements
- Set out arrangements for planning, organisation, control, monitoring and review
- Be recorded and stored in the school fire log book

2.3 Fire Safety (England) Regulations 2022 Compliance

In accordance with the Fire Safety (England) Regulations 2022, the school will:

- **Maintain up-to-date floor plans showing:**
 - **Location of all fire-fighting equipment**
 - **Location of all fire alarm call points**
 - **All escape routes and fire exits**
 - **Location of fire doors**
- **Provide these floor plans electronically to West Yorkshire Fire and Rescue Service**
- **Update floor plans whenever there are material changes to the premises**
- **Review and update floor plans at least annually**

The School Business Manager is responsible for maintaining floor plans and ensuring they are shared with the fire and rescue service.

3. Fire Fighting Equipment, Alarms and Fire Doors

3.1 Equipment Requirements

All premises must be equipped with appropriate fire-fighting equipment and with fire detectors and alarms in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire-fighting equipment must be easily accessible, simple to use, and indicated by signs.

The school is equipped with fire extinguishers identified on the fire plan (Appendix 1).

3.2 Use of Fire Extinguishers

Priority: Evacuate first, then sound the alarm.

Staff must activate the fire alarm using an alarm call point (Appendix 4) before making any attempt to extinguish a fire.

Only trained staff should attempt to use extinguishers. Small fires (no larger than a waste paper basket) may be tackled after sounding the alarm by trained staff if it is safe to do so and they feel confident.

3.3 Fire Door Inspections

In accordance with the Fire Safety (England) Regulations 2022, all fire doors must be inspected every 6 months.

Inspection Schedule:

- **March and September each year**
- **Conducted by: Health and Safety Advisor and School Business Manager**
- **Results recorded in fire log book**

Fire Door Inspection Checklist:

Each fire door will be checked for:

- **Door closes properly** - Opens and closes smoothly without sticking
- **Self-closing mechanism works** - Door closes fully from any open position
- **Intumescent strips intact** - Seals around door frame are not damaged or missing
- **Smoke seals intact** - Where fitted, seals are in good condition
- **No gaps around door** - Maximum 4mm gap between door and frame
- **Hinges secure** - All hinges properly attached and functioning
- **No damage to door** - No holes, cracks or damage that could affect performance
- **Glazing intact** - Where fitted, fire-resistant glass is not cracked or damaged
- **Door not wedged open** - Unless held by automatic release mechanism linked to fire alarm
- **Fire door signage present** - "Fire Door Keep Shut" or "Fire Door Keep Locked" signs displayed
- **No obstructions** - Nothing stored against or near the door preventing closure

Action on Faults:

- **Any faults identified must be reported immediately to the School Business Manager**
- **Defective fire doors must be repaired or replaced as a priority**
- **If a fire door cannot be repaired immediately, a risk assessment must be completed and additional control measures put in place**

4. Staff Training and Responsibilities

4.1 Training Requirements

Schools must train new staff when they start work and tell all employees about any new fire risks.

Induction Training:

The School Business Manager will provide induction training to all new staff (**including temporary staff, volunteers, and student teachers**) on their first day, covering:

- How to raise the alarm
- Action to be taken on hearing the alarm
- Exit routes (Appendix 3)
- Location and use of fire-fighting equipment
- Assembly points and procedures
- Re-entry procedures
- Good housekeeping practices to prevent fires
- **Location of fire action notices**
- **Their specific responsibilities during evacuation**

Ongoing Training:

- **Refresher training:** Provided annually to all staff
- **Fire extinguisher training:** Provided to designated staff every 2 years
- **Fire marshal training:** Provided to all teaching staff annually
- **PEEP training:** Provided to staff supporting individuals with PEEPs whenever a plan is created or updated

Training Records:

All training will be recorded in the fire policy handbook, including:

- Date of training
- Names of attendees
- Topics covered
- **Name of trainer**
- **Date refresher training is due**
- **Any competency assessments completed**

The School Business Manager maintains training records and ensures all staff are up to date.

New Fire Risks:

When new fire risks are identified (e.g., new equipment, building changes, new hazardous materials), the School Business Manager will:

- **Brief all affected staff immediately**
- **Update fire risk assessment**
- **Provide additional training if required**
- **Update fire action notices if procedures change**

4.2 Fire Marshal Responsibilities

All staff are considered 'Fire Marshals' during evacuation. Class teachers have responsibility for clearing their areas:

- EYFS, Primary, Middle, Upper, AP: Class Teacher
- Reception: Mr McGrail, Mrs Walmsley, Mrs Pickles

4.3 Evacuation Management Roles

Headteacher:

- Leads evacuation management
- Collates class returns
- Confirms everyone is out of the building
- Coordinates return to classes

Mr Peckover or Mr McGrail:

- Establishes cause of alarm activation

- Resets alarms if false activation
- Coordinates with fire brigade if fire confirmed

Office Staff:

- Unlock gates during evacuation
- Confirm all visitors and staff accounted for

Support Staff:

- Check communal areas as they leave

Class Teachers:

- Escort visitors to assembly point
- Check toilets before leaving
- Take electronic devices for register
- Close all doors
- Deactivate maglocks at exits (green panel)

5. Inspection and Maintenance

5.1 Monthly Checks

Schools must make sure they have arrangements in place to regularly check that all fire alarm systems are working, the emergency lighting is working, they record any faults in systems and equipment, all escape routes are clear and the floor is in good condition, all fire escapes can be opened easily, automatic fire doors close correctly, and fire exit signs are in the right place.

Monthly inspections will include:

Fire Routes and Exits:

- All escape routes are clear and unobstructed
- **Floor surfaces are in good condition with no trip hazards**
- All fire exits can be opened easily from the inside
- **Emergency exit doors are not locked or blocked**
- **Fire exit signs are visible and illuminated where required**

Firefighting Equipment:

- Equipment is in correct location and has not been tampered with
- Security tags are in place
- Pressure gauges show recommended levels
- **No visible damage to equipment**
- **Equipment is easily accessible**

Fire Doors:

- All automatic fire doors close correctly when released
- **Magnetic hold-open devices release when fire alarm activates**

- **No fire doors are wedged open (except those on automatic release)**

Emergency Lighting:

- Monthly functional testing by Health and Safety Advisor
- **All emergency lights illuminate when tested**
- **Any faults recorded and repaired promptly**

All monthly checks will be recorded in the fire log book with date, findings, and any actions taken.

5.2 Weekly Checks

Fire Alarm System: Tested weekly using 2 different call points

- Week 1: AP building, Friday 8:00am
- Week 2: Main school, Friday 8:00am
- Results recorded in fire log book

5.3 Annual Checks

All systems tested annually by external contractor:

- Firefighting equipment
- Fire alarm system
- Fire detection equipment (smoke alarms)
- Emergency lighting
- Results held in fire log book

5.4 Fire Drills

It's good practice to carry out drills every 6 months or once a term.

Drill Frequency:

- Minimum of 3 fire drills per academic year (at least once per term)
- **First drill of the year conducted within the first 4 weeks of autumn term**
- Additional drill conducted soon after new student intake (e.g., after Reception/Year 7 start)

Drill Timing:

- **Drills conducted at different times of day to test various scenarios:**
 - **During lessons**
 - **During break times**
 - **During lunch**
 - **During assemblies**
 - **At the start or end of the school day**

Drill Recording:

After each drill, the following will be recorded in the fire log book:

- Date and time of drill
- Time taken to evacuate
- **Weather conditions**
- Any problems encountered
- **Number of staff and students present**
- Whether all individuals were accounted for
- **Effectiveness of assembly procedures**
- Any areas for improvement identified
- Good practice observed
- Actions required

Drill Review:

The Headteacher and School Business Manager will:

- Review drill results with all staff at the next staff meeting
- Identify and implement improvements
- Update fire evacuation procedures if necessary
- Provide additional training if issues identified
- Share learning points with governors

Target Evacuation Time: 2.5 minutes

If evacuation takes longer than 3 minutes, a review must be conducted to identify causes and implement improvements.

5.5 Arson Prevention

The school will take measures to reduce the risk of arson:

Security Measures:

- All external doors and windows locked when building is unoccupied
- CCTV monitoring of external areas
- Adequate external lighting, particularly near potential access points
- Regular security patrols where appropriate
- Intruder alarm system maintained and tested

External Areas:

- Weekly checks of external areas for combustible materials
- Wheelie bins and recycling bins stored away from buildings
- No accumulation of rubbish or waste materials near buildings
- Hedges and vegetation kept trimmed away from buildings
- External storage areas kept locked

Reporting:

- All staff and students encouraged to report suspicious behaviour
- Procedure for reporting concerns to Headteacher or School Business Manager
- Liaison with local police if suspicious activity identified

Building Management:

- **No storage of flammable materials near external walls**
- **Regular removal of waste and recycling**
- **Secure storage of flammable materials in designated areas only**

5.6 Smoking

The school is a no-smoking building. Smoking is not permitted within school premises.

6. Fire Evacuation Procedures

6.1 Notices and Plans

Your plan must show how you have a clear passageway to all escape routes, clearly marked escape routes that are as short and direct as possible, enough exits and routes for all people to escape, emergency doors that open easily, emergency lighting where needed, training for all employees to know and use the escape routes, and a safe meeting point for staff.

A fire action notice (Appendix 2) and Fire Evacuation Plan (Appendix 3) will be displayed in every occupied room.

6.2 On Discovering a Fire

Anyone discovering a fire must:

- Activate the nearest fire alarm call point (locations in Annex 4)
- Evacuate the building
- Report to assembly point
- Call fire brigade (Mr Peckover/Mr McGrail)
- Fight fire only if trained, safe and confident to do so

Students should report fires to a member of staff.

6.3 On Hearing the Alarm

Students:

- Stand when alarm sounds
- Exit by nearest fire exit when instructed by teacher (see Appendix 3)
- Leave bags and coats
- Move quietly and orderly to assembly point

Staff:

- Check toilets
- Close all doors
- Deactivate maglocks at exits (press green panel)
- Move directly to assembly point

6.4 Assembly Point

Location: Top of large playground

Line-up: Year groups in order from EYFS (top) to Y11

Registration:

- Class teachers/form tutors take electronic devices for register check
- Office staff bring visitor and staff lists
- Class teachers call registers immediately
- Report to Health and Safety Officer
- Health and Safety Officer reports to Headteacher (all present or identifies missing persons)

6.5 Fire Brigade Liaison

Mr Peckover or Mr McGrail will:

- Ascertain if activation is fire or false alarm
- Call fire brigade if required
- Meet fire brigade at school gates
- Provide details of missing persons and fire location

6.6 Personal Emergency Evacuation Plans (PEEPs)

You should make special arrangements for evacuating pupils and staff with mobility needs and include them in a personal emergency evacuation plan (PEEP).

Creating PEEPs:

The School Business Manager will develop PEEPs in consultation with:

- The individual disabled student or staff member
- **Parents/carers (for students)**
- **The individual's class teacher or line manager**
- **The SENCO (for students)**
- **Occupational health or medical professionals where appropriate**

PEEP Content:

Each PEEP will include:

- Details of the individual's disability or mobility needs
- Specific evacuation procedures and routes
- Equipment required (e.g., evacuation chair, wheelchair)
- Staff identified to provide escort support
- **Communication needs during evacuation**
- **Assembly point arrangements**
- **Any medical considerations**
- **Alternative arrangements if designated staff are absent**

PEEP Review and Communication:

- **PEEPs will be reviewed at least annually and whenever:**
 - The individual's needs change
 - There are changes to the building layout
 - Designated support staff change
 - After any evacuation (practice or real)
- **PEEPs will be shared with:**
 - The individual and their parents/carers (for students)
 - All staff who may need to assist during evacuation
 - The fire and rescue service (with consent)
- **PEEPs are stored:**
 - In the school office (accessible copy)
 - With the individual's class teacher/line manager
 - In the fire log book
 - Securely in line with GDPR requirements

Practice Evacuations:

Individuals with PEEP will practice their evacuation procedures:

- **At least once per term**
- **After any changes to their PEEP**
- **With all designated support staff**

Fire exits must be unobstructed at all times to ensure safe evacuation for all individuals, including those with PEEP.

7. Contractors, Visitors and School Events

7.1 Contractors and Visitors

Visitor Procedures:

All visitors must:

- Sign in at reception and receive a visitor badge
- **Be briefed on fire evacuation procedures, including:**
 - **How to raise the alarm**
 - **What the alarm sounds like**
 - **Nearest fire exits**
 - **Assembly point location**
- Be escorted by a staff member or given clear instructions on evacuation routes
- Sign out when leaving

The office staff maintain the visitor log and bring it to the assembly point during evacuation.

Contractor Procedures:

Before starting work, all contractors must:

- Sign in and receive a contractor badge
- Receive a fire safety briefing from the School Business Manager or designated staff member
- Be shown the nearest fire alarm call points and exits
- Understand the fire alarm sound and evacuation procedures
- Provide details of any hazardous work planned

Hot Work Permits:

Any work involving naked flames, welding, grinding, or heat-producing equipment requires a hot work permit issued by the School Business Manager.

Hot work permit procedures:

- Contractor must complete hot work permit application
- School Business Manager conducts risk assessment of work area
- Fire extinguisher must be available at work location
- Area must be checked for combustible materials
- Work area must be monitored during work and for 60 minutes after completion
- Permit valid for one day only

Out of Hours Work:

Contractors working outside school hours must:

- Have emergency contact numbers for school staff
- Know how to contact emergency services
- Understand they must evacuate and call 999 if fire alarm activates
- Not disable or interfere with fire safety systems without prior written permission

7.2 School Events

Recommended evacuation time: 2.5 minutes

Before events in the school hall (e.g., Christmas performances, fairs, external lettings), the Headteacher or representative will brief visitors on fire evacuation procedures.

Suggested briefing:

"Before we begin, I'd like to point out our fire safety arrangements. We do not have a fire alarm scheduled this evening, so if it sounds, it means there is a fire. In the event of fire, please leave your belongings and exit by the boys' toilet door, the fire exit past the kitchen area, or through into the small playground. Please meet at our Fire Assembly Point at the top of the playground near the climbing frame.

Please do not collect your children—they will be supervised by staff who know the fire procedures. Thank you."

8. Related Policies and Legislation

This policy should be read alongside:

- Building Risk Assessment
- Fire Risk Assessment
- Health and Safety Policy
- **Accessibility Plan**
- **First Aid Policy**
- **Emergency Planning and Business Continuity Policy**

This policy complies with:

- **Regulatory Reform (Fire Safety) Order 2005** - Sets out fire safety duties for the responsible person
- **Fire Safety (England) Regulations 2022** - Requires floor plans to be provided to fire and rescue service and fire door checks every 6 months
- **Health and Safety at Work etc. Act 1974** - General duties to ensure safety of staff, pupils and visitors
- **Management of Health and Safety at Work Regulations 1999** - Requires risk assessments and emergency procedures

Guidance referenced:

- **The Key Leaders: Fire safety guidance for schools**
- **West Yorkshire Fire and Rescue Service guidance**

9. Monitoring and Review

Policy Review:

This policy is reviewed annually by the Senior Leadership Team and approved by the Governing Body.

The review will consider:

- **Changes to legislation or statutory guidance**
- **Results of fire drills and evacuations**
- **Outcomes of fire risk assessments**
- **Incidents or near misses**
- **Feedback from staff, students, and fire and rescue service**
- **Changes to the building or occupancy**
- **Training effectiveness**

Monitoring Arrangements:

The Governing Body will receive an annual fire safety report including:

- **Summary of fire risk assessment findings**
- **Fire drill results and evacuation times**
- **Training completion rates**
- **Equipment testing and maintenance records**
- **Any incidents or near misses**
- **Compliance with Fire Safety (England) Regulations 2022**
- **Actions taken and planned improvements**

10. Version Control

Date of Adoption of this Policy	
Date of last review of this policy	July 2025
Date of next review of this policy	July 2027
Policy Owner (SLT)	Hannah Pickles
Policy Owner (Governors)	Whole Governing Body

Awaiting Governor ratification