



FIRE SAFETY POLICY



Author	Joe Masterson	Headmaster
Approved by	Joe Masterson	Headmaster
	Jo Storey	Group Lead Education, Compliance & Safeguarding
	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
Next review	Autumn Term 2026	

FIRE SAFETY POLICY

Fire Marshalls – Paul Jenkins, Jean-Claude Olesqui. Fire Warden – Kelly Wood.

AIMS

This document provides guidance in the event of a fire and outlines procedures throughout the school. It considers provision listed in the Regulatory Reform (Fire Safety) Order 2005.

This policy should be read in conjunction with the Fire Evacuation Policy.

FIRE RISK ASSESSMENT

A fire risk assessment is in place and is available from the School's Compliance Manager. This risk assessment is updated regularly. A review of the Risk Assessment is carried out every 18 months by Watson & Watson (Health & Safety Advisors). The findings are carried forward into the schools Health & Safety plan and checks. Whole school Risk Assessment is amended to reflect any findings.

STAFF INDUCTION

An induction meeting (Staff Induction Policy) will take place for all new employees prior to start of employment. All staff are expected to read and adopt this policy. A record of induction will be kept in personnel files

Staff will familiarise themselves with the location of fire break glasses, fire alarm point and firefighting equipment and note the procedure taken in the event of a fire, as given on the instruction notices in every classroom, breakout rooms including the Hall and Nursery.

GUIDANCE FOR STAFF DISCOVERING A FIRE

To be read in conjunction with Fire Evacuation Policy

- Alert other staff by activating the nearest 'fire break glass' to activate the fire alarm
- Office staff will follow the fire evacuation process which is appendix 1 of this policy.
- Silence the class
- Begin the evacuation process as quickly as possible via the nearest available exit to the designated assembly point
- Pupils should assemble in class lines in the MAIN PLAYGROUND
- Office staff will distribute class lists for registers, once all children are accounted for staff will raise their hand to indicate all children present
- Teachers will alert the Headmaster, Deputy Head or Compliance Manager if any child is missing. Staff should **NOT RE-ENTER** the building
- Office staff will take staff and visitor roll call
- Fire Marshall will sweep the building as set out in the fire evacuation plan (appendix 1)
- Critical Incident Management Plan will be implemented (where necessary) and a member of SLT will advise on the next steps to be taken to ensure safety for all children, staff and visitors
 - Evacuation of the school to Rutland Drive
 - Evacuation to St Wilfrid's Church with direct collection from there by parents
- Pupils should be given clear and concise instructions and staff should insist on silence and an orderly line so that everyone knows what they are expected to do

- Headmaster, Deputy Head or Compliance Manager are responsible for giving the 'all clear'
- Even though all staff go through Fire Safety training, we advocate that you should never tackle a fire if it puts you, other staff or pupils at risk

OFFICE PROCEDURE

Office staff will:

- Summon the fire brigade as soon as the alarm is raised, unless they have been previously told it is a drill
- Once the call has been made, office staff will evacuate taking with them the Class fire registers, mobile phone with which to undertake the electronic staff/visitor roll call. They will also gather a first aid kit and any emergency medicines
- Headmaster/Compliance Manager/Deputy Head will assume responsibility for the evacuation until the emergency services arrive (where called)

STAFF TRAINING

All staff will:

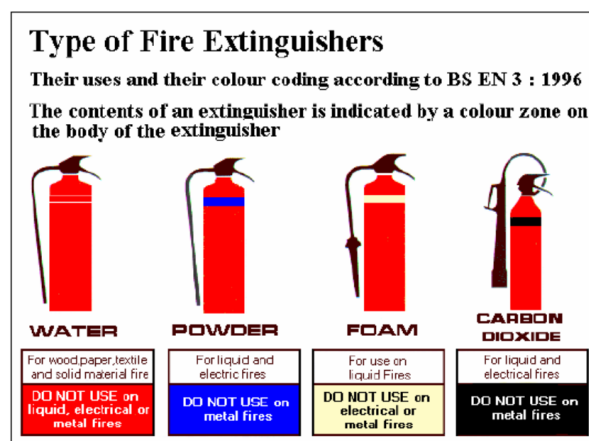
- Undertake an induction meeting when starting work at Brackenfield School, this will highlight the evacuation procedure
- Receive fire safety awareness training every 2 years to 3 years
- School will carry out a full fire evacuation drill on a termly basis

TESTING

- The fire system (call points) are tested weekly on a rotational basis
- The fire system is serviced by a competent person on a 6 monthly basis
- Emergency lighting is tested by a competent person annually
- Fire extinguishers are tested annually by a competent person
- Zone plans are located at each classroom and in the office
- Fire plans are located in each classroom

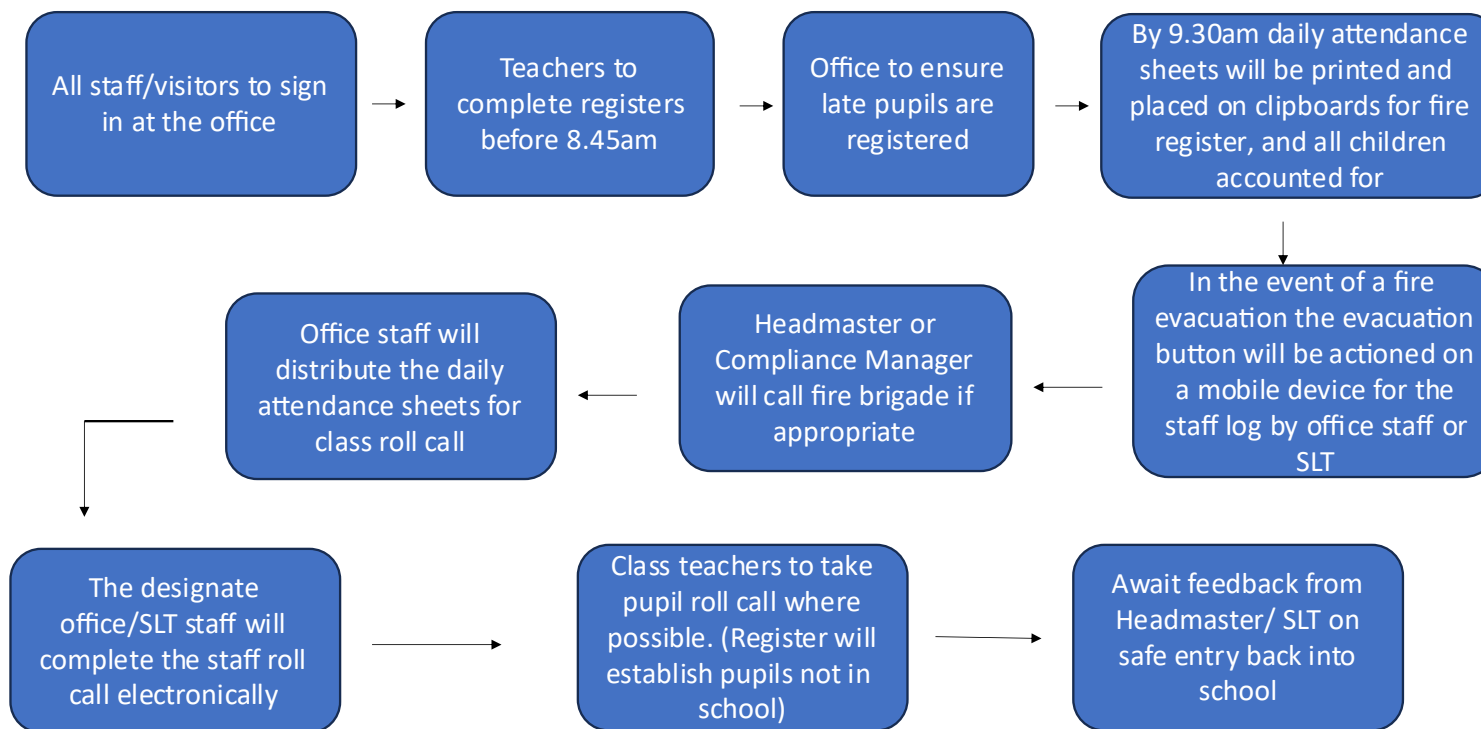
FIRE EXTINGUISHERS

- In the event that a fire extinguisher is necessary to evacuate the building, make sure you use the correct type of extinguisher for the fire you are fighting
- Do not use unless you have received training in how to use an extinguisher
- Do not put yourself at risk by tackling a fire. Fire extinguishers are provided to protect your exit route



Name of policy Fire Safety Policy	Policy reviewed/amended date September 2021 V2 October 2022 V3 November 2023 V4 November 2024 V5 December 2025 V6
Original policy date September 2020	Current version V7
Date of new review Autumn Term 2026	

Fire Evacuation Plan



Roles and responsibilities for key staff during a fire evacuation

Joe Masterson

- Call fire brigade if appropriate to do so
- Start evacuation process on Sign In App for staff/visitors
- Liase with fire brigade if called
- Address school community

Kelly Wood

- Start evacuation process on Sign In App for staff/visitors
- Pick up pupil in/out log
- Collect and distribute live registers for roll call

Paul Jenkins

- Fire marshal sweep the rooms where doors are open, toilets and upper floor
- Liaise with fire brigade if called in Headmasters absence
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Chris Rowntree

- Monitor fire control panel if safe to do so
- Reset the panel when appropriate

Alarm

1. CR
2. JM
3. JC
4. PJ

Sweep

1. PJ
2. JC

Call fire brigade

1. JM
2. KW
3. SDH

Sign In App

1. KW
2. SDH
3. SH

Staff responsibilities during a fire evacuation

On hearing the fire alarm sound, staff should take the following steps:

If you find yourself in a classroom with more than one adult

- Line up pupils
- Move to evacuation point with one adult leading the line and one being last to exit the classroom. The last member of staff should visually sweep the classroom for any remaining pupils, then leave the room ensuring you close the door indicating a 'sweep' has taken place

In a classroom with only one adult

- Line up children
- Move them outside the classroom with the instruction to wait
- Member of staff to 'sweep' the room and close the door
- Class moves out to evacuation point when adult give the instruction

The Fire Marshall will:

- Sweep rooms with doors remaining open, concentrating on toilets, upper floors and corridors