



## **FIRE RISK (PREVENTION) POLICY** **Including Hot Work Policy and Procedure**

### **Whole school and EYFS**

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: July 2026

Date of next review: July 2027

### **AIMS**

The aim of this policy is to minimise the risk to life and to reduce injury by maintaining the physical integrity of the school in ensuring that staff, children and visitors do not add to the fire risk and through the safe evacuation of our building if a fire breaks out.

The school's Fire Risk (Prevention) Policy and the Fire Evacuation Procedures are designed to help staff, children and visitors respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks is undertaken in such a way as to prevent injury or ill health to children, employees, visitors, contractors and others legally on the premises that may be affected by the activities of the school.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

### **RESPONSIBILITIES**

#### **HEAD**

The Head is responsible for ensuring that:

- The fire risk (prevention) policy, fire procedure and fire risk assessment are up to date and reviewed on a regular basis.
- Everyone in the school, including visitors and contractors are given clear instruction on where they should go in the event of a fire.



- Fire induction training is given to new staff.
- Records are kept on all practice drills.
- Certificates for the installation and maintenance of fire fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment and emergency routes and exits.
- Ensure that fire detecting and protection systems are regularly tested and records are kept.

### TEACHING STAFF

Teaching staff are responsible for ensuring that:

- They escort children out of the building to the fire exit indicated on the plan in each room.
- Keep children calm.
- All children must be quiet and walk, not run, during the evacuation.
- Children should not stop to pick up bags or go to the cloakroom.
- If possible, classroom doors and windows should be closed.
- The school assembles on the Astro pitch.
- Children line up in classes, from Year 6 to Reception (right to left).

### 'SWEEPS'

'Sweeps' ensure that there are no children or adults remaining in their area of responsibility and support any child or adult to leave the building, as required. 'Sweeps' inform the Head of any issues relating to evacuation procedures. The list of 'sweeps' is regularly reviewed. The list is incorporated in Appendix 1 of the Fire and Evacuation Procedures.

### FIRE MARSHALS AND FIRE WARDENS

All staff are fire wardens. The fire marshals are responsible for ensuring that:

- They have carried out a sweep of their allocated area in the school.
- Doors are shut.

### FIRE PROCEDURES

For details on our procedure when someone discovers a fire, please see our separate Fire and Evacuation Procedures.

### STAFF TRAINING

On their first day at school, all staff receive basic fire training as part of their induction by the Head and experience a fire drill in the first week of term. Staff are trained as fire wardens by Thameside Fire Protection and complete the Educare fire prevention and safety modules.

### BRIEFING CHILDREN

All children are given a briefing on the school's evacuation procedure on their first day in September. They are shown the fire exits and the assembly point. A heralded fire drill is scheduled for the first week of the term.

### FIRE PREVENTION MEASURES

The school has the following fire prevention measures in place:

- The school commissions an external Fire Risk Assessment (FRA) on an annual basis and addresses any action recommendations within the deadlines stipulated.



- There are at least two escape routes from every part of the building except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in rooms, corridors and stairwells.
- Fire extinguishers and smoke/heat detectors are in accordance with the recommendations of our professional advisors.
- All stairs, corridors and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located by the Front Office and shows the location of a fire.
- Alarms sound in all parts of the building.
- Fire routes and exits are clear at all times.
- Fire alarms are tested weekly by a fire marshal (every Monday throughout each term by the Head) and records are kept.
- Flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching or maintenance are kept in cupboards.
- The fire risk assessment is updated every 3 years. However, if changes have been made to the building in this time, a new fire risk assessment will be completed.
- All electrical equipment is PAT tested on an annual basis and when new electrical items come into school.
- A fire risk assessment will be carried out in the event of a major building alteration.

The Health and Safety Officer regularly carries out fire safety checks (appendix 2).

#### **TRAINING**

All staff undertake fire prevention training with Thameside Fire Protection.



**APPENDIX 1**

**FIRE SAFETY TRAINING INDUCTION**

**Please complete this checklist with a fire marshal:**

Key points to note	Please tick to show that you have read
All staff have a legal responsibility to co-operate in a fire risk situation.	
The fire assembly point is the Astro pitch.	
Please confirm that you know the fire exit routes (primary and secondary) from your areas of work to the assembly point.	
Please check that you have identified any peculiar door fastenings.	
Please confirm you know the location of extinguishers.	
In the event of a fire alarm please do the following: - do not stop to collect personal belongings - close doors - make your way to the assembly point	
If there is a fire in your area: 1. RAISE THE ALARM 2. Leave the building by the nearest exit, reporting the nature of the incident to a senior member of staff on your way to or at the assembly point. We do not expect staff to try to fight a fire. You should raise the alarm first.	
Please reduce risks in your area by: - removing all door wedges - switch off your electrical equipment each day - unwind electrical cable reels before use - inspect the leads of portable electrical equipment before using it - do not overload sockets	
Please confirm that you have read the Parsons Green Prep Fire Risk (Prevention) Policy and the Fire and Evacuation Procedures	

Employee Name \_\_\_\_\_

Sign \_\_\_\_\_

Head (Fire Marshal) \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_



APPENDIX 2

GENERAL FIRE SAFETY CHECKLIST

Fire safety checklist

Y  
N

1. Corridors

- Are fire escape routes kept clear? .....
- Are any combustible items kept or left in the corridor, e.g. tables? .....
- Are any metal cabinets in the corridor always kept shut? .....
- Are all fire exit doors kept unlocked so people can evacuate in the event of an emergency? .....
- Are all fire exits clearly marked? .....
- Is all emergency lighting working? .....
- Is the casing on any emergency lighting clean and in good condition? .....
- Are all fire extinguishers in their correct place? .....
- Do all fire extinguishers have their operating instructions nearby? .....
- Have all fire extinguishers been visually inspected? .....
- Can firefighting equipment be easily accessed? .....
- Can fire alarms be heard clearly in every corridor? .....
- Do the arrows on fire evacuation signs point in the correct direction? .....
- Are all signs replaced following any building or decorating works? .....
- Is all fire safety signage in good condition and in the correct place? .....
- Are all fire doors in good condition? .....
- Do all fire doors close properly? .....
- Are all fire doors kept closed? .....
- Are the evacuation procedures displayed prominently? .....
- Is all rubbish removed regularly from the corridors? .....
- Are the corridors cleaned regularly? .....

This checklist has been completed to the best of my knowledge.

Signed:..... Date: .....



**Fire safety checklist**

**Y  
N**

**2. Offices**

- Are rubbish bins emptied regularly? .....
- If there is paper recycling, is the paper removed regularly? .....
- Are there good levels of housekeeping in the office? .....
- Are all walkways kept clear and without trip hazards? .....
- Can fire alarms be heard in the office? .....
- Are all fire doors into the office in good condition? .....
- Do all fire doors into the office close properly? .....
- Are all fire doors kept closed? .....
- Are any of the sockets overloaded? .....
- Do any plugs on any electrical equipment look damaged? .....
- Does any wiring or cabling look unsafe? .....
- Is any desk lighting on an uneven surface and likely to be knocked over? .....
- Are all items of electrical equipment not in use unplugged? .....
- If fire sprinklers are present, is there sufficient space between the top shelf items and the ceiling? .....

**Any comments/action to be taken:**

.....  
 .....  
 .....

This checklist has been completed to the best of my knowledge.

Signed:..... Date: .....

Repairs completed by: ..... Date: .....

**Note: this checklist is to be retained on file for at least 3 years.**



**APPENDIX 3**

**Hot Work Policy and Procedure**

Definition of Hot Work: Any work that produces open flames, hot slag or sparks. The Fire Code defines Hot Work as cutting, welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch applied roof systems, or any other similar situation.

Combustible: A material capable of sustained burning when ignited and in the presence of air. Flammable: A liquid having a flashpoint below 100 degrees Fahrenheit.

Fire Watch: A trained individual stationed in the Hot Work area (for which there must be a risk assessment and permit for Hot Work) who monitors the work area for the beginnings of potential, unwanted fires both during and after Hot Work for 60 minutes. Individuals must be trained and familiar with the operation of portable fire extinguishers and methods to activate building fire alarm systems. Fire Watch can have other assigned duties if these do not prevent him/her from being an effective Fire Watch.

**HOT WORK PERMIT**

This Hot Work Permit must be completed/shown whenever repairs, alterations, extensions or refurbishments are to be carried out at the premises involving the use or generation of heat
Serious fires are frequently started as a result of lack of care and attention before, during and after work involving the use or generation of heat.
By undertaking the reasonable checks listed we could avoid the possibility of serious damage to our premises. Failure to implement these checks may mean that we are unable to recover from our Insurers in the event of any ensuing fire damage.
These checks must be completed by the Health and Safety Officer or a nominated person and the contractor/workman/employee concerned.

**GENERAL PRECAUTIONS**

Alternative safer methods of work should be explored before a decision is taken to authorise Hot Work.
Wherever possible items to be subjected to Hot Work should be removed to a safe area designated for that purpose



**GENERAL INFORMATION**

Ensure that:	Tick actions completed
In sprinkler protected premises the system should remain fully operational.	
Adequate and suitable portable fire extinguishers are available for immediate use and all persons involved in the Hot Work process and undertaking fire watch duties are trained in their use.	
An area within 10 metres of the Hot Work process is cleared of combustible materials and flammable liquids.	
If combustible materials are within 10 metres and cannot be removed they should be covered by non-combustible materials.	
Any holes, gaps in walls, floors or ceilings where sparks could pass through are covered by non-combustible material.	
Floors are swept clean.	
Floors of combustible material in the designated area are covered with sheets of protective material or wetted and covered with sand.	
Floors below and above, and areas on other sides of walls, screens or partitions are inspected and cleared of combustible materials which may be in danger of ignition wither directly or by conducted heat.	
Enclosed equipment such as tanks, vessels etc are emptied and tested or are known to be free of flammable or other dangerous materials.	
Where work is being carried out on building panels, an assessment is made on insulating or other materials behind or forming the core of the panels.	
Where an automatic fire detection system has been installed only the zone where the Hot Work is being carried out is isolated for the period whilst Hot Work is in progress.	
All persons carrying out the Hot Work and those undertaking the fire watch know how to raise the fire alarm and summon the fire brigade.	



**BEFORE HOT WORK COMMENCES**

<b>Complete this section with the person(s) carrying out the work.</b>	
Contractor's/workman's/employee's name:	
Name of Safety Officer or nominated person:	
Location of Hot Work:	
Date/time of Hot Work:	
Date /time of issue of Permit:	
This permit expires on:	
Anticipated duration period of Hot Work:	Days:
	Hours:
	Minutes:
Date/time of expiry of Permit:	Date:
	Time:
<b>Signatures</b>	
Health and Safety Officer:	Signature:
	Printed:
	Date:
Contractor/workman/employee:	Signature:
	Printed:
	Date:
<b>Please ensure that the contractor/workman has adequate Public Liability Insurance.</b>	