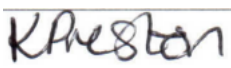


Policy/Procedure Name:	FIRE AND EMERGENCY PROCEDURES POLICY		
Last Update:	Nov 2024	Next Update Due:	August 2027

Author	Alex Smythe
Signature of Authorised Individual	
Signature of the Director	

EMERGENCY PROCEDURES & FIRE EVACUATION



**WILLOW PARK SCHOOL IS A
NO SMOKING SITE**

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School contact numbers

- 01788524683 or 07742793695 or 07729973504

1. School Closure - Brief Guidance

Head teachers are in the best position to decide when a school should be closed for health and safety or staffing reasons. The Head teacher should consider all relevant facts before taking a decision to close and will consult with the Principal.

The decision to close a school at short notice should not be taken lightly. The school should stay open wherever possible, even if it is only a few classes, however the Head teacher should consider:

- The severity and scale of the emergency and its likely time scale
- The potential danger to pupils returning home as a result of the closure
- The need to contact parents
- Arrangements for pupils whose parents are not at home
- Transport arrangements for pupils transported to and from schools in Taxis

If longer notice of school closure can be given, the Head teacher should try to:

- Inform parents by email, text
- Make provision for answering telephone calls to the school from parents asking about the situation or provide a recorded message
- Make provision for pupils who may not have heard about the school closure

2. Contacting parents through local Radio

As it is impractical to contact local radio (due to the geographical radius of our pupils' home bases), it is not likely that we will inform local radio of school closures.

3. Emergency Situations

3i. evacuation in the event of a fire, gas leak or bomb alert

Evacuation, shelter and lock down procedures are particularly important sections of the plan as they outline the initial actions that should be taken to safeguard pupils and staff, both from internal and external hazards. The purpose of an **evacuation** is to move people away from danger to a safe place. This is likely to involve withdrawal from a hazard within a specific part of the school building but in some circumstances could require evacuation of the whole site. School already has evacuation procedures in place. Some emergencies may require staff and pupils to **shelter** within the school building if it is an environmental hazard (such as smoke plumes, toxic alert).

The purpose of a **lockdown** is to prevent an intruder from causing harm to pupils and staff. The signal for a lockdown or shelter is simple instructions (including the word '**inside**') from the lead member of staff. There is no particular alarm for this.

All staff are aware of these procedures as warning signals may need to be triggered immediately, before advising others of the threat. In other situations, the emergency services

may alert the school to a potential hazard, such as a plume of smoke or a potential intruder. In some circumstances, the emergency services will advise on the best course of action.

The purpose of an evacuation is to move people away from danger to a safe place. This may be withdrawal from a hazard within one part of our school building but in some circumstances could require evacuation of the whole site. The school will use Fire Evacuation procedures (appendix 5).

If the entire site (including the rugby club) has to be evacuated, pupils and staff may need to move from an initial assembly point to alternative premises. The location of this site is to be confirmed.

The school must always be evacuated quickly in the event of a fire, gas leak or bomb threat. It is valuable to consider beforehand how you will deal with such incidents. Please see the Willow Park Policy on Fire and Emergency Evacuation Procedures. (See Appendix 5)

If evacuation of the school premises is considered appropriate, staff and pupils will **gather on the Rugby Club car park** and arrangements will be made for pupils' parents to be contacted.

Important: Fire Alarm switch-off points and alarm resetting procedure

It is important that senior staff know where the switch-off points are and how to reset alarm systems. The alarm must never be cancelled unless it is absolutely certain that it is a false alarm. The call point for the school is located next to the front entrance.

Pandemic Influenza

If pupils or staff suffer from any communicable disease, Government or local public health will advise the school of any precautions that are required.

Suspicious Packages

Any suspicious package is treated as a threat until proved otherwise. When a package is believed to be suspicious, the school will follow Stockton BC guidelines as follows:

- Do not touch any suspicious items
- Move everyone away to a safe distance
- Prevent others from approaching
- Communicate safely to staff, students and the public
- Notify the police
- Ensure whoever found the item or witnessed the incident remains on hand to brief the police.

Bomb Threat

Bomb threats are always to be taken seriously, even though the majority of them turn out to be hoaxes. All staff need to be aware of the actions to take if they receive a call from someone claiming to have information about a bomb.

Bomb threats can come from a variety of sources, including truants, former pupils or strangers. A threat is more likely to be real if:

- A codeword is used that is known to the Police
- The Police are aware of potential terrorist activity in the area
- The threat is specific rather than general
- The threat is credible

Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, employees should record as much detail about the call as possible; this information will prove useful to the Police.

A bomb threat is a crime so even if employees are confident the call is a hoax they must still report the incident to the Police.

The person receiving the call should;

- Keep calm
- Try to obtain as much information as possible from the caller
 - Where is the bomb?
 - What time will it go off?
 - What does it look like?
 - Why are you doing it?
- Use the 1471 facility if possible/available
- If possible, ascertain whether the caller is:
 - Male/female
 - Rational or not/intoxicated or sober
 - Has a distinctive accent/noticeable speech impediment
 - Finding this amusing – laughing
 - Using a mobile/land line
- Are there background noises – indicating public place/near traffic/place of entertainment.
- As soon as possible, the police must be notified and a course of action agreed. If a decision to activate is made, then the Headteacher/lead person will:
 - inform all staff to collect personal belongings and, take the class out to the fire assembly point on the Rugby Club Car Park.
- Once everyone is aware, activate the alarm and evacuate
- Evacuate to place of safety
- Wait for guidance from police

When an incident occurs the priority is to safeguard those on site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Other organisations, such as the local authority, should then be informed as appropriate.

Actions

- Any member of staff coming to an incident will assess the situation and establish a basic overview of the incident.
- All staff in the immediate vicinity are to take immediate action to safeguard pupils, staff and visitors.
- Attend to any casualties and administer first aid, if appropriate.
- If appropriate, dial 999 for the emergency services and provide them with an overview of

the situation. If in doubt, dial 999.

- The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately
- Briefly (and if possible) alert key staff as to the course of action you are about to take.

Shelter/Lockdown

➤ Shelter / Lockdown procedures – ensure all children come inside

- Some emergencies may require staff and pupils to shelter within the school building. If this is an environmental hazard (such as smoke plumes, toxic alert) employees should ensure:
- All doors and windows are closed and ventilation/air circulation systems are switched off. In such circumstances the emergency services may issue a public message to 'Go in, stay in and tune in!'
- All staff will have an important role to play in reassuring pupils and alleviating any concerns parents/carers may have.
- Be aware and vigilant about children's medical needs
- Some emergencies require a lockdown. The purpose of this is to prevent an intruder causing harm to pupils and staff. The procedures are similar to that of Shelter.
- All entrances to the school must be secured in an effort to prevent the intruder from entering the premises and staff and pupils must find a suitable place to protect themselves.
- If pupils are outside when a risk is apparent, pupils are immediately taken inside. Pupils may be asked to hide or disperse if this will aid their safety.
- It may be difficult to obtain a clear overview of the situation. The most important point is for staff to try and remain calm!

Government advice regarding major emergencies

The Government provide emergency planning guidance on the [Prepare Campaign website](#).

They also provide the following simple advice

- Call 999 if people are injured or if there is a threat to life
- Follow the advice of the emergency services
- Try to remain calm, think before acting and try to reassure others
- Check for injuries - remember to help yourself before attempting to help others

Those who are not involved in incidents, but are close by or believe they are in danger are in most cases advised to:

- Go inside a safe building
- Stay inside until advised to do otherwise
- Tune into local radio or TV for more information.

Parents are advised the following:

1. Find out if you are eligible to sign up to your gas, electricity and water supplier's [Priority Service Registers](#), so they know that you need additional support, including when there is an interruption to your supply. Ask anyone you provide care for if they are registered.

2. Set a reminder in your phone or make a note on your calendar to check your smoke alarms at least once a month. You can involve children in the monthly test too.
3. Write down important phone numbers on paper such as the number to report a power cut (105) and the numbers of anyone you might want to contact in an emergency. Use our downloadable and printable [household emergency plan](#) to record this information in one document.
4. Talk to your children about emergencies – teach them how and when to call 999 and what they should do if there's an emergency, such as a fire at home.
5. [Check your long term flood risk](#) and sign up for [flood](#) and [weather](#) warnings.

School Closure due to inclement weather

➤ In extreme circumstances, the Head teacher may decide that the school cannot open due to inclement weather (most likely, snow)

If the Head teacher feels it is possible that it would not be safe for either staff and/or pupils for the school to open, the following procedure will be followed:

1. By 6.45am – Head teacher makes the decision based on the current conditions and with a mind to conditions later in the day; always on the basis of maintaining everybody's safety. This can be done in consultation with the Principal if required.
2. By 7.00am – Make contact with all relevant stakeholders to explain that the school will be closed for the day
 - I. Contact LA Transport organisations – Oliver Preston
 - II. Contact Parents – Kim Preston
 - *Also, let the parents know that they will be informed about the next day by 7am the next day. If parents do not hear anything from school, they should assume school will be open.*
 - III. Contact Staff – Kim Preston
 - Ensure that staff are able to complete some work at home (e.g. online training) as it is a working day even though the school is closed.
 - IV. Put an alert, about the school closure, on the school website – Alex Smythe

The above process to be followed each day that the school is to be closed. If, by the end of the day, it is clear that it will be safe to open the school the following day, inform parents and staff at the earliest opportunity.

4. Key-holders

Schools should have information and keys available in the school and in the homes of appropriate staff. At Willow Park, Key holders are Kimberley Preston, Alex Smythe and Oliver Preston. A number of Teaching Assistants also hold keys.

5. Initial Management of Emergencies

- The Head teacher is the main manager of an emergency incident.
- The Business Manager and/or Principal will deputise in the absence of the Head.

- Otherwise, the next most senior member of staff will deputise
- Lead members of staff need to have a good understanding of the issues and steps necessary.
- All managers of the incidents, and those who may have to deputise, should have keys, codes, plans stating locations of stop valves etc. and access to contact phone numbers including next of kin contact numbers for pupils and staff.
- The main manager will need to be able to attend promptly when necessary.

6. Communication

- We will use our group messaging service to inform parents of any vital information.

7. Contact with the Press

- In really serious incidents involving any type of crime the police will take the lead on press statements. In dealing with less serious incidents likely to have wide media interest, the head should, if possible, first discuss the matter with the Principal before commenting to the press.
- The school community will still have to deal with the attentions of the media. Pupils, parents, teaching and support staff may be approached directly by press, radio or TV reporters in the earliest stages of an incident. In an 'out of school' incident, the media might learn of it before the school and may have information different to that of the school. In the most difficult circumstances, the police will usually provide some protection against media intrusion.

In some instances, media interest might persist over a period of days and possibly be re-triggered by a funeral, court action or anniversary.

8. Guidance for dealing with the media

- Prepare, with the help of the Principal if possible, an agreed text for release to the media and/or script from which anyone confronted with local press or radio can speak. If possible, ensure that a designated spokesperson, briefed and prepared, makes the direct response for the school.
- An established, sympathetic, well-developed link with local press or radio can be a major asset; but it is not possible in all local circumstances and, in a major incident, may be insufficient as a line of communication.
- An outgoing phone line from school or nearby is important both for obtaining and communicating essential information.

'Dos' in facing the news media:

- **Do** respond to 'what and when' questions
- **Do** tell your story quickly, accurately and get your key message(s) across
- **Do** consider, when possible, the needs of your audience
- **Do** choose your own time to report to the media
- **Do** prepare and rehearse so that everybody has the same story
- **Do** prepare for interviews and questions

'Don'ts' in facing the news media:

- **Don't** reply to 'why and how' questions
- **Don't** speculate

- **Don't** bluff or lie
- **Don't** make 'off the record' comments
- **Don't** make promises you cannot keep
- **Don't** respond to: 'blind quotes' for example "one of your staff tells me that...do you agree?"
- **Don't** say "no comment" – explain why you cannot comment
- **Don't** allow words to be put into your mouth, for example "would you agree that...?"

How you present and respond is as crucial as what you say

- Effective, direct communication within the school community can limit the impact of sensational media coverage.
- Pupils, teaching and non-teaching staff, and parents need appropriate, accurate, up-to-date release of information and encouragement not to speculate or to give currency to rumour.

9. School Visit and School Journey Emergencies

It is important to ensure that planning and risk assessments for visits and journeys have been done properly, well before the commencement of the activity.

Those in charge of visits and journeys must ensure that leaders and instructors are appropriately trained, qualified and experienced and that contact telephone numbers are readily available both to party leaders and to a senior member of the school staff contactable 24/7 throughout the time groups are away.

The press take a very keen interest in incidents occurring on schools visits and journeys. When serious incidents occur the Police and Emergency Planners take a lead role in dealing with the press and will work closely with group leaders and senior members of the school's staff to prepare press statements.

10. Accident Reporting Procedures

ACCIDENT REPORTING PROCEDURE GUIDANCE TABLE

	Fatal Injury	Major Injury	Non-Employee Immediate Hospitalisation	Dangerous Occurrence	Employee Over 3 Day Injury	Employee Minor Injury	Non-Employee Minor Injury	Accident to Contractor	Employee Subsequent Death Within One Year
Telephone Police	✓								
Telephone the Principal immediately	✓	✓	✓	✓					
Obtain witness statements	✓	✓	✓	✓					
Send completed Accident Report Form to Health & Safety Executive within 10 days Report accidents and illness - Health and safety basics for your business (hse.gov.uk)	✓	✓	✓	✓	✓				✓ With note stating subsequent death
Retain copy of Accident Report Form on site	✓	✓	✓	✓	✓	✓			✓ With note stating subsequent death
Complete Non-Employee Minor Accident Form. Retain on site and periodically examine for any trends							✓		
Monitor contractor's employer has reported accident appropriately								✓	

APPENDIX 1

Gas, Water & Electrical

Gas

1. There is no **main gas supply** at the school.

Water

1. **To turn the main water, supply off** to the whole school, open the COSH cupboard under the sink in the kitchen. At the bottom righthand corner there is the stopcock (under the water meter). Turn the stock cock fully clockwise.



2. To work on the water meter turn the water off just outside the gate by the path to the right.
3. To turn a smaller section off use the on/off valves in the plant rooms the cleaning store the kitchen and Edale class room, or direct valves under most sinks.

- In the event of a Flood or no water: Severn Trent 0800 783 4444
- In the event of a water Leak problem: Iain Malyon 07922 135085

Electrical

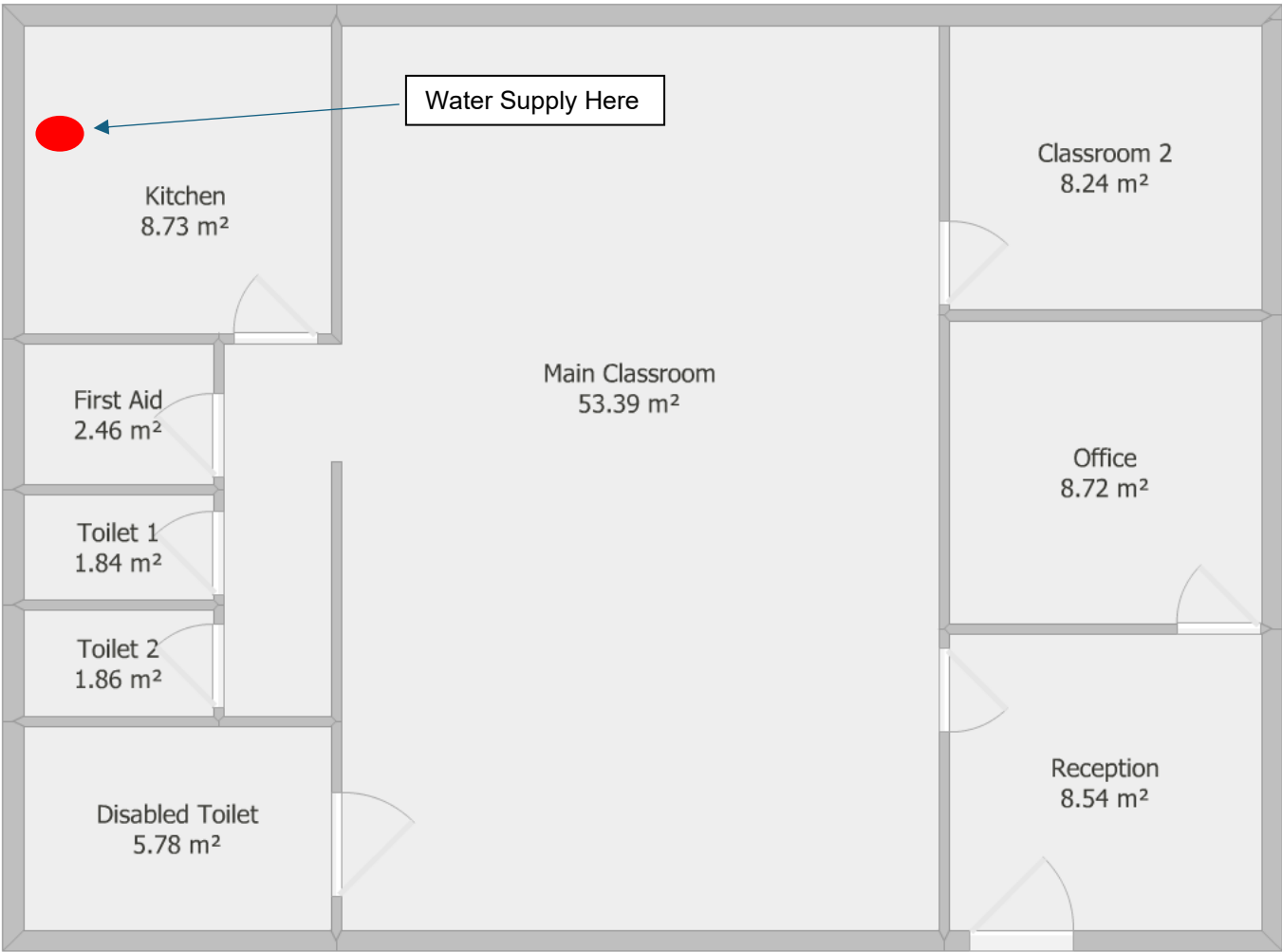
1. The **main electrical supply** can be turned off by opening the cupboard in the far-left corner of the kitchen. Open the flap on the consumer unit. And push the red switch on the right-hand side down to the OFF position.



2. Push the main trip switches to the off position.
 3. Or for individual rooms or places see Distribution sheet for the location of the trip switches.
- In the event of an Electrical Emergency: Central Network 0800 056 8090
 - The initial Installation was completed by: Adam Willitt 07534 899975

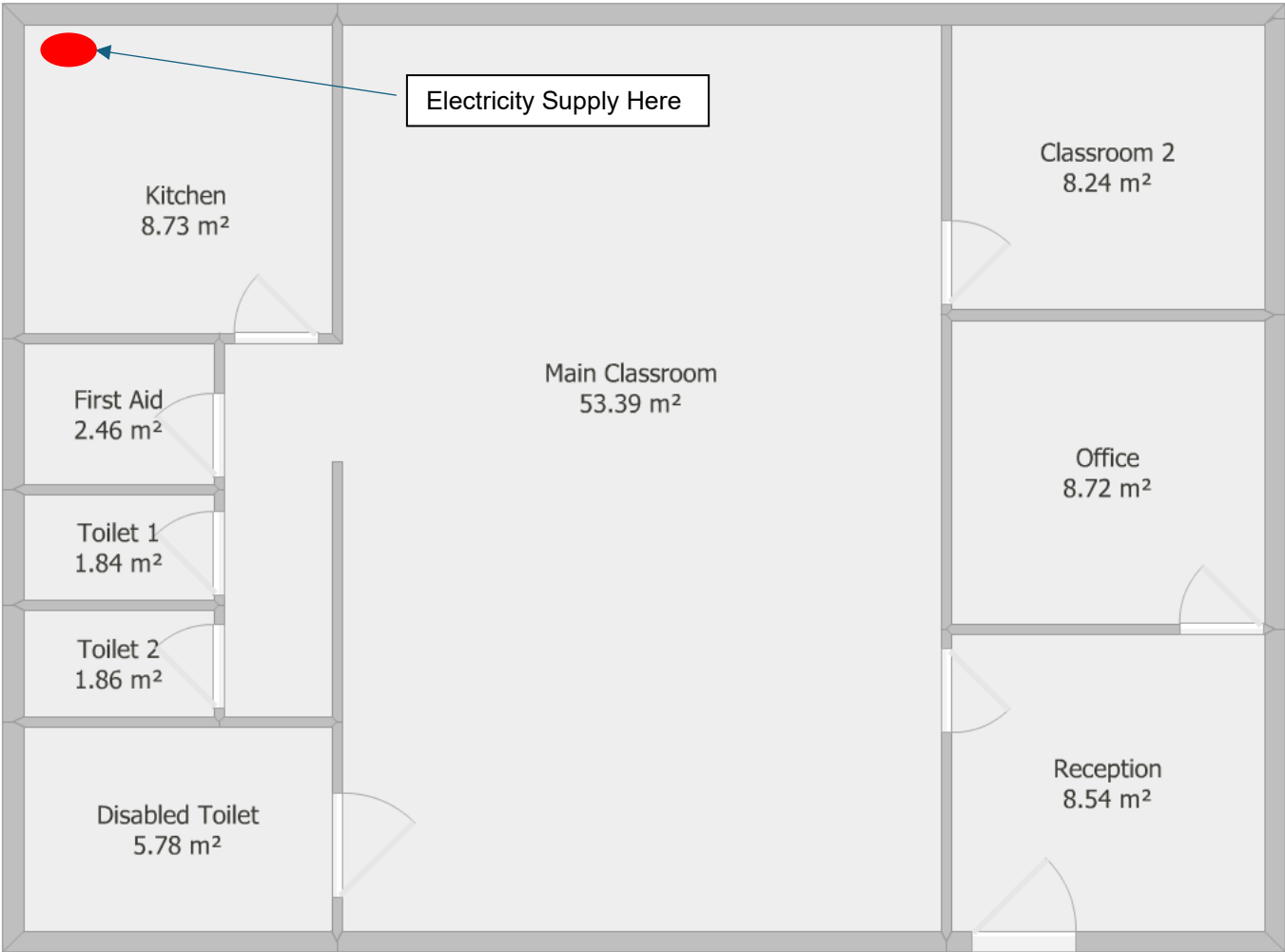


APPENDIX 2 - School Map of Water and Gas Supply



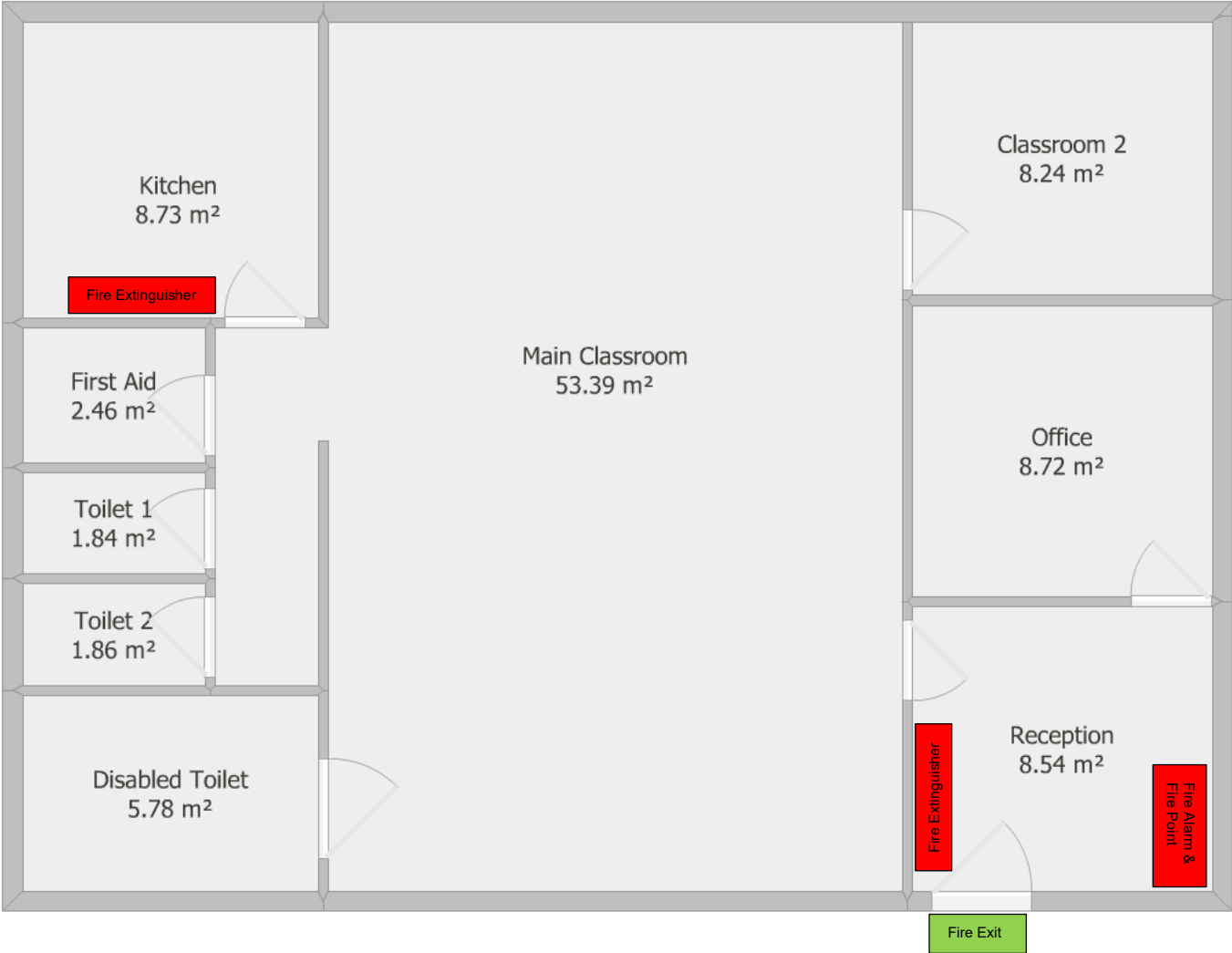


Appendix 3 - School Map of Distribution Boards





Appendix 4 - School Map of Fire Exits, Fire Extinguishers and Fire Alarm Points



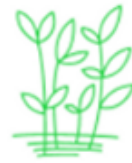


Appendix 5

Willow Park School

FIRE AND EMERGENCY EVACUATION PROCEDURES

The main fire alarm is a **continuous ringing bell**.



ACTION WHEN THE FIRE ALARM SOUNDS:

All staff, visitors and children should **vacate the building by the nearest safe escape route** and report to the **Fire Assembly Point on the Rugby Club Car Park**.

- **Walk quietly – do not talk**
- **Do not collect belongings**
- **Do not go back into the building until you are told by an adult that it is safe to do so**
- **On the car park, be ready to line up**
- **If staff discover a fire, set off the fire alarm and leave the building. Make sure you take the children with you.**
- **All staff must and adult visitors should have read the accompanying 'further guidance'**



Willow Park School

FIRE AND EMERGENCY EVACUATION PROCEDURES

Further Guidance



- ALL STAFF MUST SIGN IN AND OUT ON **TAPESTRY** every day

Evacuation routes will be kept free from obstruction and adequately and clearly marked at all times

- Teachers need to take their class Fire Register with them. If this is at the office, it will be brought out and given to the class teacher. This helps us know which children should be accounted for.
- Do not collect any belongings.
- Children are to lead outside, line up in silence on the Rugby Club Car Park, a safe distance away from the building.
- Toilets, the kitchen and the quiet room should be checked by the teacher in charge of the class
- The Head teacher should check the office before leaving the building.
- Staff with children outside should take responsibility for taking the children down to the car park.
- Staff in the classroom should ensure that their classroom door and other fire exits are closed as they leave.
- On assembly, Teaching Assistants to begin to check all pupils **by counting heads** of children and then check names if necessary. Fire registers should state the number of children present at the time of taking the register
- The Teaching Assistant(s) should then confirm to the Teacher and Head teacher to report that everyone is present and correct.
- Separate **PEEPs (personal emergency evacuation plans)** will be in place for any that require additional support.



ACTION ON DISCOVERING A FIRE

- Staff should break the glass at one of the alarm point(s), then vacate the building as above.
- Alarm points are found around the school. Staff should familiarise themselves with their location.
- Staff or children must not attempt to extinguish the fire as a general rule.
- Staff who have undertaken Fire Safety Training may decide to tackle a small fire, but are not expected to do so, as the priority is to evacuate and ensure personal safety of all staff and pupils.

SUMMONING THE FIRE & RESCUE SERVICE

- The Head teacher is to contact the Fire & Rescue Service in the event of a fire by dialling 999.
- In the absence of the Head teacher, Olly Preston or Alex Smythe will contact the Fire and Rescue Service.
- The local (Rugby) fire station for non-emergencies on 01788 572727.
- Rugby Fire Station is located at Corporation St, Rugby CV21 2DN

FIRE ALARM TEST

- **The fire alarm system is tested weekly by the Business Manager**

FIRE DRILLS

- Fire Drills are carried out each term.
- The Head teacher will then keep a record and feedback any actions to staff and children as required.
- Teaching staff are required to display a copy of the Fire and Emergency Evacuation Procedures and Fire Drill notices in the classroom and ensure that the children are aware of the procedures.
- Fire and Emergency Evacuation Procedures and Fire Drill notices are displayed in all rooms around the School.

VISITORS AND CONTRACTORS

- All visitors and contractors must report to the school office and sign on arrival and out before leaving the premises.
- In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors shall be informed of the fire and emergency procedures and receive a copy of this document. Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises must be assessed and appropriate precautionary measures put in place
- Any organisation letting the school premises out of school hours should be aware of the relevant fire procedures and receive a copy of this document.

SUPPLY TEACHERS

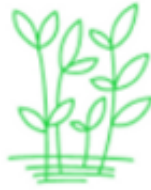
- Supply teachers will have access to a copy of this document prior to commencing work.
- Supply teachers are expected to take on the role of the teacher in charge of the class as outlined above.

FIRE FIGHTING EQUIPMENT

- Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.
- A map showing all the fire fighting equipment is up in the staff room, for staff information.

FIRE SAFETY TRAINING

- A number of relevant senior staff will undertake Fire Safety Training on a regular basis.



Appendix 6

Willow Park School Fire Risk Assessment



Introduction

Fire Safety Risk Assessment

intended to assist small businesses in carrying out the fire safety risk safety assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

FIRE SAFETY RISK ASSESSMENT	
1	Identify fire hazards Identify: Sources of ignition Sources of fuel Sources of oxygen
2	Identify people at risk Identify: People in and around the premises People especially at risk
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people • Detection and warning • Fire-fighting • Escape routes • Lighting • Signs and notices • Maintenance
4	Record, plan, inform, instruct and train Record significant finding and action taken Prepare an emergency plan Inform and instruct relevant people; co-operate and co-ordinate with others Provide training
5	Review Keep assessment under review Revise where necessary
Remember to keep to your fire risk assessment under review.	

This form is adapted from Tyne and Wear Fire Service Simple Fire Risk Assessment template

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the 'What needs to be done to make each situation safe?' section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.



Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur.

Indemnity

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive and Tyne and Wear Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

This Fire Risk Assessment should be completed in conjunction with reading the school's Fire and Emergency Procedures Policy.

[Fire safety law and guidance documents for business](#) - GOV.UK

[National Fire Chiefs Council Business fire safety tool](#)



DETAILS

Company Name:	
Premises Name:	
Address:	
Responsible Person:	
Position:	
Date of Assessment:	
Carried out by:	
Position:	
Use of the Premises:	

OCCUPANCY

Times in Use:	Weekdays:		Weekends:	
Total Numbers of Staff:	Weekdays:		Weekends:	
Total of all Persons Present:	Weekdays:		Weekends:	

SIZE

Total Size of Premises (M ²):	
Number of Storeys:	
Number of Basements:	



Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames		YES	NO
Portable Heaters and Heating Equipment		YES	NO
Electrical Equipment		YES	NO
Cooking Equipment		YES	NO
Work Process Risk(s)		YES	NO
Arson		YES	NO
Smoking Materials		YES	NO
Other Sources (including Contractors)		YES	NO



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			



Step 1 - Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
Wood / Paper / Cardboard		YES	NO
Plastics / Rubber / Foam		YES	NO
Furniture and Fixings (curtains, blinds etc)		YES	NO
Flammable Material (gases / liquids / paints / thinners / glues)		YES	NO
Display Materials or Decorations		YES	NO
Waste Materials (refuse, packaging)		YES	NO
Building Structure		YES	NO
Oxygen Supplies (air conditioning units / bottles / piped supply)		YES	NO



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			



Step 2 – Identifying People at Risk

Type of Risk	Findings
a) Sensory Risk: People with visual and / or hearing impairment(s)	
b) Mobility Risk: People with physical impairments	
c) Familiarity Risk: People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers	
d) Numbers Risk: Large numbers of people, small numbers of disabled people	
e) Lone Workers	
Additional Information:	



Step 3 - Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES		NO
Are combustible materials kept separate from ignition sources?	YES		NO
Are all doors and windows closed last thing at night?	YES		NO
Do you have a fire alarm system and is it adequate for your premises?	YES		NO
Will everybody be warned if the fire alarm operates?	YES		NO
Can everyone escape without assistance?	YES		NO
Is escape from fire available in more than one direction?	YES		NO
Are all fire exits easily identified by the correct signs?	YES		NO
Are escape routes free from obstruction and storage?	YES		NO
Are all doors on escape routes easily opened without a key?	YES		NO
Do all doors on escape routes open in the direction of escape?	YES		NO
Can everyone escape in a reasonable time?	YES		NO
Do you have emergency lighting?	YES		NO
Is the lighting adequate to illuminate circulation routes?	YES		NO
Do you have firefighting equipment?	YES		NO
Is the firefighting equipment adequate for the risks present?	YES		NO
Are your firefighting equipment maintained on an annual basis?	YES		NO
Are security arrangements sufficient to prevent unauthorised access?	YES		NO
Are housekeeping and general waste management adequate?	YES		NO
Are there any large open roof spaces or concealed ceiling voids?	YES		NO
Could a fire in your premise spread to another?	YES		NO
Can the fire service easily get to your premises?	YES		NO

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			
✓			



Step 4 – Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

YES

NO

Have you provided fire instruction and staff training?

YES

NO

Are there records of fire drills to test your training and emergency plan?

YES

NO

Are there records of maintenance on all fire safety measures?

YES

NO

Have you recorded the significant findings of this assessment on Page 9?

YES

NO

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			



Step 5 – Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

Date of review	Signature	Print name



Simple premises fire safety risk assessment

Level of fire risk

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at 'higher'.

Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment,

it is considered that the hazard from fire (likelihood of fire) at Willow Park School is:

Low ☐

Normal ☐

High ☐

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).



Willow Park School

Fire safety action plan

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Ref:	Action Required	Priority	Action by Whom	Completion Date
Example				
001	Remove waste from rear fire exit door	1	Manager	01/01/2023