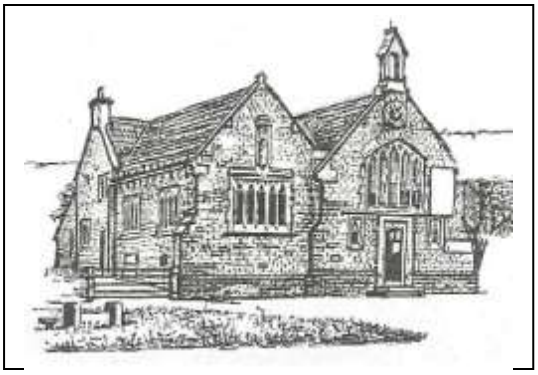


Litton Church of England Primary School

FIRE SAFETY MANAGEMENT & FIRE RISK ASSESSMENT

Review Date	Changes Required	Name & Position
24.04.2023	**Reviewed and updated**	**Mrs Caroline Hicks Headteacher**
04.06.2026	**Reviewed and Updated**	**Mrs Caroline Hicks Headteacher**

Signed:

C. Hicks

Mrs Caroline Hicks
Headteacher

Emily Noble

Mrs Emily Noble
Chair of Governors

Fire Safety Management and Fire Risk Assessment

Introduction

All establishments need to manage the risk of fire. To this end each establishment must have a designated person responsible for fire safety. This person should either be the senior manager at the establishment or a person with sufficient management authority to ensure matters of fire safety are complied with. This person must have received relevant training such as the Children's Services Department Fire Safety Management course.

Establishments must carry out a risk assessment to specifically assess the potential fire risks within the workplace. Within the County this risk assessment consists of 2 parts; a technical fire risk assessment carried out by Property Division which relates to the building fabric and an operational fire risk assessment. The operational fire risk assessment relates to how the building is used and the day fire risk, and must be completed by the responsible person above

This operational assessment requires establishments to identify hazards which have a potential to cause a fire. Any likely combustible and ignition sources in the work environment and the type of work being carried out there. Having identified the hazards, establishments then need to assess the likelihood that a fire will occur, the subsequent severity of the damage that may occur and any action required to reduce the risk.

Consideration needs to be given to the provision of:-

- Fire fighting and detection equipment
- Emergency routes and exits
- Maintenance of the workplace and safety devices
- Emergency evacuation procedures and subsequent health and safety arrangements
- Information to employees
- Co-operation and co-ordination between management and employees
- Co-operation and co-ordination of persons working in joint/host premises
- Appropriate training.

Management Guidelines

General Precautions

As the manager in charge of an establishment/workplace you will act as the "responsible person" on behalf of the Council for that establishment/workplace.

As the responsible person you will have a duty to ensure that general fire precautions are in place to ensure the safety of employees, service users, visitors and other relevant persons who use the premises or are in the vicinity of the premises.

The general fire precautions include duties to:

- reduce the risk of fire on the premises.
- Reduce the risk of fire spreading
- Ensure that means of escape are available at all times
- Provide means of detecting, warning and fighting fire
- Provide emergency evacuation procedures
- Provide information instruction and training
- Co-operate and co-ordinate fire safety in your premises

Fire Risk Assessment

You also have a responsibility to ensure that a suitable and sufficient operational Fire Risk Assessment is undertaken in order to identify persons who are exposed to the risk of fire, the potential fire hazards and that appropriate control measures are in place.

The Fire Risk Assessment must be reviewed whenever it is considered no longer valid, i.e. where there have been significant changes to the structure of the building/workplace or there have been significant changes in operations or work activities within the establishment.

Irrespective of the above, the assessment should be reviewed on at least an annual basis to ensure it is still valid.

The operational Fire Risk Assessment is divided into four parts. As the manager of the establishment and 'responsible person' it is your responsibility to ensure the operational Fire Risk Assessment is complete and associated documentation is kept up to date.

How to Complete the Assessment

The assessor should methodically work through the operational risk assessment pro forma identifying any areas where 'action' is required. NB this is the current County risk assessment pro-forma. It may change in light of changing legislation and any changes will be updated here and notification sent out on the extranet.

Any corrective action which can be taken at a local level (e.g. housekeeping) should be undertaken as soon as possible. Other actions may need to be agreed by the management team taking into account advice from appropriate sources e.g. Health and Safety Section, County Property Services, Local Fire Service.

All establishments are different and have differing fire related hazards.

The size, complexity and use of an establishment will determine the control measures required.

Below are control measures that should be considered.

Fire Fighting Equipment/Fire Detection & Warning Devices

Establishments need to be equipped with appropriate fire-fighting equipment and with fire detectors and alarms. What is considered appropriate will depend on the dimensions/layout of the premises and the use of the premises. Advice can be obtained from County Property Services. Fire fighting/detection equipment should be checked annually by a competent person. This tends to be the body who installed the equipment. In addition, equipment should be checked monthly to ensure that it has not been tampered with (the plastic tag should still be in place on extinguishers) or relocated. It is a good idea to have a plan showing the location of equipment.

Warning devices may consist of manual or automatic systems. The purpose of a fire alarm system may simply be to alert the persons in the building in the event of an emergency or it may also be required to protect the building by activating automatic fire fighting systems.

Non-electronic Manual System

These consist of a means of raising the alarm which are hand operated e.g. wall mounted hand bell. These should only be used where the building is of such a size and nature that the bell can be heard from all areas of the building if operated.

Electronic Manual System

This consists of a number of call points (break glass) connected to sounders throughout the building.

Automatic Systems

This consists of a similar system to the manual type but contains additional features, such as heat and smoke detectors or radiation flame detectors which will cause the alarm to sound without the need for anyone to activate it. Ancillary features which may be added to an automatic system could include:-

- actuation of fixed fire extinguishing systems, an example of which would be sprinklers or drencher systems
- closing fire doors
- control of ventilation systems.

Testing and Inspection

With both manual and automatic fire alarm systems, it is important that regular testing, inspection and maintenance are carried out by a competent person.

All fire alarm systems should be tested weekly and the tests should be recorded. Electronic systems should be operated from different call points which are numbered in rotation. This also applies to a wall mounted manual hand bell to ensure it is working correctly and can be heard.

Fire Evacuation Procedures

An adequate means of escape is essential for all premises. There are some general factors which should be taken into account when organising escape routes and which need to be adhered to if they are to help safeguard occupants:-

- In the event of danger, it must be possible for occupants to evacuate the workplace quickly and as safely as possible. It is recommended that the building should be cleared within 2 ½ minutes. This means the last person leaving the building not the roll call.

There should be procedures in place to evacuate people who cannot leave the building quickly unaided. It may be necessary to develop Personal Emergency

Evacuation Procedures (PEEP) for such persons which detail formally the arrangements to be followed. Consult your Area Health and Safety Consultant for assistance.

- emergency routes and exits must lead as directly as possible to a place of safety;
- the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present there at any one time;
- emergency doors should open in the direction of escape;
- sliding or revolving doors must not be used at exits specifically intended as emergency exits;
- emergency doors must not be so locked or fastened such that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- emergency routes and exits must be indicated by signs; and
- emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.
- the route must be sufficiently wide and of sufficiently short distance, to allow rapid and safe evacuation.
- there should be alternative routes leading in different directions
- the route should lead directly to open air via a protected route and should not be to an enclosed area with no exit
- the distance between workstation and the nearest fire exit should be minimised
- the escape route should be adequately signposted and easy to follow

Fire action notices should be displayed throughout the premises informing occupants of the action to be taken in the event of a fire. An example of the layout of such a notice is detailed at the end of this guidance.

Evacuation drills should be undertaken at least twice a year and in schools ideally three times a year (every other term). Records should be kept of the drills.

Do not call the fire and rescue service for the purpose of a drill – it is an offence. If you would like the fire service to be in attendance when you conduct a fire drill to offer advice, contact your local station who may be willing to attend and offer advice on your arrangements.

In any drill, it is essential that a check be made to ensure that all persons have evacuated the premises. This can be achieved by operating a roll call which should include visitors to the establishment. An alternative method if a roll call is not possible is to have ‘sweepers’ who are designated to be the last person to leave an area and

who ‘sweep’ the area, checking that everyone has left, and then report that the area is clear to a designated “fire Marshall”. Sweep systems should have designated areas to be swept and designated named ‘sweepers’ and deputy’s for each area such that 1 of them will always be present in the area and should include all areas such as toilets etc. Sweepers should not have to go into the building thus putting themselves at risk to sweep an area. The sweep should always be of areas on their way out.

Record Keeping

There are a number of records which must be kept regarding fire in accordance with the legislation.
These include:-

- Fire Risk Assessments
- Fire drill details
- Fire instruction/training of staff
- Fire extinguisher maintenance/test details
- Fire warning devices/maintenance test details
- Emergency lighting maintenance details
- Self closing door mechanism maintenance/test details

Employee Guidelines

As an employee it is your responsibility to take reasonable care for the safety of yourself and other persons who may be affected by your acts or omissions.

In relation to fire safety it is important that you co-operate with your manager in all general fire precautions provided for your safety and the safety of others in accordance with current legislation.

In particular you should ensure you are familiar with the following:

- Fire hazards applicable to your workplace
- The action to be taken on hearing the fire alarm
- Raising the alarm, the location and operation of alarm points
- The correct method of calling the Fire and Rescue Service
- The location and use of fire fighting equipment

- Knowledge of escape routes
- Appreciation of the importance of fire doors (and not wedging them open) and of the need to close all doors at the time of fire.

Fire Action Notice

On Discovering a Fire

1. Activate the alarm.

2. Dial 999 to call the Fire Services

3. The Fire Brigade to be contacted by (CAROLINE HICKS - HEADTEACHER/ MANDY ROBERTSON- SCHOOL BUSINESS OFFICER)

4. If safe to do so, tackle the fire using the equipment provided.
   (Do not endanger yourself or others in doing so.)

On Hearing the Alarm

5. Leave the building by the nearest available exit.

6. Close all doors behind you.

7. Report to your designated assembly point, which is the village green by the village hall.

Do not stop to collect personal belongs.

Do not use lifts.

Do not re-enter the building for any reasons unless authorised to do so by the Fire Officer.

Fire Policy Statement

Establishment:

Management and staff at Litton CE Primary School will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. Management will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

Establishment Mangement will ensure that all employees are given suitable instruction on basic fire prevention measures.

Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention.

All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service is detailed in the Fire Evacuation procedures.

No employee will be required to attempt to extinguish a fire unless it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point/s.

No person shall re-enter the building until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to do so.

The person responsible for the implementation of this policy is:

Name (PRINT) MRS CAROLINE HICKS

Signed C.Hicks

Date 4th June 2026

WORKPLACE FIRE PRECAUTIONS LEGISLATION

FIRE SAFETY

FIRE RISK ASSESSMENT AND

ASSOCIATED DOCUMENTATION

Introduction

Under current Fire Safety legislation there is a requirement to undertake a 'suitable and sufficient' Fire Risk Assessment in order to assess the risk to employees and others who use the establishment and where appropriate act to reduce the risk to an acceptable level.

The Fire Risk Assessment and associated documentation is divided into seven sections.

Responsibilities

General: The head of establishment will usually have overall responsibility for fire safety (Mrs Caroline Hicks – Head teacher). She may nominate other responsible persons to undertake certain tasks. These must be recorded within the Fire Risk Assessment and their responsibilities clearly stated.

Section 1	:	Operational Fire Risk Assessment
Responsible Person	:	CAROLINE HICKS - HEADTEACHER/
Section 2	:	Building and Technical Fire Risk Assessment Survey and Plan / Annual Premises Review
Responsible Person	:	Property Division surveyor/DCC
Section 3	:	Fire Log Book
Responsible Person	:	CAROLINE HICKS - HEADTEACHER/ MANDY ROBERTSON- SCHOOL BUSINESS OFFICER
Section 4	:	Fire Evacuation Procedures
Responsible Person	:	CAROLINE HICKS - HEADTEACHER
Section 5	:	Test Certificates (where applicable)
Responsible Person	:	DCC
Section 6	:	Supporting Fire Safety Management Documents
Responsible Person	:	CAROLINE HICKS - HEADTEACHER/ MANDY ROBERTSON- SCHOOL BUSINESS OFFICER
Section 7	:	Archive Documentation
Responsible Person	:	MANDY ROBERTSON- SCHOOL BUSINESS OFFICER

OPERATIONAL FIRE RISK ASSESSMENT

Introduction

The Operational Fire Risk Assessment is divided into four parts:

Part 1	:	General Information
Part 2	:	Identification of Potential Fire Hazards and appropriate Control Measures
Part 3	:	Fire Safety Procedures and Arrangements
Part 4	:	Significant Findings and Priority Action Plan

All parts must be completed by the responsible person.

Part 1

General Information

Establishment Name:	**Litton Church of England Primary School**
Establishment Address:	**Litton, Buxton, Derbyshire, SK17 8QU**
Establishment UPRN (Property Number if known)	3324
Type of Premises: (School, HOP, Office etc)	School
Area covered by Operational Fire Risk Assessment (All, Block No. etc)	Whole building
General Activities Undertaken: (Office, workshops, repair/ maintenance, teaching etc)	Office Classrooms

Occupancy of Premises:

Approximate maximum number of employees at any one time:	Nº	12
Approximate maximum number of clients/service users at any one time:	Nº	48
Approximate maximum number of members of the public/ visitors at any one time:	Nº	Up to 4

Known Occupants at Special Risk:

People with restricted mobility:	Nº	0
People with vision/hearing impairment:	Nº	1
Children/Young Persons (<16 years old):	Nº	50
People asleep in premises:	Nº	0
People with learning difficulties:	Nº	0
Others (please specify): Toddlers	Nº	8

Do you have visitors to the establishment who may be at special risk?	Yes		No	x
If YES, approximate maximum number at any one time.	Nº			

Responsible Persons:

Name of person responsible for Establishment:	Mrs Caroline Hicks
Position:	Headteacher

If different from above:

Name of nominated person responsible for fire safety:	Mrs Mandy Robertson
Position:	School Business Officer

Name of person responsible for fire safety in the absence of the above nominated person:	Mrs Lorraine Bullock
Position:	Class teacher

Names of other persons responsible for implementing the establishment's fire management procedures
(e.g. Alarm tests, Fire Wardens, alerting the Fire and Rescue Service in an emergency):

Name	Position	Responsibility
Mrs Lorraine Bullock	Class teacher	alerting the Fire and Rescue Service in an emergency
Mrs Donna Wood	Caretaker	Supporting the children

Part 2

Operational Fire Risk Assessment

Identification of Potential Fire Hazards and Appropriate Control Measures

Below is a non-exhaustive list of potential fire hazards that should be considered as part of the operational fire risk assessment in order to ensure that management have appropriate procedures in place to reduce the risk by controlling ignition sources to an acceptable level.

If any of the fire hazards are present in your establishment you should complete the associated questions. If you answer NO to any questions you should indicate why no procedures are in place and what further action is required, if any, at the end of the assessment (Part 4).

1. Electrical Equipment : Fixed or Portable

1.1	Are control measures in place to prevent fires of electrical origin?	Yes	x	No			
1.2	More specifically:						
	Are fixed electrical installations periodically inspected and tested? (usually 5 yearly)	Yes	x	No			
	Is portable electrical appliance testing carried out?	Yes	x	No			
	Are formal visual inspections of portable appliances undertaken at regular intervals?	Yes	x	No			
	Is there suitable control regarding the bringing on site and use of personal electrical appliances i.e. portable heaters, toasters, etc?	Yes	x	No		N/A	
	Are there suitable restrictions in the use of trailing leads and multi plug adapters?	Yes	x	No		N/A	

Comments/Evidence: Safety checks under DCC Property Package.

2. Smoking

Smoking is prohibited in all buildings

2.1	Are control measures in place to prevent fires as a result of smoking?	Yes		No		N/A	x
2.2	More specifically: Do you have a copy of the DCC No Smoking Policy?	Yes		No		N/A	x

Comments/Evidence:
Non-smoking staff – Non-smoking policy

3. Arson (external exposure to)

3.1	Are there procedures in place to prevent arson?	Yes	x	No		N/A	
3.2	More specifically:						
•	Are waste wheelie bins and other flammable materials stored in a secure store or compound or at least 10 metres away from buildings and securely anchored by chain and padlock?	Yes		No	x	N/A	
•	Where builders' skips are on site are:						
	open skips sited at least 10m from the building?	Yes		No		N/A	X
	closed/lockable skips sited at least 5m from the building?	Yes		No		N/A	X
•	Where recycling is undertaken are the external storage containers located in a secure compound or at least 10m from the buildings and securely anchored?	Yes		No	X	N/A	
•	Are all wooden sheds/structures at least 8m from the building?	Yes		No	x	N/A	
•	Are site inspections carried out to identify and remove combustible materials?	Yes	X	No		N/A	
•	Is shrubbery and undergrowth trimmed back from the building to prevent fire hazards?	Yes	X	No		N/A	
•	Have the number of mailboxes been minimised and sealed where possible?	Yes	X	No		N/A	

•	Is the building security system effective and minimises the risk of unauthorised access?	Yes	x	No		N/A	
3.3	Is there an effective visitor control system in place?	Yes	x	No		N/A	

Comments/Evidence:
Bins are by the gate.
The sheds are painted with a fire-resistant paint -5m from the building.

4. Portable Heaters and Heating Installations

4.1	Is the use of portable heaters avoided as far as is reasonably practicable?	Yes	x	No		N/A	
4.2	If portable heaters are used, Is the use of the more hazardous types (e.g. radiant bar fires or calor gas appliances) avoided, where possible?	Yes		No	x	N/A	
	Are suitable measures taken to minimise the hazard of ignition of combustible materials, (e.g. portable heaters fitted with suitable guards and positioned away from combustible materials?)	Yes	x	No		N/A	
4.3	Are fixed heating installations subject to regular maintenance and inspection?	Yes	x	No		N/A	
4.4	Are boiler houses/rooms kept clear of all flammable materials?	Yes	x	No		N/A	
4.5	Is access always available to the boiler house, i.e. key available on site at all times?	Yes	x	No		N/A	

Comments/Evidence: New central heating system installed (April 2023)
Electric fan heater available to use in school -PAT tested

5. Cooking Facilities

5.1	Are control measures in place to prevent fires as a result of cooking?	Yes	x	No		N/A	
5.2	More specifically: Are filters and ductwork cleaned regularly?	Yes		No		N/A	x
	Are suitable extinguishing appliances available, either CO_2 , Dry Powder and Fire Blanket?	Yes	x	No		N/A	

Are there regular inspections of the kitchen area to check for potential fire hazards other than normal cooking operations?	Yes		No		N/A	x
Is appropriate fire prevention training provided for kitchen staff?	Yes	x	No		N/A	

Comments/Evidence:
We haven't got a school kitchen on site but we have facilities to cook food using a portable oven, /microwave and toaster in the staffroom.

6. Housekeeping/Cleaning

6.1	Is the standard of housekeeping adequate, i.e. are circulation areas, under stairs areas and corridors kept free of combustible materials?	Yes	x	No		N/A	
6.2	More specifically:						
	Are combustible materials kept separate from ignition sources, i.e. paperwork away from heaters?	Yes	x	No		N/A	
	Is the accumulation of combustible materials or waste kept to a minimum?	Yes	x	No		N/A	
6.3	Are hazardous materials stored appropriately?	Yes	X	No		N/A	

Comments/Evidence:
Paper is kept away from heaters /radiators.

7. Hazards introduced by maintenance/building works undertaken by internal staff or outside Contractors

7.1	Is there satisfactory control over works carried out in the building? (Management and Supervision)	Yes	x	No		N/A	
7.2	Are fire safety procedures discussed?	Yes	x	No		N/A	
7.3	Are suitable precautions in place to ensure the work does not increase the fire risk?	Yes	x	No		N/A	
7.4	Are checks made to ensure that building works do not compromise any fire safety precautions (e.g. fire stop, fire doors, alarm systems etc)?	Yes	x	No		N/A	

Comments/Evidence:

8. Science department

8.1	Are there gas shut off valves in each laboratory?	Yes		No		N/A	x
8.2	Can the valve be locked in the closed position?	Yes		No		N/A	x
8.3	Are they close to the exit from the lab?	Yes		No		N/A	x
8.4	Is there a lockable mains isolation switch for each lab?	Yes		No		N/A	x
8.5	Are flammables materials appropriately stored in lab/prep room?	Yes		No		N/A	x
8.6	Are suitable precautions in place to ensure the work does not increase the fire risk?	Yes		No		N/A	X

Comments/Evidence: N/A

9. Design and Technology department

9.1	Is welding bottle gas adequately stored?	Yes		No		N/A	X
9.2	Does brazing and forge have gas isolation points?	Yes		No		N/A	X
9.3	Are suitable precautions in place to ensure the work does not increase the fire risk?	Yes		No		N/A	X
9.4	Are checks made to ensure that building works do not compromise any fire safety precautions (e.g. fire stop, fire doors, alarm systems etc)?	Yes		No		N/A	X
9.5	Is there a maintenance contract for ovens?	Yes		No		N/A	x

Comments/Evidence: N/A

10. Other Significant Ignition Sources and Control Measures Specific to your Establishment

Applicable: Yes [ ] No [x]

If Yes, list sources:
No fuel is kept on site.
All cleaning products have COSHH forms stored in the school office

Outline control measures in place:
N/A

Are the above control measures adequate to control the risk? N/A

Yes [ ] No [ ]

Means of giving warning in the event of a fire

PLEASE TICK THE APPROPRIATE BOX

1. Are systems in place (either electrical or manual) to alert occupants in the event of a fire?

Yes	No	N/A
x		

Comments/Evidence: Fire alarm / Calling to other parts of the school due to the small size of the building.

2. Where there is an electric fire alarm system:

	Yes	No	N/A
• Is the system in good working order?	X		
• Is the system tested weekly?	X		
• Are the tests recorded?	X		

Comments/Evidence: Completed forms are kept in the Fire Safety File in the red fire box. Annual testing – red fire box

3. Can the fire alarm be raised without placing anyone in danger?

Yes	No	N/A
X		

Comments/Evidence: Located in the corridor by the staff toilets.

4. If an electric fire alarm is installed are the break glass call points clearly visible and unobstructed?

Yes	No	N/A
X		

Comments/Evidence: Located in the corridor by the staff toilets.

5. Is the alarm audible in all parts of the building? This should be checked on a normal working day and where appropriate include people with hearing impairment.

Yes	No	N/A
X		

Comments/Evidence:

6. Are procedures in place for contacting the Fire & Rescue Service in an emergency? You should record your procedures in writing for contacting the Fire Service.

Yes [X] No [ ] N/A [ ]

Comments/Evidence:
In the Fire Safety file / on the wall by the exits.

7. Have all staff been made aware of how to raise the alarm in the event of fire?

Yes [X] No [ ] N/A [ ]

Comments/Evidence:
Call Fire Service 999

Means of Escape in the event of a fire

PLEASE TICK THE APPROPRIATE BOX

8. When the establishment is occupied can all final exit doors be easily and immediately opened?

Yes [X] No [ ] N/A [ ]

Comments/Evidence:

9. Can all designated fire exit doors be easily and immediately opened without the use of a key?

Yes [X] No [ ] N/A [ ]

Comments/Evidence:

10. Do all fire exits lead to a place of safety?
Have all fire assembly points been identified?

Yes [X] No [ ] N/A [ ]

Comments/Evidence: Assembly point on the village green, near the stocks.

11. Are all passageways and corridors, both internal and external, which form part of an escape route, free from obstructions?

Yes [X] No [X] N/A [ ]

Comments/Evidence:
The corridor contains coat pegs for coats and bags. All staff actively encourage the children to keep the corridor and cloakroom areas tidy.

12.	Are all escape routes free from tripping and slipping hazards, eg filing cabinets, waste bins and displays?	Yes	X	No		N/A	

Comments/Evidence: The corridor contains coat pegs for coats and bags. All staff actively encourage the children to keep the corridor and cloakroom areas tidy.

13.	Are steps and stairs in a good state of repair (including external fire escapes)?	Yes	X	No		N/A	

Comments/Evidence:

14.	Are final fire exit doors and escape routes clearly signed?	Yes	X	No		N/A	

Comments/Evidence:

15.	Do the fire exit signs depict the 'running person' symbol?	Yes	X	No		N/A	

Comments/Evidence:

16	If self closers are fitted to fire doors are they operating correctly, ie do doors close fully into the door frame?	Yes	X	No		N/A	

Comments/Evidence: No self-closing doors.

17.	Are escape routes adequately lit by natural or electrical means?	Yes	X	No		N/A	

Comments/Evidence:
Both – emergency lighting

18.	If emergency lighting is provided is it tested regularly?	Yes	X	No		N/A	

Comments/Evidence: Under the DCC Property Package -annual testing

19.	Are the tests recorded?	Yes	X	No		N/A	

Comments/Evidence:

20.	Are 'Fire-Action' notices completed and displayed prominently throughout the building?	Yes		No		N/A	X

Comments/Evidence:

Fire Evacuation Procedures

PLEASE TICK THE APPROPRIATE BOX

21.	Does the establishment have written fire evacuation procedures in place?	Yes	X	No		N/A	

Comments/Evidence:

22.	Is there suitable access to site for emergency vehicles? As a general rule a minimum opening width of 3.1m is required.	Yes	X	No		N/A	

Comments/Evidence:

23.	Are there procedures in place to brief the Fire & Rescue Service on arrival? (Information should be kept available within the "Red Box".)	Yes	X	No		N/A	

Comments/Evidence:

24.	Are regular fire evacuation practices carried out (at least annually)?	Yes	X	No		N/A	

Comments/Evidence: **3 x a year = once a term**

25.	Are arrangements in place for the safe evacuation of people at specific risk identified in the General Information, Section 1?	Yes		No		N/A	X	

Comments/Evidence:

26.	Do fire evacuation practices include out of hours staff?	Yes	X	No		N/A		

Comments/Evidence:

27.	Are there procedures in place to ensure no-one is left in the building on evacuation (roll call, evacuation attendants, etc)?	Yes	X	No		N/A		

Comments/Evidence: Sweep of the building and register/ head count.

28.	Are records kept of fire evacuations?	Yes	X	No		N/A		

Comments/Evidence: All records are in the red fire safety box.

Fire Fighting Equipment

PLEASE TICK THE APPROPRIATE BOX

29.	Is suitable fire fighting equipment provided at each floor level on escape routes and final exits? (Usually water fire extinguishers or hose reels)	Yes	X	No		N/A		

Comments/Evidence:
Fire extinguishers and they are present in the Adventure Den, staffroom and in our Nursery. We also have a powder fire extinguisher in the woodland for the camp fire.

30.	Is the fire fighting equipment appropriate for the risks and the nature of the fire eg electrical, CO_2 or dry powder?	Yes	X	No		N/A		

Comments/Evidence: Under the DCC safety package.

31.	Where fire fighting equipment is provided is it securely mounted on wall brackets? Extinguishers should be in a fixed position usually adjacent to exit doors.	Yes	X	No		N/A	

Comments/Evidence:

32.	Is fire fighting equipment unobstructed and easily visible and accessible?	Yes	X	No		N/A	

Comments/Evidence:

33.	Is fire fighting equipment serviced annually by a competent person?	Yes	X	No		N/A	

Comments/Evidence: Under the DCC Property package

34.	Are the results of servicing recorded and kept at the Establishment?	Yes	X			N/A	

Comments/Evidence: In the red Fire Safety folder in the red fire box.

35.	Where a 'fixed' system such as a sprinkler system is in place, is it checked and tested in accordance with manufacturer's/installer's instructions?	Yes		No		N/A	X

Comments/Evidence:

Management and Training

PLEASE TICK THE APPROPRIATE BOX

36.	Are all employees given instruction on the action to take in the event of fire on induction and at regular periods afterwards? (once/twice per year)	Yes	X	No		N/A	

Comments/Evidence:

37.	Have employees with special responsibilities, eg Fire Wardens, been given suitable additional training/ information?	Yes	X	No		N/A	

Comments/Evidence: All staff are trained in fire safety June 2022. Next training- 5th October 2026 with Health and Safety Consultant from DCC.

38.	Is/Are there nominated person/s responsible for fire safety at the Establishment?	Yes	X	No		N/A	

Comments/Evidence: Mrs Caroline Hicks Head teacher / Mrs Mandy Robertson – School Business Officer

39.	Are there procedures in place to ensure regular fire safety inspections are undertaken and recorded?	Yes	X	No		N/A	

Comments/Evidence:

40.	Are there procedures in place to enable day to day fire related issues to be reported to Management?	Yes	X	No		N/A	

Comments/Evidence: any issues are reported to the Head teacher or School Business Officer.

41.	Are there procedures in place for fire safety at lettings/meetings outside of normal hours?	Yes	X	No		N/A	X

Comments/Evidence:
No lettings at present.

42.	Are there procedures in place for sharing information regarding fire safety with persons working in joint/host premises?	Yes		No		N/A	X

Comments/Evidence:

PLEASE TICK THE APPROPRIATE BOX

43.	Has an emergency/business continuity plan been drawn up in case of a major fire?	Yes	X	No		N/A	

Comments/Evidence: Critical Incident Plan

44.	Is a copy of the emergency/business continuity plan kept in a separate location other than at the workplace?	Yes	X	No		N/A	

Comments/Evidence: Backed up on the school server.

45.	Is there a management system in place to ensure fire risk assessments and associated documentation is reviewed as required or at least annually?	Yes	X	No		N/A	

Comments/Evidence:
A record is kept when to review policies.

46.	Is the Fire Risk Assessment accessible and its location made known to all employees?	Yes	X	No		N/A	

Comments/Evidence: On the server in policies and in the red fire safety box.

47.	Has a Building & Technical Fire Assessment or Landlords Visit been undertaken?	Yes	X	No		N/A	

Comments/Evidence:

If you answered NO to any of the questions in Parts two or three above, the matter must be regarded as significant and will impinge upon the effectiveness of the premises' fire precautions. Clearly describe on the significant findings and priority action plan (Part 4) overleaf what further actions need to be taken, if any, to ensure compliance.

Part 4

Significant Findings and Priority Action Plan

Question No.	Description of Inadequate Arrangements	Persons at Risk	Action Required	Priority H/M/L	By Whom/ Planned Completion Date
3.2	**Consider the position of the wheelie bins to the school building.**		Do the bins need chaining up or kept in a locked area?	**L**	

Completed by: Name Mrs Caroline Hicks

Position Headteacher

Date 4th June 2026

Copies to:

- Establishment Fire Document
- Red Box
- Health & Safety Trade Union Representative (where available)

Reviews – see records in Red Fire Safety Box			
Next Review Required	Review Completed Date	Any Changes Required	Signature
June 2027			

BUILDING AND TECHNICAL FIRE RISK ASSESSMENT

TECHNICAL SURVEY AND PLAN/LANDLORD VISIT REPORT

DERBYSHIRE COUNTY COUNCIL

Section 3

FIRE SAFETY LOG BOOK

Contents

Page	Item
1	Guidance on Frequency of Fire Safety Systems inspection/ test procedures
2	Responsible Persons Record Sheet
3	Daily checklist
4	Weekly checklist
5	Monthly checklist - Inspection of emergency escape routes
6	Monthly checklist - Fire fighting equipment
7	Monthly checklist - Automatic Fire Detection
8	Monthly checklist - Emergency lighting
9	Once / termly / twice yearly checklist - Fire Drill
10	Annual checklist - Fire Instruction/Training
11	Inspections by Fire/Safety Adviser's Record Sheet

Guidance On Frequency Of Fire Safety Systems Inspection/Test Procedures

The table below provides guidance on the recommended frequency of inspection and testing of the fire safety systems that may be in place within your establishment.

Fire Safety System	Daily	Weekly	Monthly	6 Monthly	Annually
Emergency Escape Route	Visual Check ✓		Visual Inspection ✓		
Fire Alarm System	Panel Check ✓	Alarm Test (from different break glass points) ✓			✓ *
Fire Fighting Equipment			Visual Inspection ✓		✓ *
Automatic Fire Detection			Visual Inspection ✓		✓ *
Emergency Lighting			Test & Visual Inspection (all units) ✓	Residential Only ✓	✓ *
Fire Instruction/Drill					Refresher ✓
Fire Risk Assessment					Review ✓

* Inspection/testing of the items should be carried out by a competent person. All test certificates/reports should be filed in Section 5.

Note: The frequency and type of inspection may vary dependent upon the systems in place and hazards identified within the establishment/workplace.

Responsible Persons

Listed below are the names of the responsible persons and the nominated substitute in their absence to undertake the inspection/checks identified in the Fire Safety Log Book.

Name/s	Position	Responsibility
Mrs Caroline Hicks	**Headteacher**	
Mrs Mandy Robertson	**School Business Officer**	
Mrs Donna Wood	**Caretaker**	

Weekly Checklist

- Visually check that all escape routes are clear of obstructions and all final exit and emergency fire exit doors are available for use while ever the premises are occupied.

- Visually check the fire alarm panel for normal operation of the system.

Date	Inspected By	Faults Found	Action Taken

Weekly Checklist

- Test the fire alarm system – same day and time if possible to minimise confusion.

- The alarm should be tested at different call points on a rotational basis (number call points if necessary).

- All automatic 'hold-open' door systems should be checked to ensure they have been released and the door closes fully into the frame rebates.

Date	Call Point Position	Tests and Checks Carried out by	Faults Found	Action Taken

Monthly Checklist

Inspection of Emergency Escape Routes

- Inspect all emergency escape routes paying particular attention to:
  - Obstructions
  - Tipping/slipping hazards
  - Exit route signs
  - Lighting
  - Final exit doors
  - Fire notices
  - Condition of steps/stairs
  - Fire door self closing devices

Date	Inspected By	Faults Found	Action Taken

Monthly Checklist

Fire Fighting Equipment

- Visually inspect fire extinguishers to ensure they are in the correct location and have not been discharged or suffered obvious damage.

- Check hose reels for leaks and correct operation.

- Check fire blankets to ensure they are in correct location and not suffered obvious damage.

Date	Inspected By	Faults Found	Action Taken

No. of Extinguishers:
No. of Hose Reels:
No. of Fire Blankets:

Monthly Checklist

Automatic Fire Detection

- Inspect smoke and heat detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector

Date	Inspected By	Faults Found	Action Taken

No. of Detectors:
Smoke No:
Heat No:

Monthly Checklist

Emergency Lighting

- Test the emergency escape lighting by simulating failure of the normal lighting supply.

- Check all emergency lights are operating.

Date	Checked By	Faults Found	Action Taken

Once/Termly/Twice Yearly Checklist

Fire Drill

- At least annually, a fire drill should be conducted to simulate fire conditions, e.g. one escape route should be obstructed. No advance warning should be given other than to specific staff for the purposes of safety. In residential establishments, clearly the well being of residents is vital and it may not therefore be possible to involve all residents for reasons of sickness of disability. Similarly, some staff may need to be excluded to care for any residents not taking part in the drill. However, careful timing of the exercise should minimize this problem. In the event of a real fire ALL residents may have to be evacuated. Suitable staff instruction must be given as to how the evacuation of poorly residents is to take place.

  Do not call the Fire and Rescue Service for the purposes of a drill – it is an offence.

Date	Time Taken to Evacuate	Roll Call Number			Record of Exclusions		
		Staff	Residents	Visitors	Staff	Residents	Reason
					Names		

Annual Checklist

Fire Instructions/Training

- All Employees should receive instruction and/or training in respect of the following:
    - Action taken on discovering a fire
    - Action taken on hearing the fire alarm
    - Raising the alarm
    - Calling the Fire & Rescue Service
    - Operation and use of fire extinguishers
    - Emergency evacuation routes
    - Location of assembly points

- All new Employees must be instructed on fire precautions and procedures as part of their induction on their first day in post.

- Specific Employees with additional duties for fire safety e.g. Fire Wardens, may require additional training.

See next page for Record Sheet

Employee Fire Training Record

Employee Name	Instruction/Training	Date	Refresher Date

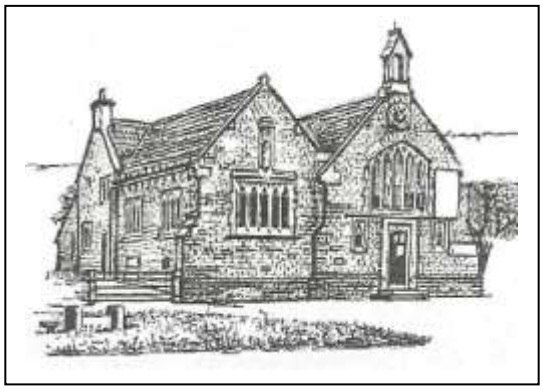
Record Sheet

Inspections made by Fire Safety Officers or Safety Officers

Date	Inspecting Officer	Department	Reason for Inspection

Section 4

FIRE EVACUATION PROCEDURES



Litton CE Primary School
Litton, Buxton, SK17 8QU

In the event of a fire anywhere in the building, other than the office and the entrance, the following procedures will be followed:

EYFS (Red group) and Key Stage 1

- Vacate the building quickly and quietly by the back fire door exit (Red Group)
- Vacate the building quickly and quietly by the front door (KS1)

Assemble on the village green by the stocks where the register will be called.

Key Stage 2

- KS2 children in the upstairs classroom vacate the building quickly and quietly via the staircase and the back door.
- KS2 children in the hall vacate building quickly and quietly via the back door.

Assemble on the village green by the stocks where the register will be called.

Pupils will walk, not run.
Pupils will leave their belongings in school.

The designated people Mrs Hicks Headteacher / Mrs Robertson School Business Officer will check the classrooms, hall and toilets for pupils before leaving the building.

If safe to do so, they will collect the village hall/ church key. The fire service will be called and the pupils will be moved to the village hall and church as a place of safety.

The evacuation route for KS1 will also use the back door in the case of a fire in the entrance hall.

During Wakes week /Christmas fair – all three exits will be used.

In the event of a fire, the alarm will sound and the following persons will be responsible for ensuring the evacuations procedures are followed:

Designated Fire Wardens

- Headteacher – Mrs Caroline Hicks
- Teacher - Mrs Lorraine Bullock
- School Business Officer – Mrs Mandy Robertson

At least one of the designated people will ensure they are on the premised throughout the event.

Section 5

TEST CERTIFICATES

Kept in the Red Fire Safety Box

Section 6

SUPPORTING FIRE SAFETY MANAGEMENT DOCUMENTS