

Fire Strategy Policy

Henry David Learning

Woodfield School



June 2025 – June 2026

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Statement of intent

Woodfield School is committed to ensuring its pupils, staff members, volunteers and visitors remain safe at all times. Because of this, we have established a well-organised procedure for evacuating the building in the event of a fire or other emergency.

This Fire Safety Strategy outlines the action the school will take in the event a fire starts and details the equipment and procedures already in place to mitigate the risk of a fire.

Legal framework

This document has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- The Building Regulations 2000 (as amended)
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- ESFA (2014) 'Building Bulletin 100: Design for fire safety in schools'

This document operates in conjunction with the following school policies:

- Fire Safety Policy
- Fire Safety Risk Assessment

Roles and responsibilities

The Proprietary Body will be responsible for:

- Ensuring the appropriate fire safety measures are in place.
- Ensuring that the school's fire safety measures are being monitored and are regularly reviewed.

The principal will be responsible for:

- Overseeing the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Employing or designating a fire safety officer to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the local authority and the HSE where necessary.
- Working with the fire safety officer to review and update this strategy accordingly, every year.
- Identifying risks relating to possible accidents and injuries and making reasonable adjustments and suggestions to prevent them occurring.
- Appointing fire marshals to undertake and collate registers during a fire drill.
- Contacting the emergency services in the event of a fire, where the fire safety officer is unable to, e.g. if they are out of the school.

The fire safety officer will be responsible for:

- Taking responsibility for the school's fire safety matters, in collaboration with the principal.
- Coordinating the implementation of all fire safety measures, ensuring staff and pupil training takes place, and monitoring the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least once per half-term, undertaking a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Reviewing relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Communicating relevant correspondence regarding fire safety to all members of staff and, where necessary, the Proprietary Body
- Reviewing and, if necessary, updating the school's Fire Safety Strategy and other relevant procedures annually, or when additional building works are planned.

- Conducting risk assessments and ensuring necessary procedures are in place to mitigate the risks of fires.
- Drawing up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Creating personal emergency evacuation plans (PEEPs) for people who require assistance during fire drills.
- Contacting the emergency services in the event of a fire.
- Using fire extinguishers where necessary.
- Working with the principal to nominate a temporary fire safety officer in their absence.
- Taking steps to ensure the appropriate precautions, including the communication of this strategy, are put in place where events are organised outside of normal school hours, or by third-party organisations.
- Reviewing activities to ensure specific restrictions on events, such as setting maximum capacities and limiting the types of activity.

Description of the school site and buildings

The school site consists of 1 building; these are outlined in the table below.

Building	Number of storeys	Important characteristics
Building 1	2	There is a kitchen at the back of the building

Building 1 consists of four rooms on one floor; these are outlined in the table below.

Room	Maximum Occupancy
Downstairs Room 1: Orange Tree	10
Room 2: Cherry Tree	10
Room 3: Kitchen	20
Room 4: Lemon Tree	10
Upstairs Room 5: Willow Tree	10
Room 6: Olive Tree	10
Room 7: Conker Tree	10
Room 8: Willow Tree	10
Room 9: staff workspace	5

Total occupancy	50
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Building 1 features two fire exits. Going through the building horizontally, the first fire exit is the main entrance to the building, and the second is at the end of the corridor at the rear of the building.

All escape routes are fitted with adequate lighting, which is powered on a separate circuit from that supplying electricity to other parts of the escape route.

To ensure exit routes remain lit in the event of a power failure, emergency escape lighting is fitted that is capable of running 1 – 3 hours

All escape routes and refuge areas for people with disabilities are marked with emergency exit signs

Additional signs are fitted on escape routes indicating how to escape from the building in the event of a fire.

Building 1 is fitted with internal fire walls which resist the passage of smoke and fire to help people escape from the building safely.

The external walls of building 1 have been constructed and tested to ensure they can resist fire for 60 minutes.



Risk profile

The risk profile helps to establish an appropriate means of escape by taking into account the purpose of a room and the people who will use it.

Fire growth rate will be assessed using the following table.

Category	Fire growth rate	Examples
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1	Slow	Limited combustible materials
2	Medium	Waste paper and cardboard
3	Fast	Stacked plastic products, baled clothing
4	Ultra-fast	Flammable liquids, expanded cellular plastics, e.g. polystyrene

The majority of rooms in the school will be considered a category **2**; however, areas such as the kitchen commands a higher growth rate – a growth rate of **3** is applied to this room.

Occupancy characteristics and how familiar people are with a building can affect the escape time – this is calculated using the following table.

Occupancy characteristics	Description	Examples
A	Occupants who are awake and familiar with the building	Pupils and teachers at school
B	Occupants who are awake, but unfamiliar with the building	Visitors, new staff members and pupils, contractors

The majority of building users will be staff members and pupils (referred to as occupancy characteristic A); however, the school recognises that on occasions other visitors will be present on the school site.

The following table includes a more detailed breakdown of the risk profile of each area type on the school premises.

Area	Risk profile
Kitchen	A3
School offices	A2
Classrooms	A2

Evacuations

The person who discovers the fire and/or smoke will communicate via radio **Code Orange** for Fire and sound the fire alarm which is located in the front office.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members, volunteers and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), and for pupils, by their class teacher.

During registers, pupils will remain silent to ensure the process can be completed quickly. As soon as the fire alarm sounds, the fire safety officer will check the location of a suspected fire on the fire panel.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade.

If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Fire exits will be kept clear and clearly signed.

The school will have relevant and up-to-date fire evacuation plan in place.

People with disabilities, and anyone who is unable to evacuate the school unassisted will be subject to a PEEP. To ensure their safety, extra measures, such as amending timetables and moving classes, will be considered.

Detection and protection equipment

The school's fire alarm system will comprise of break glass call points, fire detectors and a control panel in the front reception area.

Fire extinguishers will be placed strategically around the school and will be maintained annually to ensure they are kept in full working order.

All fire extinguishers will be colour coded to acknowledge its purpose; these are:

- **Red** – water
- **Black** – carbon dioxide
- **Blue** – dry powder
- **Cream** – foam
- **Yellow** – wet chemical

Fire doors will be found throughout the school, both internally and externally, to provide three functions:

- To protect escape routes
- To prevent the spread of fire
- To stop the flow of oxygen to feeding a fire

All doors will provide at least 30 minutes of fire resistance.

Fire doors will be kept closed and the area around them kept clear at all times.

All fire doors to final exits (outside) will be situated away from hazardous rooms, e.g. boiler rooms.

Speaking to the emergency services

In the event of a fire, the fire safety officer will call the emergency services and ask for the fire service.

The fire safety officer will speak clearly and coherently, offering as much information as possible. The fire safety officer will give the school's full address as:

Woodfield School, Henry David Learning
Dutch Barn, Main Street
Frolesworth

Lutterworth, LE175EE
01455209333

The fire safety officer will be prepared to offer information regarding whether anyone is tackling the fire before the fire brigade have arrived.

The call will only be terminated once the address has been confirmed.

Once the emergency services have arrived, the fire safety officer should offer information about the following:

- The location of gas supply lines
- The location of any electricity supply lines
- Whether everyone is accounted for

The fire safety officer will consider any additional information that may aid the emergency services and ensure they inform them of the following:

- Whether there are any special instructions or map directions to allow the emergency services to access the site of the fire as quickly as possible
- Whether there is smoke
- How much smoke there is
- Where the smoke is coming from
- Whether there is an odour and/or colour to the smoke
- Whether anyone on the premises is, or suspected to be, unconscious
- Whether there are persons on the premises who are unaware there is a fire
- The location of any other local risks, e.g. boiler rooms, gas storage tanks
- The location of any hazardous chemicals on site
- The location of any specialist firefighting mains and equipment on the site, e.g. adaptor nozzles for hoses
- The location of any specialist firefighting entrances, stairs, shafts, etc.

Access and egress

A clear route will be identified to ensure the emergency services can safely navigate around all areas of the school.

The fire safety officer will also consider the following in order to allow emergency vehicles access to the site:

- Whether any parked cars need to be moved, if safe to do so
- Whether any gates or barriers need to be unlocked or lifted

Assembly points will be kept away from routes used by emergency services.

Access points for all buildings will be identified and the emergency services will be informed of these.

Points where the fire brigade can access more water, e.g. lakes and rivers, will be identified by the fire safety officer, who will inform the fire brigade of these.

Directions as you arrive on Main Street:

- Kingsmead Marquess Ltd is situated on your left-hand side
- Follow the road around the bend
- A War Memorial Bench is situated on your right-hand side
- Continue on Main Street, you will see the Church Steeple on your left-hand side and a telephone box
- As you approach a bend in the road you will see a sign for Henry David Learning Woodfield School, you need to turn left and Woodfield School is the last building on the right-hand side



Monitoring and review

This strategy will be reviewed annually by the principal and the fire safety officer.

Should any building work be undertaken, this document will be reviewed and updated accordingly before building works take place.

Any changes made to this strategy by the principal and the fire safety officer will be communicated to all members of staff.

All members of staff will be required to familiarise themselves with the processes and procedures outlined in this strategy.

The next scheduled review date for this strategy will be **June 2026**.

Appendix 1 Fire evacuation procedure for pupils, staff and visitors on display

Appendix 2 Weekly Fire alarm tests template on PDF

Appendix 3 Fire evacuation record on PDF

FIRE EVACUATION PROCEDURE

If you discover a fire – raise the alarm using the nearest call point or informing the relevant member of staff



If you hear the fire alarm - Leave the building using the nearest exit. Stay calm **do not run** or stop to collect any personal belongings.

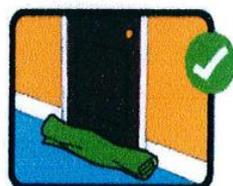


The fire assembly point – on exiting the building make your way to: **the car park at the front of the building**



Once you are at the fire assembly point the Fire Marshall will contact the emergency services **by dialing 999** and give the address of the school: **Woodfield School, Main Street, Frolesworth, Leicestershire, LE17 5EE**

DO NOT re-enter the building - The Fire Marshall will liaise with the emergency services when they arrive. Await instruction from the emergency services before reentering the building



In the unlikely event you are unable to exit the building, seek safe refuge - enter a room and close the door behind you covering any gaps to prevent smoke getting in. Open the window and draw attention to yourself (use your mobile phone if you have one). If smoke gets into the room open all the windows and stay low.