



# LISAL

LANCASTER INDEPENDENT SCHOOL  
FOR ALTERNATIVE LEARNING

## Fire Policy

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## 1. Introduction

This single-floor wooden building has a footprint area of approximately 236 square metres. The building is used primarily as a school and nursery for children aged between 9 months and 11 years, with staff/trustee/parent meetings and school fairs held outside of school hours. The building is also used by a toddler group, which is affiliated to the School. The front and side doors are raised above ground level and have steps leading up to them. The rear door is at ground level and is wheelchair accessible.

### 1.1 Purpose

The purpose of this policy document is to ensure that trustees, staff, volunteers, room hirers are aware of the fire policy, and take effective action in the event of a fire.

### 1.2 Target Audience

The intended audience is:

Distribution:	
Trustees	Health and safety trustee, Chair of trustees
Office Staff	Copy read & signed
Caretaker	Copy read & signed
Teachers	Copy read & signed
Teaching Assistants	Copy read & signed
SENDco	Copy read & signed
Volunteers /Supply	Copy read & signed
Room Hirers	Copy sent with Confirmation

### 1.3 Scope

The scope of this document is to ensure that all LISAL personnel, including employees and volunteers, are aware of and comply with their responsibilities under the Fire Policy.



## 1.4 Executive Summary

Related Documents:	
	Health and Safety Policy
	First Aid Policy
	Risk Assessment Policy
	Emergency and Disaster Recovery Plan
	Access Plan
	Positive Handling Policy
Risk Assessments for Activities including those involving naked flames:	Candles, bonfires, cooking, electrical equipment and cob oven

## 2. FIRE-RELATED ROLES

- Fire Warden: The member of staff responsible for reviewing, implementing and monitoring all aspects of fire prevention and safety, as specified in this document.
- Caretaker: Assists Fire Warden in weekly safety checks.
- Fire Officer: The member of staff responsible for performing certain key tasks during the evacuation of the building at a given moment in time. The Fire Officer performs this role when on the site. At other times the role is performed by one of a number of other members of staff – generally office staff, since they are never solely responsible for any child(ren). However, in the absence of office staff then the most senior teacher with the relevant training is responsible.
- Trustee(s) with responsibility for Health and Safety: The trustee(s) responsible for ensuring that all aspects of fire prevention and safety, as specified in this document, are correctly reviewed, implemented and monitored.
- Class teachers: Class teachers are responsible for writing risk assessments for activities which involve risk of fire or fire-related injury. They are also responsible for ensuring that the pupils in their care understand the evacuation procedure. Practice evacuations take place each term.



## 2.1 Most Likely Causes of Fire

1. The use of candles in the building
2. Electrical faults
3. Cooking
4. Boiler malfunction
5. Arson

## 2.2 Persons at Risk

- Pupils between ages 9 months and 11 years
- Children using the toddler group and their carers
- Staff (including class teachers, teaching assistants, extended provision teacher and assistants, subject teachers, supply teachers, office staff and cleaners)
- Volunteers
- Parents, siblings, etc. of current pupils (during pick-up and drop-off, and also during assemblies and performances)
- Visitors (including prospective pupils and their parents and contract workers)
- People meeting at the school out of school hours

## 2.3 Persons At Particular Risk

- Disabled persons
- Pupils with other SEN
- Anyone for whom English is not their first language
- Pupils who may become confused or distressed during an evacuation

## 3. Alarm system

### 3.1 Introduction

The building is fitted with an automatic zone alarm system with a trigger point near each of the building's three external doors, and a smoke detector in each room and corridor. The building is also fitted with an emergency lighting system, with a light in each room and corridor.



### 3.2 Alarm Checks

The alarm system is tested and maintained according to the following schedule. All checks are logged in the Fire Safety Training book, which is kept in the School Office.

SYSTEM	CHECK	FREQUENCY	CHECKED BY
Alarm system	Set off audible alarm using one of the triggers	Weekly – one trigger tested each time, rotating in order (This is not tested during school holidays)	Fire Warden/ Fire Officer/ Caretaker
Alarm system	Service	Yearly	MJ Catteralls
Emergency lighting	Check indicator lights	Monthly	Fire Warden/ Fire Officer / Caretaker
Emergency lighting	Turn on each light manually	Monthly	Fire Warden/ Fire Officer / Caretaker
Emergency lighting	Service	Yearly	MJ Catteralls

Any activation of the alarm system is monitored by Castle Gate Ltd

## 4. Prevention of fire and fire-related injury

### 4.1 Risk Assessments

Risk assessments are carried out prior to all activities, which involve a risk of fire or fire-related injury. Risk assessments for regular activities, such as festivals involving candles or bonfires, and the use of candles in the classroom, are updated yearly.

### 4.2 Guidelines for the use of candles in the classroom

#### CANDLES IN THE CLASSROOM

- ✓ Children should be taught to approach the use of candles as a time for reverence, calm, care and respectfulness.
- ✓ Cheap candles should be avoided as they burn down more quickly. Pillar candles should be used.



- ✓ The candle should be housed within a container of non-flammable material and placed on a non-flammable surface, the flame should be kept away from drapes, curtains and other upholstery.
- ✓ Children should not be allowed to approach a lit candle – for example to blow it out – if they have long hair which is not tied back.
- ✓ Matches should be kept out of reach of children when not in use.
- ✓ Lit candles should be under constant supervision from the class teacher, and never left unattended.

#### 4.3 Guidelines for the use of outdoor fires are as follows

- OUTDOOR FIRES**
- ✓ When lighting outdoor fires with children present, at least two responsible adults including one member of staff must always be present.
  - ✓ Stones must be placed around the fire area. Limestone is unsuitable as it may splinter when heated.
  - ✓ One member of staff must be nominated to be responsible for looking after the fire itself and the other responsible for monitoring the children in relation to the fire.
  - ✓ At the end of the session or festival a responsible adult must dampen the fire down, covering it with earth or sand.

### 5. Building checks

The building is checked according to the following schedule. All checks are logged on a weekly checklist and kept in the School Office.

Check	Frequency	Checked by
Outside of building inspected for signs of damage which make the building vulnerable to intrusion and/or arson (Not done during school holidays)	Monthly	Caretaker / Health and Safety Trustee
PAT testing of all electrical equipment*.	Yearly	Certified Professional



Building inspected to ensure compliance with Fire Safety regulations	Yearly	Fire Service
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\*A new appliance brought into the building is assumed to have been tested by the manufacturer, and therefore to be suitably safe until the next PAT inspection. Second hand appliances are not brought into the building unless they have been PAT tested.

## 6. Fire control measures

The building is equipped with four fire extinguishers: a carbon dioxide extinguisher located in the kitchen and a carbon dioxide extinguisher located in the corridor outside the office, and two foam extinguishers located in the corridor – one outside the office and one outside the staff toilet. The building is also equipped with two fire blankets: one in the kitchen on the wall, and one in the garden shed, for use in the garden.

Staff should be aware that a fire blanket is an effective means of dealing with burning clothes.

Electrical equipment is used in the staff room and office; the doors to these rooms are self-closing, as is a further door which separates these doors from the main corridor. The kitchen door is also self-closing, as is a further door which separates this door from the main corridor. The external doors at the front and rear of the building are also self-closing.

Checks are made according to the following schedule. All checks are logged on a weekly checklist, which is kept in the School Office.

Equipment	Check	Frequency	Checked by
Fire extinguishers	In position, gauges show correct pressure, no sign of tampering	Monthly	Fire Warden/ Fire Officer / Caretaker
Fire extinguishers	Service	Yearly	Castle Fire
Fire blankets	In position. Easy to release from holder	Monthly	Fire Warden/ Fire Officer / Caretaker
Doors and self-closing mechanisms	All external and internal doors close properly and easily. Self-closing mechanisms work.	Monthly	Fire Warden/ Fire Officer / Caretaker



## 7. EVACUATING THE BUILDING

It is assumed that there will be at least one person working in the office during part of the school day. This person will be the designated Fire Officer in the absence of the Fire Warden. If all office staff are absent, the role of Fire Officer must be passed on to another member of staff, who has an appropriate understanding of the role, and who is not solely responsible for any child(ren) while in possession of that role.

### 7.1 The Procedure for Evacuating The Building

#### EVACUATION PROCEDURE

- ☐ If you discover a fire, raise the alarm at once by shouting 'Fire' and setting off the alarm at the nearest trigger point.
- ☐ The first priority is to evacuate the building. Do not take any personal risks.
- ☐ When the fire alarm sounds, evacuate all buildings immediately. The children should be led to the nearest exit by their teacher, unless fire is present at that exit in which case they should be led to another fire exit.
- ☐ Do not stop to fight the fire. Only use the fire extinguisher if you cannot reach the exits. The safe removal of the children and yourself is more important than fighting the fire
- ☐ Each teacher (or lunch time monitor, etc) will bring the register for his or her class, as the children are escorted out of the building, unless the register is in the office.
- ☐ No children should be left without adult supervision during the evacuation.
- ☐ Each door should be closed behind the last person to leave, if a room or corridor if /where possible.
- ☐ The member of staff designated as Fire Warden at the time should collect any registers and the visitors' book from the office, collect a mobile phone, and then – if it safe to do so – check that every room in the building is empty of people, working from front to back, closing doors where possible.
- ☐ The muster point for all staff, volunteers, visitors and children is the main gate and Cedar Road. No one should re-enter the building under any circumstances.
- ☐ Once outside the school building, each class teacher (monitor etc) will use their register to check that all of their class is present.



- ❑ If there is evidence of fire it is the teacher's responsibility to remove their class to the grassy area across Cedar road from the side gate. The combination for the padlock on this gate is 2013.
- ❑ If there is evidence of fire it is the Fire Warden's / Officer's responsibility to contact the Fire Service.
- ❑ If it is necessary to implement the Emergency and Disaster Recovery Plan, the named people on the Plan will be contacted immediately.
- ❑ If there is no evidence of fire the Fire Warden / Officer will re-enter the building to check which zone is indicated on the control panel, and proceed to check that area for evidence of fire. The rest of the building will then be checked.
- ❑ When the Fire Warden is certain that there is not a fire, the alarms may be turned off and reset.
- ❑ When the Fire Warden / Officer has assessed whether there is a fire, if they are certain that there is not and the alarms have been turned off and reset, the Fire Warden / Officer will authorise that building can be re-entered.
- ❑ **No-one should re-enter the building until they are told it is safe to do so by the Fire Warden / Officer.**

## 7.2 Ensure that Evacuations Unfold smoothly, the following steps are taken:

1) The following summary of the Evacuation Procedure is on display in all classrooms.

### EVACUATION PROCEDURE

- ❖ If you discover a fire, raise the alarm at once by shouting fire and setting off the nearest fire alarm. The first priority is to evacuate the building. Do not take any personal risks.
- ❖ When the fire alarm sounds, evacuate the building immediately through your nearest fire exit. Do not delay for any reason. Do not attempt to fight the fire.
- ❖ The Muster point for all staff, volunteers, visitors and children is the main gate where a registration will take place, and Cedar Road.
- ❖ When the Fire Warden / Officer has assessed whether there is a fire, if they are certain that there is not and the alarms have been turned off and reset, **ONLY** on the Fire Warden / Officer confirmation should the building be re-entered.



- ❖ If there is evidence of fire everyone will move to the grassy area on the other side of Cedar Road from the side gate. The code for the padlock is 2013

2) Signage is placed at appropriate places around the building, to remind people where the alarm triggers and fire exits are located.

3) All staff members are inducted into the Fire Policy at the beginning of their employment and will be asked to sign a document to confirm that they have read and understand this policy. Any further training that they receive, such as in use of fire fighting equipment, will also be logged. All staff must also take part in a fire drill at some point during the first term of their employment, and this will be logged.

4) The Fire Warden will ensure that fire drills are undertaken on different days and at different times of the day so that different staff members are involved, and staff can practise evacuating the building in the midst of different activities.

5) All staff will be made aware of those children who may become confused or distressed during an evacuation. The Fire Warden / Officer will be aware of any person present in the building who may need extra assistance during an evacuation, being aware in particular that a wheelchair user may require the assistance of more than one staff member if the rear door is blocked.

6) Each class will have the evacuation procedure explained to them by their class teacher, and any new pupil will be talked through the procedure. Where a child may have difficulty understanding this explanation – for example because English is not her or his first language, or because of a hearing problem – special care will be taken to ensure that the child fully understands the procedure.

7) All drills and false alarms are logged in the Fire Safety Training book, along with any necessary actions which come to light as a result of the drill (for example, reviewing the procedure, providing extra guidance for one or more staff members, or servicing the alarm system).

Fire drills are carried out according to the following schedule.

Drill	Frequency
Unannounced Staged drill involving a blocked exit – staff not warned beforehand	Termly

The following checks are also carried out as specified.

Check	Frequency	Checked by
Escape route signage, alarm trigger signage, classroom evacuation procedure notices	Monthly	Fire Warden / Fire Officer / Caretaker
Padlocks on front and side gates	Monthly	Fire Warden / Fire Officer / Caretaker
Doors open easily. Front and back doors lock on exit.	Monthly	Fire Warden / Fire Officer / Caretaker



Checking that the building's three fire exits remain unobstructed, these are checked weekly during the fire alarm test; all staff are reminded to refrain from blocking exits and should they find that an exit is blocked, take immediate action to remedy this. (The three external doors are in daily use and so it will quickly become apparent if any such obstruction has occurred.)

**A staff member should immediately notify the Fire Warden / Officer, or any other member of staff acting as Fire Warden / Officer at the time, if she or he notices anything that increases the risk of fire in the building, or the risk of injury in the event of a fire.** These concerns must be logged by the Fire Warden / Officer and brought to the attention of the Health and Safety trustee(s), and – if necessary – the Senior Governance Team.

## 8. REVIEWING FIRE POLICY

As well as the reviews which are undertaken following a drill or false alarm, or an actual fire, the Fire Policy is subject to the scrutiny as follows.

- 1) A yearly audit of the system of checks is carried out by the Office and Health and Safety trustee or representative.
- 2) The Fire Policy is updated on an annual basis, as are all risk assessments which aim to minimise the risk of fire or fire-related injury.
- 3) The Fire Warden / Officer will consult the Trustees regarding any change to the Fire Policy, and any changes to the building which are relevant to the prevention of fire and fire-related injury.



## Fire Policy Declaration

I \_\_\_\_\_ (full name) confirm I have read and

understand the Lancaster Independent School for Alternative Learning's Fire Policy. If I have any questions I should speak to the Fire Officer, Ola Mustapha.

Signed:

Date: