Fire Safety Policy and Fire Risk Assessment

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2026

Written by Debbie Hanson

This is version [11.3]
Written: 25th March 2019
Update: 2nd October 2026
Updated by Name: Debbie Hanson

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

Clarity Independent School

FIRE SAFETY POLICY

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

Debbie Hanson has been appointed to take charge of fire safety in this business.

Signed. ……  …… Proprietor

Date …1st September 2026……

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Fire Risk and Emergency Strategy

In the event of fire, the building is provided with full smoke and heat detection together with emergency lighting; all of which is interconnected.

Fire escapes as indicated on the attached plan are provided with emergency lighting exit signs.

The building is split into **2 zones** as indicated on the attached layout.

Fire Marshal

Although the terms marshal and warden are often used interchangeably, for clarity, in this policy, a marshal is referring to a designated person within a workplace who helps implement fire safety measures, focusing on fire prevention and compliance, and assists during evacuations. At Clarity Independent School, the fire marshal is:

Steve Hanson

Fire Wardens

A nominated member of staff for each zone will be responsible for the evacuation of all children, staff and visitors in the event of fire.

All members of staff will be trained in evacuation procedure; however, fire wardens and marshals complete specific additional training at least every two years.

Regular evacuation practice will be carried out.

Fire exit doors can be opened by push plates or thumb locks without the need for keys. Where a key fob is needed, a door release manual button has been fitted in alternative places in the room to allow keyless exit and consider pupil security (preventing abscondment). All staff are made aware of this during their induction.

Individual fire exit resources for specific exits:

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1. **Fire door at end of classroom 3 needs an electronic fob to exit onto the driveway**
2. **Electronic key fob is needed to exit the playground pedestrian gate**
3. **Electronic key fob is needed to access the Classroom 2 (Cabin) outside area from the playground**

An external assembly point has been indicated, clear of the building and not impeding access for emergency services.

Portable fire extinguishers will be placed at all exit points with clear instructions for use. All staff are trained in their use.

Fire Risk Assessment has been carried out in the first instance and reviewed annually.

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Emergency and Fire Evacuation Procedure Alarm Operation [18th Sept 26]

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the Fire Service

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by the quickest means available.

Our what3words are: preoccupied.relate.listed

Our designated person to call the fire brigade is:

Lauren Gray / most senior person out at the assembly point

If unavailable, the emergency must be reported immediately by calling 999 or 112 from the nearest phone.

Evacuation

- On hearing the fire alarm, teachers instruct pupils to leave the building via the nearest exit in single file and in a calm, orderly manner.
- Pupil, staff and visitor PEEP plans (specific arrangements for pupils and staff with physical or mental disabilities to ensure that they are assisted during evacuation - noted on the 'Summary of Roles' table in the Appendices) must be followed in the event of an emergency.
- The person in charge of each class must indicate the exit route to be used (shown on back of door).
- The first person to the playground pedestrian gate must leave it open for the others.
- Everyone must be directed to the Fire Assembly Point.

The fire warden in charge of Zone 1 (Middle building to driveway and to bring defibrillator and AD Pens Box) is:

Lauren Gray /Grace Louise / Lorena Alvarez / Debbie Hanson

The TWO fire wardens in charge of Zone 2 (Middle building to playground and cabins) and being available to escort a pupil out of Horses should it be needed, are:

Richard Clow + Chelle Deveney / Grace Louise / Debbie Hanson

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- The fire warden must remove the wheelchair ramp (if a wheelchair was used to exit the building) and close the fire door, open the playground vehicle gate, leaving this open to allow entry of the fire engine (open padlock and press plastic release button on padlock).
- Either fire warden is responsible for opening the vehicle gate. Padlock code for vehicle gate is:

9999

- No running is to be permitted to avoid panic.
- Everyone must travel in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point with the nearest group and staff member.
- Pupils who are experiencing a heightened state of crisis at the time of activation of the fire alarm, must still be requested to continue with evacuation immediately using an empathic script and following the school's Behaviour Policy. If they are not able to follow the procedure at this point, they will be escorted using an appropriate physical intervention, such as a closed mitten side hold, if needed, or another physical intervention on their Therapeutic Plan.
- All attendees must follow the emergency exit procedure at all times and without delay.
- No one must be allowed to re-enter the building or turn and walk back towards the playground or building from the car park until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation drill the senior person in charge.

Assembly

- Our fire / emergency assembly point is clearly signposted on the corner, in the car park outside the school.
- The assembly point is far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- Once assembled, care must be taken to ensure everyone stands in the assembly point to avoid risk by emergency vehicles responding to the incident.

Roll call

- There are four registers: Attendance, Visitors sign in book, Staff sign in, Pupils sign out for trips. The registers and a pen will be brought out to the assembly point by:

Debbie Hanson / Lauren Gray / Grace Louise

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- Overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises is held by:

Debbie Hanson / Lauren Gray / Grace Louise

Immediately that classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises.

- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point is checked with the attendance registers and visitors' book to verify that everyone is out of the building.
- Attendance registers and visitors' book are held in reception porch in the school and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for when their name is read out, or to inform him/her of the number of persons missing.

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

Clarity Independent School

How to Call the Fire Brigade / Ambulance

(To be displayed near each external phone)

Dial 112 or 999

Call answered

Operator asks you which service you require i.e. Police, Ambulance, Fire Brigade or Coast Guard.

Say "Fire Brigade" or "Ambulance".

The operator will transfer you to the Fire Brigade Communications Centre or Ambulance Service (see end of document for Ambulance instructions).

For Fire Brigade:

You will be asked a series of questions by the Operator for the following information to be collected:

- What is on fire?

What is the address of the premises? **PLEASE INFORM THEM OUR What3words are preoccupied.relate.listed – OUR DRIVEWAY IS ON WOODHILL ROAD OPPOSITE MAYES LANE.**

- What is your phone number?
- Are there any persons in the building?
- Is evacuation in progress?
- What type of building is on fire?
- Are there any hazards in or around the building?
- Other information as relevant.

It is important that you:

- Stay calm
- Listen carefully to the operator
- Speak slowly and clearly
- Only finish the call when the operator tells you

You may feel that the call is taking too long because of the questions that are being asked but be assured that as soon as the address is received by the operator the nearest available Fire / Ambulance Crews are dispatched immediately and the operator is just gathering further important information from you to pass on to the nearest available responding fire crews.

Ambulance

You will have been asked to call the ambulance by a qualified first aider.

- Please relay their instructions and summary of the situation as clearly and accurately as possible to the operator, and answer any of the above relevant questions.
- Please remember to return immediately to the first aider and inform them that you have successfully called the ambulance.

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Meeting the service

The person in charge of meeting the Fire Service on their arrival must meet them as soon as they arrive:

Debbie Hanson / Lauren Gray / Most senior person

In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.

Information the Fire Service will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? Their usual location? Where last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquified Petroleum Gas or Acetylene Cylinders etc).

Frequency of the fire evacuation drills

Fire evacuation drills are held at least once per half term.

Notices

- Each fire alarm point is clearly indicated "Fire Alarm" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
- A notice is displayed adjacent to the reception telephone giving clear instructions for calling the Fire Service, to prepare and rehearse, in case of fire.
- Notices are displayed for staff detailing their actions in an emergency in our fire policy and conspicuous positions i.e. backs of classroom doors etc.

Firefighting

- Any attempt to fight the fire must always be secondary to the evacuation process and life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.
- Regular fire drills will ensure that the evacuation procedure applying to a premises fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

Appendix 1: PEEP plans (pupil / staff / visitor)

PERSONAL EMERGENCY EVACUATION PLAN

NAME: **DATE Commencing:**

LOCATION: Clarity Independent School, Bridge Barn Farm, Sandon, Chelmsford, CM2 7SG
CLASS:

AWARENESS OF PROCEDURE

I am informed of an emergency evacuation by:

existing alarm system ☒

DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

METHODS OF ASSISTANCE: (eg: Transfer procedures, methods of guidance, etc.)

-
- ***Pupil?, and all staff involved, to be fully instructed on this plan as soon as completed.***
- ***Whole staff team to be made aware of this plan and copies strategically placed as a reminder and for review in the event of an incident.***
- ***Fire policy page 10 to be updated to include anyone on a PEEP plan***

EQUIPMENT PROVIDED:

-

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm).

-

SAFE ROUTE(S):

- Classroom external door
- Nearest identified Fire Exit – when in other areas of the school building.

Signed *[Pupil]*: _____

Class teacher: _____

Keyworker: _____

Headteacher _____

PLEASE NOTE THIS PEEP PLAN MUST BE SIGNED OFF BY HT TO BE INCLUDED IN THE FIRE POLICY AND THEREFORE ACTIVATED

***NB: Copies to be placed on 1. Classroom wall [ ], 2. Staffroom wall [ ], 3. Pupil file (desktop and G drive) [ ], 4. Meeting room**

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

Clarity Independent School

Appendix 2: Summary of Roles [11.3]

If the event of you being absent from work or unable to carry out your role, you MUST alert DH when reporting your absence, that you cannot fulfil your duty so that she can allocate someone to cover your role.

Role	Description	Staff Mon - Thursday	Staff Friday
Fire warden zone 1 (Middle of building to glass door to driveway)	Get jacket and whistle, sweep building from reception (including toilets), exit via glass exit door in class 3 **(Stingrays).** **Bring mobile phone from Reception desk, AD Pens Box and DEFIBRILATOR**.	1.LG, if not available: 2.GL 3.LA (DH)	1.LG, if not available: 2.GL 3.LA (DH)
Fire warden zone 2 (Middle of building to black fire door and cabins)	Get jacket on from reception, sweep building from middle of building to black exit door opposite classroom 1 **(Horses)** and out to cabins. Remove wheelchair ramp if used.	1.RC AND MD, if one person not available: 2.GL 3.(DH)	1.RC AND MD, if one person not available: 2.GL 3. (DH)
Call fire brigade	When safely outside building, call fire brigade on 999 or 112. Bring mobile phone from desk.	LA / GL OR most senior person out at assembly point	LA / GL OR most senior person out at assembly point
Bring Registers	Bring mobile phone from desk and registers from porch (4 = visitors, staff, pupils present, pupils off-site).	DH /GL / LG / LA	GL / LG / LA
Take a roll call	When outside at meeting point, ensure everyone is quiet, take register. Class leads to answer for pupils if they don't answer. Anyone missing: How many? What is their usual location? Where were they last seen?	DH / GL / LG / most senior staff at assembly point	GL / LG / most senior staff at assembly point
Open gate for vehicles	Once outside, open large gate for vehicles and pin back so it stays open for fire service. Move traffic cone to the side to allow fire engine through gate. Pupils and staff may exit that way if open in time rather than pedestrian gate.	Soonest fire warden to finish sweep	Soonest fire warden to finish sweep
Meet emergency services	Meet emergency services, explain roll call, where fire / emergency is etc.	DH / LG / most senior person	LG / most senior person
PEEP	-Male pupil (Horses) 'A' has a PEEP (mobility). **BLUE PLASTIC CHAIR.** -Male student 'A' (Horses) has PEEP (noise anxiety) -Male student 'A' (Horses) has PEEP (anaphylaxis) **JEXTPEN** -Female student 'A' (Horses) has PEEP (visual needs) -Female student 'A' (Stingrays) has PEEP (anxiety-freeze) -Female student 'R' (Stingrays) has PEEP (Noise anxiety)	Support staff present in room to assist. If two-person escort needed (zone 2), a zone 2 fire warden to assist, the other to continue sweeping building	

What3words: preoccupied.relate.listed

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Fire Risk Assessment

An initial fire risk assessment has been carried out by:

Debbie Hanson, Head Teacher

This has been recorded and actions identified to be addressed. Please see attached.

Review will take place annually by:

Debbie Hanson

Our supplier for fire-fighting equipment is:

Anglia Fire 01376 345 677

They come annually to check hydrants and advise on next check.

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Fire Risk Assessment

Clarity SEN Consultancy Ltd
Bridge Farm Barn, Woodhill Road, CM2 7SG
Location: Woodhill Road, Sandon CM2 7SG

Business Name - The legal entity (Responsible Person) responsible for Fire Safety
Clarity SEN Consultancy Ltd

Property Address : Bridge Farm Barn, Woodhill Road, CM2 7SG	
Title : Fire Risk assessment	
Location : Woodhill Road, Sandon CM2 7SG	
Person(s) appointed to take charge of Fire Safety at these premises : Debbie Hanson	
Person leading this Assessment : Debbie Hanson Signature (if necessary): _____	
Date of Fire Risk Assessment :	01/09/2026
Date set for Review	01/09/2027

The Premises:	
Construction Of Building : Wooden walls with external cladding, and internal insulation with plaster board, on brick base	
Number of Floors : 1	**Number of People :** 27
Building Use : Independent School	
These premises do not include the provision of sleeping accommodation.	
Location of Emergency Shut-offs:	**Electric :** Front of building in front of green pedestrian gate near flower bed in white wall-mounted box, and RCD protectors on electricity box in kitchen and boiler cupboard off school reception
	Gas : N/A
	Water : Near boiler in kitchen. Stop cocks behind toilets in panelled wall (lift top panel to reveal stop cock).
	Other : Oil - tap located under front of Oil tank in playground and at back of building, outside kitchen, along back wall

Significant Findings:	
Sources of Ignition:	Electrical equipment, Gas and oil fired equipment, Kitchen and catering equipment, Hot surfaces , Sparks and static electricity, Arson

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Sources of Fuel:	Textiles, Wood, Paper, Card, Plastics, PU foam, Furniture, Fixtures and fittings, Packaging, Waste materials, etc, Flammable liquids: solvents (petrol, white spirit, methylated spirits, paraffin, thinners etc), paints, varnish, adhesives etc. , Fuel oil, Oxygen Natural
People at Risk:	Employees, Contractors, Volunteers, New and Expectant Mothers, Children & Young Persons, Visitors

Fire Safety Control Measures
Fire fighting equipment
Fire detection equipment
Fire alarms
Protected fire exits
Emergency lighting
Fire exit signs
Fire and emergency procedures
Trained staff
Fire Drills
No smoking policy
Secure premises

Further Control Measures Required	**R**	**Added Documents**	**Assignee**	**Due Date**	**Status**

Fire Risk Assessment Checklist Supporting Evidence or Comments			
Sources Of Fuel			
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids or gases kept in the workplace?	Yes	Science flammable liquids kept to v small amounts. Other flammable liquids kept to household amounts.
2.	Is the waste control system operating effectively?	Yes	Yes. Empty containers of decorating paints etc are disposed of immediately according to recommendations on www.hse.gov.uk. Dried paint cans can be put into the outside rubbish bin with the lid off, as recommended by www.rethinkrecycling.com. Waste flammable liquids are kept in flammable liquid cupboard then collected and disposed of by local senior school with their provision.

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3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	Flammable liquids and stores for combustible materials are sited at secure locations. Our entire building and outside area are NO SMOKING; therefore, 'no smoking' signs are not necessary at these storage points. The signs 'Flammable Liquid' or 'Flammable Gas' etc. are displayed as appropriate. The arrangements for the storage of flammable liquids conforms to the guidelines published in Dangerous Substances and Explosive Atmospheres Regulations.
4.	Is the upholstery of furniture in good condition?	Yes	All furniture is bought from new, no second hand, and is kept in good condition or replaced immediately.
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	Continuously maintained and kept clear by all staff
Sources Of Heat			
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Electric convection heater located in Head's office and conduction heater under desk heater in reception. Users aware not to cover or store combustable materials near to them.
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	PAT testing done annually in Sept
8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?	Yes	Two RCD electric boards. Both have been verified as compliant and certificates issued. Inspected every 5 years. Next inspection due May 2029.
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	Only where needed. No cube multi-adaptors permitted in building.
10.	Are flexes run in safe places, where they will not be damaged?	Yes	Yes, back of furniture and kept uncoiled
11.	Is there a designated external smoking area provided with adequate ashtrays?	N/A	The property and grounds are all 'no smoking'. Smokers must leave the ground and walk along Butts Green lane to smoke, disposing of their cigarette away from the premises.
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	Letter box is external to property, no storage of bins etc near property that could be set alight. There is very limited access to property, since high fence surrounding, and walkway round outside of building is gated securely.
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes	There are no heat sources used apart from glue guns in craft lessons, and kitchen appliances in cookery. All are monitored carefully during use by class teachers, PAT tested, bought new and kept unplugged when not in use.
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	Flood lights, CCTV camera and alarm system near front gate. There are no letter boxes, no storage of bins etc near property that could be set alight. Very limited access to property, since high fence surrounding.
Staff and People at Risk			

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15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency? Has it been explained to all employees?	Yes	Evacuation procedure displayed on each door and explained to all employees. It is reviewed, practised and updated (if necessary) half termly.
16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building - whether as workers or visitors?	Yes	All exit routes are satisfactory for disabled and vulnerable people. Signs are pictorial and suitable for non-readers. Visitors are asked if they feel they would need assistance to exit in an emergency upon entry to the school. If so, a risk assessment is conducted and PEEP plan drawn up and shared with relevant staff.
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	Yes	PEEPs are written where necessary and reviewed regularly.
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	Yes	Yes staff trained during induction and PEEPs updated in One Plan cycle each term (3 times a year).
Means of Escape			
19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	Smoke guards, self-closers and intumescent strips have been fitted to doorways to compartmentalise the building. These are closed upon hearing the fire alarm and exiting the building, and practised as part of our routine drills.
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes	Yes, all at least 1 m wide.
21.	Do the exits lead to a place of safety?	Yes	Car park, Fire Assembly Point on right of building as you come out, by wooden fence. Signposted clearly.
22.	Are all gangways and escape routes free from obstructions?	Yes	Yes, checked daily
23.	Are the escape routes free from tripping and slipping hazards?	Yes	Although there is a small step to step over, from the rear fire doorway and doorway from the front classroom to the car park, which may inhibit a wheelchair or present a hazard for a person not seeing it. We have wheelchair ramps near each of these exits which can be easily deployed in an emergency. These people would have a PEEP to assist them in the event of needing evacuation and the ramps are noted on the person's PEEP plan.
24.	Are steps and stairs in a good state of repair?	Yes	Yes, the building does not have stairs. There are removable wheelchair ramps at each fire exit. There is a small step out of the building at each exit point.
25.	Are final exits always unlocked when the premises are in use?	No	Final exit to the driveway from one classroom is locked to prevent pupils escaping but can be unlocked from inside alongside a lanyard - all staff wear lanyards at all times. There is also a green exit button on the opposite wall in case of emergency, where staff still have time to prevent pupils absconding if they hit the button themselves.

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26.	Can the final exits be immediately opened without the use of a key?	Yes	Yes but they need an electronic tag (to prevent children from escaping) therefore each member of staff has one on their lanyards, which must be worn at all times. There is also a green fire exit button which manually opens the fire door from the classroom to the car park, (please see above.) All other doors are push bar or not kept locked at all during building use.
27.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?	Yes	Yes, apart from the porch door which opens inwards but is very close to an outwardly opening fire door.
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	Yes, but two fire doors in the centre of the building (porch) are, at times, propped open to allow free flow of high volumes of people for safety. These are routinely closed by the fire marshals as part of our fire escape plan.
29.	Are the self-closers on fire doors operating correctly?	Yes	Yes
30.	Are escape routes clearly signed?	Yes	Yes
31.	Are escape routes adequately lit?	Yes	Yes, back lit signage connected to battery in case of power cut. (Certificate in place).
32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	Yes, checked monthly in fire log book and serviced annually by Anglia Fire Protection services.
Fire Fighting Equipment			
33.	Is an adequate number of suitable fire extinguishers provided?	Yes	Certificated by Anglia Fire Protection Services as being the correct type, number and fitted by them in the correct locations. (Certificate in place).
34.	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	Yes please see comment above.
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	Yes, certified by Anglia Fire Protection services and a certificate is in place.
Fire Warning Systems			
36.	Is there an automatic fire detection and alarm system?	Yes	Yes, has been checked and certified by Anglia Fire Protection services. (Certificate in place).
37.	Is the fire alarm and any detection system in good working order?	Yes	Yes
38.	Is the fire alarm tested weekly?	Yes	Yes and recorded in fire safety equipment log book.
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	Yes, at the testing call points (9), which are located at regular accessible points around the building.
40.	Are the fire alarm call points clearly visible and unobstructed?	Yes	Yes, signs are displayed above all call points.
41.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	No	
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	Yes, checked weekly and recorded in fire log book.

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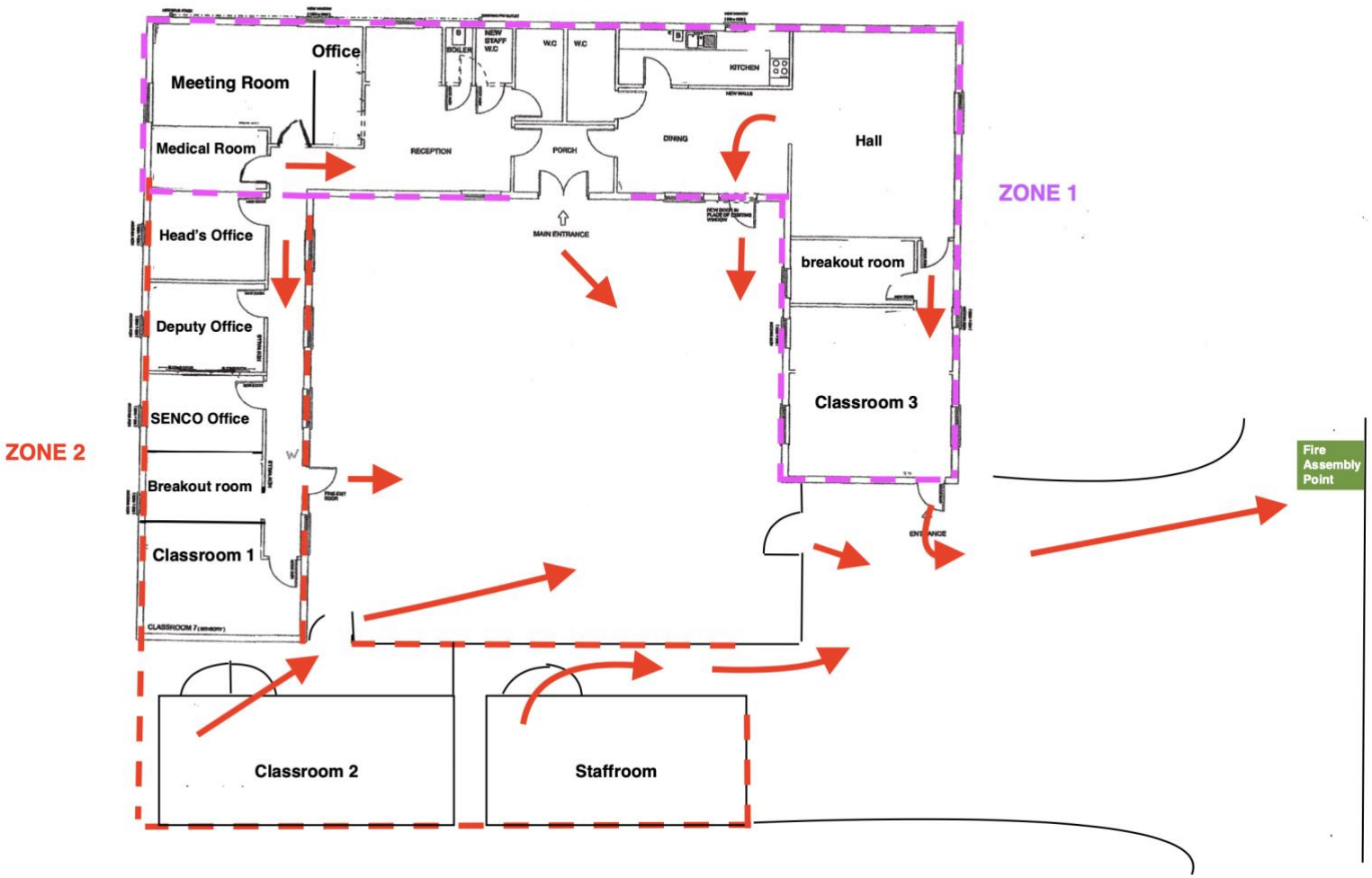
43.	Is any fixed fire-fighting installation (e.g. sprinkler system) in working order?	N/A	
Fire Safety Administration			
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?	Yes	All staff conduct fire safety training as part of induction and annually with an assessment quiz to demonstrate understanding - verified by a certificate.
45.	Have you asked your insurers for advice regarding the fire protection of your premises?	Yes	Yes
46.	Have you told, will you tell your staff or their representatives about your findings?	Yes	Yes via staff briefing / meetings. We have a weekly section in staff meetings and SLT meetings re health and safety.
47.	If you have prepared a formal report, has it been shown to your staff or their representatives?	N/A	
48.	If you share the workplace with others, do they know about the risks that you have identified?	N/A	
49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	
50.	Has an emergency plan been drawn up in case of a major fire?	Yes	Yes, please see our Business Continuity Plan including Critical Incident Policy
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	At proprietor's home, e-desktop and on website.
52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	Yes
Revised or Reviewed			
53.	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	Yes annually

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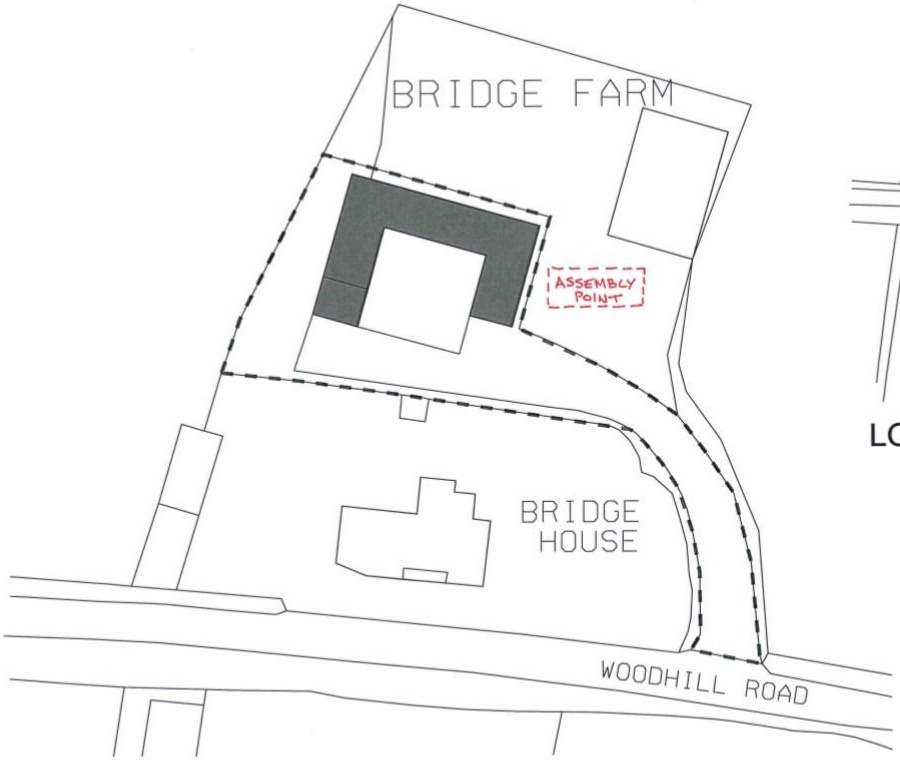
To be displayed on the inside of each internal door, with arrows showing exit routes

Fire Safety Exit Plan 1.9.26

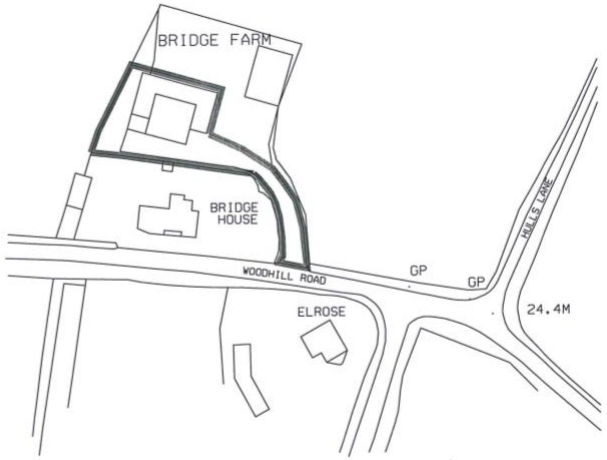


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Diagram of Fire Meeting Point in Car Park



BLOCK PLAN (SCALE 1:500)



LOCATION PLAN (SCALE 1:1250)

revision date amendment

Client:
Ms D HANSON
BRIDGE FARM BARN WOODHILL ROAD
SANDON CHELMSFORD ESSEX CM2 7SB

Drawing Title:
BLOCK PLAN

Scale:	Drawing No:	Date
AS SHOWN @A3	E.1701 - 18 - 03	AUGUST 2018

RICS

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