

KEEP YOUR SCHOOL IN BUSINESS

INTRODUCTION TO KYSIB

YOUR FIRE RISK ASSESSMENT

GUIDE FOR YOUR INITIAL
FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK
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FIRE RISK ASSESSMENT FORMS

MAINTENANCE & TESTING/
COMPLIANCE CHECK

BEST PRACTICE

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AND DISASTER RECOVERY

YOUR FIRE RISK ASSESSMENT
RESULTS

UPDATES & ADDITIONAL SECTIONS:

www.wmarsontaskforce.gov.uk/kysib

VERSION: 1/2006

LEGAL

The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

While we have made every attempt to ensure that the information contained in this Handbook has been obtained from reliable sources, The West Midlands Arson Task Force is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this Handbook is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results which will be obtained from the use of this information.

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KEEP YOUR SCHOOL IN BUSINESS

FOREWORD

When a school is damaged by fire, the effects are far wider reaching than the material damage to the building, trauma to staff and pupils, loss of course and exam work, the lost educational time and effect on the local community. These are just a few examples. As schools are at the heart of the local community, it is vital to make sure they are fire safe.

By taking some basic precautions in working practices, it is possible to minimise the risk of fire. Maintaining high standards of education in schools is difficult enough, without the added risk of losing your school to fire.

The biggest risk to any school is arson. Accidental fires are mainly due to lapses in attention so it makes sound business sense to be aware and prevent such an event. This guide contains useful pointers, some of which are legal requirements on School Heads and Governors, under the new Fire Safety Legislation.

Contained within this guide, is all you need to know to make your school as risk free from fire as possible. By reducing the risk of accidental fire, you are also reducing the risk of arson attacks from the opportunist arsonist.

Consider the facts:

- ▶ **3 schools a day suffer a fire**
 - ▶ **up to 75% are attributed to arson**
 - ▶ **25% of all major building fires occur in schools**
 - ▶ **1/2 of all school fires occur during school hours**
- ...the cost has tripled over the last decade to £100m per year.***

WILL YOUR SCHOOL BE NEXT?

Don't become one of these statistics!

*Source: Office of the Deputy Prime Minister Document; Arson Task Force.

LIST OF SECTIONS

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- **Your Fire Risk Assessment**
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- **Business Best Practice**
- **Contingency Planning and Disaster Recovery**
- **Your Fire Risk Assessment Results**

Sir Graham Meldrum
Her Majesty's Chief Inspector of Fire Services

There is nothing more important to the Fire and Rescue Service than saving life from fire. I am pleased to say that the efforts made by the service in respect of community fire safety are now showing excellent results.

I believe that once the prevention of fire is given serious consideration, it can be shown that lives and property can be saved and the number of fires caused by accident or arson can be reduced. Over ten years ago it was not possible to prove that fire safety measures would be a success. It was necessary at that time to believe and have faith that action such as teaching the benefits of good fire safety practices might produce results, we now know this to be the case.

I have always thought that most children who deliberately set fire to their school do not intend to cause the devastation that follows. They, like many other people, do not appreciate the power of fire to destroy once it is unleashed. A school fire makes everyone involved aware that fire is destructive not only of the fabric of the building and its contents but also of the place that the school fills in the community. There is much that cannot be rebuilt following a school fire, a loss to teachers and pupils that will affect them for the rest of their lives. The effect is much more far reaching than most other fires in public buildings.

The good news is that we in the fire and rescue service now know that fires are not inevitable, they can be prevented and if fires do start the effects can be limited and all of this can be done by simple methods that work to good effect and will 'Keep Your School in Business'.

Heather Bowman
Head Teacher,
Chase Terrace Technology College

It is almost impossible to convey the impact of arson on the life and work of a school. In August 2002, our main teaching block burnt down. Chase Terrace Technology College is a large 1,400 student comprehensive school in Staffordshire and the loss was a major setback to a school that has been serving the community of Burntwood for over seventy years. The building was a conspicuous part of the local landscape and the sense of loss in the community was keen.

Every resource in the building was lost including vital student coursework. Teachers lost valuable teaching resources that they had built up over many years. The sense of personal and collective loss was immense. The financial implications for the authority were enormous and ongoing.

As a result of the fire we spent two years operating in our three remaining buildings and two huge 'villages' of mobile classrooms on our school field. We endured two winters in these difficult conditions until we were able to move into our new building. We kept going but it was a very challenging and testing time.

As a school we are now very conscious of security. Arson is a disaster for a school and we do everything feasible to ensure that we are not targeted again.

INTRODUCTION TO KYSIB

Keep Your School in Business Updates

This pack is available FREE on the West Midlands Arson Task Force in a .PDF downloadable format.



Each section can be downloaded separately from:

www.wmarsontaskforce.gov.uk/kysib

This system allows you to keep this pack current with the best information and advice available, as sections are updated to keep up with changes in legislation, crime and fire protection advice.

Copies of this pack are available free to schools within the West Midlands region.



West Midlands Arson Task Force (KYSIB)

Kingswinford Police Station,
4, Moss Grove,
Kingswinford,
DUDLEY DY6 9HU.
Tel: 0121 380 6733
www.wmarsontaskforce.gov.uk

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INTRODUCTION TO KYSIB

This pack was produced with thanks to:



WEST MIDLANDS
ARSON TASK FORCE

Website:

www.wmarsontaskforce.gov.uk

West Midlands Arson Task Force

Ian Rawlings,
Station Officer, West Midlands Fire Service,
seconded to West Midlands Arson Task Force.

Phil Butler,
Sergeant, West Midlands Police,
seconded to West Midlands Arson Task Force.



Website:

www.wmfs.net

West Midlands Fire Service

Station Officer Moss Haden (Retired),
Business Liaison Officer

Station Officer Steve Rowe (Retired),
Technical Safety Officer

Zyllah Moranne-Brown, Senior Designer
Creative Services



Website:

www.west-midlands.police.uk

West Midlands Police

Dave Cotton
Sergeant, Force Crime Reduction Officer

Website:

www.firetrust.info

The Fire Service Research and Training Trust

Your Comments

This information pack provides you with legal guidance and best practice to reduce fire risk to your school.

We hope you will find it useful, and we welcome your comments. We would be grateful if you would complete the questionnaire below.

Please fax your response to:
0121 380 6133

	YES	NO
Is this pack easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand your legal requirements now?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find the guides to the Risk Assessment helpful?	<input type="checkbox"/>	<input type="checkbox"/>
Is the style of the pack appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think this has helped improve fire safety standards in your building?	<input type="checkbox"/>	<input type="checkbox"/>
How could it be improved?		

Contact details (optional)

Name: _____ Tel: _____

School Name: _____

Address: _____

Data Protection:

This information will only be used in line with the Data Protection Act 2000.

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GUIDES

There are a number of outlets that produce guides that may assist you in completing your fire risk assessment and these are detailed below:

The Stationary Office

TSO
PO Box 29
Norwich NR3 1GN
Tel: 0870 600 5522
Fax: 0870 600 5533.
e-mail: customer.services@tso.co.uk

Department for Communities and Local Government (DCLG) (previously known as the Office of the Deputy Prime Minister (ODPM))

Publications can be ordered by post to:
PO Box 236
Wetherby
West Yorkshire LS23 7NB
Tel: 0870 122 6236
Fax: 0870 122 6237
Textphone: 0870 120 7405
e-mail: ODPM@twoten.press.net

Health and Safety Executive (HSE)

HSE Books
PO Box 1999
Sudbury
Suffolk CO10 2WA
Tel: 01787 881165
Fax: 01787 313995
Infoline Tel: 08701 545500
Website www.hsebooks.co.uk
www.hse.gov.uk

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The guides listed below are available to assist you in complying with ‘**The Dangerous Substances and Explosive Atmospheres Regulations 2002**’ and compliance with the reference to dangerous substances in ‘**The Regulatory Reform (Fire Safety) Order 2005**’. These are available by mail order from HSE Books (see previous page for contact details).

Safe Working with Flammable Substances

The guides listed below are available to assist you in complying with ‘**The Regulatory Reform (Fire Safety) Order 2005**’ and also available as a free download from the Department for Communities and Local Government (DCLG) website; www.communities.gov.uk. Guides can also be found at www.firesafetylaw.communities.go.uk

Fire safety in offices and shops ISBN 1851128158

Fire safety in premises providing sleeping accommodation
(except hospitals, care homes, places of custody
and single private dwellings) ISBN 1851128174

Fire safety in educational premises
(including crèches through to universities) ISBN 1851128190

Fire safety in small and medium places of assembly
(including, for example public houses, clubs,
restaurants and cafes, village halls, community centres
and libraries accommodating up to 200 people) ISBN 1851128204

**Fire safety in large places of assembly where more
than 200 people gather** (including, for example shopping
centres, large nightclubs, exhibition and conference
centres, sport stadia and museums) ISBN 1851128212

Fire safety in theatres and cinemas ISBN 1851128228

Fire safety at outdoor events
(including theme parks, zoos, music concerts,
sporting events, fairgrounds and county fairs) ISBN 1851128220

Help is At Hand – West Midlands



Schools

For further help for **schools** within the West Midlands contact:

West Midlands Arson Task Force

Kingswinford Police Station,
Moss Grove,
Kingswinford,
Dudley DY6 9HU.
Tel: 0121 380 6733
e-mail: arson.taskforce@wmfs.net
www.wmarsontaskforce.gov.uk

West Midlands Fire Service Fire Safety Centres at:

Birmingham North	Tel: 0121 327 7727
Birmingham South & Solihull	Tel: 0121 753 1313
Coventry	Tel: 02476 220356
Dudley & Sandwell	Tel: 0121 544 7209
Wolverhampton & Walsall	Tel: 01902 712016

or look on our website: **www.wmfs.net**

Fire Safety in the Home

For further information on **fire safety in the home** contact:

West Midlands Fire Service Fire Safety Hotline: 0800 389 5525

or look on our website: **www.wmfs.net**

Home Fire Safety Check

As part of our commitment to your safety at home, we are offering you a **free fire safety check** and, where necessary, **free smoke alarms**. This safety check will look at all areas of accident and fire risk within your home. We will advise you on the installation and maintenance of smoke alarms and also give advice and information on how to stay safe from fire, including kitchen hazards, safe disposal of smoking materials, candles, heaters, electric blankets and dangers from potentially dangerous substances. In addition, we will help you to make an escape plan to prepare you, should a fire occur in your home.

Further advice on fire safety in the home can be found at: **www.firekills.gov.uk** or you can contact your local Fire Safety Centre as listed above.

Help is At Hand - West Midlands

West Midlands Fire Service Commercial & Industrial Training Unit (CITU)



For over 20 years, CITU have worked with companies to satisfy the fire training needs of their staff. CITU are committed to continue to assist companies and schools fulfill their legal obligations in line with the Regulatory Reform (Fire Safety) Order 2005 and can provide a variety of theoretical and practical courses specifically designed to complement the needs of your school.

Fire safety in **YOUR** workplace belongs with **YOU** and not with the Fire Service!

Current CITU training courses include:

- ▶ Managing fire safety in schools,
- ▶ Assessing & managing fire safety,
- ▶ Practical fire risk assessment & fire safety auditing,
- ▶ Courses for residential care facilities,
- ▶ Fire marshal training and refresher courses,
- ▶ Fire safety awareness training and lectures,
- ▶ Specialist courses including Hot Work; Breathing Apparatus; Confined Spaces; Petroleum Safety.

Fire destroys buildings, schools and peoples' lives.

Hoping that it will not affect you is not an option.

Act now to protect your school!

Proactive Training Prevents Reactive Firefighting! Think and Act Now!

For further information and course details contact **CITU**:

Telephone: 0121 380 7380

e-mail: commercial.trg@wmfs.net

website: www.wmfscitu.co.uk

Online Fire Training is available via AT&F Solutions Ltd

All courses are subsidised for school clients, for more details visit www.atfsolutions.com 'In The Line Of Fire' for schools

Education and Young People

The West Midlands Fire service has a dedicated Educational Advisor whose role is to provide fire safety education to the community and to raise the awareness of the dangers of fire, particularly in the home.

How?

- ▶ By visiting schools regularly to deliver fire safety education to different age groups
- ▶ By inviting schools to visit fire stations and fire safety centres
- ▶ By attending school events, open days etc
- ▶ By invite schools to theatre productions
- ▶ By providing materials and resources.

Nursery/Key Stage 1

Our local fire stations or Community Relations Officers may be able to visit a class or have a class visit the fire station. As this is not our target audience availability for visits may be limited.

Resources available:

- ▶ 'The Big Red Fire Engine' activity box contains 4 small uniforms and helmets, 2 jigsaws, 3 fire safety posters and a photocopiable workbook/colouring book.
- ▶ 'Fire Safety for Early Years' pack contains a photocopiable workbook/colouring book, a storybook, stickers, height chart and poster.
- ▶ 'My book about Firefighters' is an activity book aimed at Year 1.
- ▶ 'Help yourself and others' is an activity book aimed at Year 1/2.
- ▶ 'Fire! Fire! Fire!' is an activity book aimed at Year 1/2.

Key Stage 2 – our main target group

Our local fire stations aim to visit all Year 5 classes to run a fire safety session. These normally last about an hour and involve one class at a time. The topics included are fire hazards, smoke alarms, fire escape plans, 999 calls, hoax calls and 'stop, drop and roll'. Alternatively the class may be able to visit the station, and spend some time looking at the equipment and having a tour of the station, as well as having the fire safety input. A '999 Fire Safety' workbook and a Junior Fire Inspector's checklist are provided for each child.

We visit Year 6 classes where there is a need to educate about the dangers of arson or making hoax calls. This session involves a video and a book of photos used to spark off discussion about the consequences of arson and/or hoax.

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Key Stage 3

There are a number of projects and presentations available for Key Stage 3 under the name 'Your Choice'. These include:

- ▶ 'On The Road' – a classroom discussion with DVD's highlighting dangers and consequences of dangerous driving
- ▶ 'Dying 2 Drive' – a multi-agency drama with workshops highlighting dangers and consequences of dangerous driving
- ▶ 'Arson' - a classroom discussion with DVD's highlighting dangers and consequences of arson
- ▶ 'Sparx!' – a theatre production with follow-up visit highlighting dangers and consequences of arson



Key Stage 4

We are able to visit schools to lead a session for their GCSE Fire Prevention Module of Applied Science.

We can also visit careers days and talk about working for the fire service and different roles.

In addition

We are a flexible work force and if our input is required in other projects we will endeavor to do our best to get involved.

For further information please contact **Jo Thomas, Educational Advisor**, on **0121 380 6074** or **joanna.thomas@wmfs.net**.

Youth Services Section



The Youth Services section aims to make the West Midlands safer by working with young people who are at risk of becoming victims of fire, miss-users of fire or perpetrators of fire-related crime.

The section has a youth-work ethos and uses a mix of informal and more formal education methods to reduce fire risk. It is responsible for managing several youth projects which have a direct link to schools and other education establishments including:

Princes Trust xL Clubs

We have staff who are able to deliver fire safety sessions to Princes trust xL Clubs across the West Midlands and can provide school staff with details of how the sessions link with xL and ASDAN Accreditation.

Fire Intervention Repair and Education (F.I.R.E.)

An intensive short-term programme designed for young people who are either excluded, or on the verge of exclusion, from school and those who are working with Youth Offending Teams. The five-day programme includes learning about teamwork and communication skills through fire service training drills and also looks at young peoples' actions and the subsequent consequences of those actions. A first aid qualification is included and the programme is accredited by the Open College Network.



Junior Firesetter Tutoring Programme

West Midlands Fire Service has been involved in working with young people who have an unhealthy interest in fire for many years. Over the last three years the programme has been developed in terms of training and resources. The objective of this project is to change the behaviour of these young people by teaching them about the hazards and consequences of their actions. The children and young people range from pre-school through to convicted serial arsonists and each have their individual needs assessed and are addressed as individuals.

Visits normally take place in the child's or young person's home but can, when appropriate, be undertaken in schools or Youth Offending Team offices.

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Referrals are accepted from parents, carers, Youth Offending Teams, Social Services and schools (with parental consent).

Youth Fire Safety Courses

They are designed to meet the requirements of the Duke Of Edinburgh Award Scheme and the badge requirements of uniformed youth organisations. Youth Fire Safety Courses are delivered either at a fire station or where the group normally meets. For Duke of Edinburgh Bronze Award this would normally be carried out one evening a week for six weeks.

The Young Firefighters' Association

This is a uniformed youth organisation, which is part of the West Midlands Fire Service and open to young people aged from 11 – 17 years. There are YFA branches at 11 fire stations across the West Midlands.



The Princes' Trust Team

Youth Services' Princes Trust Officer works with every Princes' Trust Team across the West Midlands, training team members to undertake risk assessments and providing team building activities, which utilise fire service training drills with hoses and ladders etc. The Princes' Trust Team is open to young people aged 16+ and is an option for some school leavers.

The Youth Services Section is based at Fire Service Headquarters in Birmingham and can be reached on **0121 380 7652** or via e-mail: **youth.services@wmfs.net**

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Help is At Hand - Staffordshire



For further information or assistance for schools within Staffordshire contact:

Staffordshire Fire & Rescue Service Headquarters,

Service Headquarters, Pirehill, Stone,
Staffordshire ST15 0BS
Tel: 08451 22 11 55

Staffordshire's Arson Reduction Team

Staffordshire Fire & Rescue Service,
Beaconside ST18 0DD
Tel: 01785 898652
Mobile: 07971 893265
www.staffordshirefire.gov.uk
e-mail: arson@staffordshirefire.gov.uk

Or contact one of your local Fire Safety Officers' or **free home fire risk assessments** within the Staffordshire area visit our website **www.staffordshirefire.gov.uk** or contact your local area command listed below:

Cannock Area Command

Cannock, Rugeley
Tel: 01785 898513

East Staffordshire Area Command

Abbots Bromley, Barton under Needwood, Burton-on-Trent, Tutbury Uttoxeter,
Tel: 01785 898502

Lichfield Area Command

Chase Terrace, Lichfield
Tel: 01785 898531

Staffordshire Moorlands Area Command

Biddulph, Cheadle, Ipstones, Leek, Longnor
Tel: 01785 898522

Newcastle Area Command

Ashley, Kidsgrove, Newcastle
Tel: 01785 898543

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South Staffordshire Area Command

Brewood, Codsall, Kinver, Penkridge, Wombourne

Tel: 01785 898516

Stafford Area Command

Eccleshall, Gnosall, Stafford, Stone

Tel: 01785 898550

Stoke on Trent Area Command

Burslem, Hanley, Longton

Tel: 01785 898895

Tamworth Area Command

Tamworth

Tel: 01785 898563

Fire Safety Training Department

Staffordshire Fire and Rescue Service

Pirehill, Stone, Staffordshire ST15 0BS

Tel: 01785 898917

e-mail: fstrain@staffordshirefire.gov.uk

To view our list of courses visit our website at: www.staffordshirefire.gov.uk

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Help is At Hand - Hereford & Worcester

For fire safety and arson advice please contact your nearest District:



Hereford & Worcester Fire and Rescue Service,
North District Headquarters,
Castle Road, Kidderminster, Worcestershire DY11 6TH.
Tel: 01562 512612

Hereford & Worcester Fire and Rescue Service,
South District Headquarters,
The Fire Station, Worcester Road, Malvern, Worcestershire WR14 1TD.
Tel: 01684 572948

Hereford & Worcester Fire and Rescue Service,
West District Headquarters,
The Fire Station, St. Owen Street, Hereford HR1 2JW.
Tel: 01432 274561

Home Fire Safety Check

This FREE service could help you to avoid a fire occurring within your home!

Firefighters will visit your home and:-

- Fit FREE smoke alarms that give vital early warning of fire
- Give safety advice and guidance on how you can prevent fires starting
- Give advice on other potential causes of accidents in the home

To request a **Home Fire Safety Check** in the Herefordshire and Worcestershire areas call **0800 032 1155** or e-mail **cfs@hwfire.org.uk**

Commercial Training

Courses include: Management of Fire Risk Assessment (2 day)
Fire wardens Course (1 day)
Basic Firefighting and Evacuation (2 hour)

Hereford & Worcester Fire and Rescue Service,
Training & Development Centre,
Friar Street, Droitwich, Worcestershire WR9 8EQ.
Tel: 01905 795889
e-mail: commercial@hwfire.org.uk
Website: www.hwfire.org.uk

Help is At Hand - Warwickshire

For information or advice regarding arson reduction please contact:

Warwickshire Fire & Rescue Service

Arson Reduction Department

Fire Safety Headquarters

Old Budbrooke Road

Budbrooke

Warwick

CV35 7DP

Tel: 01926 4662820 or 1926 410800

Fax: 01926 466212

e-mail: safer@warwickshire.gov.uk

Website: www.warwickshire.gov.uk



Help is At Hand - Shropshire

For information on fire safety and arson advice in Shropshire please contact:



Shropshire Fire & Rescue Service Headquarters

St Michael's Street
Shrewsbury SY1 2HJ
Tel: 01743 260200
Fax: 01753 260268

For Community Fire Safety advice:

Community Fire Safety – Residential and Business Community

Brigade Headquarters
St Michael's Street
Shrewsbury SY1 2HJ
Tel: 01743 260260
Fax: 01753 260269

Free Home Fire Safety Checks

This FREE service could help you to avoid a fire occurring in your home. Firefighters will visit your home and;

- Fit free smoke alarms if required
- Give free safety advice

To request a home fire safety check call 01743 260298

Arson Reduction

Brigade Headquarters
St Michael's Street
Shrewsbury SY1 2HJ
Tel: 01743 260260
Fax: 01753 260269
Website: www.shropshirefire.org.uk