

# KEEP YOUR SCHOOL IN BUSINESS

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INTRODUCTION TO KYSIB

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YOUR FIRE RISK ASSESSMENT

GUIDE FOR YOUR INITIAL  
FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK  
ASSESSMENT REVIEWS

FIRE RISK ASSESSMENT FORMS

MAINTENANCE & TESTING/  
COMPLIANCE CHECK

BEST PRACTICE - FIRE AND  
CRIME PREVENTION

CONTINGENCY PLANNING  
AND DISASTER RECOVERY

YOUR FIRE RISK ASSESSMENT  
RESULTS

UPDATES & ADDITIONAL SECTIONS:

[www.wmarsontaskforce.gov.uk/kysib](http://www.wmarsontaskforce.gov.uk/kysib)

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VERSION: 2/2010

## LEGAL

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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.

Under no circumstances will The West Midlands Arson Task Force, its related partnerships or partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in this Handbook or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Information contained in this document is correct at time of going to publication.

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## 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 UK facts:

- ▶ **38 schools suffer a fire a week**
- ▶ **20 of those fires were deliberate ignition**
- ▶ **90,000 children's education is disrupted by school arson every year**
- ▶  **$\frac{1}{3}$  of all school arson fires occur during school hours**

*...insured property losses running at £80m per year.*

### **WILL YOUR SCHOOL BE NEXT?**

**Don't become one of these statistics!**

\*Source: Arson Prevention Bureau.

## LIST OF SECTIONS

- | **Introduction To KYSIB**
- | **Your Fire Risk Assessment**
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- | **Guide For Fire Risk Assessment Reviews**
- | **Fire Risk Assessment Forms**
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  - Maintenance and Testing
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- | **Business Best Practice**
- | **Contingency Planning and Disaster Recovery**
- | **Your Fire Risk Assessment Results**



**Councillor David Hinton**  
**Chair of the West Midlands Fire and Rescue Authority**

The fundamental challenge to the Fire and Rescue Service is saving life and making our communities safer. Over the last 10 years I have been delighted to witness the efforts made by the service and its many partners resulting in substantial reductions in accidental and deliberate fires.

I support the principles that organisations such as the fire and police should give out the best fire and crime reduction advice based on the years of knowledge in dealing with events when they have gone wrong. The KYSIB project was initiated and first printed in 2006 and it is clearly right that the guidance has been updated and made as a FREE download from the internet.

I am delighted to see that one of the many changes in this guide is the 'Help is at Hand' section in the Introduction and the addition to show that the West Midland regional fire services have an array of educational tools to assist in youth education. I implore you to take advantage of the many projects designed to assist you to improve student safety and help specific students showing an unhealthy interest in fire setting.

This guide is based on the latest legislation fundamentally the Fire Safety Order which places the Fire and Rescue Service as the prosecution agency, it is clearly the case we want to work with our colleagues in the Local Authority and Education arena to prevent fires by maintaining high standards in order to protect our children and schools and to ensure that communication and understanding of each others roles come first and prosecutions are kept to a minimum.

I am fully aware of the changes in finances we all face over the next few years and the difficult decisions we will all face to maintain activities. The devastation caused by a school fire has a severe impact to its local community starting with the loss of the student's hard work, the loss of a valuable community building and the financial impact to that area.

It is simply the case that no school fires can be acceptable when due to the lack of effort required to manage down risk.

**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.

## 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](http://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.



### **West Midlands Arson Task Force (KYSIB)**

Kingswinford Police Station,  
4, Moss Grove,  
Kingswinford,  
DUDLEY DY6 9HU.  
Tel: 0121 380 6733  
[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk)

This pack was produced with thanks to:



[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk)

## **West Midlands Arson Task Force**

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

Sean Tomkins,  
Watch Commander, West Midlands Fire Service,  
seconded to West Midlands Arson Task Force.

WEST MIDLANDS FIRE SERVICE

[www.wmfs.net](http://www.wmfs.net)

## **West Midlands Fire Service**

Fiona Rhodes  
Education Advisor

Marketing Department, Corporate Communications



[www.west-midlands.police.uk](http://www.west-midlands.police.uk)

## **West Midlands Police**

Andy Gregory  
Sergeant, Force Crime Reduction Officer

[www.firetrust.info](http://www.firetrust.info)

## **The Fire Service Research and Training Trust**

## FAO: West Midlands Arson Task Force 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 send your response to: 0121 626 8057

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|  | 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?

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**Contact details** (optional)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**Data Protection:**

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

The Communities and Local Government (CLG) have issued a series a set of guides to tell you what you have to do to comply with fire safety law and help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.

If you intend to carry out your mandatory fire risk assessment we suggest if you have a limited knowledge of fire safety you do get a copy of this advice which covers the practice knowledge of fire safety and/ or get appropriate training or appoint a competent person to assist in your duties.

The FSO makes it clear under article 18(5) FSO that a competent person has sufficient training and experience or knowledge or other qualities to enable them to properly assist you in undertaking the preventative and protective measures.

### **Fire Safety Risk Assessment - Educational Premises**

This guide covers:

- ▶ Schools including Sunday schools and after school clubs
- ▶ Universities
- ▶ Academies
- ▶ Crèches
- ▶ Adult education centres
- ▶ Outdoor education centres
- ▶ Music schools

The Guide is available as a published document and a free download from the CLG web site: <http://www.communities.gov.uk/publications/fire/firesafetyrisk6>

The CLG has also published other guides including:

- ▶ Sleeping accommodation
- ▶ Large places of assembly

### **Building Bulletin BB100: Design for Fire Safety in Schools**

This guide to school property buildings was published by the Department for children, schools and families in 2007. It covers the design of new school buildings to reduce risk from fire.

### 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

email: 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 380 7591

Coventry Tel: 0121 380 7585

Dudley & Sandwell Tel: 0121 380 7562

Wolverhampton & Walsall Tel: 0121 380 7562

or look on our website: [www.wmfs.net](http://www.wmfs.net)

#### **Theatre in Education (Fire Prevention)**

A funded 75 minute theatre and workshop programme performed in secondary schools for year 8 students arranged by West Midlands Arson Task Force. The performance describes events surrounding fire setting and explores the consequences of the fires. Please visit [www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk) for more details about future productions

For more information about Theatre in Education contact the West Midlands Arson Task Force (0121 380 6733) or your Local Fire Service

### 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 visit: [www.wmfs.net](http://www.wmfs.net)  
Further advice can be found at: [www.firekills.gov.uk](http://www.firekills.gov.uk)

#### **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.

## Help is At Hand - West Midlands

### West Midlands Fire Service Business Educational Safety Team



For over 20 years, WMFS have worked with organisations to satisfy the fire training needs of their staff. BEST are committed to provide high quality, value for money training to assist companies and schools fulfil their legal obligations under the Regulatory Reform (Fire Safety) Order 2005. We have 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!

BEST training courses include:

- ▶ Managing Fire Safety in Schools,
- ▶ Practical Fire Risk Assessment (includes fire safety audit training),
- ▶ Fire Marshal training and refresher courses,
- ▶ Fire Marshal Awareness training,
- ▶ Fire Extinguisher Training and Fire Safety Lectures,
- ▶ Practical Fire Safety Maintenance.

**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!**

To discuss your needs or for further information and course details contact the Business Educational Safety Team:

Tel: 0121 380 7380

Email: [BEST@wmfs.net](mailto:BEST@wmfs.net)

[www.wmfs.net](http://www.wmfs.net) and select 'Business Training Courses'

## Help is At Hand - West Midlands

### Education and Young People

The West Midlands Fire service has a dedicated Education Team whose role is to provide fire safety education in schools and to raise the awareness of the dangers of fire, particularly in the home. It is the aim of the Education Team to provide safety to children at every Key Stage of their education.

#### How?

- ▶ By visiting schools regularly to deliver fire safety education to different age groups
- ▶ By inviting schools to visit fire stations, Handsworth Fire Safety Centre and Safeside
- ▶ By attending school events, open days, etc
- ▶ By inviting theatre productions into schools
- ▶ By providing materials and resources.

#### Foundation Stage - Nursery and Reception

West Midlands Fire Service Education Team have provided over 1000 'Big Red Activity Boxes' free of charge to nurseries throughout the West Midlands and where possible our local fire stations may be able to visit a class or have a class visit the fire station.

'The Big Red Activity Box' contains

- ▶ Teacher's lesson plans in line with the Early Learning Goals
- ▶ Set of 6 Ellie the Firedog fire safety stories
- ▶ Ellie the Firedog puppet
- ▶ Quiz cube game
- ▶ Activity book
- ▶ Wooden jigsaw
- ▶ Ellie's Dangerous Card game
- ▶ Large floor game
- ▶ 4 sets of uniform with helmets
- ▶ 1 role play duty board and job planner

These boxes have been so well received that they are now available for each school to have one in their Reception Class.

#### Key Stage 1 – The Great Fire Safety Pack

This is a pack of activities and information based on the Great Fire of London which is currently being piloted in one of our Command areas. It links the facts as known associated with the Great Fire to fire safety issues of today and is presented to Year 2 children by teachers and firefighters.

## Help is At Hand - West Midlands

### Education and Young People

#### **Key Stage 2 – SPARK Pack**

This is our main target group and our local fire stations aim to visit all Year 5 classes to run a SPARK fire safety session. These normally last about an hour and involve one class at a time. The topics included are:

- ▶ Fire spread and smoke alarms
- ▶ Fire hazards and ‘Stop, Drop and Roll’
- ▶ Fire escape plans
- ▶ 999 calls and hoax calls
- ▶ Road safety and in-car safety

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 Checklist’ are provided for each child.

#### **Arson and Hoax Pack**

We visit Year 6 classes on request where there is a need to educate about the dangers of arson or making hoax calls. This session involves a re-cap quiz on what was learnt in Year 5, a video and a series of photos used to spark discussion about the consequences of arson and/or hoax.

#### **Special Educational Needs**

Through the use of specially trained firefighters with additional resources, West Midlands Fire Service provides fire safety education and links to those with Special Educational Needs. This includes children and adults with a range of disabilities and learning needs, both in Special Schools and mainstream schools as well as Care Homes, Residential Care and those going into or already in independent living.

# INTRODUCTION TO KYSIB

## Key Stage 3

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

- ▶ 'Your Choice: Your Safety' – Aimed at Year 7: General safety presentation looking at fire hazards, home escape plans, smoke alarms, passenger and pedestrian safety.
- ▶ 'Your Choice: Feel the Heat' – Aimed at Year 8: Consequences of arson
- ▶ 'Your Choice: Getting Home' - Aimed at Year 9: Road safety presentation looking at passenger and pedestrian safety and taking responsibility as a passenger.

## Key Stage 4

- ▶ 'Your Choice: On the Road' – Aimed at Year 10/11: Hard hitting road safety presentation highlighting the causes and consequences of Road Traffic Collisions.

## In addition

We are a flexible work force and if our input is required in other projects we will endeavour to do our best to get involved. For further information on Education Programmes at West Midlands Fire Service please contact the team on **0121 380 6429** or email [education@wmfs.net](mailto:education@wmfs.net)



## Help is At Hand - West Midlands

### 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:

#### **Prince's 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.

#### **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.

#### **Fire Safety Tutoring Programme**

West Midlands Fire Service has been involved in working with young people who have an unhealthy interest in fire for many years. 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. Referrals are accepted from parents, carers, Youth Offending Teams, Social Services and schools (with parental consent).

## Youth Fire Safety Courses

These 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 20 fire Stations across the West Midlands. Some of these branches run 15-20 week programmes accredited through Open College Network or BTEC and three branches cater specifically for young people with special needs.



## The Prince's Trust Team

Youth Services works with every Prince's 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 Prince's 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 6115** or via email: [youth.services@wmfs.net](mailto:youth.services@wmfs.net)

# Safeside Programmes

Safeside is a state-of-the-art, scenario based, experiential learning centre for safety and citizenship, available to the whole West Midlands community.

## Junior Citizen - Key Stage 2, year 5 or 6

Our Junior Citizen Programme for Years 5 & 6 includes:

- What to do in an emergency • Effects of hoax calls
- Home Safety • Fire Safety • Road Safety • Personal Safety
- Safe routes • In car safety • Bus Safety • Train Safety
- Water Safety • Keeping public space safe and attractive
- Restricted goods and looking after money

## Safestart - Parents/Carers of children under 2 years old

The programme will cover some of the key safety issues for two year olds including road safety and home safety, using the Safeside safety village to enable parents to learn about these issues in a non-threatening, fun, practical and relaxed format. The scheme will make links with RoSPA's 'Safe at Home' programme.

Our Safestart scheme is funded to initially targetting the parents and prospective parents of 0 - 2 year old children in Birmingham's Priority Neighbourhood. From March 2011 we intend extending the scheme so that it is available across the West Midlands.

## Lifeskills - Key Stage 3, year 8

Targetting Year 8 pupils at secondary school, the Lifeskills programme will communicate key safety and citizenship information to this age group in a lively, dramatic and interactive format, making full use of our safety village and the realistic scenarios.

The scheme is currently in development. Initially targeted at schools in Birmingham's Priority Neighbourhoods, from March 2011 we intend extending the scheme so that it is available across the West Midlands.

## Booking and information

For further information or to make a booking contact Steph by emailing [safeside@wmfs.net](mailto:safeside@wmfs.net) or by phoning her on **0121 380 6429**.

Safeside, West Midlands Fire Service,  
101 Vauxhall Road, Birmingham B7 4HW.  
Tel: 0121 380 6429  
Email: [safeside@wmfs.net](mailto:safeside@wmfs.net)

For more information please visit [www.safeside.org.uk](http://www.safeside.org.uk)

WEST MIDLANDS FIRE SERVICE

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## Help is At Hand - Staffordshire

For further information or assistance for schools within Staffordshire, please contact:



### **Staffordshire Fire & Rescue Service Headquarters**

Service Headquarters, Pirehill, Stone,  
Staffordshire ST15 0BS  
Tel: 08451 22 11 55  
[www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)

### **Staffordshire's Arson Reduction Team**

Staffordshire Fire & Rescue Service,  
Beaconside ST18 0DD  
Tel: 01785 898591  
Mobile: 07971 893261  
email: [arson@staffordshirefire.gov.uk](mailto:arson@staffordshirefire.gov.uk)  
[www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)

For a **Free Home Fire Risk Check** within the Staffordshire area, please visit our website or telephone **0800 0241 999**

For **Business Support Services** within the Staffordshire area, please visit our website and click on **Business**, or contact the Business Support Team on **01785 898917** or email: [bst@staffordshirefire.gov.uk](mailto:bst@staffordshirefire.gov.uk)

### **Current Courses include**

- ▶ Fire Safety in Residential Care and Nursing Homes
- ▶ Fire Extinguishers
- ▶ Fire Marshal Training
- ▶ Fire Safety General Course
- ▶ Fire Risk Management Course
- ▶ Quantitative Face Mask Fit Testing

For further local information please contact:

**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

**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

## Help is At Hand - Staffordshire

### Preparing Children and Young People for lifelong learning

#### Statement of Intent

It is the intention of Staffordshire Fire and Rescue Authority to afford to all children “Lifelong learning” and preventing disaffection.

Staffordshire provides a dedicated Educational Advisor to support effective provision of educational programmes for local communities.

This provision is delivered through:

- ▶ Fire crews visiting schools to assist in the delivery of our fire safety education programmes
- ▶ Theatre in education linked to fire safety
- ▶ Schools’ challenges
- ▶ Schools visiting fire stations
- ▶ Youth-led projects

#### In school

##### Key Stage 1

- ▶ **“Bleep”** - Big Book/Little Book package that focuses on smoke alarms, firefighters’ work and uniform (People Who Help Us), behaviour around matches and lighters and fire in the home. A Nursery version is also available.

##### Key Stage 2

Booklet based package that builds on the work from Key Stage 1 through the inclusion of Science related activities, hazard awareness in the home and creating and following a Home Escape Plan.

##### Key Stage 3

A programme to inform students about the role of a firefighter and the consequences of arson and making hoax calls. A SEN version is also available.

##### Firework Safety

- ▶ **‘Operation Good Guy’** - A classroom based presentation and practical demonstration, delivered to Key Stages 2 and 3, promoting safe and responsible use of fireworks.

## Key Stage 4

- ▶ **'Road Traffic Collision Investigation'** - A package which requires students to work in small groups to carry out an investigation into a single vehicle RTC. The four themes covered are:
  - drink/drugs whilst driving
  - not wearing seatbelts
  - peer pressure
  - speeding
  
- ▶ **'Crash Course'** - A two-hour graphic, hard-hitting presentation, delivered by a multi agency team, which looks at a specific fatal collision from the perspective of the emergency services and the families concerned. Its aim is to reduce the number of fatalities and serious injuries that occur on our roads. Please contact the 'Crash Course' Team – **07967 573545** – for more information.

For further information on Schools' programmes, please contact **Steve Wright**, County Youth Education Co-ordinator, on **01785 898780** or [s.wright@staffordshirefire.gov.uk](mailto:s.wright@staffordshirefire.gov.uk)

## Schools' Challenges

### Media Challenge

An event for Key Stage 2 and 3 students, in the County, that is organised in different rounds. It gives students the opportunity to become journalists whilst learning about the role of the emergency services. Please contact the Staffordshire Partnership – **01889 571999** - for more information.

### Theatre in Education

The West Midlands uses two regionally commissioned arson/ ASB educational programmes performed FREE to our Secondary Schools. For more details regarding future productions please take a look at [www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk)

## Visits to Fire Stations

Please contact the relevant Area Command to talk about visiting a station.

## Help is At Hand - Staffordshire

### Youth-led projects

#### **Serious Criminal Arson Reduction (S.C.A.R)**

Staffordshire Fire & Rescue Service, Staffordshire Youth Service and a media communications company have formed a partnership to provide multimedia information and resources designed and delivered by young people to examine the consequences of arson and hoax calls. The members are predominantly from Key Stages 4 & 5. For more information, please visit the project website: [www.stoparson.co.uk](http://www.stoparson.co.uk)

#### **R.A.I.L. (Railway Awareness Impacts Lives)**

As a result of the S.C.A.R project, the group has also teamed up with Network Rail to work with young people to create a short film about the dangers of trespassing on the local railways.

## Intervention Programmes

#### **Student Firefighters Scheme**

This project provides young people with an opportunity to take part in a learning experience outside the school environment. The course combines practical scenario training with discussion and theory workshops. It aims to provide vital life skills such as communication, teamwork and self-confidence by employing fundamental fire service principles of leadership, teamwork and discipline.

Each course, based on a local fire station, seeks to engage up to 12 students one day a week for a maximum of twelve weeks. Participants on the course are nominated by local head teachers, who are asked to identify students who may be displaying anti-social behaviour or disaffection. Each school can nominate two students, who will then attend a formal interview at the fire station. Successfully passing the interview will result in their being accepted onto the course.

At the end of the course, each student who has completed the required elements will receive a folder of their work and a certificate, which will be presented at a passing out parade attended by parents, teachers and representatives from the Fire & Rescue Service and Local Authority.

If you are a head teacher who would like to find out about future Student Firefighter courses, please contact your local Area Command.

## Help is At Hand - Staffordshire

### Youth Intervention Team

- ▶ **Fire setting Intervention** - The skills of the Youth Intervention Team, in understanding the psychological state of young fire setters, have developed significantly in recent years

Each young person is assessed and placed on the right Intervention programme for the right reason and not just because the intervention is there

- ▶ **'Fire Safe'** - Individual Child Education Scheme - A programme designed for children and young people, between the ages of 3 and 17, with the aim of eradicating fire-setting tendencies, increase fire safety awareness and endorse good fire safety practices in the home.



- ▶ **'Xtinguish'** - A programme targeting young people who have been convicted of, or have received a final warning for, fire setting and uses Cognitive Behavioural Therapy as a main tool.



The course covers:

- Impulsivity
- Concrete and rigid thinking
- Inability to learn from mistakes
- Inability to think consequentially

- ▶ **'Night Rider'** - A programme aimed at young people who have been charged with motor vehicle driving offences. Specialist trained staff, within the Service, deliver an intensive one to one package, tailored to the needs of the young person and the offence with which they have been charged. The aim is to raise the awareness of the consequences of involvement in vehicle related crime and its effects on the community.

For further information on 'Fire Safe', 'Xtinguish' or 'Night Rider' please contact the Youth Intervention Team on **0800 0241 999** or email: [y.interventions@staffordshirefire.gov.uk](mailto:y.interventions@staffordshirefire.gov.uk)

## Help is At Hand - Hereford & Worcester

For arson reduction please contact the Arson Reduction Team:

**Hereford & Worcester Fire and Rescue Service HQ,**  
2 Kings Court, Charles Hastings Way, Worcester, WR5 1JR.  
Tel: 01905 368 222



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE

For commercial fire safety advice please contact your nearest district:

**Hereford & Worcester Fire and Rescue Service, North District Headquarters,**  
Castle Road, Kidderminster, Worcestershire DY11 6TH.  
Tel: 01562 512 612

**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 email [cfs@hwfire.org.uk](mailto: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  
email: [commercial@hwfire.org.uk](mailto:commercial@hwfire.org.uk)  
[www.hwfire.org.uk](http://www.hwfire.org.uk)

## Help is At Hand - Warwickshire

For information or advice regarding arson reduction please contact:



### Warwickshire Fire & Rescue Service

#### Community Fire Safety Headquarters

Old Budbrooke Road, Budbrooke, Warwick, CV35 7DP

Tel: 01926 410 800

Fax: 01926 466 212

email: [firesafety@warwickshire.gov.uk](mailto:firesafety@warwickshire.gov.uk)

[www.warwickshire.gov.uk/fireandrescue](http://www.warwickshire.gov.uk/fireandrescue)

### Home Fire Safety Check

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

Firefighters will visit your home and:-

- If required, fit **FREE** smoke alarms that give vital early warning of fire
- Give safety advice and guidance on how you can prevent fires from starting

To request a Home Fire Safety Check in the Warwickshire area call **01926 466 282** or email [safer@warwickshire.gov.uk](mailto:safer@warwickshire.gov.uk)

### Warwickshire's Arson Reduction Team

Warwickshire Justice Centre, Vicarage Street, Nuneaton, CV11 9AD

Tel: 02476 483 205

[www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

## Education and Young People

The Warwickshire Fire and Rescue Service have a dedicated School Liaison Officer whose primary role is to develop and coordinate fire safety education in Primary and Secondary Schools throughout the county.

The Warwickshire Fire and Rescue Service engage with young people by:

- ▶ Delivering interactive safety sessions in Schools to different age groups.
- ▶ Loan of a preschool activity box to children's centres and nurseries
- ▶ School visits to their local fire station.
- ▶ Brownie, Beaver and Guide groups visiting fire stations.
- ▶ Attending school events, open days etc.
- ▶ Attending multi-agency safety events – e.g. Crucial Crew
- ▶ Invitation to theatre in education productions.
- ▶ Providing materials and resources.

## Help is At Hand - Warwickshire

### Primary Schools

In Primary Schools, our aim is to develop the children's knowledge and understanding of fire safety behaviour and to provide them with survival skills in the event of a fire.

There are two levels of fire safety sessions that are delivered by fire fighters from a local fire station.

The sessions are designed to be interactive and use a variety of resources and visual aids. Pupil booklets linked to the National Curriculum are also left with staff at the end of the visit to enable follow up work and to reinforce the learning objectives of fire safety.

The fire safety education programme is for pupils in year 1 and year 5; the content of each session is designed to meet the needs of each age group.

All state schools are on the programme.

#### Content of year 1 session

- ▶ Looking at fire kit
- ▶ Good & bad fires
- ▶ Don't play with matches
- ▶ Stop, drop & roll
- ▶ Simple fire safety at home
- ▶ Crawl low in smoke

#### Content of year 5 session

- ▶ 999 emergency calls
- ▶ Escape Plans
- ▶ Smoke alarms
- ▶ Fire Safety & Prevention
- ▶ Risk & Causes of fires
- ▶ Fire safety quiz

### Secondary Schools

#### Key Stage 3: Year 7 – FIRE!

The Warwickshire Fire & Rescue Service has developed a scheme of work which links fire safety awareness to the National Curriculum subject of Citizenship. The scheme entitled 'FIRE!' is written ideally for year 7 pupils and includes a pupil booklet, teacher guidance booklet and a CD called 'Fire Experience'.

'FIRE!' is used by teachers in Schools during Personal, Social and Health Education / Citizenship lessons and is followed up by a visit from a Community Fire Safety Officer to each year 7 class.

#### Content of year 7 session

- ▶ Introduction
- ▶ Escape Plans
- ▶ Smoke alarms
- ▶ DVD - 'Fire Raisers'
- ▶ Cost and Consequences of Arson
- ▶ Fire Safety True or False Quiz

## **Year 8 – Theatre in Education**

A Theatre in Education production highlighting the dangers and consequences of arson is offered for pupils in year 8 in targeted Schools. The production is free and teacher guidance packs are provided to facilitate follow up work.

## **Prison Me No way**

A multi-agency event that starts with a performance of a fatal joyriding incident involving young people. This is followed up by workshops and presentations, which highlight the dangers and consequences of dangerous driving.

The event is delivered to either pupil at key stage 3 or 4 depending on the needs of the pupils and the school.

## **Key Stage 4**

For pupils at key stage 4, a programme entitled ‘Elements of Risk’ has been developed. ‘Elements of Risk’ looks at arson, joy riding, anti-social behaviour and peer pressure.

A session delivered by a Community Fire Safety Officer is delivered to each year 10 class which can be followed up by the class teacher using pupil booklets provided free of charge.

### **Content of year 10 session**

- ▶ Introduction
- ▶ Cost & Consequences of arson – focus on arson in schools
- ▶ Elements DVD – produced by Kent Fire & Rescue
- ▶ Follow up discussion – consequences of young people involved in the DVD.
- ▶ Summary and questions

## **Help is At Hand - Warwickshire**

In addition, we can also visit career days and talk to pupils about the different roles in our modern fire service.

## **Special Schools**

On request, the School Liaison Officer will tailor a session in Special Schools, which are designed to meet the specific needs of pupils. Pupils then receive a visit from a fire safety officer and often a fire crew with a fire engine.

## **Other Requests**

For any other requests that are received for fire safety education for young people, we will endeavour to arrange a visit by fire service personnel and/or provide suitable resources.

For further information please contact:

Ruth Greenhalgh BSc (Hons), P.G.C.E., School Liaison Officer

Tel: **01926 410 800** or email [ruthgreenhalgh@warwickshire.gov.uk](mailto:ruthgreenhalgh@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

[www.shropshirefire.org.uk](http://www.shropshirefire.org.uk)

## Youth Education within Shropshire Fire and Rescue

We currently deliver education to the following year groups within schools

- ▶ Year 1 (age 4/5) KS1 Frances the Firefly Presentation
- ▶ Year 4 (age 8/9) KS2 Qwizdom, an interactive presentation
- ▶ Year 6 (age 10/11) KS2 Crucial Crew
- ▶ Year 7 (age 11/12) KS3 County wide Youth Quiz
- ▶ Year 8 (age 12/13) KS3 Backfire / Arson Play

## Help is At Hand - Shropshire

### **Year 1 (age 4/5) KS1 Frances the Firefly Presentation**

This presentation is delivered to all year 1 pupils throughout the county. It is delivered by all whole time crews within their station areas of Telford and Shrewsbury. In the rural locations of the county this education is being delivered to all primary schools, where they have 10 or more year 1 pupils.

### **Year 4 (age 8/9) KS2 Qwizdom, an interactive presentation**

Each child works individually to answer questions on fire safety using an interactive remote handset.

### **Year 6 (age 10/11) KS2 Crucial Crew**

Crucial Crew takes place over an 8 week period at various locations across the Shropshire and Telford & Wrekin areas

Each Crucial Crew has 12 scenarios, lasting 15 minutes each with 8 /12 young people per scenario. Approximately 4800 year 6 pupils are educated each year. The aim is to interact with children using the four techniques of learning

1. Kinaesthetic (movement)
2. Visual
3. Verbal
4. Aural (listening)

Agencies involved include:-

- ▶ RAF
- ▶ West Mercia Police (Stranger Danger and internet safety)
- ▶ EON
- ▶ Shropshire Council (Road Safety & Trading Standards)
- ▶ Rail track
- ▶ Shropshire Community & Mental Health Services
- ▶ Red Cross
- ▶ H.M. Coastguard
- ▶ St John Ambulance

### **Year 7 (age 11/12) KS3 County wide Youth Quiz**

The Youth Quiz is delivered to all year 7 pupils throughout the county. In whole time areas the watches deliver a pre quiz lesson in 12 schools, in the rural areas Community Fire Safety (CFS) staff deliver to approximately 4 schools and the remainder do the online quiz. It covers Fire Safety, Arson, Hoax calls, fireworks, road safety, water safety, rail track safety, bullying, alcohol, solvent abuse, and smoking. Each session will lead to heats being held in January 2011 and the final in February 2011 (dates to be confirmed)

### **Year 8 (age 12/13) KS3 Backfire / Arson Play**

Backfire is a presentation high lighting the consequences and implications of fire setting, delivered to year 8 pupils throughout the county. In the whole time areas the watches deliver this presentation, whilst in the rural areas, this is delivered by dedicated CFS staff.

## Help is At Hand - Shropshire

### **Year 8 (age 12/13) KS3 “Sparx” Arson play by Zip Theatre Company**

This play is delivered by the Zip Theatre Company to 10 secondary schools in high risk areas throughout the county. A CFS staff member also attends to reiterate the messages given in the play and to give some stats local to their school on the number of arson incidents and the financial cost to their community.

### **Youth Offending Service and Shropshire Fire and Rescue Service**

SFRS are working together with West Mercia Probation Service to reduce the amount of people killed or injured on the roads of Shropshire/ Telford and Wrekin. They are working to reduce the rate of re offending and reduce the number of arson incidents through the re education of young offenders. Through this education we aim to improve the service user’s knowledge of road safety and arson issues, and to change their behaviour and attitudes.

### **Junior Fire Education Scheme (age 4 to 9)**

Shropshire Fire and Rescue Service have Fire Service personnel who following a referral, advise and educate children and young people of the dangers of fire and the consequences of their actions.

Advisors do not take part in counselling or chastising children. On the first visit the advisors will give one-to-one fire safety education to the child. A folder containing twelve activities is left with the parents who will allocate these activities to the child on a weekly basis and give support with its completion. In addition a Home Fire Safety visit is offered to the house holder.

Advisors will leave a contact card with the parents or guardians who will be advised to contact the scheme’s administrator if the child continues to play with fire. The advisors will then be asked to make a second visit.

After a three month period, contact will be made with the parents or guardians to ascertain the effectiveness of the scheme. If the scheme is proved to be successful in preventing fire play then a certificate will be awarded from the Chief Fire Officer to acknowledge the child’s achievement.

Where it is recognised within the junior scheme that the fire setting is due to behavioural problems the Youth Officer will adopt a multi-agency approach directing parents to other professionals with the relevant expertise.