



Fire Risk (Prevention) Policy

Policy Title:	Fire Risk (Prevention) Policy
Last Review:	August 2025
Next Review:	August 2026
Responsibility:	Bursar, Headmaster
Other relevant policies:	Health and Safety Policy

West House School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other appropriate regulations. The Fire Risk (Prevention) Policy incorporates various aspects of fire safety management and applies to all departments of the school, including EYFS.

In meeting its obligations, the school acknowledges its responsibility to keep records of the following:

- The Fire Risk Assessment, its review and an Action Plan
- The Fire Risk (Prevention) Policy
- Fire procedures and arrangements
- Training records
- Records of inspections of escape routes
- Fire practice drills
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting, and fire-fighting systems and equipment

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors and others who may be affected by the activities of the school and nursery.

Aims of the Fire Safety Policy

- To ensure compliance with all relevant legislation.
- To ensure consistency with the Health and Safety Policy produced, monitored and reviewed in liaison with Assured Partners (the school's insurers).
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises which include the elimination or reduction of risks from dangerous substances.
- To identify and implement reasonably practicable control measures to control risks from fires.
- To develop fire procedures and provide staff training (repeated periodically where appropriate).
- To ensure the safety of staff or anyone else legally on the school premises.
- To ensure that staff are aware of emergency procedures including the contacting of emergency services when necessary.
- To conduct termly fire evacuation drills.
- To ensure that a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; in all cases the maintenance of equipment will be undertaken by one or more competent persons.

- To ensure that one or more competent persons (with sufficient training, experience and knowledge) is appointed to assist in taking preventative measures (including fire fighting and evacuation).
- To ensure that staff and any others working on the school site are aware of fire safety information.

Responsibilities

- The Bursar is the school's nominated competent person. However, they will work in liaison with the Grounds and Maintenance Team, the Health and Safety Committee, Assured Partners. and other external competent persons in ensuring that fire safety procedures are maintained to the highest standard.
- The Bursar will ensure that a system for carrying out appropriate risk assessments is in place and that such risk assessments are reviewed annually.
- The Headmaster will carry out a review of the Fire Risk (Prevention) Policy, including all associated procedures, annually.
- The Bursar will maintain training records by means of staff meeting minutes and formal certification where appropriate.
- The Bursar will maintain an electronic record of all fire practice drills.
- Employees, pupils (where appropriate in line with their age), visitors, contractors and others will ensure that they comply with the arrangements made to control risks from fire hazards.
- The Grounds and Maintenance Department will carry out and record weekly fire safety checks including the testing of the alarm system and observation of fire equipment and escape routes.
- The Bursar is responsible for ensuring that all records relating to fire safety are available either digitally or in the school office. Certificates and records of maintenance undertaken by external contractors are held by the Bursar.

Fire Risk Assessment Procedure

Introduction

Current legislation on fire precautions and procedures deals with the following general requirements:

- Means of detection and giving warning in case of fire.
- The provision of means of escape from premises.
- Means of fire fighting.
- Training of employees and others in relation to fire safety.

In addition, fire legislation requires employers to:

- Carry out fire risk assessments of workplaces and take into consideration employees, pupils, visitors, contractors, members of the public and others who may be affected by the activities carried out within the premises.
- Identify significant findings of the fire risk assessment and record the findings.
- Implement and maintain suitable control measures for controlling the risk from fire.
- Provide information, instruction and training to employees and others about fire precautions in the workplace.

Responsibility for Risk Assessment

- Currently **Assured Partners** are responsible for producing the Fire Risk Assessment for the school in liaison with the Headmaster the Bursar and the Grounds and Maintenance Team.
- The Headmaster and Bursar will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.

Emergency Procedures

On Discovering a Fire

If you discover a fire:

- Operate the nearest fire alarm. If no alarm is accessible, shout "Fire".
- Leave the building if you feel that you are in no position to operate a fire extinguisher or to use a fire blanket (See Advice on the Use of Fire Extinguishers).
- Inform the Headmaster, Bursar or school office immediately. The Headmaster or his representative will telephone the fire service.

On Hearing the Fire Alarm

On hearing the fire alarm, leave the building immediately by the nearest available exit, escorting children quietly and closing doors as you leave. Children who are too young to walk should be carried. The blue Fire Action notices, displayed throughout the school, designate the Assembly Point for each building. The alarm will notify the monitoring company (Custodian) who will inform the Fire Service.

The Assembly Points for each building are as follows:

No 24	Lower Playground
Centenary Building	Lower Playground
Douglas Building	Lower Playground
Woodbourne	Outdoor Basketball Court
Duce Hall	Astro Surface
Field House	Field House Playground

Means of Escape

It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as storage areas.

Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases. Fire doors must not be wedged or propped open.

All personnel are advised to become familiar with a number of exit and escape routes from the building in which they normally work.

Evacuation of Disabled Staff and Pupils

In the event of a member of staff or pupil suffering from a disability that will specifically hamper a potential evacuation of a building, the Headmaster will draw up a Personal Emergency Evacuation Plan (PEEP) in consultation with the disabled person or the parents where necessary. Staff working with the pupil or staff will ensure that the PEEP is followed on evacuation.

Fire Safety Information sheets are displayed throughout each building within the school and staff are required to run through the evacuation procedures with their forms at the beginning of each term.

Registers

Daily registers are printed each morning after registration. Upon hearing the fire alarm, the administrative staff working in the main school office will be responsible for bringing hard copies of the day's registers of staff and pupils onsite. The InVentry App is used for visitors and staff.

These will be used to ensure that all pupils, staff and visitors are accounted for.

Advice On The Use Of Fire Extinguishers

The Purpose of Fire Extinguishers

Fire extinguishers are provided throughout the school and nursery primarily to aid escape. There is no obligation for any member of staff to attempt to fight a fire. However, any member of staff may elect to tackle a small fire using a fire extinguisher or fire blanket but must adhere to the following advice.

Dos and Don'ts

In the event of a fire;

Do:

- Evacuate if you have not reached a decision on whether to fight the fire within 5 seconds of discovering it.
- Ensure that the fire alarm has been sounded before attempting to fight a fire.

- Read the instructions on the fire extinguisher/fire blanket before use.
- Evacuate if the fire is not out after having used one fire extinguisher or fire blanket.
- Inform the Headmaster or his representative whether you have or have not been successful in extinguishing the fire. The Headmaster or his representative will instruct the school office to telephone the fire fighting services if necessary.

Don't:

- Attempt to fight the fire if you have any doubt as to whether doing so would place you or anyone else in immediate danger.
- Attempt to fight a fire if you believe it is too big to be extinguished by one extinguisher.
- Attempt to fight the fire if you are not confident in the use of fire extinguishers or fire blankets.
- Use a second fire extinguisher – if one is not enough then evacuate following the evacuation procedure displayed in the building.
- Let the fire come between you and the exit if possible.
- Use a fire hose unless not to do so would place yourself or others in immediate danger.

Training

In depth training provided by an outside agency in fire safety the use and limitations of fire extinguishers is given to selected individuals ('Fire Marshals') and updated every two years. All staff receive an annual update on fire awareness (Online accredited training), and new staff are included as part of induction process.

Responsibilities of staff

No member of staff, trained or otherwise, is obliged to attempt to extinguish a fire and the school will never be critical of an employee who chooses not to attempt to fight a fire.

Annex A – Fire Marshals

Roles and Responsibilities

Nominated Fire Marshals:

No. 24

Darren Addis	Basement
Matt Boulton	First and Second Floors
Jon Robinson	Cover if any absence
Jo Robinson	Attic and sweep as leaving
Haifeng Li	Attic and sweep as leaving

Field House

Jade Blake
Avril Walsh

Woodbourne

Laura Baker
Lizzie Winstanley
Hayley Prince
Joe Regall

Douglas Building

Steve Price
Hayley Butler

Centenary Building

Paula Cusack

Duce Hall

Naheem Sajjad

General Areas

Adedayo Olorunfemi

Training

Fire Marshals will receive training provided by a suitably qualified and competent contractor and updated every two years. Training was last provided in November 2023 by **West Midlands Medical Services Ltd**. Online training will be completed in 2025.

Exercising Good Practice

Fire Marshals are responsible for supporting the Grounds and Maintenance Team in:

- Carrying out day to day visual checks
- Ensuring escape routes are clear
- Fire doors are shut
- Fire signage is in good order
- Emergency lighting
- Smoke detectors
- Fire extinguishers are correctly positioned
- Bringing any concerns to the attention of the Grounds and Maintenance Team via the Excel spreadsheet

Procedures in the event of a fire

In the event of a fire, Fire Marshals will:

- Ensure that all occupants of the building leave in an orderly fashion
- Where possible, inform evacuees of restricted escape routes
- Carry out a sweep of the building
- Inform a member of the Senior Leadership Team of evacuation details, including completion of registers and concerns in the event of anyone being unaccounted for