



Fire Risk (Prevention) Policy

Policy Title:	Fire Risk (Prevention) Policy
Last Review:	August 2026
Next Review:	August 2027
Responsibility:	Bursar, Headmaster
Other relevant policies:	Health and Safety Policy Critical Incident 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 Strategy Report

- 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.

Inspection & Testing Regime

With both manual and automatic fire alarm systems, it is important that regular testing, inspection and maintenance is carried out.

West House School have an agreed schedule for inspection and testing as follows:

Fire Safety System	Weekly	Monthly	Termly	Bi-Annually	Annually
Emergency Escape Route	Visual Check ✓				
Fire Alarm System	Alarm Test (from different break glass points) ✓			By Qualified Contractor ✓	
Fire Fighting Equipment		Visual Inspection ✓			By Qualified Contractor
Automatic Fire Detection				By Qualified Contractor ✓	
Emergency Lighting		Test & / or Visual Inspection (LED Lights) ✓			By Qualified Contractor ✓
Lightning Protection					By Qualified Contractor ✓
Fire Instruction/Drill			One planned drill per term ✓		
Fire Risk Assessment					Review by Assured ✓

A log of all inspections and tests, including certificates are recorded with the Bursar and kept electronically on Safesmart / Smartlog.

School and Buildings

Description of Buildings

The school consists of six buildings in a mix of single, two and three storey buildings of differing ages and structures.

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 automatically.

Means of Escape

Everyone within the premises should be able to escape to a place of total safety, either unaided or with assistance.

All escape routes must be easily identifiable and free from obstruction. They are adequately illuminated and correctly signed with luminary signage that lead to a place of safety.

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.

If confronted by fire anywhere within the building, you should turn away from it and escape to a place of reasonable safety.

Assembly points

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

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.

All visitors to site are requested to let the office staff know if they need assistance with evacuation as part of the signing in process through InVentry system.

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.

Fire Doors

Fire doors are a combination of 30- and 60-minute fire resistance, with the higher rated doors being in the higher risk areas. The partition that the doors are set in is also fire resistant and is designed to protect escape routes and to contain a fire in a risk area. Our fire doors are audited externally by professional consultants every 3 years.

There are additional fire-resistant doors to risk areas, and they are normally indicated by a notice on the door i.e. FIRE DOOR KEEP CLOSED, FIRE DOOR KEEP LOCKED SHUT or AUTOMATIC FIRE DOOR KEEP CLEAR - where the door is held open by a special device.

The standard of fire resistance will ensure that, in the event of a fire occurring and affecting the doors, their integrity will be maintained against the passage of heat and smoke for a minimum period of thirty minutes. Doors to the boiler room should prevent the passage of fire for a period of one hour.

Fire Resisting Doors are installed to perform three functions:

- to protect escape routes so that persons have adequate time to use those routes in safety, for example, a staircase enclosure.
- to prevent the spread of fire from one area to another.
- to stop the free flow of air carrying oxygen to feed the fire.

Wedging open fire-resistant doors will break down the integrity of a compartment or the protection to the escape routes and this practice is not permitted under any circumstances.

The fire-resistant doors to boiler rooms and electrical intake cupboards are to be kept locked shut and not to be used as convenient storage areas.

If it is noticed that a fire-resistant door is defective, it should be reported to the Bursar so that repairs can immediately be undertaken.

Fire Alarm System

The fire alarm system comprises of break glass call points, detectors and a main fire alarm control and indicating panel, which is situated in the ground floor reception foyer of the main school. Each building communicates back to the main control panel.

The fire alarm call points are strategically sited at every external exit and in various internal areas. The fire alarm call points are operated by pressing the glass, which will easily fracture with a little pressure without splintering. When the call point is operated, it makes an electrical contact, which sends a signal to the fire alarm control panel indicating fire.

The control panel will indicate the location where the alarm has been raised and will send a signal to the alarm sounders to put them into the evacuation mode of operation.

To reset the fire alarm system, the broken glass to call points must be replaced/reset, any smoke in the detector must be cleared and the system can be reset by push button operation of the fire alarm control panel.

When being tested Fire Alarm Systems should be activated from a different call point each week and the findings recorded in the Fire Log Book.

Emergency Lighting

There is emergency lighting to show the escape route from the building in the event of a mains power failure. Emergency lighting should be regularly tested and properly maintained as follows:

- a weekly visual check.
- an annual full discharge test by external contractors
- a record of all tests.

Records of these tests are recorded on Safesmart/ Smart log.

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.

At West House we are the following Extinguishers:

Extinguisher Sticker Colour		Use
Red	Water	Normal combustibles such as wood, paper, plastic and fabric
Black	CO2	Electrical
Blue	Powder	Flammable Liquids
Cream	Foam	Flammable Liquids and combustible solids such as paper
Yellow	Wet Chemical	Cooking Fat

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.

Fire Prevention - Housekeeping Rules

All staff complete Fire Awareness online training on induction or annually September refresher thereafter.

There are a number of general fire safety rules for West House School:

- Keep your eyes open for fire hazards – if safe to do so please remove or otherwise report any hazards found on the caretaker maintenance form.
- Keep corridors, stairways, entrances and exits, clear and free of combustible materials AT ALL TIMES.
- Materials, such as cardboard boxes and packing materials must only be kept about the school if they are required. Discard as soon as emptied and no longer needed.
- Decorations, classroom displays, and work displayed in corridors and classrooms should be set up with care. They must not be hung near sources of heat or light.
- All wastepaper bins must be made of metal or other non-combustible materials. Wastepaper should be put into the relevant bins on a regular basis and not be left lying around or allowed to accumulate in hidden places. Maintaining general tidiness and cleanliness, especially around electrical appliances is essential.
- Keep all stock rooms which contain stationery and other combustible materials in an acceptable condition.
- Keep Electrical Meter Rooms and Boiler Rooms clean, clear and locked.
- Use electrical equipment properly and keep in a safe working order. DO NOT overload electrical sockets.
- Clothing and costumes, which are used in school, may be highly flammable. DO NOT place close to any heat source such as lighting/heaters.
- If you smell gas, report it to the office and Bursar straightaway. DO NOT search for leaks with a naked flame. DO NOT turn electric switches on or off as this causes sparks. Open windows and doors to ventilate room.

Annex A – Fire Marshals

Roles and Responsibilities

Nominated Fire Marshals:

No. 24

Darren Addis	Basement
Jo Robinson	First and Second Floors
Haifeng Li	Attic and sweep as leaving
	Attic and sweep as leaving

Field House

Jade Blake
Avril Walsh

Woodbourne

Laura Baker
Lizzie Winstanley
Hayley Prince
Mel Allen

Douglas Building

Hayley Butler

Centenary Building

Paula Cusack

Duce Hall

Naheem Sajjad

General Areas

Darren Addis
Will Ford

Training

Fire Marshals will receive training. Accredited training provided Online training (Smartlog) completed in 2025, or as appointed.

Exercising Good Practice

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

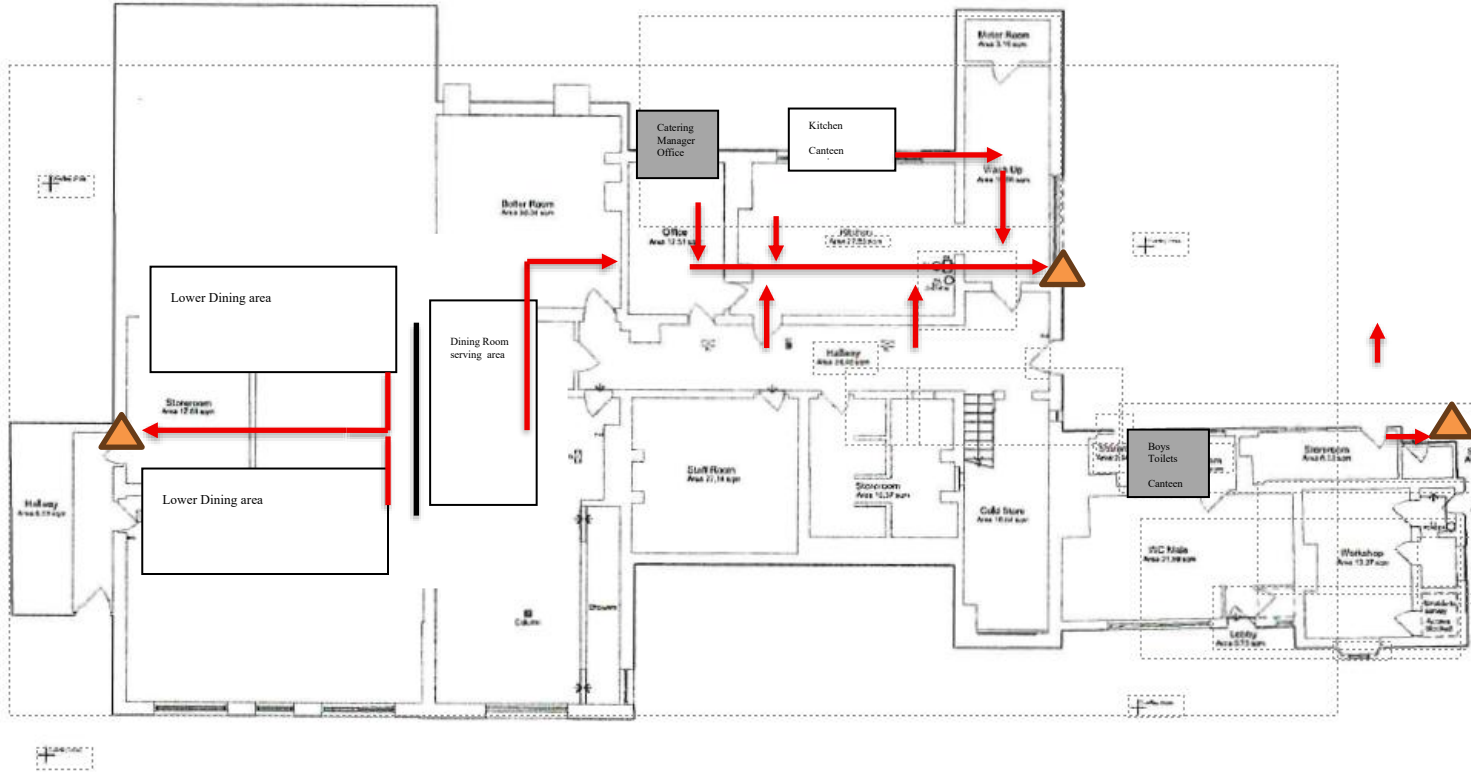
- Carrying out day to day visual checks
- Ensuring escape routes are clear
- Fire doors are shut
- Fire signage is in good order
- Emergency lighting
- Smoke detectors
- Fire extinguishers are correctly positioned
- Bringing any concerns to the attention of the Grounds and Maintenance Team via the Excel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

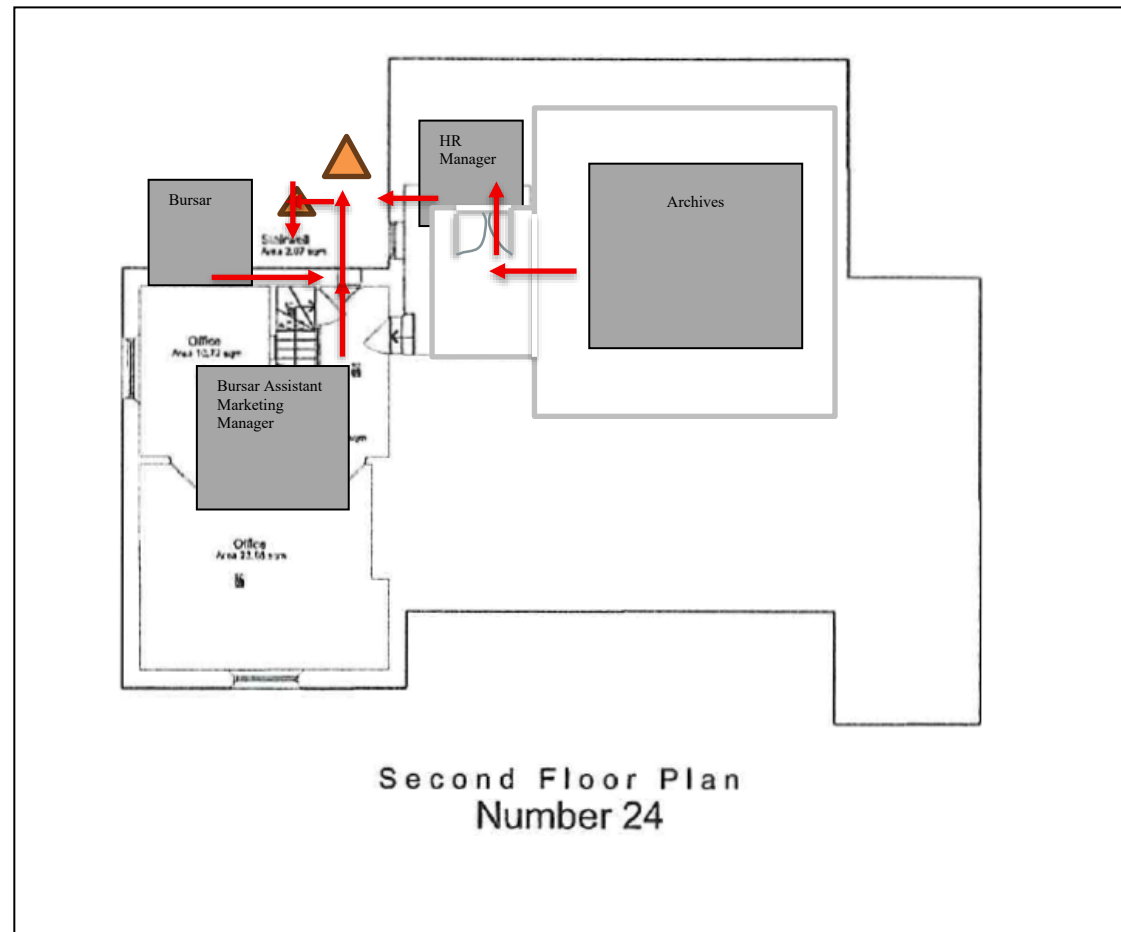
Procedures in the event of a fire

In the event of a fire, Fire Marshals will:

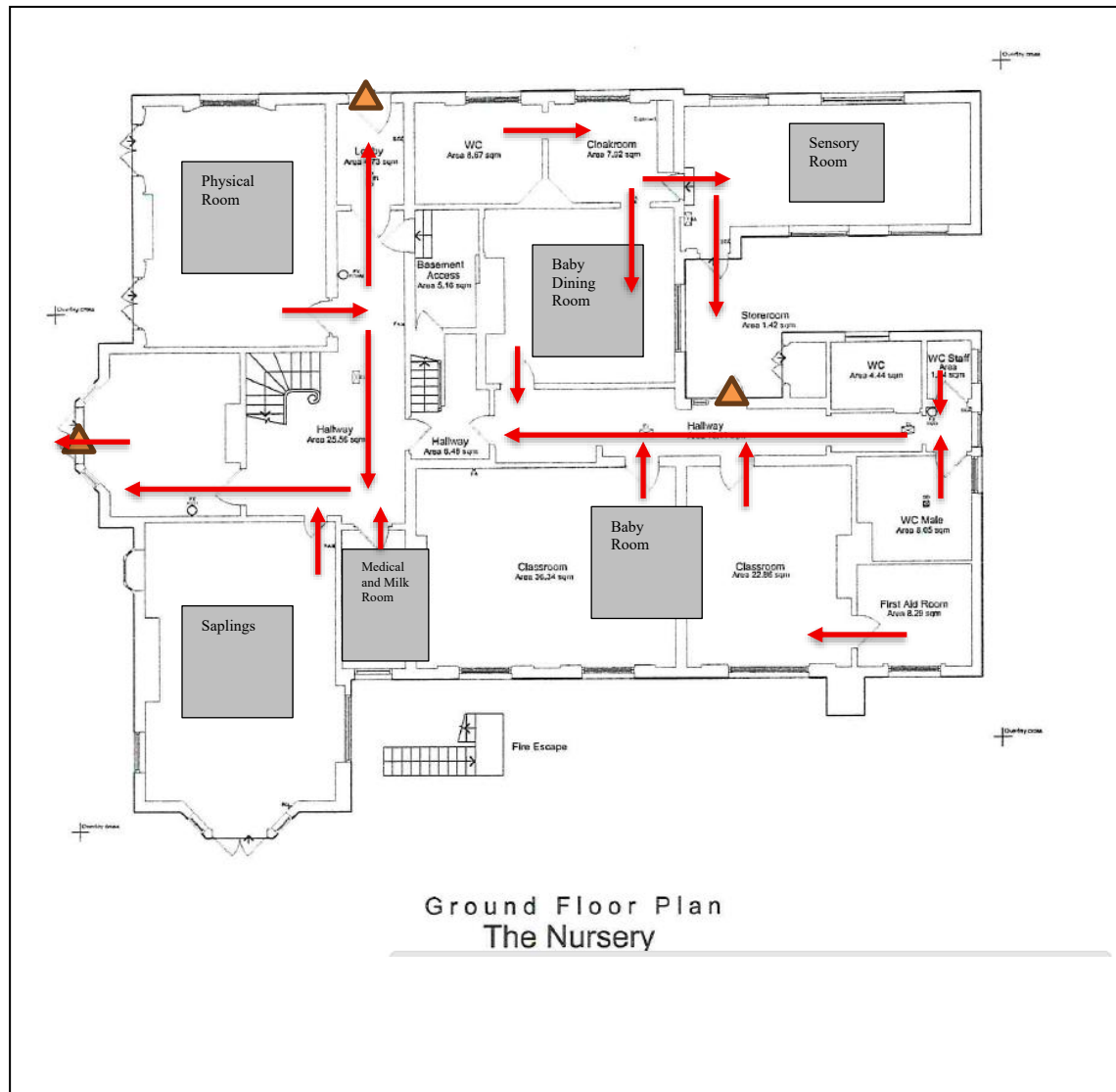
- Ensure that all occupants of the building leave in an orderly fashion
- Where possible, inform evacuees of restricted escape routes
- Carry out a sweep of the building
- Inform a member of the Senior Leadership Team of evacuation details, including completion of registers and concerns in the event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

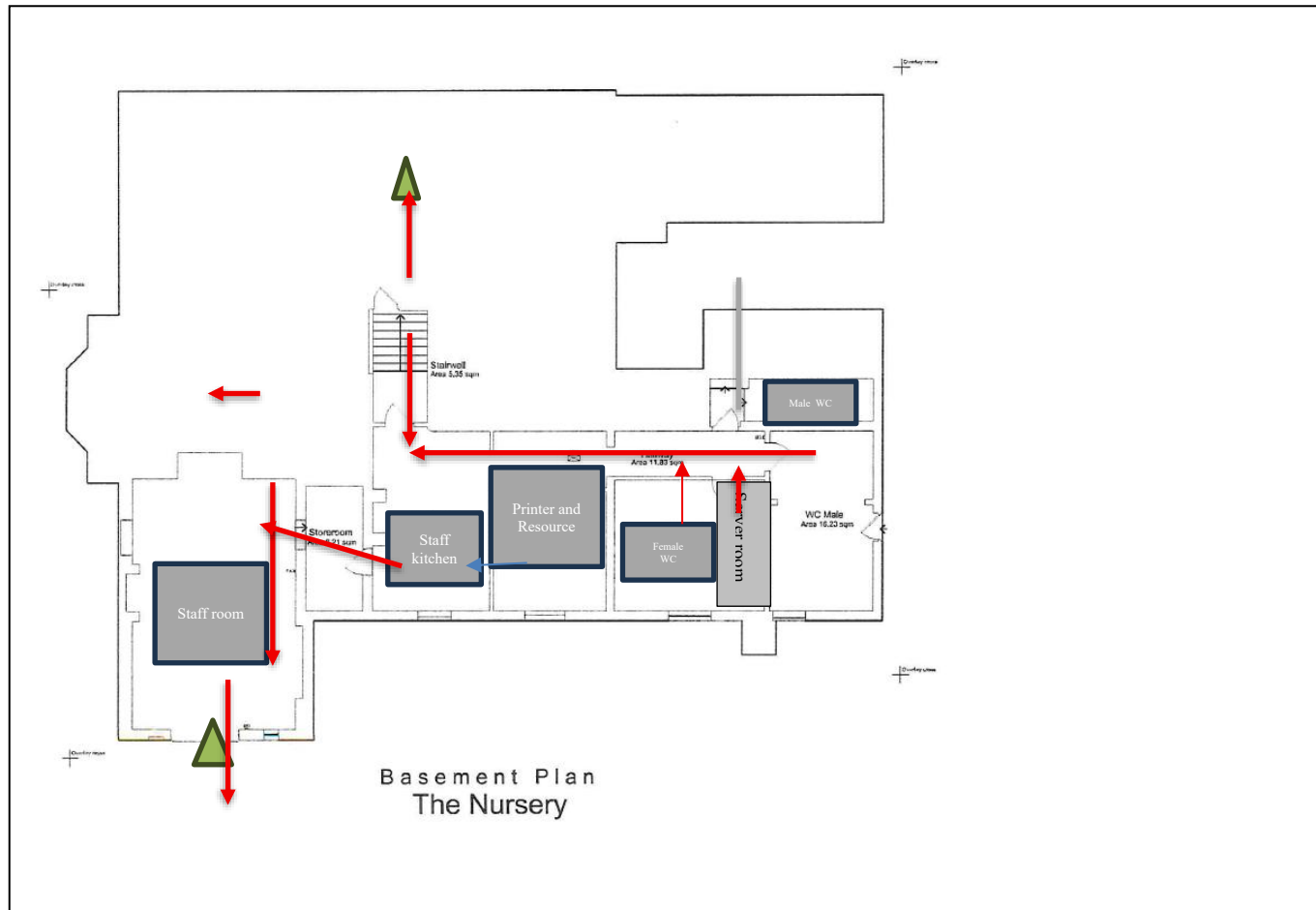
Number 24 – Main School

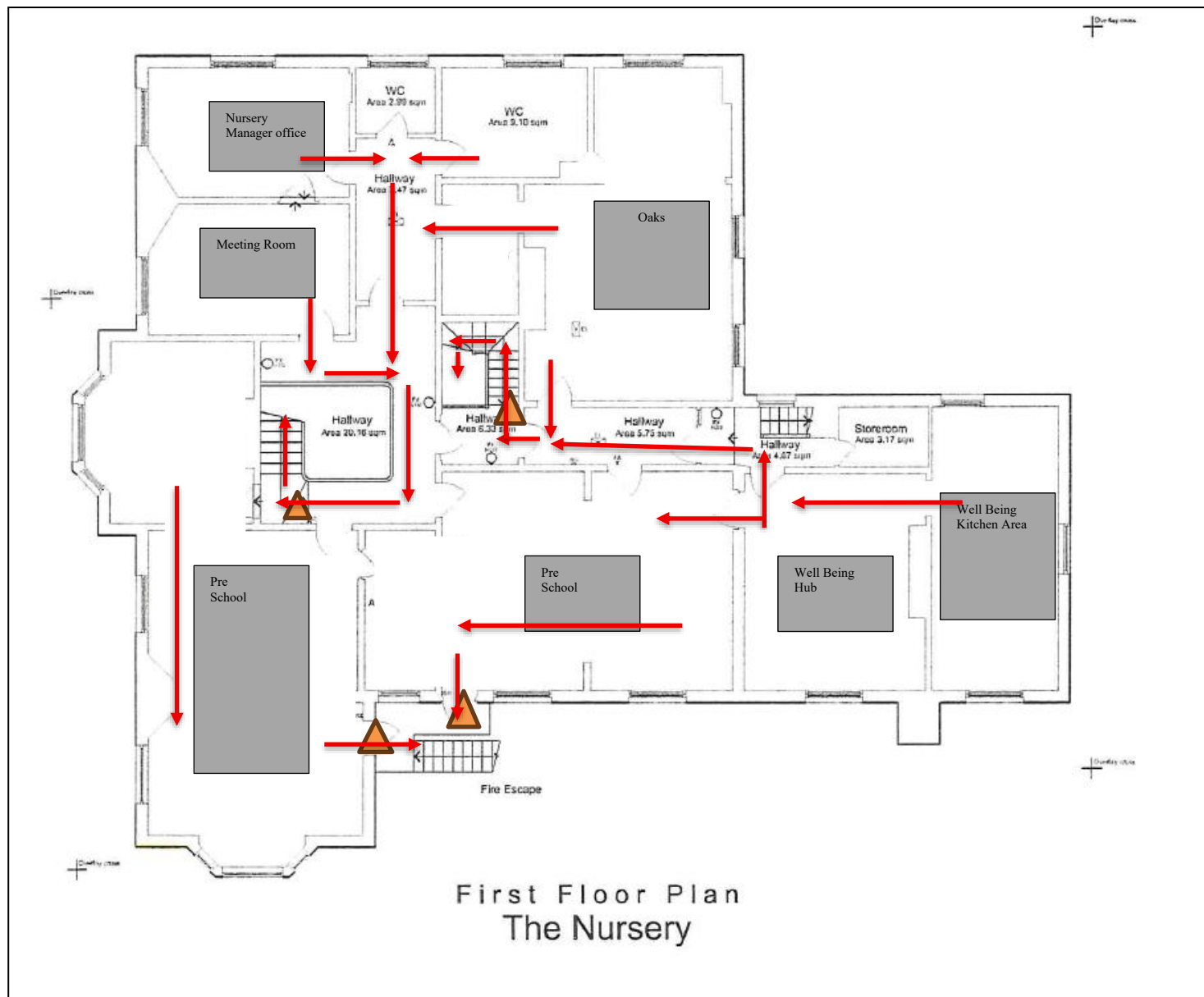


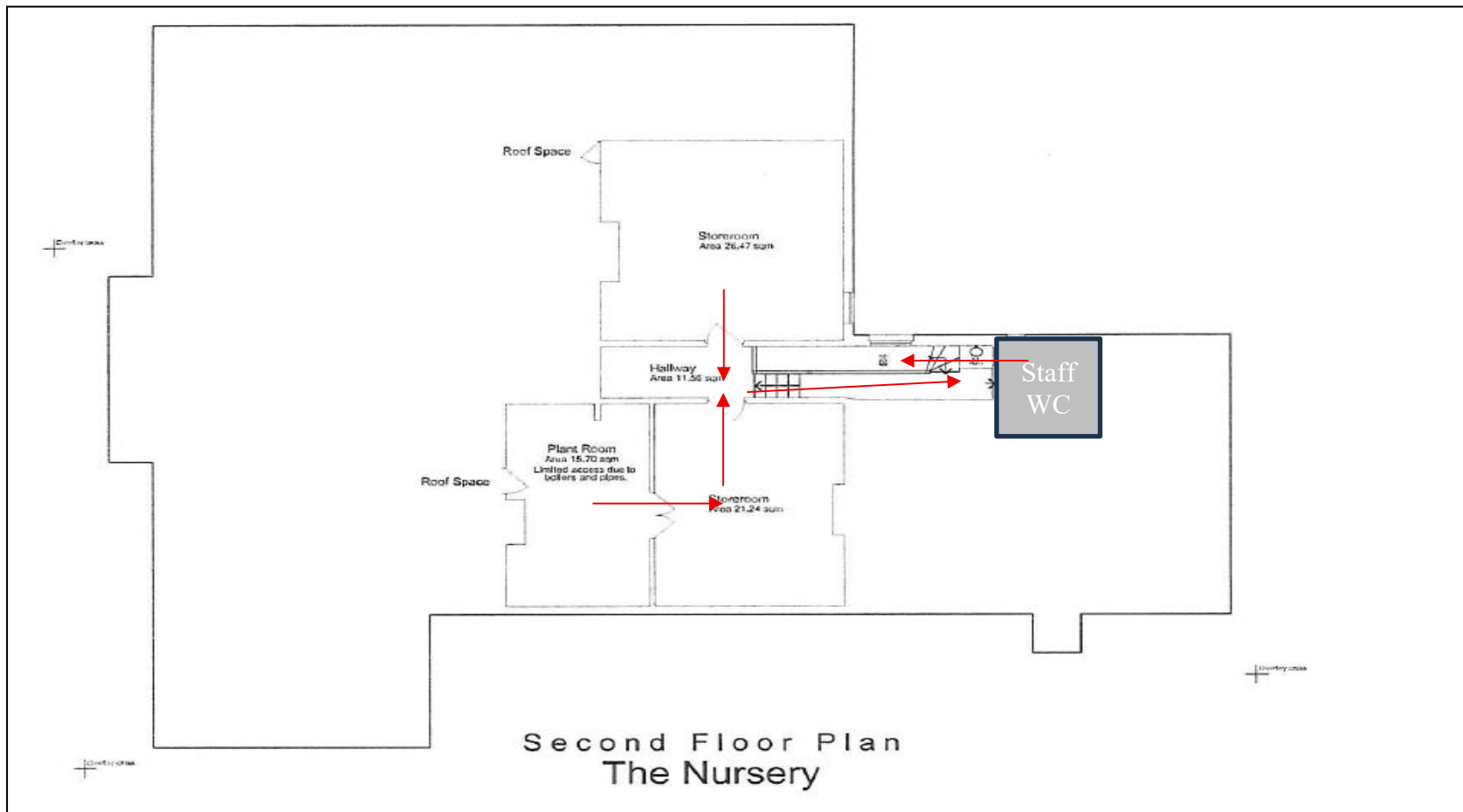


Field House Building



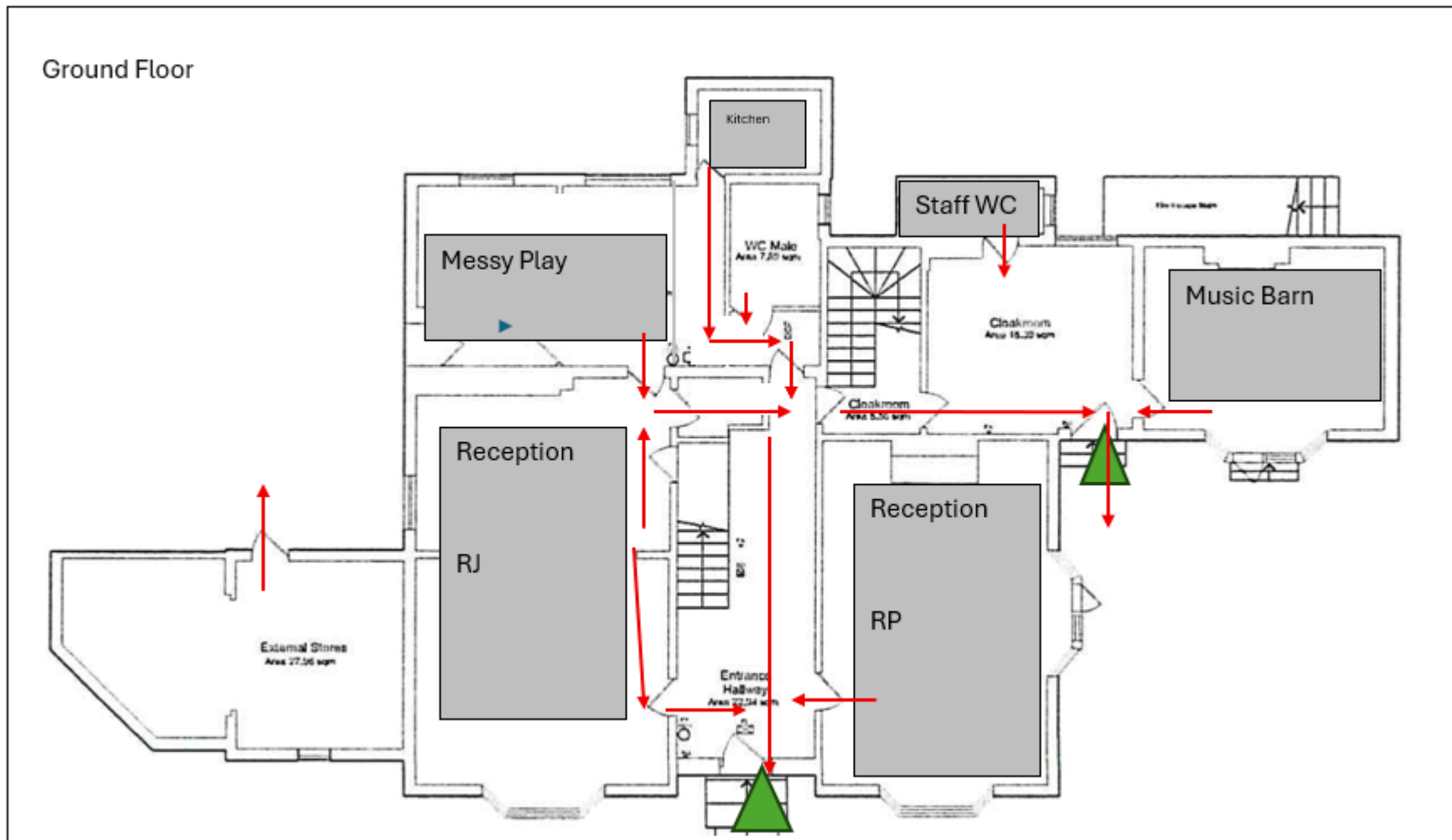


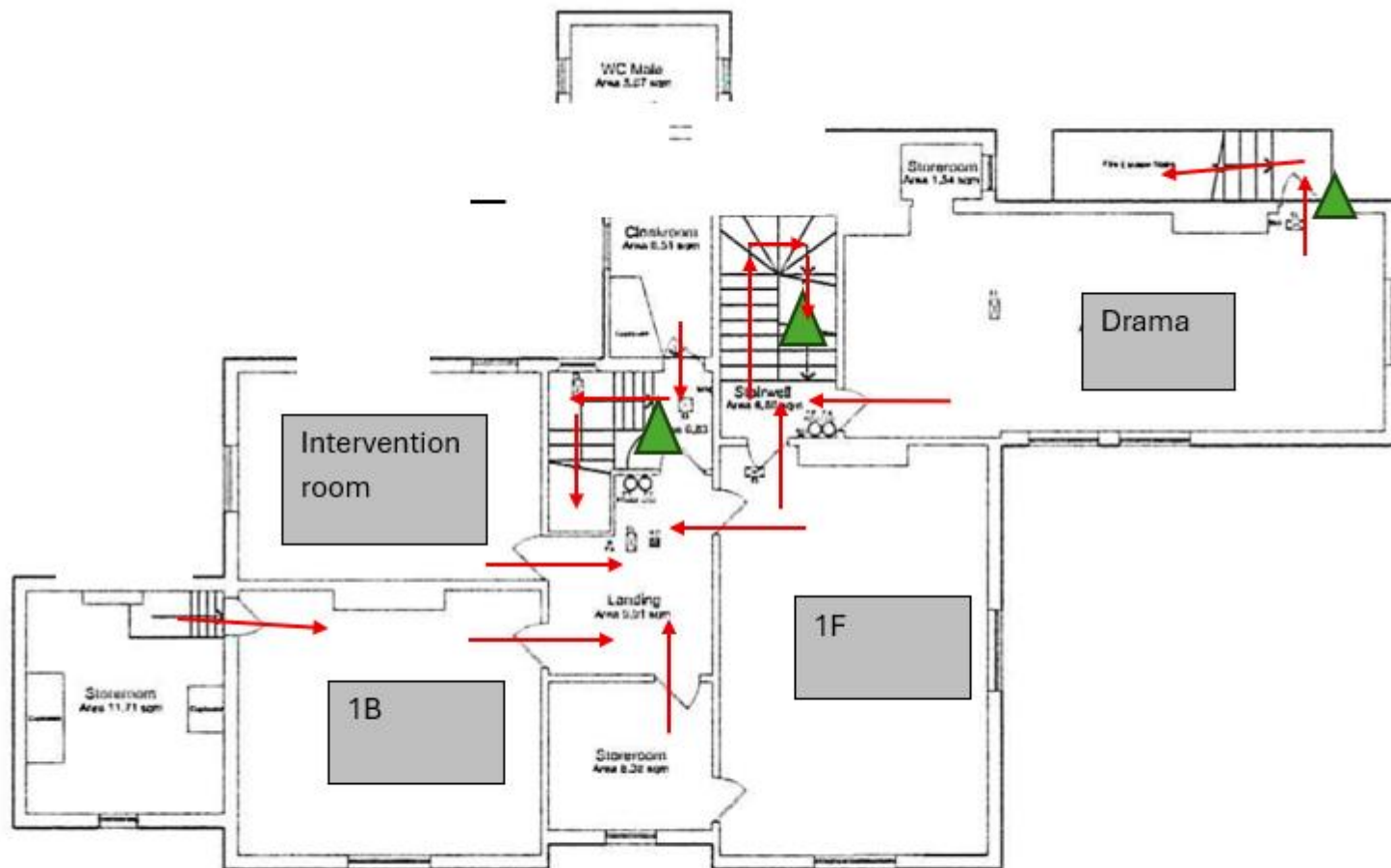




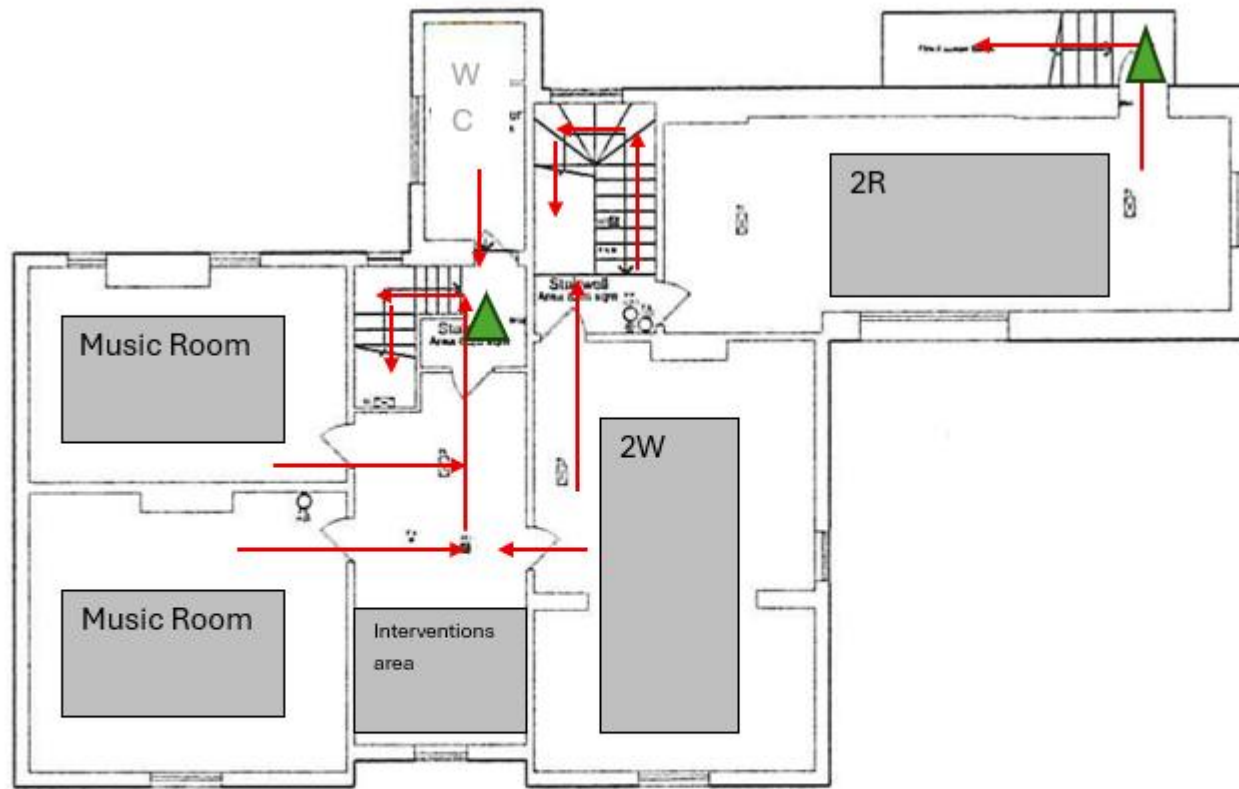
Woodbourne Building

Ground Floor



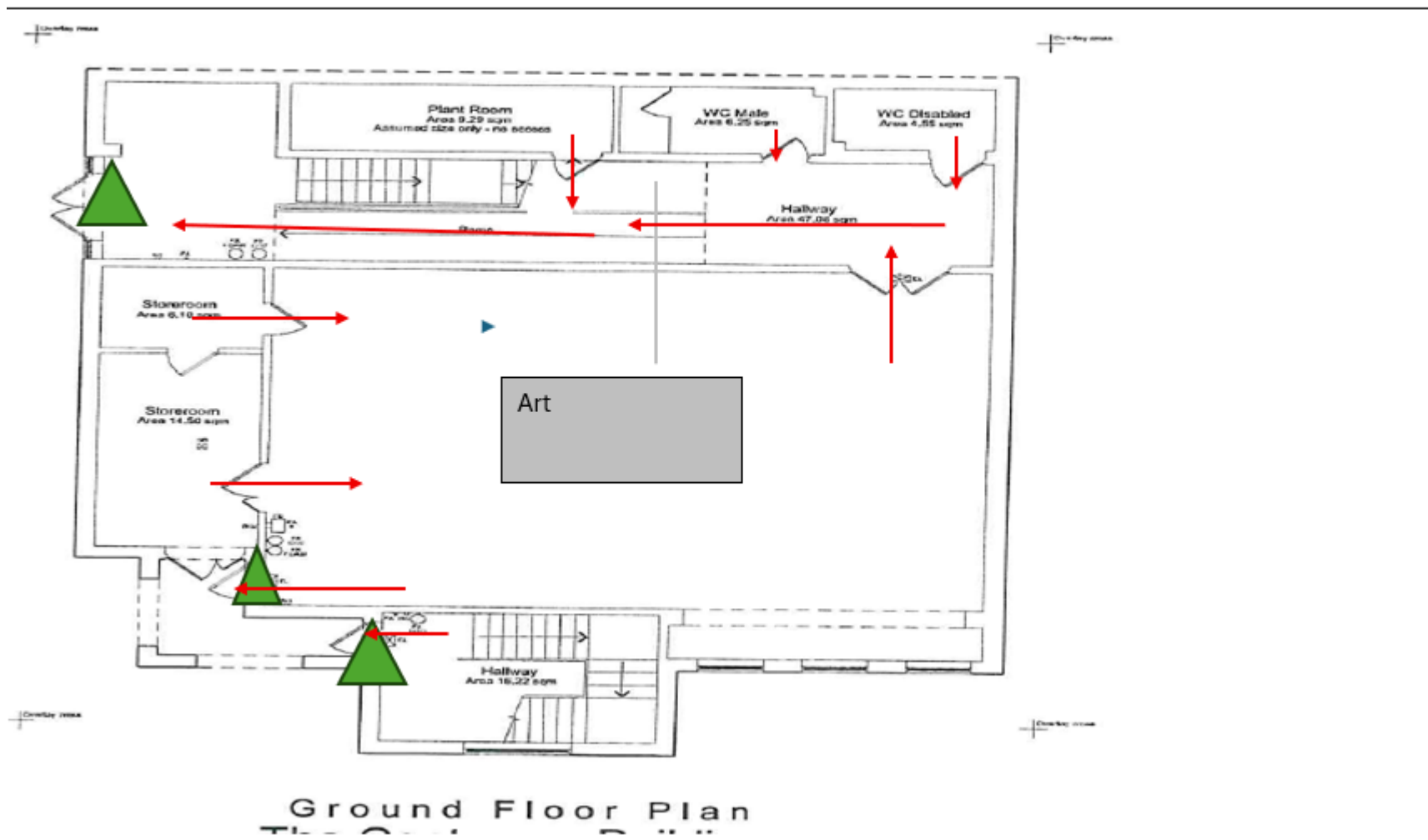


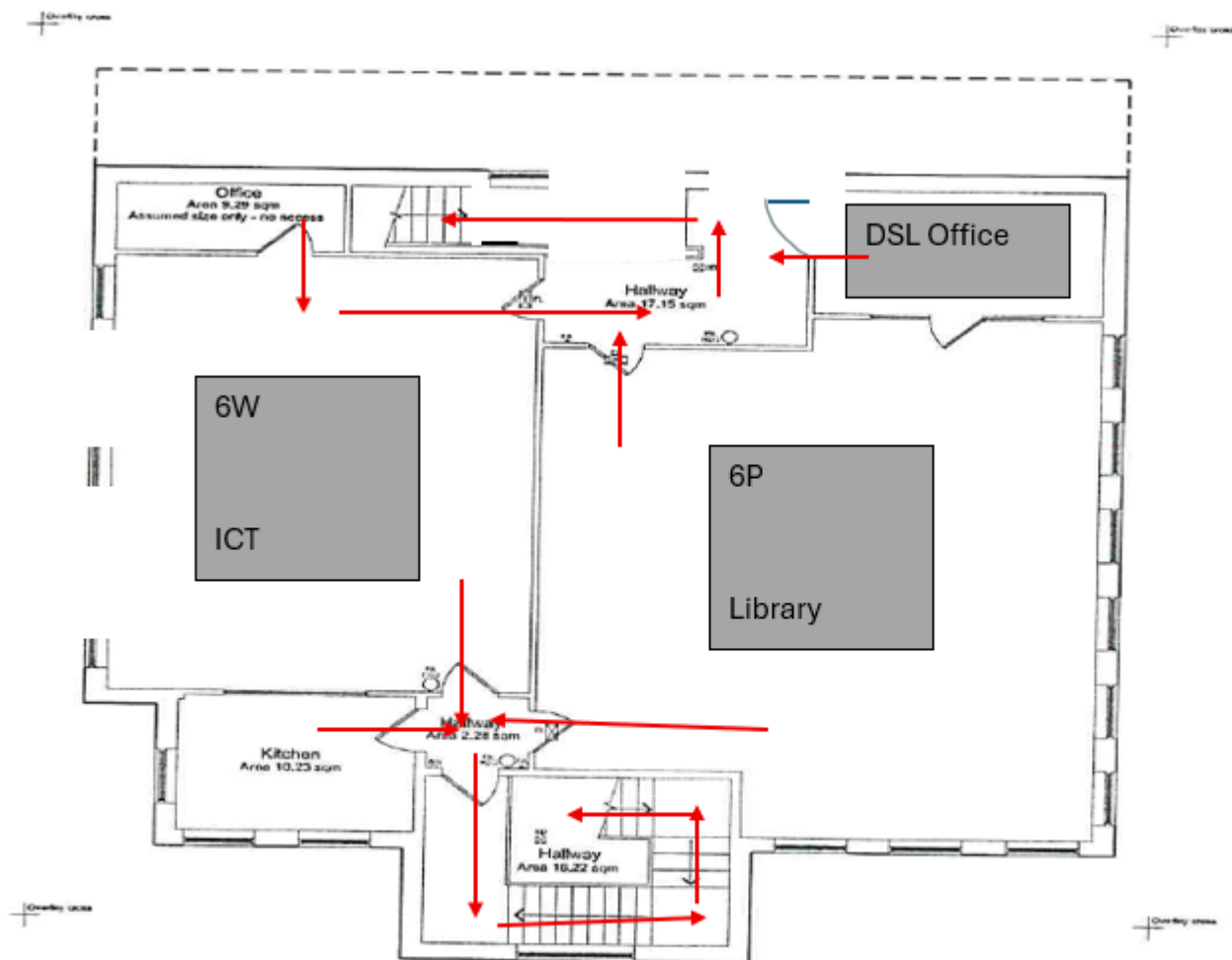
First Floor Plan



Second Floor Plan

Centenary Building

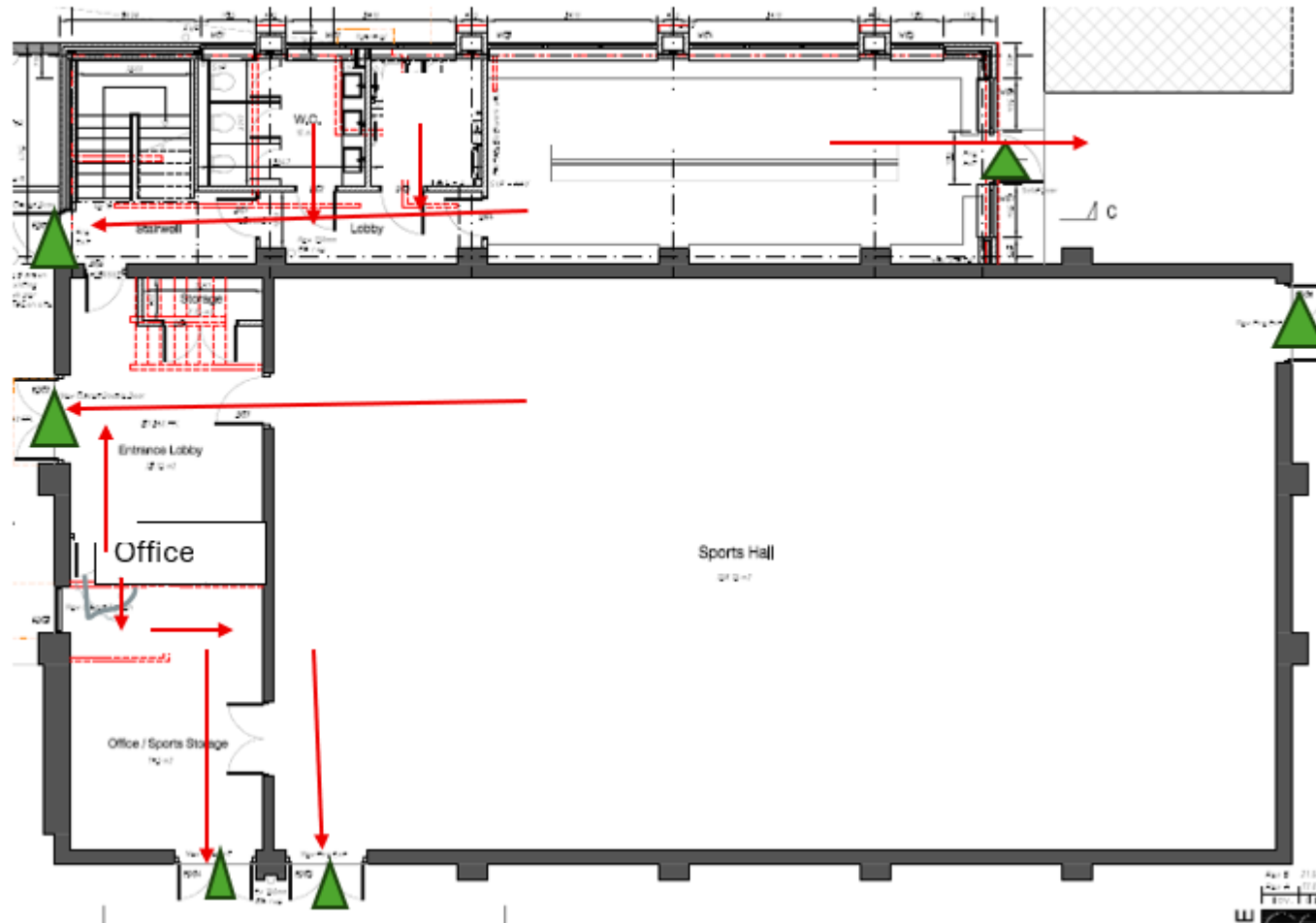




First Floor Plan
The Centenary Building

Duce (Sports) Hall

Ground Floor



1st Floor

