



Wetherby School  
Reception  
19 Pembridge Villas  
London  
W11 3EP

Wetherby School  
Years 1, 2 and 3  
11 Pembridge Square  
London  
W2 4ED

# Fire Safety Policy

12a Fire risk assessment

**Policy reviewed by:** Samuel Birch

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**Next review date:** June 2026

**Reviewer's Signature:** 

**Head Teacher's Signature:** 

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.



# Wetherby School

## Fire Safety Policy

### Rationale

At Wetherby School, our aim is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. The Fire Safety policy, procedures and risk assessments are designed to help our community to respond calmly and effectively if a fire breaks out in our building or the buildings next door.

This policy works in conjunction with both the school's and Inspired Education Group Health and Safety policy and the Risk Assessment policy. This policy applies to all children in the school, including those in the EYFS.

### The School Fire Procedure

Notices displaying the school fire procedures will be displayed at each fire alarm call point.

Please refer to: Wetherby School Crisis Management and Emergency Procedures

### The Fire Alarm

The fire alarm is linked to Dualcom Station – a monitoring station. When the fire alarm is triggered, the monitoring station is alerted immediately; the monitoring station then immediately notifies the fire brigade, who will then attend the site. The fire brigade will always attend unless the alarm system is in test mode when the alarm is triggered. The school reports to Spy Alarms and Chubb when checking all fire detection and warning equipment.

### Fire Exits and Routes

All fire exit routes will be clearly marked. The routes are also displayed at each fire alarm call point on each floor of the building. Primary and secondary escape routes are marked on this map.

### Role of the Fire Safety Manager

The Deputy Head (Pastoral) and the caretaker are the designated Fire Safety Managers at both sites who are responsible for ensuring that:

- The Fire Safety policy is kept under regular review by Inspired Education Group and the Senior Management Team and any necessary actions raised are reduced as far as reasonably practicable through adequate controls
- Co-ordinate the recording of daily, weekly, monthly and annual internal fire checks
- The Fire Safety policy is promulgated to the entire school community
- Ensure all staff attend fire safety awareness training sessions each time they are organised

- Everyone, including visitors, are given clear instructions on where they should go in case of a fire
- Records are kept of fire induction training given to staff
- Procedures for emergency evacuation are regularly tested and recorded
- Fire risk assessments are regularly reviewed and updated
- Fire prevention methods are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion
- All fire safety records are maintained and are available for inspection by any enforcement authority
- Ensure that external contractors are engaged to provide formal checks and inspections of fire fighting equipment and fire detection equipment

### **Responsibilities of School Staff**

All school staff are responsible for:

- Maintaining a high standard of fire precautions in areas under their control or influence
- Ensuring that they are fully aware of the fire procedures and their role
- Ensuring that pupils, for whom they are responsible, are informed of the fire procedures
- Following all fire safety instructions and reporting any fire safety concerns immediately
- Following the school's fire procedures when the fire alarm rings

### **Responsibilities of Fire Marshals**

At Wetherby School there is one fire marshal for each floor of each building. They are responsible for their designated floor in the building. The fire marshals' names are displayed on each floor. Should one of the fire marshals be absent then there is a reserve fire marshal. They must make sure that they have checked their floor for any pupils still there before they leave the building. Fire marshals will be fully aware of the fire procedures.

### **Responsibilities of Pupils**

It is important that all pupils are given an explanation of the school's fire procedures regularly. There will be termly fire practices for both sites and it is important that all pupils follow the fire procedures correctly and sensibly. These fire practices usually take place once a term.

### **Visitors and Contractors**

All visitors and contractors are required to sign in at the school office. Here they will be issued with a visitor's badge, which should be worn at all times that they are on school property. Visitors and contractors are made aware of the school's fire procedures and where the assembly point is.

When large numbers of visitors are at the school for concerts, plays, exhibitions, etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

This also applies should the school be using an external venue.

## **Disabled Staff, Pupils or Visitors**

We have a special one-to-one induction on fire safety for disabled pupils and their parents and carers. Should a pupil(s) be in a wheelchair then a member of staff will have the responsibility of ensuring they are safe and evacuated from the building. The pupil will be carried by the named responsible person. The named responsible person will not be a fire marshal.

## **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure. Specific training will be organised for fire safety managers, both on appointment and at least every two years. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

## **Raising the alarm**

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

## **Calling the Fire Brigade**

The fire brigade will be alerted automatically once the fire alarm is activated. If there is any doubt as to the failure of the fire alarm system, then the fire brigade should be called immediately.

## **Meeting the Fire Brigade**

The Fire Safety Managers are responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them. At 19 Pembridge Villas this will be the Head of Reception. At 11 Pembridge Square this will be the Deputy Head (Pastoral).

## **Fire Practices**

There are fire practices held every term on both sites. The fire alarm is checked on a weekly basis and all relevant tests are recorded in the Property Management File and SharePoint. At 11 Pembridge Square this is usually on a Friday at 8.15am and at 19 Pembridge Villas this is usually on a Wednesday at 8.15am. This helps to ensure that the school can be safely evacuated in the event of a fire. There will be at least one fire practice in collaboration with Pembridge Hall School per year.

## **Fire Prevention Methods**

The following fire prevention methods are in place:

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- Fire extinguishers are located throughout the building in accordance with the recommendations of professional advisors
- Automatic door closures that are activated by the fire alarms are fitted on doors
- All doors have special fire seals on them

- The doors have fireproof glass in them, and all doors are fireproof (30 minutes)
- The master panel for the alarm system is located in the entrance hall and shows the location of the fire
- Alarms sound in all parts of the building
- Fire routes and exits are kept clear at all times
- Emergency lighting is in place and tested monthly
- The caretaker completes the following fire safety tests:
  - Daily visual checks of automatic door closers, fire alarm panels, smoke detectors and fire core points
  - Weekly testing of fire alarms and recording all tests and defects – defects are reported to SpyAlarms or PP Projects
  - Weekly checks of fire doors and automatic door closers
- The following additional fire safety checks are carried out by approved contractors:
  - Six monthly professional check on fire detection and warning equipment
  - Annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers
  - Annual FRA Fire Safety Inspection carried out by Fire2000
- Records of all tests are kept in the Property Record files and SharePoint.

### **Electrical Safety**

Wetherby School has current electrical installation certificates and regular portable electrical testing is carried out on all electrical equipment. All electrical equipment in classrooms e.g. computers, projectors, printers, etc. and in the kitchen are switched off at the end of the day. A record of all tests are kept in the Property Record files and SharePoint.

### **Lighting Protection and Emergency Lighting**

All lightning protection and earthing conform to BS 6651-1999. It is tested annually by a specialist contractor. This is organised by Head Office and a record of all tests are kept with PP Projects. All emergency lighting is checked monthly and annually with a record of all tests kept in the property record file and SharePoint.

### **Gas Safety**

All gas appliances are regularly maintained and serviced by Gas Safe Registered Engineers. All kitchen equipment is switched off at the end of service. Gas usage in the school kitchen is the responsibility of the catering company, Thomas Franks. The school gas boilers are serviced annually by a specialist contractor, which is organised by (PP Projects); all records are kept in the property record file and SharePoint.

### **Safe Storage**

We ensure that flammable materials used in teaching or maintenance are stored correctly.

### **Rubbish and Combustible Materials**

All flammable rubbish and combustible materials are removed at the end of the school day.

## Letting or Hiring the School

Wetherby School does not let itself out to external companies. Should this happen, the hirer should certify that he/she has read and understood the School's Fire Safety policy and procedures.

## Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic Door Holders and Closers connected to the Fire Alarm	Weekly with Fire Alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly and Annually	Operation of test switch or circuit breaker and check that light illuminates. This is recorded on the Emergency Light Test Record Form. Faults are also recorded.
Fire Extinguishers, fire blankets, etc	Annually	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date. A full service of all fire equipment is completed by a credited competent external company. They ensure the label on each side is updated with the date of the most frequent inspection.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Daily Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.

System	Frequency	Method of Test
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.
Fire warning and automatic detection systems	Every 6 months	This is organised by PP Projects.

## Records

The following records will be kept by the Fire Safety Manager:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Correct Operation of Self Closing Fire Doors	List of all doors checked, date of check and results. This is done alongside fire alarm check
Practice Fire Evacuation Drill	Date of drill, details of exits obstructed and time taken to evacuate, any problems.
Fire Safety Training	Nature of training, names of those who attended, name of instructor and duration of training.

## Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, however, emphasise they should only be used if the staff member has been previously trained. It must also be safe to do so, and the alarm has been raised first after an evacuation has began.

**This policy will be reviewed annually**