



WARLINGHAM PARK SCHOOL

Fire Risk Prevention Policy

This policy applies to the whole school, including the EYFS

Aims

The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The safe evacuation of everyone is the School's priority. The School's Fire Risk Prevention Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:-

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks is undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments.
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy and First Aid Policy.

Responsibilities:

Chairman of Trustees

The Chairman of Trustees is responsible for ensuring that:

- The appropriate fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk Prevention Policy is kept under regular review by the Trustees and the policy is promulgated to the entire school community.
- Fire risk assessments are regularly reviewed and updated.

- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

Headteacher

The Headteacher is the person responsible for ensuring that:-

- The appropriate policies are in place and reviewed on a regular basis.
- The Fire Risk Prevention Policy is prepared for regular review by the Trustees and the policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) is given clear instructions on where they should go in the event of fire.
- Appropriate fire training is given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.
- Ensuring that the school has 2 trained fire wardens to assist and advise on with evacuation procedures

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headmaster or Deputy Head.

It is the responsibility of the Headmaster or Deputy Head to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Fire Safety Procedures

Emergency Evacuation Procedure

1. If you discover a fire, press the activation button on the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. No one should take anything with them. Do not shut doors, as the Fire Wardens will do this once they have established that the room is clear.
4. The Headmaster or Deputy Head will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.

6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Headmaster or Deputy Head who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your pupils until the all clear is given.

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching) and all new pupils are given a briefing of the School's emergency evacuation procedures when they begin at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Fire Practices

We hold at least one fire practice every term at school. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the School can be safely evacuated in the event of a fire.

Fire Prevention Measures

The School has the following fire prevention measures in place:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, etc are placed in accordance with the recommendations of our professional advisors.
- All passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the corridor outside the School Office.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms regularly (and recording all tests and defects).
- Records of all alarm tests and practices are kept in the School Office

Hazardous and Dangerous Substances

- We ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in cupboards.
- The School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Review

This Fire Risk Prevention Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

Policy effective from 14th March 2018

This policy will be reviewed every 2 years	
Title	Fire Risk
Approved by SMT	Yes March 2018
Approval/Review required by Trustees	Yes March 2018
Latest Review (were changes made)	Yes, March 2018
Next Review Date	March 2020