



FIRE POLICY

Policy Owner	Vina Khan
Policy Governor	Dorrien Peters
Last Policy Update	Apr 2022
Next Policy Update	Apr 2023

The purpose of this policy is to state how Westbourne School deals with the requirements of the law and Regulatory Reform (Fire Safety) Order 2005 regarding fire precautions and prevention and the arrangements by which this is brought about.

The Policy:

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

In the event of a fire:

The Person Discovering the Fire will immediately:

- Sound the alarm by breaking the glass covering the nearest fire alarm button, normally situated at exit points. The alarm will automatically summon the Fire Brigade in Ashdell House, however for the remaining buildings it is an internal alarm only.
- Dial 07867538323 to inform the caretaker or fire-wardens of the building the location of the fire if safe to do so.
- On hearing the fire alarm, the Fire Warden/Marshalls of each building will then ensure that all staff evacuate the floor they are assigned to and will close all doors and windows where safe to do so; and on arriving at the evacuation point, will inform Premises Team that their floor is cleared.
- All Staff, pupils and visitors should leave the buildings by the nearest fire exit available in a calm and orderly manner via the staircases as necessary (as the lifts will be immobilised); and should proceed to the evacuation point and assemble in their teams.

Westbourne School

Educating girls and boys for life



The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls
- A check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it
- Fire detection systems, such as smoke alarms, appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke
- A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- Various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked
- A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc
- A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety. The fire drills should be undertaken termly in each building and recorded.
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
- A smoking policy (under a separate document) to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches

Westbourne School

Educating girls and boys for life



- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide
- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc are included.
- Fire safety risk assessments are undertaken regularly and a record of this is found in the fire risk assessment file.

Responsibilities:

All staff have the following day to day responsibilities:

- Take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point
- Keep all fire exit routes clear and free from obstacles and waste materials
- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- Fully co-operate in any evacuation drills
 - All fire drills must be recorded
- Store all flammable substances and materials in appropriate locations after use
- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- Take note and comply with all signs posted around the premises
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.

Westbourne School

Educating girls and boys for life



Practicalities

In the event of a fire:

The Person Discovering the Fire will immediately:

- Sound the alarm by breaking the glass covering the nearest fire alarm button, located by the main and secondary staircases. The alarm will automatically summon the Fire Brigade.
- Dial 07867538323 to inform the caretaker of the location of the fire if safe to do so.
- On hearing the fire alarm, the Fire Warden/Marshalls of each building will then ensure that all staff evacuate the floor they are assigned to and will close all doors and windows where safe to do so; and on arriving at the evacuation point, will inform Premises Team that their floor is cleared.
- All Staff, pupils and visitors should leave the buildings by the nearest fire exit available in a calm and orderly manner via the staircases as necessary (as the lifts will be immobilised); and should proceed to the evacuation point and assemble in their teams.
- In the event of a fire alarm it is not practical to state that one member of staff or the fire wardens will be responsible for calling the fire brigade as that member of staff may be offsite. However responsibility by building is as follows:
Junior School -secretary / Head of JS / Deputy Head of JS /any teacher
Ashdell House -any teacher in the staff room / any other teacher
Ashdell Grove -secretary / Bursar / Headmaster / any teacher
Westbourne Place - any teacher
To call the fire brigade dial 9-999, give exact location and address
- The school registers should be taken outside to the meeting points and teachers with their forms / classes should check to ensure that all pupils in attendance are present. The secretaries will also ensure a full staff list is kept with the registers and that this is checked against the timetable to ensure all staff have also vacated the building. The visitor book from Junior School reception and Senior School reception will also be taken to the meeting point to check that all (if any) visitors have vacated the building.
- Mr Dodds, the school caretaker, also the fire warden is authorised to **assess** any fire alarms and **consider** tackling a very minor fire with the fire extinguishers located throughout the school. A number of other members of staff have also been trained in the use of fire extinguishers, including Mr Hicks, the Headmaster.

Fire Evacuation Procedure :

On hearing the fire alarm:

- Leave the building immediately using the nearest available exit – do not stop to collect personal effects & do not attempt to use the lifts.

Westbourne School

Educating girls and boys for life



- Do not attempt to fight any fire – leave that for the professionals. Please do try to close any doors or windows that you find open on your exit – but do not compromise your own safety.
- Make your way to the Evacuation Control Point which is the Turf outside Ashdell House.
- If you have visitors in the building you must take them out with you and record their safe exit from the building and inform the Fire Marshal / member of admin staff.
- You must remain outside until told you can re-enter by either the Headmaster or the Bursar or The Fire Service.
- This will apply to all staff unless they have been designated separate evacuation or security control duties.

Training:

The following training will be undertaken by the organisation:

- All staff will receive basic fire training and be trained in the safe and speedy emergency evacuation procedures. Last basic fire training for all staff was 6 January 2020. Ongoing training also takes place by way of termly fire drills, agreed as appropriate with the Fire Inspector. A further visit was undertaken by the Fire Inspector on 13 August 2019
- Key staff, as nominated Fire Marshalls and Warden, for each building are trained in the use of fire extinguishers.
- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.

Fire Alarm Monitoring Service

- The fire alarm monitoring service will call the fire brigade to attend Westbourne School (and specific building) if the fire alarm is triggered, and will inform Westbourne School named contacts.
- On attending the building, key-holders may need to make a decision regarding boarding up/securing the building etc.

The named contacts who are key-holders are:

Name	Mobile
1 John Hicks	07916118599
2 Vina Khan	07809334536
3 Glyn Dodds	07867538323

Westbourne School

Educating girls and boys for life



References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- Fire Risk Assessments
- Testing, service and maintenance records for fire equipment
- Records for evacuation drills
- Staff Induction Programme
- Premises layout diagrams
- Current sets of regulations for:
- Fire precautions and prevention

BUILDING	FIRE WARDEN	FIRE MARSHALL 1	FIRE MARSHALL 2
Ashdell Grove (SS)	Glyn Dodds	Vina Khan	Daniel Lawless
Ashdell House (SS) & Coach-house	Glyn Dodds	Simon Roberts	Anne Twitty
Westbourne Place	Glyn Dodds	Paddy Birbeck	Paul Bunton
Westbourne House (JS)	Glyn Dodds	Jon Clark	Adrian Tedcastle
Neill Building (PS)	Glyn Dodds	Emma Rees-Oxley	Rebecca Hall

Temporary Exit: September 2021 – July 2022 (During Construction works)

Junior School – Westbourne House

A temporary exit route has been placed in JS for the basement floor to enable pupils/staff to exit, please refer to fire safety signs throughout the building and particularly ground floor and basement.

The following procedure will be utilised whilst there is no fixed route across the site. As soon as the dedicated route is re-established, the route will revert as above.

TEMPORARY MEASURES (Whilst dedicated route is out of service)

In the event of an evacuation after the alarm has been raised:-

1. The site will have been kept clear with good housekeeping throughout for safe access in an emergency (All staff to have this in mind and to be monitored by Site Manager)
2. Immediately Stop all activity and switch off plant

Westbourne School

Educating girls and boys for life



3. The designated fire marshal at Jarvale (Rick Hall or Wayne Armitage) will then go to the school fire exit to assist the Fire Marshall or class teacher evacuating the children from the school through the site. No staff or pupils will be allowed to enter back into the school.
4. Gather everyone concerned to the fire assembly point in an orderly manner and report to the school fire warden/officer.

Re-entry to school
5. Do not allow anyone to re-enter the school back across the site. People can access through the normal school entrances.

Westbourne School

Educating girls and boys for life



Appendix 1:

Fire concern form

Staff Member: _____

Date Reported: _____

Building: _____

Exact Location: _____

Concern:

Action/Resolution:

Date of Resolution : _____