



WARLINGHAM PARK SCHOOL

Fire Risk Prevention Policy

This policy applies to the whole school, including the EYFS

1. 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 has been prepared to meet the school's obligations under Regulatory Reform (Fire Safety) Order 2005.

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

2. Publication and availability

This policy is published on the School website.

This policy is available in hard copy on request from the School office

A copy of the policy is available for inspection from the school office during the School day.

This policy can be made available in large print or other accessible format if required.

3. Responsibilities:

The Proprietor has overall responsibility for all matters related to fire safety in the School. The Headteacher takes leadership responsibility for the School's fire and other health & safety arrangements, assisted by the Deputy Head. under the Regulatory Reform (Fire Safety) Order 2005:

Headteacher

The Headteacher is the person responsible for ensuring that:-

- The appropriate fire procedures and risk assessments are in place and reviewed on a regular basis.
- The appropriate policies are in place and reviewed on a regular basis.
- The Fire Risk Prevention Policy is prepared for regular review and the policy is communicated to the entire school community.
- Fire risk assessments are regularly reviewed and updated.
- Everyone in the School (including visitors and contractors) is given clear instructions on arrival by the sign in sheets on all fire procedures including 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.
- 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.
- 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.
- Record keeping covers
 - ☐ fire drills (date, time, issues)
 - ☐ alarm tests
 - ☐ equipment servicing
 - ☐ training logs
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.
- Ensuring that the school has at least 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 Head or Deputy Head.

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

4. Fire Safety Procedures

Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency routine followed.

The Assembly point is:

The Junior playground

Emergency evacuation and fire drills will be tested at least once per term and the results recorded.

We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

The Head is responsible for ensuring that fire risk assessments are undertaken regularly and where there is reason suspect they are no longer valid or where significant changes to the premises of use.

The Head is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by the Health and Safety Officer regularly. Fire doors must be free of obstruction and easily opened from the inside.

Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by the Health and Safety Officer weekly in order to ensure they are in working order.

Alarms are tested at least once per week.

The Health and Safety Officer is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

In addition, the School will ensure that there are sufficient fire marshals/wardens (or deputies in their absence) on site at all times and that they are appropriately trained.

5. The fire marshals/wardens are:

Annie Ingrassia
Claire Giles
Kelly Green
Andrea Shepherd
Eta Zielonka
Molly Austin
Emma Edwards

Their responsibilities include but are not limited to:

- ☐ sweep procedures
- ☐ zone responsibility
- ☐ high-vis identification

Nothing in this policy prevents anyone from dialling 999 in an emergency.
All health and safety and fire emergencies should also be reported to the Head.

6. 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 on the Junior playground.**
3. No one should take anything with them.
4. Fire marshals/wardens will assist with evacuation and ensuring no one remains in the building.
5. The Head or Deputy Head will summon the Emergency Services if the alarm sounds.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Head 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.
8. Remain at the assembly point with your pupils until the all clear is given.
9. PEEPs will be developed and maintained for anyone requiring support to evacuate safely including wheelchair users and SEND pupils.
10. Early Years staff remain in ration with their pupils at all times. Babies are evacuated using an evacuation cot.

7. 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 and receive training on Fire Safety Awareness.

8. 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.

9. 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 and are serviced annually and checked weekly.
- All passages and emergency exits are illuminated by emergency lighting which are serviced bi-annually and checked monthly
- The master panel for the alarm system is located in the corridor outside the School Office and serviced every 6 months
- Alarms sound in all parts of the building and are checked weekly from a different call point.
- 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 by the Health and Safety Officer
- Doors used to compartmentalise the corridors are fitted with MagLocks which are activated by the fire alarm.

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.

10. 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.

Version control

Date of adoption of this policy	September 2018
Date of last review of this policy	January 2026
Date for next review of this policy	January 2027 or earlier in the case of a significant change or incident
Policy owner (SMT)	Head
Policy owner (Proprietor)	ILG