



WETHERBY  
PREPARATORY SCHOOL



the **Gold Standard** in education

**Wetherby Preparatory School**  
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# Fire Safety Policy

<b>Policy reviewed by:</b>	Nick Baker
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<b>Reviewer's signature:</b>	
<b>Headmaster's signature:</b>	

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

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

## **PART 1: FIRE SAFETY**

### **Introduction**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, boys and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Wetherby Preparatory School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **Role of the School Fire Safety Manager**

The Premises Manager, Hal Ogden, is the designated School Fire Safety Manager and Fire Warden who is responsible for ensuring that:

- The Fire Safety policy is kept under regular review by Governors and the SMT.
- The Fire Safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and boys.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- 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.
- Fire warden training for Premises Manager and SMT on 29.08.19.

### **Emergency Evacuation Notice**

All new staff and boys, all contractors and visitors are shown the following notice:

#### **IN CASE OF FIRE INSTRUCTIONS TO STAFF**

1. In the event of fire, it is the duty of all concerned to prevent injury or loss of life.
2. For this purpose you should make certain that you are familiar with all the means of escape in case of fire. Since there may be an opportunity in event of fire for you to attack it with the nearest fire extinguisher, you should be familiar with how to use it.
3. IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU, YOU SHOULD SOUND THE NEAREST ALARM IMMEDIATELY.
4. ON HEARING ALARM the Headmaster, School Administrator, Premises Manager or the Deputy Head will call the Fire Brigade.
5. WHEN THE FIRE ALARM SOUNDS:
  - a) See that any doors immediately surrounding the fire are closed.

- b) All boys to be escorted from classrooms (closing door as you leave) in SILENCE USING BOTH STAIRCASES. The registers will be brought to the assembly point by the School Administrator. USE THE NEAREST AVAILABLE EXIT. DO NOT COLLECT PERSONAL BELONGINGS. DO NOT RE-ENTER THE BUILDING.
- c) Leave school by the front door, mews door or side entrance as appropriate and assemble on the pavement over the zebra crossing onto the gardens side of Bryanston Square.
- d) SEN, LAMDA and MUSIC TEACHERS – teachers bring the boy they are teaching. Do not try and integrate with class until at collection point.
- e) If you have a disabled boy in your class you should direct him, together with his carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- f) Kitchen to be evacuated and gas turned off at mains.
- g) Registers to be taken immediately by Form Tutors at collection point. Any missing boys to be reported to the School Fire Safety Manager who will inform the Fire Brigade.
- h) Deputy Head accounts for all staff. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the School Fire Safety Manager who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- i) Boys to wait in silence.
- j) The “all clear” will only be given by the Headmaster or member of SMT in his absence.

## **PART 2: FIRE SAFETY PROCEDURES**

### **Briefing New Staff and Boys**

All our new staff (teaching and non-teaching alike) and all new boys are given a briefing on the school's emergency evacuation procedures on their first day at Wetherby Preparatory School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and 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.

The safe evacuation of everyone – staff and boys alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer annual fire awareness INSET training through EduCare and the basic use of fire extinguishers to all new staff. No one should attempt to use a fire extinguisher before they have been trained in its use.

### **Summoning the Fire Brigade**

The School Office is manned between 8am and 5pm during weekdays apart from the Christmas and Easter holidays. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the

foyer. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

### **Visitors and Contractors**

All visitors and contractors are required to sign in at reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, 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.

### **Disabled Staff, Boys or Visitors**

We have a special one to one induction on fire safety for disabled boys and their carers and for disabled members of staff.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Premises Manager as soon as he or she reaches the assembly point. It is the responsibility of the Premises Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

### **Responsibilities of Teaching Staff**

Teaching staff are responsible for escorting their boys safely out of the building in silence and 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 Premises Manager. It is the responsibility of the Premises Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

In the event of an emergency, a message through SIMS will be activated in order to disseminate the necessary information regarding the location of the children and the collection arrangements, if appropriate. In addition, the school answer phone will carry a message relaying the assembly point that the school has been directed to. Should an emergency happen out of school hours or during the school holidays, the Headmaster will activate a message through SIMS or email to contact staff and parents about any special arrangements that have been made.

***On no account should anyone return to a burning building.***

### **Responsibilities of the Fire Warden**

We will aim to have at least one trained Fire Warden in the school. A Fire Warden is generally a member of the non-teaching staff, such as a Technician, Maintenance or an Administrative

staff who do not have specific duties in the event of fire or other emergency for looking after boys, although members of the teaching staff may also opt to be trained as a Fire Warden. A Fire Warden is a “competent person” who has been trained to provide “safety assistance” in the event of a fire. The Fire Warden receives regular refresher training. The last Fire Warden training on 29.08.19 was attended by Hal Ogden and the School SMT.

## **Fire Practices**

We hold one fire practice every term at Wetherby Preparatory School. This combined with a programme of inducting new staff and boys with emergency escape procedures and the presence of a trained Fire Warden in the building helps to ensure that the school can be safely evacuated in the event of a fire.

## **Fire Prevention Measures**

We have the following fire prevention measures in place at Wetherby Preparatory School:

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the foyer and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Premises Manager is responsible for unlocking the buildings in the morning, when they removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Premises Manager who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept on SharePoint and in the Premises Manager’s Office.

### **Electrical Safety**

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Premises Manager’s Office.

- The caretakers check that all scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

#### Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the School Office.

#### Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the School Office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

#### Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

#### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

#### Letting or Hiring the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. A school caretaker is always on call when the school is let or hired for an outside function or event.

### **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005". Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs,

kitchens, laboratories, workshops etc. At Wetherby Preparatory School we use simple line diagrams to supplement the grids.

Wetherby Preparatory School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Wetherby Preparatory School's fire risk assessments are on the health and safety section of the school's website for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

The last fire risk assessment was carried out on 5<sup>th</sup> November 2020. There were no specific recommendations but good housekeeping advice that is shared with staff at the start of each term:

### **HOUSEKEEPING ARRANGEMENTS**

**Management and all members of staff have a responsibility to ensure:**

- The stairways and corridors are not used for storage purposes even for short periods of time.
- Fire exits and escape routes are not obstructed.
- Internal fire doors are not wedged in the open position. (Dorguard devices are fitted to a number of internal fire doors).
- Good housekeeping is to be maintained in all areas both inside and outside the building and that all unwanted or unused waste material is removed on a regular basis, thereby reducing any risk of fire.
- Hazardous materials are correctly used and stored.