



FIRE AND SAFETY POLICY & PROCEDURES

1.1 Introduction

Westfield School is committed to achieving and maintaining best practice in the management of fire safety by assessing and managing fire risk in order to prevent harm to its staff, pupils and visitors who may be affected by its activities.

1.2. Aims

The Aims of this policy are to ensure that:

- Risks from fire are identified and that arrangements are in place to control those risks;
- The school complies with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance;
- Fire warning systems and fire-fighting equipment are in full working order;
- Staff receive relevant and regular fire safety training;

1.3 Implementation

In order to achieve the above aims the following will take place:

- A Fire risk assessment will be undertaken for the whole school and will be reviewed annually;
- A Fire risk assessment for each school room will be undertaken and will be reviewed annually and will include the risks associated with dangerous substances;
- Regular Fire drills (at least half-termly) will be carried out to ensure that staff are kept aware of the evacuation procedures (a written version of which is available in each school room) and these procedures will be reviewed annually;
- Weekly tests will be performed on the fire warning systems;
- Fire warning systems will be serviced quarterly;
- Annual testing of fire-fighting equipment will be carried out;
- Appropriate signage will be placed to ensure the maintenance of clear emergency routes and exits, the location of emergency lighting, fire detectors, alarms and extinguishers;
- Fire Marshalls and Deputies will be designated and appropriately trained and instructed;
- Logs will be maintained and reports prepared in respect of all tests, drills and "other" alarms;
- In the event of an evacuation due to a fire drill or "other" alarm the teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion to the assembly point and the marshalls and their deputies will undertake their designated responsibilities. Any disabled person on the premises will be escorted by a member of staff from their location. A head count will be undertaken at the assembly point and the name of anyone who cannot be accounted for should be given to the designated marshal together with their likely location.
- In the event of a "non-drill" or "non-false alarm" the Facilities Manager (or the Groundsman in his absence) will immediately call the Fire Brigade and advise them of the likely location of the fire/hazard based on the fire alarm panels. They will also advise the Brigade of any "missing" persons.

1.4 Responsibilities

The Bursar and Facilities Manager are responsible to the Governors for the maintenance, review and implementation of this policy and its procedures through the Governor responsible for Health and Safety and the Health and Safety committee.

Appendices

Fire alarm and evacuation procedures

Fire marshals, their deputies and their designated duties