



## 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, held once a term, 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. The school fire evacuation plan is updated annually.
- 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. A PEEP is carried out for any person who may need assistance. 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 Facilities Manager is 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.

### Appendix

Fire Evacuation Plan

## Fire Evacuation Plan

**Premises address and contact number:** Oakfield Road, Gosforth, Newcastle upon Tyne. NE3 4HS. 0191 2553980

**Plan date:** 04/01/2022      **Review date:** 04/01/2023

**Sound of the alarm:** A continuously ringing bell, a shouted warning, a red flashing beacon.

**Raising the alarm in the event of a fire:** Activation of the nearest call point, a manual warning, whistle, shout etc.

**Fire Assembly Point:** Tennis courts

### Fire Marshall and Deputies:

In school hours:

**Marshall:** Neil Walker. **Deputies:** Mai Brannigan, Andrea Dryden, Jenny Brown, Andy Leng, Nicola McGowan and Daniel Stone  
Out of school hours – the person on after school duty will take charge, a list of Westfield School emergency contacts is in all 3 grab bags.

### Action staff should take on hearing the alarm:

- Remain calm and in control at all times.
- If the alarms are activated, a member of the office staff will make sure that both panels in Room 4, the Deputy Head's office, have been activated.
- Staff will instruct pupils to proceed to the Fire Assembly Point **IN SILENCE**. Classroom doors should be closed by the last person to leave.
- Staff will provide assistance to those needing additional help. Separate Personal Emergency Evacuation Plans (PEEPs) are in place for staff pupils and visitors with known additional needs.
- Staff are to sweep the building **as they leave** to ensure all areas are clear, if safe to do so and ensure all doors are closed on the way out.
- Use the directed fire escape route, be prepared to find an alternative route if necessary.
- Under no circumstances should anyone return to their classrooms.
- The school secretary or designated individual, will collect all registers, pupil and staff signing in/out books and visitor's book. They will collect the yellow grab bag (Senior House in the entrance porch and Junior House outside reception) which has a key for Elmfield road gates and information for the emergency services.
- Meet at the Fire Assembly Point and check that all pupils, staff members and visitors are accounted for.
- Ensure that nobody moves from the Fire Assembly Point unless it is safe to do so.
- If safe to do, electrical mains supplies should be switched off before leaving the building. The location of these are detailed below and will be carried out by a member of the Facilities Team.
- Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.
- A Fire Marshall Deputy is to collect the Elmfield Road gate key from one of the grab bags, then open the gates and wait for the emergency services.
- A Fire Marshall Deputy, will stop traffic and pedestrians entering the grounds from the Oakfield Road entrance.
- The facilities manager will call the fire service and liaise with them when they arrive on site.
- All staff are to ensure that nobody re-enters the building, until authority to do so has been given by the Fire Service.

### Escape routes to the Fire Assembly Point:

Via any of the fire exit doors as per Fire Evacuation Plan.

### Fire extinguishers will only be used where:

- Staff have received the correct level of training and feel confident in their use.
- It is deemed safe to do so i.e. there is a clear means of escape, fire is small.

***Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire!***

### Location of key safety hazards or other fire related equipment:

- Gas supply will be cut off to the whole school when the alarms are activated.
- Mains fuse box: Rear of Boiler House.

- Mains water inlet: Meter on grass outside Elmfield Road gates.
- Location of fire alarm panels: Room 4, Deputy Head's office.

**Fire Safety Points:**

In the event of systems failure, verbal instruction will be used. All staff are to be aware of where all fire exits are located. On induction to the school, fire safety is communicated as a matter of priority.

**Responsibilities:**

The Fire Marshall is to co-ordinate and direct the fire marshal deputies and teaching staff at the fire assembly point.

Opening Elmfield Road gates and waiting for the emergency services: Daniel Stone, deputy, Andy Leng. (Hi vis jacket in grab bag.)

Stopping traffic/pedestrians on Oakfield road: Mai Brannigan, deputy, Nicola McGowan. (Hi vis jacket in grab bag.)

Andrea Dryden and Jenny Brown will be on standby if anyone is absent.

For ensuring plan is up to date.

Facilities Manager

For ensuring adequate staff are on duty to carry out the evacuation plan.

Kate Quinn.

For training staff on the evacuation plan and in their roles and responsibilities.

Facilities Manager

**Contents in each grab bag:**

- Hi Vis jacket
- Key for Elmfield Road gates.
- A plan of the school.
- List of Westfield School emergency contacts.

- Location of Gas meter, Electric mains supply and location of fire alarm panels.
- Torch.
- Pens, pencils and notepad.

**Alternative arrangements will be made to cover staff absences/ leave etc. to ensure there are always a sufficient number of trained staff available on site.**