



Fire Prevention Policy

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Summary of changes and reviews

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1.0	Sep 22	Policy updated and moved across to new format. Version control initiated	NR
1.1	Sep 23	Reviewed, responsibilities updated in Annex D.	SB
2.0	Sep 24	Adoption of Wishford Education policy template	SB



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FIRE PREVENTION POLICY

Statement of Intent

The risk that fire presents to staff, pupil and visitor safety in the Wishford Schools¹ Group as well as the risk it represents to each school's properties and business continuity is recognised. Fire management arrangements for a group of schools require strategic planning and financial decisions to be made at the highest level within the organisation. The group is committed to maintaining the highest of standards in fire safety in order to protect its employees, pupils and visitors who may be affected by its activities. The group will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks. The group seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and pupils. It is the groups policy, so far as is reasonably practicable to:

- Provide and maintain places of work, accommodation and recreation that have adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, test and maintain suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by the school staff and that provide adequate details to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to school staff, pupils and visitors.
- Provide management arrangements for identifying and controlling fire risks.
- Provide effective management procedures to respond to and deal with the aftermath of a fire.

Policy Scope

Every school in the Wishford Schools Group is committed to providing a safe environment for its staff, pupils, visitors and contractors. It is each school's responsibility to provide and manage fire safety systems and procedures. All members of each school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise normal business activities.

The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the [Regulatory Reform \(Fire Safety\) Order 2005](#), the British [Fire Safety Standards](#) and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Wishford Schools Group and to protect its assets. Any action which contravenes this policy or a school's fire procedures could be deemed a disciplinary and, potentially, criminal offence.

This policy is applicable to all premises under the control of the Group and details the approach to the control of risk from fire. The principal objectives of this policy are:

- To enable our schools to comply with their duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

¹ The term 'school(s)' relates to all organisations within the Wishford group including camps and day nurseries.



- To ensure that risks from fire are identified and that control measures are in place.
- To safeguard all people who may be affected by the outbreak of fire at any of our premises.
- To safeguard the physical assets of the schools.
- To reduce the incidence of fires.
- To minimise the potential for fire to disrupt the work of our schools.
- To minimise the incidence of unwanted fire alarm signals and malicious false alarms.
- To protect the environment.
- To minimise the possibility of arson.

Responsibility

Executive responsibility for fire safety lies with the Executive Chairman Mr Sam Antrobus, who is deemed as the principal 'Responsible Person' for the group, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the Group Operations Manager and the Heads of our schools. Each Head is responsible for nominating their site's Fire Officer/'Responsible Person' (which could be themselves or another senior leader).

The Fire Officer/'Responsible Person' must ensure that:

- They maintain a sound, current understanding of the level of fire risk in relation to the buildings and the activities operating within them.
- All fire prevention measures listed in this policy are in place, monitored, tested and maintained.
- All staff have a firm understanding of the measures within this policy, their site's fire procedures and key personnel, their own responsibilities (both in the event of a fire and in relation to reporting fire risk) and their legal duty to adhere to all of the above.
- All contractors, visitors, volunteers and pupils are made aware of their role, responsibilities and the procedure in the event of a fire and their obligation to ensure their action does not undermine this policy or the site's fire procedures.
- An appropriate number of Fire Wardens are in place (at least one per separate building and/or boarding house) and all are aware of their roles and responsibilities in the event of a fire.
- All staff receive regular training in relation to their role and this is recorded centrally.
- They communicate with the emergency services in the event of a fire and to seek external support and advice whenever necessary.
- Relevant staff comply at all times with regulations on the storage, transportation, handling and disposal of flammable materials, including storage and use of dangerous substances (DSEAR & COSHH)
- Site teams regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Portable appliance testing is carried out as necessary and that a record of these tests is logged.
- Fire prevention and evacuation procedures are included during the induction process for all new starters.
- They pay close attention to the activities of contractors as appropriate.

Fire Prevention measures

The Fire Procedure

Each Wishford school must have a fire procedure (Appendix 1) in place which covers the following as a minimum:



- The names, roles and responsibilities of key personnel including the fire officer and fire wardens.
- The roles and responsibilities of other staff following an alarm.
- Any site-specific measures in place to prevent fires.
- Evacuation procedures in the event of a fire (N.B. There may be a variety of guidance depending on the time of day/year)

Fire Risk Assessment

All premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with the fire officer.

- The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment will be made available on SharePoint and made available to staff.
- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards. All staff are responsible for reporting and (when appropriate) clearing hazards.

Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (site managers/competent contractor).

- Each of the School premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the school site manager/compliance officer. The alarm will be activated using a different call point each week, where this is practicable and recorded in the fire logbook.
- The fire alarm system will be serviced six-monthly by a competent contractor.
- Records of these tests and servicing are to be kept by the site manager.

Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises. Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system. The Fire Officer will maintain a log of all servicing and testing.

Emergency Lighting

Emergency lighting must be installed in any area where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits. Records of testing and servicing of emergency lights will be maintained by the site manager/compliance officer. Testing of the system will be carried out by a competent contractor on a three-monthly basis. The Fire Officer will maintain a log of all servicing and testing.

Emergency Procedures

Information must be displayed throughout each separate building detailing the action to take in the event of a fire, including exit routes and the evacuation assembly point. There must be adequate means of escape for all occupants of each school premises. These means of escape will be clearly signed with pictograms. The means of escape and evacuation signage will be regularly inspected by the site manager/team to ensure they are kept clear of obstructions and tripping hazards. Where disabled persons use the premises, specific



arrangements will be made to ensure they can escape in an emergency. For staff and pupils, there will be a Personal Emergency Evacuation Plan (PEEP) in place.

Summoning the fire brigade

There are to be standing instructions in the form of fire notices in every building which have the emergency contact numbers and the instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their initial workplace induction and should familiarise themselves with the ones in their workplace. All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring this is to be done by dialling 999 and giving the information on evacuation notices.

Fire Drills

Every building on-site must be subject to at least one fire drill per term. In addition (where applicable), each boarding house must conduct their own termly drill before or after school hours with one drill per year being carried out during the 'silent hours' (i.e. after the children are asleep or before they wake up) Written records of fire / evacuation drills will be maintained by the fire officer. Fire drills are a fundamental part of fire prevention/safety training (see below).

Fire Prevention/Safety Training

All staff

Section 21 of the Fire Safety Order (2005) sets out the training requirements for employees. It states that training should be 'repeated periodically (where appropriate)' and kept relevant to a person's role and the current/changing levels of risk inherent within their working environment.

The Responsible person should therefore take a risk-based approach to staff training. For example, if the Fire Risk Assessment of a single storey day setting identifies no risky areas (e.g. a kitchen or a kiln) and no current remedials, then a focus on termly fire drill practice and the completion of online training (TES develop) every three years would likely suffice. However, in a multi-storey/multi-building boarding school with numerous risky areas (e.g. DT and Science labs or top storey rooms with a single escape route), training needs to be more nuanced with staff most at risk receiving enhanced and more regular training. All training should be logged centrally. As a minimum, settings should consider the following:

- Ensuring staff working in high risk areas/activities are aware of the fire risk assessment in relation to their role (e.g. do those staff have a sound knowledge of fire extinguisher usage if they are likely to need an extinguisher to allow them and others to escape). What supervision is in place to ensure staff are constantly aware of their responsibilities in relation to fire safety? What is the most effective way to deliver regular training/updates to these specific employees.
- Establishing fire drills as a training exercise rather than a compliance tick-box. Consider your KPIs and review process. Ensure that drills take place at a variety of times and actively seek the weak points rather than aim to maintain a speedy evacuation time. Use drills to identify staff for refresher training.
- Train staff in your site-specific Fire Procedure. Ensure that everyone understands the extent of their role when the alarm sounds and the evacuation routes available to them. Consider the 'real world' impact of generic, online training to the staff body's performance in an emergency.
- Ensure you update relevant staff whenever the fire risk profile of the school changes. Examples might include the introduction of new/more IT equipment or an activity like forest school, a change to the fire procedure and/or a change in use, e.g. less mobile nursery children using a first-floor space.



Fire Wardens

As above, training for Fire Wardens must be relevant to their responsibilities and the level of risk. The school's Fire Procedure must lay out the role of each Fire Warden in the event of a fire/alarm. Each warden must consequently be given appropriate time and resources to train for this event.

Settings should therefore give careful consideration regarding the level of expertise and oversight that is present on-site at any given time. Considerations include:

- Who are best placed to be wardens? Particularly consider their:
 - Usual work location: both individually and collectively, i.e. ensure there is a spread of qualified people across the site and consider the training needs of individuals who might work in risky areas, for example, where hot works take place or where there is only one escape route and so the use of an extinguisher might be needed to clear the way.
 - Ability to carry out the role: e.g. are they often off-site, would they often have a class of children to care for in the event of a fire and/or would other responsibilities distract them from their fire safety duties. In other words, the most senior people are not necessarily the best suited to be fire wardens).
- Ensure your fire procedure gives your wardens clear expectations in relation to their fire fighting duties. In all cases, consideration should only be given to the risk to life (not to the property). Is there a risk that an individual might not evacuate? If so, is this risk level static across the site or does it elevate in certain areas? Does this risk warrant a warden re-entering the building to attempt to extinguish the fire? Is your standard procedure for all individuals to vacate the building(s) at their nearest exit or should the wardens closest to the source of the alarm attempt to locate the potential fire and extinguish it before it gets out of control? Questions such as these should form the basis of the discussion when building your fire evacuation procedure.
- Once the evacuation procedure and role of the wardens is clear then their training needs become self-evident.

Pupils

Wishford settings must ensure that all pupils have age appropriate fire prevention and safety training. As a minimum, all children must be aware of all possible exits and escape routes and behavioural expectations during fire drills.

Visitors and contractors

Upon arrival on any site, ALL visitors and contractors will be made aware of the procedures and assembly points in the event of an evacuation. For events with large numbers of attendees, such as open days/events an announcement will be made at the beginning of the event regarding evacuation arrangements.

Fire Records

Records must be kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the fire officer.



Annex A: Emergency Procedures – during school hours (08:00-17:00)

Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm or alert a member of staff, who will sound the alarm. If the fire is discovered in areas other than the main school building or nursery (which will therefore not activate the main school alarm), ensure that the School Office is alerted as soon as possible.

Actions on hearing the alarm

Emergency coordinator

The Headmaster will adopt the role of Emergency Coordinator, and will be ultimately responsible for all coordination and subsequent actions taken. In the Headmaster's absence, it will be another member of SLT (to be agreed between those that are available). A guide for the Emergency Coordinator is at Annex D.

Office/support staff

- The School Administrator is to telephone or radio the following areas to alert them to the fire alarm:
 - Changing rooms
 - Art studio
 - PAC
 - If the alarm sounded in the main school, call Head of Pre-Prep and Reception classroom
 - If the alarm sounded in the Pre-Prep, alert the site team to activate the main school alarm
- The School Administrator is to take the class lists, staff list and visitor list to the Assembly Point.
- If any of the areas above could not be contacted, the School Administrator should alert the Emergency Coordinator, who is to send a staff member to notify them in person. The route to these areas should be dynamically risk assessed to ensure it is safe to do so.
- The School Business Manager and a member of the site team (directed by the Site Manager) are to go to the alarm panel.
- The Site Team member will investigate the zone in which the alarm was initiated, to determine whether or not it is a genuine emergency, and radio back to the School Business Manager. They should take with them a torch and map (kept by the fire panel).
- If required, the School Business Manager will be responsible for phoning the Emergency Services then exit the building. Where possible, this should be done using a mobile phone from outside the building, or from a different building to the one with the fire.

If any of the above individuals are not in the office, the senior staff member in the office is to nominate another individual to complete this task.



Teaching staff and pupils

- Teachers are to lead pupils, quickly and in silence, directly to the assembly area (the front lawn), taking the quickest route. Whilst a one-way plan is in place to minimise the spread of COVID-19, the need to rapidly exit the building takes precedence. As such, the one-way routes should be ignored if appropriate.
- Staff are to ensure that staff and children do not collect personal belongings.
- IF SAFE TO DO SO, the following staff are to quickly check (or nominate another staff member(s) to check) the following areas to ensure that no staff or pupils remain in those areas (including classrooms, communal rooms and toilets). In the event of the nominated person's absence, staff in that area should look to take control and/or communicate with other staff in that area to determine who can do what. They are to report to the Emergency Coordinator whether or not areas have been checked.
 - **Lucy Riley.** All nursery rooms.
 - **Ellie King.** South side of the stable yard.
 - **Laura Buck.** North side of stable yard, including the Zone and PAC.
 - **Sally Easterbrook.** Art studio.
 - **Nigel Bailey/Kathryn Donavon.** Gym and changing rooms.
 - **Simon Bristow/Office staff.** Ground floor corridor (on way to panel).
 - **Emily Barrows/Gavin James/Allan Hempsted.** Middle floor.
 - **Chloe Nish/Natasha Jeffery/Teacher in Classroom 8.** Top floor (except boarding areas).
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- Each class is to line up in a row, with children remaining quiet.
- The School Administrator is to give each class teacher a class list.
- Teachers will take the register for their class. If all are accounted for, they are to hold up their class list. If individuals cannot be accounted for, inform the Emergency Coordinator.

Evacuating the pre-prep and PAC

- As these are not linked to the main school building, pre-prep will be alerted by the office staff by telephone or teams. If no member of pre-prep staff is answering, a member of the site staff should be sent to alert them.
- Upon receiving the notification, an emergency call point is to be pressed to activate the alarm in that building.
- Upon exiting the building, if the alarm has not been activated in other pre-prep buildings or the PAC, staff should activate the call point just inside the door then continue to the assembly point.
- If the alarm originates in the pre-prep, they should alert the school office so that a wider evacuation can take place. This can be done by radio, telephone, or a staff member going ahead to the main school building and informing them personally.

Post-alarm actions and dismissal

- In the event of no emergency, the alarm will be deactivated at the direction of the Emergency Coordinator once all staff, pupils and visitors have been accounted for. Staff, pupils and visitors will then be free to return to the school buildings.
- In the event of an emergency, the Emergency Coordinator will dynamically assess the risk, and if necessary, move all individuals to a more suitable location in order to protect the students and enable the emergency services to work unhindered.
- If required by the Emergency Services, the water supplies on site are shown at Annex E.



Annex B: Emergency Procedures – outside school hours (17:00-08:00)

Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm or alert a member of staff, who will sound the alarm.

Actions on hearing the alarm

Whenever boarders are on site, two members of staff are on duty. One member of staff will act as the Emergency Coordinator.

Emergency coordinator

- The emergency coordinator is to be in possession of the boarding register at all times.
- Upon hearing the alarm, they are to take the register and proceed directly to the Assembly Point.
- Check boarders off the boarding register.

Other duty staff member

- IF SAFE TO DO SO, knock on all dormitory doors and look inside to ensure all boarders have departed.
- Proceed to the fire panel, identify the area that has activated the alarm. Go to that area to determine whether or not it is a genuine emergency. They should take with them a torch and map (kept by the fire panel).
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- If required, phone the Emergency Services then exit the building. Where possible, this should be done using a mobile phone from outside the building, or from a different building to the one with the fire.

Pupils, resident staff and their families

- As soon as the alarm is activated, pick up a dressing gown or coat and make their own way, quickly and in silence, directly to the assembly area (the front lawn), taking the quickest route. Do not collect other possessions. Whilst a one-way plan is in place to minimise the spread of COVID-19, the need to rapidly exit the building takes precedence. As such, the one-way routes should be ignored if appropriate.
- If a fire is seen, DO NOT MAKE ANY ATTEMPT TO EXTINGUISH THE FIRE. If necessary, find an alternative exit route and leave the building as quickly as possible.
- Each dormitory/family group is to line up in a row, with children remaining quiet.



Post-alarm actions and dismissal

- In the event of no emergency, the alarm will be deactivated at the direction of the Emergency Coordinator once all staff and boarders have been accounted for. Staff and boarders will then be free to return to the school buildings.
- In the event of an emergency, the Emergency Coordinator will dynamically assess the risk, and if necessary, move all individuals to a more suitable location in order to protect the students, keep them warm and dry and enable the emergency services to work unhindered.
- If required by the Emergency Services, the water supplies on site are shown at Annex E.



Annex C: Emergency Procedures – outside term time

Alarm

A fire alarm is indicated by the sounding of continuous bells throughout the school. These are linked as follows:

- The main school and nursery are on the same circuit.
- The stable yard and PAC are on the same circuit.
- The alarm does not sound in the gym or changing rooms.

Actions on discovering a fire

Sound the alarm, even if you do not believe anybody else to be in the building.

Actions on hearing the alarm

As the number of staff on site is completely variable, there are no specific responsibilities for individuals. The initial action is for all individual to leave the building immediately. Staff will discuss who is known to be on site in order to account for all individuals. The senior staff member will then task an individual to check the fire panel and investigate whether there is a fire. Even if the alarm is deactivated following investigation, people are not to re-enter the building until they have received verbal confirmation.



Annex D: Emergency Coordinator Checklist

	Completed	Time
Alarm activated		
Confirmation that the following areas have been informed		
Changing Rooms		
Art Studio		
PAC		
Pre-Prep		
Confirmation that areas have been checked		
Nursery (Janet Ewan)		
Stable yard South (Ellie King)		
Stable yard North (Sally Pearce)		
Stable yard Zone (Sally Pearce)		
PAC (Sally Pearce)		
Art studio (Abi Thomas)		
Gym (Kathryn Donovan)		
Changing rooms (Kathryn Donovan)		
Main building ground Floor (Simon Bristow)		
Main building first floor (Emily Barrows/Gavin James)		
Main building top floor (Rebecca Scott/Natasha Jeffery)		
Confirmation that all pupils have been accounted for		
Toddlers – JO		
Pre-Reception - AK		
Reception		
1K		
1R		
2P		
2HB		
3C		
3L		
4B		
4L		
5J		
5TF		
6H		
6C		
7H		
8H		
8C		
Staff		
Visitors		



	Completed	Time
Time all registers completed		
Confirmation of whether or not fire existed		
Emergency Services called		
Emergency cancelled		

Notes on incident/notes for emergency services



Annex E: Plan showing supply of water on site

1. Main fire hydrant
2. 10,000 litre water tank
3. Bypass valve for main fire hydrant

