



**Weston Green School**

## **Fire Policy – Risk Assessment and Procedures**

This policy applies to all pupils at Weston Green School, including those  
in the Early Years Foundation Stage (EYFS)

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| Date:        | September 2012   |
| Reviewed:    | September 2013, September 2014, Spring '15, Spring '16, Autumn '16 |
| Next review: | Autumn Term 2017   |

## **FIRE RISK ASSESSMENT & PROCEDURES**

To be conducted annually and undertaken by the School Operations and Business Manager and London Fire

Date of last assessment:

Fire Risk Assessment dates (external):

August 2015, London Fire Protection Services Ltd.

## **POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment.
- Smoking in the school is forbidden.
- Solids and combustible liquids.
- Paper and card throughout the school should not be allowed to accumulate in piles – bins are cleared each evening by Cleansweep
- Waste dustbins should be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Chemicals are kept in a locked cupboard and not subject to heat or naked flame (in Cleansweep cupboard)

## **PERSONS AT RISK**

At any one time there are approximately 180 children and 30 staff on site:

*Main School* - There is a fire double battery back up fire alarm system installed. There are 5 main fire escapes three at the side (all from ground floor classrooms) one at the front and one at the back

*EYFS* - There is a fire double battery back up fire alarm system installed. There are two main exit doors added to which all the classrooms have exit doors as does the hall.

## **EVALUATING**

- Fire safety is managed by the School Operations and Business Manager
- Evacuation is managed in 2.00 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Staff training is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.

- Formal risk assessment to take place regularly but all staff should be alerted to find any hazards and report them to the School Operations and Business Manager or any member of the Health and Safety Committee **AT ANY TIME.**

For detailed Fire Risk Assessment, see fire log.

### **Fire Risk Assessment – Detailed**

1. The premises at Weston Green Road, Thames Ditton KT7 0JN are used for educational purposes only.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. Maintenance of fire extinguishers and fire alarm system by London Fire.
3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible.

**Main School** There are escape stairs at the side of the main school building which are easily accessed from the first and second floors. Fire door escapes exist at the back and front of the main school building and there are also external doors to three ground floor classrooms.

**EYFS building** All the EYFS building classrooms and the hall have external doors.

4. Fire drills are carried out at least twice per year and generally once per term.
5. Smoke or heat detectors exist on every floor, as do fire alarms.
6. Emergency lighting is in place for all floors and exits. These are checked half termly by the maintenance team. They are also checked visually with the weekly fire point tests.
7. There is a separate and detailed Fire Emergency Plan for each building
8. A fire log book is kept in each department which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school office.
9. At any one time there are approximately 180 children and 30 staff in the building and in the case of an emergency requiring evacuation particular attention must be paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process.

Registers of who is present (includes class registers and the sign in/out book), including any visitors (in the visitors book) is kept outside the school office.

10. On occasion the premises are used for after school clubs, the adult leaders of these clubs will have received the same training as staff. When peripatetic teachers are on site there are always members of staff on site who are trained.

**11. Fire hazards within the premises:**

- Cooking: electric and gas within kitchen/staff room are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building
- Smoking: not allowed on premises
- Electrical: All equipment is checked annually. The EYFS building was built in 2010 and the main school renovated in 2011.
- New electrical boxes are fitted with the latest safety features.
- Plug covers should be used for empty sockets. PAT testing is carried out regularly.
- Computers: Computers are in every classroom, the school office, and the Head Teacher's office and in a mobile unit around school. Children should not be left unsupervised with computers
- Gas: All boilers are gas fired and are serviced annually by British Gas

**12. Arson: Five point action plan**

- Deter unauthorised entry onto the site – by use of a robust fence and gate
- Prevent unauthorised entry to the building by use of video door entry system and solid and secured doors.
- Reduce the opportunity to start a fire – refuse containers are not accessible to the road
- Reduce scope of fire damage. Make sure all fire doors are closed Reduce losses and disruptions: Members of staff are adequately trained in fire procedures, including building evacuation and the use of fire extinguishers. All data to ensure the continued operation of the school is backed up and stored off site