



FIRE POLICY & PROCEDURES

Last reviewed: January 2026

Date of next review: Autumn 2027

Headmistress:

A handwritten signature in black ink, appearing to read "J. M. H. Westbury".

Proprietor

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Introduction

Westbury House School is committed to providing a safe environment for its staff, pupils, and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the School, 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 our 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 and any other relevant legislation that may impact upon it.

Policy Aims

The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the School and to protect the School's assets.

We aim to apply high standards in the management and control of all our operations, to include matters of health and safety in order to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

Policy statement

Our statement of general policy is:

- to provide a culture of safety, equality, and protection
- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
- to provide and maintain a safe place of work, safe plant and equipment
- to ensure safe handling and use of substances
- to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents

- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.

We will safeguard and promote health, safety and welfare by:

- taking a proportionate and holistic approach to risk management
- ensuring that the Proprietor and the Senior Leadership Team are aware of and understand the School's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School
- ensuring that key staff have clearly established roles and responsibilities
- paperwork being kept to a minimum, with the significant hazards identified, their risks adequately controlled, and precautions clearly documented where needed
- consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues
- ensuring that practice and compliance is regularly monitored, feedback given, and lessons learned.

Scope and application

This health and safety policy applies to the whole School including the Early Years Foundation Stage (EYFS).

The policy applies to all staff (including employees, fixed-term, part-time, temporary, and voluntary staff and helpers), pupils and visitors at the School.

Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

- Health and Safety at Work etc. Act 1974
- Statutory framework of the Early Years Foundation Stage (DfE, September 2025)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005

This policy has regard to the following guidance and advice:

- <https://www.gov.uk/government/news/new-fire-safety-guidance-comes-into-force-on-1-october-2023>
- [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies \(DfE, February 2014\)](#)
- Health and Safety: responsibilities and duties for schools (DfE, April 2022)
- Building Safety Act 2023

The following School policies, procedures, documents and resource material are relevant to this policy:

- Health and Safety Policy

Publication and availability

- This policy is published on the School website
- This policy is available in hard copy on request from the School Office
- A copy of the policy is available for inspection from the School Secretary during the School day.
- This policy can be made available in large print if required.

Fire Risk Prevention

1. All H&S matters pertaining to Fire are recorded and monitored in the Fire Log book by the School Secretary and Fire Marshalls.
2. The School is comprehensively risk assessed in relation to fire by an external company: Amax
3. Date of last formal external Fire risk audit: 04/08/2021. Updated annually by SLT. Last SLT audit 01/09/2023. Next audit date: 01/09/2024
4. This audit is reviewed regularly by the Headmistress, school secretary and Governor with responsibility for Fire Safety.
5. The school trains at least 5 Fire Marshalls who meet on a termly basis to review the school Fire RA and to discuss fire prevention.
6. The School Secretary and/or Fire Marshalls audit the school on a weekly basis checking for areas of concern such as blocked exits, sources of fuel, that doors open in the direction of the escape, signs, notices, emergency lighting, fire detectors, alarms and extinguishers.
7. Maintenance of fire extinguishers is carried out by Amax on a regular basis.
8. 'Hot works' practices are contained with Contractors RA.
9. Dangerous chemicals and cleaning products are locked away when not in use.
10. Details of Fire equipment checks are contained in the Fire Log and are the responsibility of the School Secretary (and Caretaker) .

Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following firefighting equipment is provided in the buildings:

- Water/hydro spray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids
- CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids

Specific Roles and Responsibilities

The Fire Marshalls are responsible for:

- Carrying out a final check of the building, to ensure evacuation is complete

The Headmistress is responsible for:

- Verifying that the roll calls have been made and are correct
- Liaising with the emergency services

The School Secretary is responsible for:

- Alerting the Fire Brigade

The School Secretary is also the School's responsible person (Fire Marshal), responsible for:

- Fire risk assessment and its review
- Fire risk prevention policy
- Fire procedures and arrangements
- Training records
- Fire practise drills
- Certificates for the installation and maintenance of firefighting systems and equipment.

All members of staff are responsible for the safe evacuation of the children and visitors in their charge at the time of the fire.

The designated Fire Marshalls are:

- Sarah Nunn
- Nicola Ash
- Lee Chatworthy
- Michelle Adley

- Annie Shortt
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Training

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers. Fire training and/or occurs at the start of each academic year.

Fire Marshalls will refresh their training every 3 years.

New staff will be provided with the following training when they start work, as part of their induction:

- The emergency action plan as specified here
- How to operate the fire alarm and what the warning signal is
- The location of all fire safety equipment
- The location of all Fire Call Points
- The location of all fire exits for both primary and secondary escape routes

Fire drills will take place within the first two weeks of each term so that all staff have practice in following the correct emergency procedure and pupils are familiar with and understand the importance of good safety practices. The School Secretary will record details of the date, time and time taken to perform the fire drills in the Logbook, which is located in the Front Office.

PROCEDURES TO BE FOLLOWED

Action on discovering a fire

- 1) Any child discovering a fire in the School buildings should immediately tell the nearest adult.
- 2) Any adult discovering a fire in the School buildings should operate the nearest Fire Alarm point. The Fire Alarm points are operated by pressing the button.

These are situated as follows:

1. Main entrance
2. Kitchen door
3. Nursery 1 (Little Learners)
4. Not Active and disabled
5. Across from electrical cupboard on first floor
6. Library stairs

The Fire extinguishers are located as follows:

- Main entrance (CO2 & H2O)
- Kitchen door (H2O)
- Boiler Cupboard (CO2 & H2O)
- Outside Y1 classroom (CO2 & H2O)
- Outside Y2 classroom (H2O)
- Art/Science (CO2)
- Gathering hall (H2O)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated, and the children are led to safety.**

Fire Warning

The fire alarm bell will sound throughout the Early Years building and Key Stage 1 and 2 building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

Evacuation

The procedure is set out below. On hearing the fire alarm, teachers should swiftly but calmly assemble the class of children they are with and marshal them out of the building to the main assembly point by the front driveway.

The primary escape routes from the classrooms are as follows:

Room	Escape Route
Nursery	Into the playground and assemble on Lynton Road to the right of side gate.
Reception	Out classroom back door and side gate. Assemble with Form on Lynton Road
Year 1	Down front stairs and out-front door. Assemble with Form in Lynton Road
Year 2	Down back stairs and out Hall door and side gate. Assemble with Form on Lynton Road.
Year 3	Down back stairs, and out Hall door and side gate. Assemble with Form on Lynton Road.
Year 4	Down front stairs and out through front door. Assemble with Form on Lynton Road
Year 5	Down front stairs and out through front door. Assemble with Form on Lynton Road
Year 6	Down front stairs and out through front door. Assemble with Form on Lynton Road
SEN Room	Down back stairs passing HT office, out front door and into Lynton Road
SLT Office	Down front stairs and out through front door. Assemble on Lynton Road
Staffroom	Down back stairs passing HT office, out front door and onto Lynton Road
Staff workroom	Down back stairs, passing HT office, out front door and onto Lynton Road.
Library & SENCo/Deputy	Down front stairs and out through front door and onto Lynton Road.
Headmistress Office	Down back stairs and out through front door and onto Lynton Road

Within the building single file should be observed for smooth evacuation. No one should stop to collect any items of personal value.

Procedure for registers

Staff should evacuate with their iPads or a printed copy of their register. The School Secretary has responsibility for collecting visitor logs from Reception.

Assembly Points

The assembly points is:

- Lynton Road

The last staff member out of each room is responsible for checking that no children have been left behind in the class. If time permits, teachers should close windows and doors as they leave the classroom.

The Head and designated Fire Marshalls will make a final check of the building, to ensure no person has been overlooked (if it is safe for them to do so) this will include checking the staff, visitors and children's lavatories. All Marshalls will report to the Head they have checked their designated area.

Power Isolation

If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so.

Roll Call

A copy of the class registers (viewed on iPad or in hardcopy) and the Visitors' book should be collected from the Reception Area by the school secretary. In her absence the Assistant Head will do so and take to the assembly point. As soon as the children are assembled, the individual teachers should take a roll call to ensure all the pupils are safe. The School Secretary should then take roll call for all staff.

All visitors must sign in the Visitors' Book. Log-in/Log-out times must be recorded.

Call the Fire Brigade

Upon hearing the fire alarm, the School Secretary is responsible for calling the fire brigade using the School telephone. In their absence this will be the Headmistress. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.

The fire brigade is called:

- by dialling 999 and asking for the Fire Brigade
- giving the School's address as 80 Westbury Road, New Malden, KT3 5AS
- giving details as to the position and strength of the fire as known.

Liaison

The Headmistress or in their absence the Deputy/School Secretary, should liaise with the emergency services when they arrive.

ARSON PREVENTION

The aim of this policy is to ensure that all staff understand the importance of being vigilant to reduce the risk of arson attack. Arson is the most common cause of fire in schools. Combustibles stored next to buildings are the greatest source of ignition.

All staff should:

- Ensure visitors are aware that the school is a non-smoking site, as indicated by the signage around the school
- Report any combustible material left around the school to the Caretaker
- Secure flammable liquids
- Where possible dustbins should be located as far as is reasonably possible away from the school building. Where this is not possible, dustbins should be chained and locked