



**The Westminster
School**

Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2023/2024 Fire Plan

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	9/11/2023
Signed by Chair of Governors:	P. A. Evans
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson/ L Goodby
Date of Review:	9/11/2024

Policies and Procedures

The Westminster School

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

Fire Personnel Roles and Responsibilities

The allocated personnel are as follows.

Fire Marshals	Fire Marshals
Leading Fire Marshal – Lance Goodby	Jackie Biggs
Deputy Fire Marshal – Angela Gibson	Sukhie Sandhu
	Emma Arrowsmith
	Natalie Wall
	Heather Parkes
	Katie Billingham

Visitors and Onsite Training Courses

Visitors to the site will be informed of the fire evacuation procedure by the receptionist and will be shown a copy of the site map and assembly point. The Fire Marshal or Deputy Fire Marshal will induct any large groups of visitors (training courses, events etc) to the site as to the fire safety regulations and procedures in the event of a fire.

Any visitors to the School who are here to see specific personnel remain the responsibility of the member of staff in the event of a fire evacuation. They are to escort the visitor to the MUGA entrance gates where the receptionist will complete a roll call.

Note:

Any visitors who have difficulties with mobility will be escorted to the refuge areas at the main stairwell as indicated on the map and will be accompanied by a member of the evacuation team at all times once they have conducted their sweep.

A report of the status of the building, casualties, fire situation and those at refuge points will be reported to the Fire Marshal once the building has been evacuated.

Large numbers of visitors with mobility challenges will be escorted down the main concourse by a guide to the main entrance with St Michaels if it is safe to do so and will be accounted for by the duty receptionist. If it is not safe to do so then they will congregate at refuge areas at the top of the stairwell. Their presence will be reported to the Fire Marshal and accounted for on the Visitors signing in sheet.

1. Action when the fire alarm sounds

An immediate evacuation of the entire premises is conducted and the Personal Evacuation and Egress Plans (PEEPs) come into effect.

Lead Fire Marshal will keep the radio with them on channel 4 at all times and keep a record of the time.

The designated Fire Marshals will do a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary. In the event of their absence, the sweep is conducted by the Fire Marshals. All Fire Marshals are responsible for their routes (Appendix 1)

Zone 1 – Emma Arrowsmith
Zone 2 – Angie Gibson
Zone 3 – Natalie Wall
Zone 4 – Jackie Biggs
Zone 5 – Heather Parkes
Zone 6 – Sukhie Sandhu
Zone 7 – Katy Billingham

The Westminster School

In the event of the Lead Fire Marshal being absent the role and responsibility passes to the Deputy. Once the Fire Marshal arrives at the main pupil entrance he/she will check the fire panel and inform site staff via telephones or site radios on channel 4 and call the emergency services as a backup call to the 'redcare line'. A second call to the FM helpdesk is also required.

There are 4 radios at The Westminster School to be used in the event of a Fire on Channel 4.

Radios and First Aid kits are located in the Business Manager's Office. Another radio will be carried by the Lead/Deputy Fire Marshal and the Forest Schools Team.

All members of staff will take responsibility for the evacuation of the building in the following way:

1. Keep pupils calm.
2. All pupils must walk, not run, during the evacuation.
3. Pupils must be led quietly to the nearest exit indicated on the plan, situated on near the door of each room. Pupils should not stop to pick up bags or coats.
4. If possible, classroom doors should be closed.
5. Follow the 'Green Fire Exit' signs.
6. The school assembles at Assembly Point B or Assembly Point C (if you cannot get to Assembly Point B). Pupils line up in class groups, in class order, with their class teacher.

Nb. In the event of a total site evacuation due to a fire the school will withdraw Assembly Point D the green common on the corner of Curral Road and Hawes Lane (B4171) as identified on Site Plan (appendix 2.0).

The Fire Assembly point for Forest Schools pupils and personnel will be at Assembly Point C and if unsafe to do so B. Travel to the Fire Assembly Point should be around the perimeter of the school premise to Assembly Point B.

7. Admin Team: Reception staff will start fire evacuation on iPod and ensure all Staff and Visitors are accounted for, take fire bag to MUGA including radios.

Admin Team members will then hand our registers to staff on the MUGA and collect them in.

8. Class teachers check the register and report to the most senior member of staff on Assembly Point B and Assembly Point C as correct, or the names of missing pupils. This is cross-referenced with the other books and with a phone call to the most senior member of staff in Assembly Point C before a search is organised.

9. A designated member of staff will call out pupil names, staff names, visitor names and Supply staff names from each signing in/out book and report to the most senior member of staff on Assembly Point B and Assembly Point C as correct or the names of any missing member of staff.

Forest Schools Fire Procedure

In the event of the fire alarm sounding the Forest Schools area should follow the procedure.

1. Turn the radio on and to channel 4.
2. Make your way safely and calmly to Fire Assembly Point C. If it is unsafe to assemble at point C then procedure around the perimeter of the premise to Assembly Point B.
3. Conduct a roll call of all pupils including their form tutor group.
4. When asked by the Fire Marshal to confirm staff and pupils on roll at the Forest school area you must do so indicating their form group. E.g. "Billy Jo – Kinver".
5. You will be asked to confirm the total number of people and whether it is safe to remain at the Assembly Point.
6. Await instructions from the FM site team, Lead/Deputy Fire Marshals or the Fire Service.

Astro/Football Pitch Fire Procedure

In the event of the fire alarm sounding the MUGA/Football area should follow the procedure.

1. Make your way safely and calmly to Fire Assembly Point C. If it is unsafe to assemble at point C then proceed around the perimeter of the premise to Assembly Point B.
2. Conduct a roll call of all pupils including their form tutor group.
3. You may be asked to confirm the names of pupils and staff using the Forest Schools Radio.
4. You will be asked to confirm the total number of people and whether it is safe to remain at the Assembly Point.
5. Await instructions from the FM site team, Lead/Deputy Fire Marshals or the Fire Service.

2. People Requiring Personal Egress and Evacuation Plans (PEEPs)

Pupils requiring PEEPS are the responsibility of the designated teaching assistant or teacher. They will be evacuated through the nearest designated fire exit as per their PEEP.

Visitors with disabilities or conditions which may require them to have a PEEP are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit, unless they have mobility aids or conditions which requires them to use refuge areas.

Staff requiring PEEPS are the responsibility of designated colleagues detailed in their PEEP. They will be evacuated through the nearest designated fire exit or safely escorted to the Fire Refuge area at the top of each main stairwell. Their presence in this area should be highlighted by pressing the Fire Intercom system at the top of the stairwell. Fire Marshals will come to assist and take a status report of this area.

The evacuation from the building of any person with disabilities will be given first priority. If required, an evacuation chair will be deployed by a trained member of staff.

3. Action on discovering a fire

Raise the alarm by breaking the glass at the nearest 'fire call' point or using an 801 key to sound the alarm.

Do not attempt to put out a fire using the fire extinguishers until the evacuation and sweep of the premises has taken place. The priority is to evacuate the building and report the area of the fire. If it is safe to do so then use a suitable fire extinguisher if you feel confident and have had the appropriate training. Details of the appropriate extinguisher to use are detailed in Fire Extinguisher Guidelines. If the fire is not tackled within the discharge of 1 Extinguisher Cylinder, then you should proceed to the nearest fire exit and report the situation to the Fire Marshal.

All other staff will then follow the procedures detailed under Section 1.

4. Summoning the fire & rescue service

Call challenge will apply where FM staff check the area and dial 999 to call the fire service if required. Other emergency services will be called if necessary.

In the event of **any** fire even if it has been dealt with the Fire Service will be called to ensure an investigation can take place if it is deemed necessary.

In the event of any casualties, these will be looked after by the designated first aid person(s), who will have the responsibility for liaising with the ambulance service.

5. Roll-call

The details of the roll call are set out in Section 1.

6. Fire drills

Evacuation drills are carried out once each term.

Mitie FM has responsibility for keeping records of the drills, and detailing any further action required. A copy of this is retained by the Business Manager and is contained within a folder called Fire Log located in the Business Manager's office. Any actions are communicated between Mitie FM, Fire Marshals and if appropriate Sandwell LA.

The Senior Leadership Team has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.

The first drill of the year is carried out within the first two weeks of the autumn term so that all new pupils and staff are aware of the procedures.

Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

7. Visitors and contractors

All visitors (not members of the public) and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. Each visitor is given a Fire Procedures for Site Visitors Leaflet.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Mitie, Agilisys and Chartwells Catering should ensure that contractors, including any contract cleaners working on the premises, are informed of the fire and emergency procedures that apply including: -

- * action to be taken on hearing the fire alarm or discovering a fire;
- * fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- * the location of fire fighting equipment and fire alarm call points in relation to the area of their work.
- * Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events will be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

8. Co-ordination with other premise occupants

This School shares the site with St Michael's CE High School, Mitie FM, Agilisys and Chartwells Catering Services. The schools have a joint fire alarm system and a fire in any part of the building will sound the alarm across all the schools. Each school has its own system to evacuate their areas, with a collective plan agreed as part of regular campus meetings.

Any change of the gate codes covering the perimeter access routes need to be communicated immediately to the Senior Leadership Team of each school which can then be cascaded to other staff.

9. Staff absences

If the Head Teacher is absent, their duties are taken over by the Deputy Head Teachers.

If the Leading Fire Marshal is absent, their duties to sweep the building, redirect the evacuation, and close fire doors in the corridors are taken over by the other Fire Marshals.

10. Corporate level one risk assessment and fire log book

It will be the responsibility of the Head Teacher to ensure the Corporate Level One Risk Assessment is undertaken; this should be carried out by the Business Manager and HR Manager. The Risk Assessment and the action plan should be presented to the Governing Board for consideration.

The Risk Assessment and Fire Log Book are located in Reception. In event of an emergency the Fire Log Book and Premise Log Book, should be brought to the attention of the fire officer.

11. Evacuation routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

12. Fire alarm test

Weekly tests will take place on Friday mornings and are recorded in the Fire log kept by Mitie in SM-G-04.

13. Assembly point

There are two assembly points for The Westminster School. Assembly Point B is located at the front of the building on the MUGA and the driveway in front of it between the green gates. Assembly Point C is located at the rear of the building and a secondary Assembly Point and Primary Forest Schools Assembly Point. A third site evacuation Assembly Point D is on the green where Curral Road and Hawes Lane meet. This will be used as a safe area in the event of a whole-site evacuation due to fire.

During Forest Schools there is a further Fire Assembly point on the paved hard standing next to the forest schools site. A fire radio will be carried by the Forest school's instructor throughout the day and the roll call communicated to the Fire Marshal using channel 4. They are to remain in this area and not enter the building. In the event of a site evacuation this will be communicated to them via radio and they are to make their way around the perimeter of the building towards the main site entrance.

14. Fire fighting equipment

Portable Fire fighting equipment will be examined and tested every 12 months by a competent contractor. The fire sprinkler system is to be maintained in accordance with manufacturers recommendations

15. Fire exit doors

Plans kept by Mitie in SM-G-04.

16. Emergency lighting

Plans kept by Mitie in SM-G-04.

17. Fire call points

Plans kept by Mitie in SM-G-04.

18. Fire safety monitoring inspections

A monitoring inspection will be carried out on a monthly basis by the Site Manager. Details of this inspection will be kept in the Fire Log Book. Any faults or corrective action will be reported to the Asset Manager for Mitie Education.

19. Staff training

On their first day of work, new or temporary employees will be given the Information for Visitors leaflet, which includes instructions on what action to take in the event of a fire. As part of the induction procedure, new or temporary employees will be expected to undertake the electronic training package 'In the Line of Fire'. It will be the responsibility of the Business Manager to ensure that this is carried out and recorded on SIMS.

It is important that all school employees (teaching and non-teaching) undertake formal fire safety training on an annual basis. This includes hands on fire extinguisher general fire awareness training it will be the responsibility of the Business Manager to ensure this is carried out. All training will be recorded on SIMS.

Fire Marshal training shall take place annually. Evac-Chair training for nominated staff is required to take place annually.

20. Fire Marshals Checklist and assessments

The Fire Marshals will on a rota basis conduct a checklist and assessment of the building and report back to the Fire Marshal on a half termly basis. The outcome of this is actioned, if necessary, and in turn is fed back to the Governors Resources committee. The Fire Marshals will conduct dynamic risk assessments throughout the course of their daily duties and will highlight any concerns to the Fire Marshal.

Where possible and if it is safe to do so Fire Marshals will turn off the air-conditioning are part of their sweep/investigation.

21. Access to documentation.

Access to the Fire Safety and Procedural information is contained in 2 key areas:

- School Business Manager's Office
- School website

20. Special needs

Risk Assessments and Procedures will be undertaken and updated to take account of persons with special needs or requirements. Individual fire evacuation plans are communicated and are readily available to all staff and are kept in every classroom. The process of the PEEP is cascaded to all new staff as part of the induction process.

21. Special events

A special Fire Risk Assessment for any special events will be undertaken by the school senior leadership team. The Risk Assessment will be made available to all members of staff and if necessary pupils prior to the event taking place.

Copies of these Risk Assessments will be kept on the Health and Safety Hub in SharePoint.

22. Secondary plan for inclement weather

In the event of inclement weather deemed unsafe by the Head Teacher (or most senior member of staff onsite) for the needs of our pupils, Key Stages 3-4 will convene for roll call in the central dining area.

Pupils in Primary will assemble in the primary open area for roll call.

Students in Post 16 will convene in the Post 16 central area for roll call.

If a full evacuation is deemed necessary at any point, then normal procedures will apply.

The Head Teacher (or most senior member of staff onsite) will confirm with all staff during morning briefing if the secondary plan will need to be activated due to inclement weather. This will also be confirmed via email.

23. Review

The Senior Leadership Team must ensure that the Emergency Plan is reviewed on an annual basis or sooner, if there are any changes to staff that have specific responsibilities within this plan.

Fire Marshal

Zone 1



#	Room Name	Room Code
1	Lobby	WH-G-01
2	Reception Office	WH-G-02
3	Waiting Area	WH-G-30
4	Oliver Flowers Office (HT)	WH-G-15
5	Lance Goodby Office (SBM)	WH-G-16
6	Beacon Class	WH-G-06
7	Haden Class	WH-G-07
8	Post 16 Open Area	WH-G-21
9	Wellbeing, engagement and support team	WH-F-15
10	Aspen Meeting Room	WH-G-14
11	Food Room	WH-G-24
12	Food Service	WH-G-23

Fire Marshal

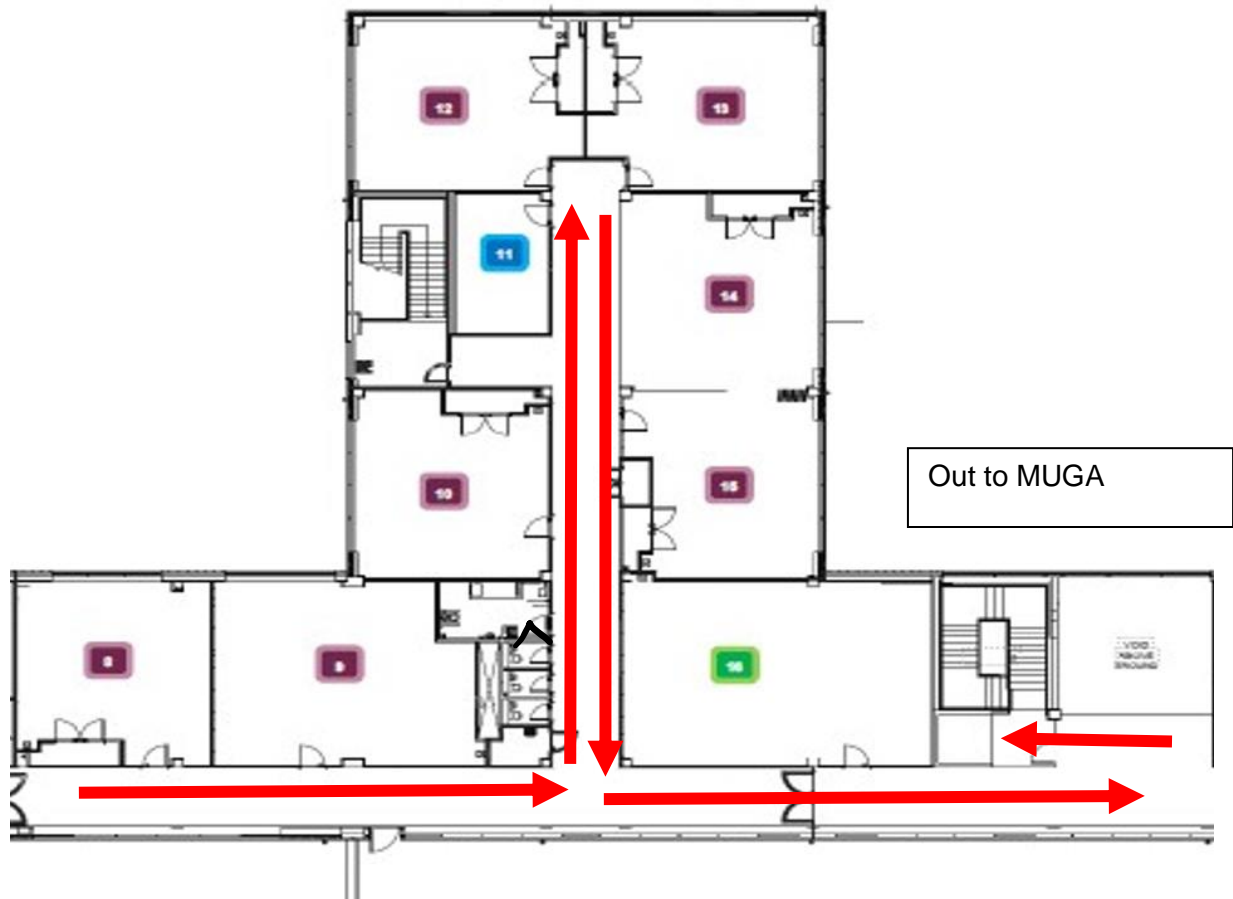
Zone 2



#	Room Name	Room Code
1	WestminStore prep Room	WH-F-06
2	Nevis Class	WH-G-25
3	Angie Gibson Office (HR)	WH-F-13
4	Denise Taylor Office (FLO)	WH-F-05
5	Snowdon Class	WH-G-05
6	Ben Taylor Office (DHT)	WH-F-04
7	Main Administration Office	WH-F-03

Fire Marshal

Zone 3

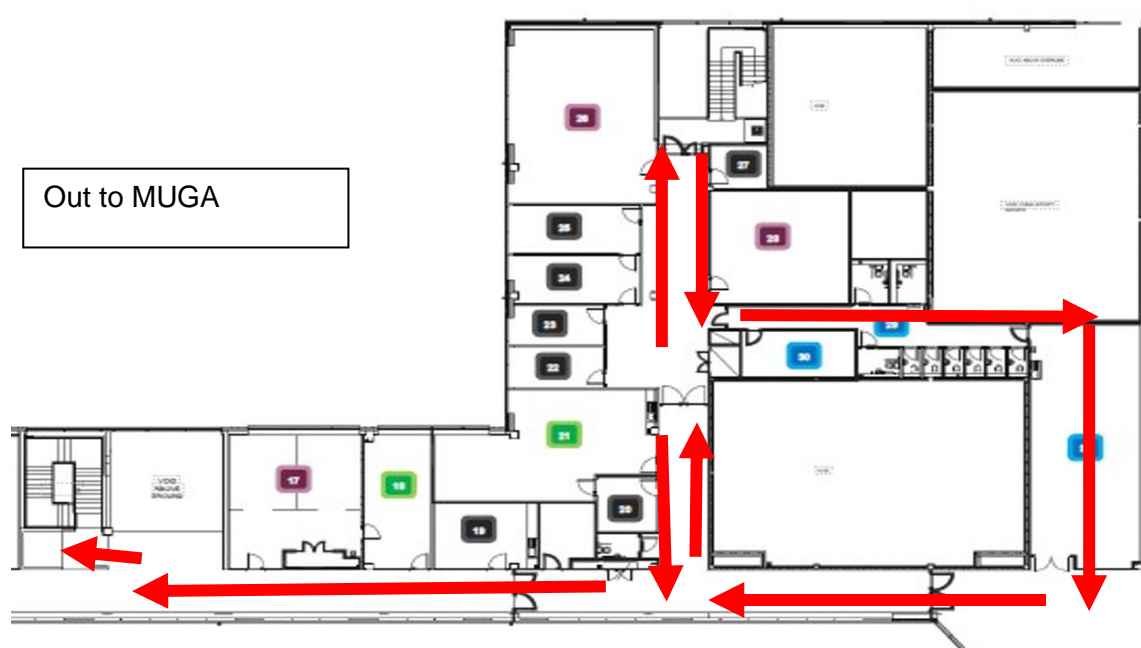


8	Willow Class	WM-F-29
9	Hazel Class	WM-F-16
10	Kinver Class	WM-F-28
11	Phonics Hub	WM-F-17

12	Mulberry Class	WM-F-27
13	Chestnut Class	WM-F-25
14	Maple Class	WM-F-24
15	Juniper Class	WM-F-23
16	Sensory Room	WM-F-03

Fire Marshal

Zone 4



17	Wrekin Class	WM-G-46
18	Life Skills Kitchen	WM-G-17B
19	Education Psych Office	WM-G-15
20	Therapy Office	WM-F-01A
21	ICT Room	WM-F-05
22	J Turner (DHT) Office	WM-F-13

23	N Brenton/C Jones (AHT) Office	WM-F-15
24	Finance & Careers Office	WM-F-12
25	SEN Office	WM-F-14
26	TWSC Main Study Space	WM-F-11
27	Meeting space	WM-F-08
28	TWSC Common Room	WM-F-06
29	Staff Toilets	SM-F-67
30	Cactus Cupboard	WM-F-09
31	Staff Room	SM-F-04C
32	Airport Lounge	SM-F-68

Fire Marshal

Zone 5

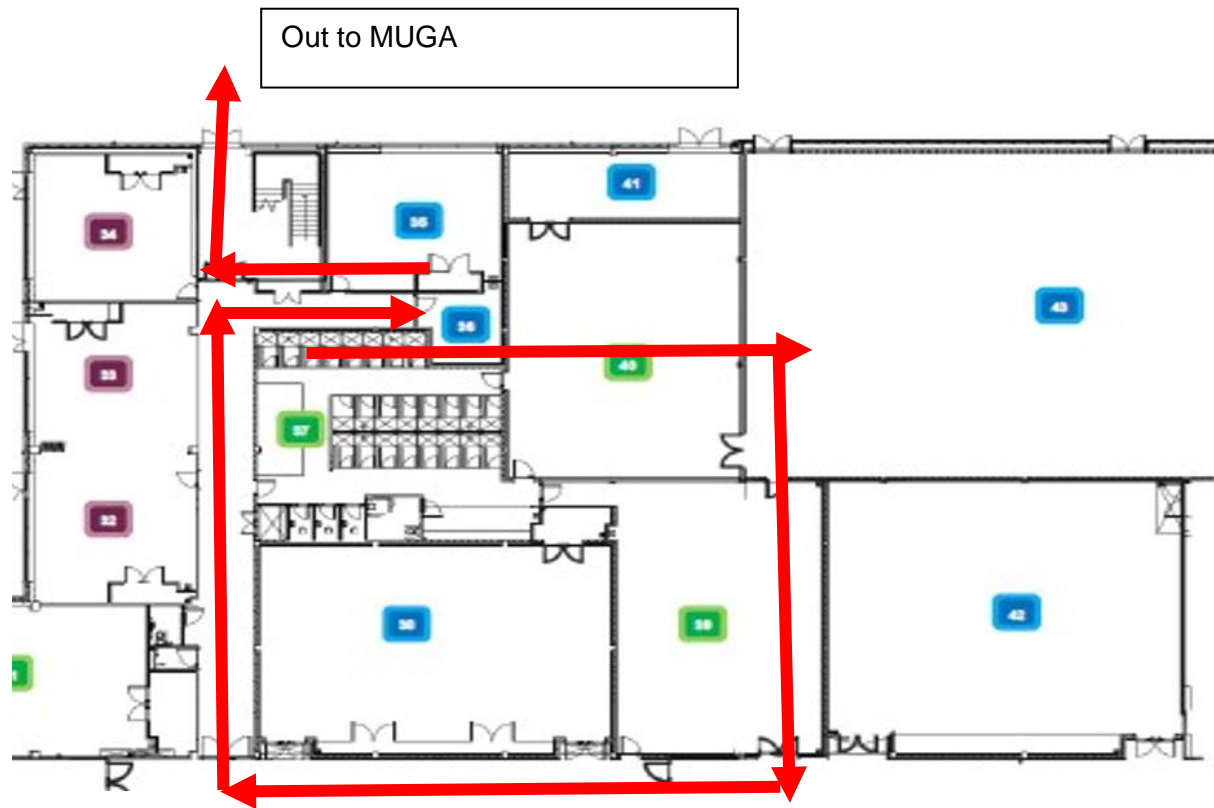


13	Malvern Class	WM-G-45
14	Food Technology	WM-G-58
15	Hygiene Room	WM-G-30
16	Olive Class	WM-G-40
17	Goods Inwards	WM-G-17
18	Primary Resource Hub	WM-G-35
19	Elm Class	WM-G-39
20	Pine Class	WM-G-38
21	Primary Dining Area	WM-G-34
22	Therapy Room	WM-G-33
23	Work Room 2	WM-G-36
24	Medical Room	WM-G-16

25	Art Room	WM-G-47
26	Rowley Class	WM-G-49
27	Wenlock Class	WM-G-27

Fire Marshal

Zone 6



32	Clee Class	WM-G-21
33	Clent Class	WM-G-19
34	Cedar Class	WM-G-18
35	School Library	WM-G-22
36	Sensory Room	WM-G-17A

#	Room Name	Room Code
37	Changing Rooms	WM-G-05
38	Main Hall	WM-G-10
39	Fitness Studio (Shared Space)	WM-G-11
40	Activity Studio	WM-G-07
41	PE Cupboard	WM-G-08
42	Theatre (Shared Space)	SM-G-16
43	Sports Hall (Shared Space)	SM-G-15

Fire Marshal

Zone 7



28	Dining Hall	WM-G-12
29	Pupil Entrance Lobby	WM-G-01
30	Oak Class	WM-G-23
31	DT Room	WM-G-53

44	Music Room	WM-G-51
45	Rowan Class	WM-G-57
46	Science Room/Bredon Class	WM-G-56
47	Waseley Class	WM-G-50