



**The Westminster
School**

Safe, Happy and learning Together

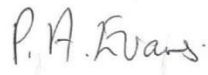
www.thewestminsterschool.co.uk

2023/2024

Fire Plan

The Employability Hub

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

Approved by Governing Body on:	
	
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson/ L Goodby
Date of Review:	

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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
All Members of Safeguarding Staff on Duty

Visitors and Onsite Training Courses

Visitors to the site will be informed of the fire evacuation procedure by reading the information for Visitors leaflet (Hub Version) which highlights the assembly point and fire evacuation procedures. The 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 Hub 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 assembly point where the fire Marshall will conduct the role call.

Note:

Any visitors who have difficulties with mobility will be escorted to the assembly point and will be accompanied by a member of staff at all times.

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.

The Fire Marshal will do a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary.

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

1. Keep students calm.
2. All students must walk, not run, during the evacuation.
3. Students must be led quietly to the nearest exit indicated on the plan, situated on near the door of each room. Students 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 Hub Assembly point is the public car park located next to the Rowley Regis Endowed Church. Staff should escort students safely across the road to the Assembly Point.
7. The Safeguarding Lead/Administration Assistant will take a paper copy of the registers to the Assembly point to assist with the role call.
8. Teachers check the register and report to the most senior member of staff the names of missing pupils and/or visitors. This is cross-referenced with other members of staff before a search is organised.

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

Students requiring PEEPS are the responsibility of the 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.

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Staff requiring PEEPS are the responsibility of designated colleagues detailed in their PEEP. They will be evacuated through the nearest designated fire exit safely.

The evacuation from the building of any person with disabilities will be given first priority.

3. Action on discovering a fire

Raise the alarm by breaking the glass at the nearest 'fire call' point.

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

Dial 999 to call the fire service. 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.

The Business Manager has responsibility for keeping records of the drills, and detailing any further action required. A copy of this is contained within a folder called Fire Log located in the Business Manager's office. Any actions are communicated between 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 students 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 and contractors must report to Reception signing in the appropriate way 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 them to the fire assembly point.

Contractors working on the premises will be 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.
- * Contractors 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.

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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 out of hours 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. Staff absences

A member of Safeguarding Team trained as a Fire Marshal will be present at all times when the building is occupied by students.

9. 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 an appropriately trained member of staff. 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 digital Fire Log by the School Business Manager or Senior Leader.

13. Assembly point

In the event of an evacuation the Assembly Point is the residential car park located next to the Rowley Regis Endowed Church.

14. Fire fighting equipment

Portable Fire fighting equipment will be examined and tested every 12 months by a competent contractor.

15. Fire exit doors

Fire exit doors are signposted throughout the building. All fire doors must be kept always shut and not propped open.

16. Emergency lighting

In the event of an emergency or power outage, Emergency ceiling lights will luminate.

17. Fire call points

Fire Call Points are located both on the ground and first floors and are clearly signposted.

18. Fire safety monitoring inspections

A monitoring inspection will be carried out on a monthly basis by the School Business Manager or Senior Manager on Duty. Details of this inspection will be kept in the Fire Logbook. Any faults or corrective action will be reported to The Hub helpdesk.

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.

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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.

20. Fire Marshal checklist and assessments

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

Where possible and if it is safe to do so the Fire Marshal 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
- SharePoint

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. Review

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