



The Westminster
School

Safe, Happy and learning Together


www.thewestminsterschool.co.uk

2023/2024

Fire Plan

WestminStore

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

Approved by Governing Body on:	13/06/2024
Signed by Chair of Governors:	
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson/L Goodby
Date of Review:	13/06/2025

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
Leading Fire Marshal – Staff Member on site

Students should use the nearest designated fire exit as per their PEEP.

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 shouting 'fire'. Call 999.

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.

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.

4. Fire drills

Evacuation drills are carried out once each term.

The Fire Marshall has responsibility for keeping records of the drills, and detailing any further action required.

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

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

5. 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.

6. Fire fighting equipment

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

7. Staff training

On their first day of work, new or temporary employees will be given Store Operation Manual, 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 online Fire Safety training. 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 every year.

8. 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 Health and Safety Governors committee.

9. Access to documentation.

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

- WestminStore
- School Business Manager's Office
- School website

10. 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.