



Westbourne
House School

CHICHESTER

FIRE SAFETY POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

The Governors and Headmaster are committed to protecting staff, children, parents, visitors and contractors from the dangers of fire by regularly assessing, reducing and controlling the risk of fire occurring or causing harm.

Aims

The School keeps the fire risk assessment up-to-date, to maintain fire prevention and fire-fighting equipment in good order by regular inspection, testing and maintenance and to ensure that staff and pupils have an appropriate understanding of the risk of fire and are capable of safe evacuation if necessary. Two termly fire practices are conducted – one during the school day and the other during boarding hours.

In accordance with Regulations we provide a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and the governing body undertakes to:

- produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out and record termly fire drills and contact emergency services when necessary;
 - these are carried out twice per term, once during the school day and once during boarding hours – both of which are carried out at various times so as to ensure that pupils can react properly (including when boarders have been in a deep sleep);
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
 - in this case, the Bursar has been appointed and trained to undertake this role;
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance is by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

Procedure in the Event of a Fire

Principles

- At all times, the overriding priority is the safety of pupils, visitors and staff.
- As visitors sign in with the school office they are made aware of the school's arrangements if the fire alarm sounds (this information is also clearly stated on the back of visitors' badges).
- If the fire alarm sounds, everyone should assume there is a fire until told otherwise.
- Children should never be allowed to fight a fire.
- Staff should only attempt to fight a fire if they have no other responsibilities and are confident they can do so without putting their own life in danger.

In Term-time During School Hours

It is likely that Prep School children and staff will be dispersed throughout the site. There may also be visitors, contractors and parents.

Any Pre-Prep children or staff that are away from the Pre-Prep building should return, if safe to do so, to be accounted for at the muster-point in the front playground.

All other personnel should be evacuated to the cricket pitch at the front of the main building and children lined up by form to be checked against the lists that the office staff will bring. This process will take some time, especially if there are children swimming or at the far end of the playing fields, but an accurate headcount is essential.

It may not be possible to account completely for all the adults on the site as there are no controls on their coming and going. Staff leaving the site during the day should at least tell another member of staff they are going.

It is important that staff and children remain calm and quiet during this process to avoid panic and confusion and that order is maintained at all times.

Staff responsible for children with disabilities or special needs should have already thought about how to deal with them in the event of fire and should ensure their safety particularly.

The priority then is to account for children, staff and visitors so that the Fire Brigade can be told of anyone who might be trapped in the fire.

In Term-time Outside School Hours

During the silent hours, boarders should be safely in their houses with houseparents and a fire or alarm in one building should not immediately affect people in other buildings.

For a fire/alarm in the Main House children should be assembled as normal in front of the building (or in the Millennium Hall if conditions dictate) and, once accounted for, should be kept safely together until they are able to return to their dormitories or until it appears that

some other course of action is appropriate. Depending on the nature of the emergency it may be appropriate for staff in other houses (the Headmaster and/or Deputy Head for example) to be woken, but normally children should be kept in their respective houses until further instructions are issued.

For a fire/alarm in other boarding houses, children should be evacuated as they have been instructed during fire drills, accounted for, then taken to a suitable safe place, eg: the Main House or Millennium Hall.

Outside school hours and before bedtime, the situation is likely to be more complicated with children engaged in activities throughout the site or at supper etc, so in those circumstances children and staff should be assembled in the playground to be accounted for.

The following pages contain the fire procedure in detail.

WESTBOURNE HOUSE FIRE PROCEDURES

PREP SCHOOL DURING SCHOOL DAY				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Bursar Mrs Langford Mr Fisher Mr Barker	One member of staff is to act as teacher in overall charge	In that order – normally Mr Barker or in his absence Mr Fisher will ensure efficient evacuation of the School
2	Fire discovered in Prep School.	Person finding the fire	Raise alarm Evacuate pupils Dial 112 or 999	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
3	Fire discovered in outstation – Art, Science, Sports, Music, Millennium Hall, Orchard Lodge, Pear Tree Lodge, Food Tech, Brambles & Damsons	Person finding the fire or teacher in that area	Raise alarm Evacuate pupils Dial 112 or 999 if possible Alert School Office	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls

4	Report of fire or alarm in outstation	Office staff taking the call or Head or Bursar on hearing the siren	Sound Prep School alarm	By pressing top right button on fire panel by Bursar's Office or Sharman Wing or activating a call point
5	Report of fire or activation of alarm	Office staff	Telephone Art and Science to evacuate.	Tell Art to send a runner (adult if possible) to tell Sport, Swimming and Squash
6	Fire alarm activated	Bursar Mr Mephram Mr Fisher Mr Barker	Investigate alarm to check if there is a fire	If none of these present, teacher in charge to decide whether to investigate further and/or call 112 or 999 immediately.
7	If there is a fire	Person nominated by teacher in charge	Call 112 or 999	As much detail as possible, gleaned from person discovering fire. Call could be made from Music School
8	On hearing alarm	Teaching staff	Evacuate pupils to netball court (or Millennium Hall if wet/cold/dark)	Staff to enforce silence during evacuation
9	On hearing alarm	First member of SMT to reach it	Sound alarm in Millennium Hall	Prep School alarm does not sound in Hall
10	Arrival at muster point	Class teacher or tutor/link tutor	Make pupils line up in form groups	In silence
11	On hearing alarm	One member of Office staff	Provide form lists, absentees list, visitors' log, contractors' log, staff list to evacuation point	
12	On hearing alarm	Other members of Office staff	Alert Art and Science Departments, Food Tech Room, Swimming Pool, Sports Hall (incorporating Dance Studio and Squash Courts), Orchard and Pear Tree Lodge, Food Tech Room, Brambles and Damsons	By telephone. Then evacuate. May be necessary for Art/Science Teacher to go to Sports Hall (incorporating Dance Studio and Squash Courts), Orchard and Pear Tree Lodge, Food Tech Room, Brambles and Damsons

13	Arrival at muster point	Teachers/tutors/ link tutors	Account for all pupils	Report to teacher in charge
14	Arrival at muster point	Office staff	Account for visitors	Report to teacher in charge
15	Arrival at muster point	Bursar Mr Mephram Mr Hunking	Account for contractors	Report to teacher in charge
16	Arrival at muster point	Office Staff	Account for teaching and support staff	
17	Arrival at muster point	Office staff	Inform Pre-Prep by telephone	From Music School or kitchen
18	When notified	Pre-Prep Staff	Account for pupils and staff	Report to teacher in charge
19	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
20	If there is a fire	Bursar Teacher in charge Nominated senior staff	Meet fire brigade and liaise	Teacher in charge to decide what to do with pupils
21	If there is a fire	Teacher in charge	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services, parents

PREP SCHOOL BETWEEN END OF LESSONS AND GOING TO BOARDING HOUSES				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Mr Forsyth Mr Fisher Mr Barker	One member of staff is to act as teacher in overall charge	In that order. Normally Mr Barker or in his absence Mr Fisher will ensure efficient evacuation of the School
2	Fire discovered in Prep School.	Person finding the fire	Raise alarm Evacuate pupils Dial 112 or 999	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
3	Fire discovered in outstation – Art, Science, Sports, Music, Orchard, Millennium Hall	Person finding the fire or teacher in that area	Raise alarm Evacuate pupils Dial 112 or 999 if possible Phone Head, Bursar etc	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls

4	Report of fire or alarm in outstation	Whoever takes the call	Sound Main School alarm	By activating a call point or pressing top right button on fire panel by Bursar's Office or Sharman Wing.
5	Fire alarm activated.	Bursar Mr Mepham Mr Fisher Mr Barker	Investigate alarm to check if there is a fire	If none of these present, teacher in charge to decide whether to investigate further and/or call 999 immediately.
6	If there is a fire	Person nominated by teacher in charge	Call 112 or 999	As much detail as possible, gleaned from person discovering fire. Call could be made from Music School
7	On hearing alarm	Teaching staff	Evacuate pupils to the cricket pitch in front of the main building (or Millennium Hall if wet/cold/dark)	Staff to enforce silence during evacuation
8	On hearing alarm	First member of SMT to reach it	Sound alarm in Millennium Hall	Prep School alarm does not sound in Hall
9	Arrival at muster point	Class teacher or tutor/link tutor	Make pupils line up in Year groups	In silence
10	Arrival at muster point	Teachers	Account for all pupils	Report to teacher in charge
11	Arrival at muster point	Office staff if present	Account for visitors	Report to teacher in charge
12	Arrival at muster point	Office Staff if present	Account for teaching and support staff	
13	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
14	If there is a fire	Bursar Teacher in charge Nominated senior staff	Meet fire brigade and liaise	Teacher in charge to decide what to do with pupils
15	If there is a fire	Teacher in charge	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services, parents

BOARDING HOUSES				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Houseparent	Evacuate house Account for pupils Account for family Account for visitors	Try to keep children calm and together
2	Fire alarm activated	Other houseparent	Investigate alarm	
3	If there is a fire	Houseparent	Call 112 or 999	Give as much detail as possible, gleaned from person discovering fire.
4	If there is a fire	Houseparent	Send for help from nearest house Alert other on-site staff	Get children to safety nearby
5	If there is a fire	Houseparent	Consider tackling fire	If small and containable
6	If there is a fire	Other staff	Assist where possible	
7	If there is a fire	Other staff	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services/parents
8	If it is a false alarm	Houseparent	Reassure children Resume normal routine Record incident in log and report next morning	

Fire Prevention

Most fires are preventable. Staff can help to prevent fires at Westbourne by following some simple rules:

- Know your workplace.
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately.
- Know what the fire bell sounds like and ensure that pupils do too.
- Impress on pupils the dangers of fire, especially in Science, Art Block and Food Tech Room.
- Explain to pupils that fire prevention is their responsibility too.
- Remove/extinguish/switch off any potential causes of fire when you leave a room.
- Do not overload electrical sockets, or tamper with plug fuses.
- Take special care with portable heating appliances.
- Make sure that all portable electrical equipment has been tested.
- Be vigilant – notice clothes left near heaters, doors wedged open, escape routes blocked, etc.

Alarm Systems

The early detection and warning of fire are the most effective means of preserving life and property so the School places a considerable emphasis on fixed systems. Tampering with such systems is very dangerous.

Location

Automatic fire detection and alarm systems are fitted in the following buildings:

- Main House, Main (Classroom) Block and Sharman wing
- Millennium Hall
- Pre-Prep
- Nursery
- Science
- Sports Hall
- Westwood and Beeswing
- Middle Lodge
- Dower House
- Shopwyke House
- Orchard Lodge
- Pear Tree Lodge
- Food Technology Room
- Flats – Damsons and Brambles

The Millennium Hall and Pre-Prep alarm sound also at the control panel in the Main House. Otherwise each alarm system is self-contained. The Main House and Pre-Prep alarm systems are linked to a monitoring station off-site.

Most detector heads are smoke detectors except that, in rooms where smoke could be expected, heat detectors are fitted.

Some buildings have fire doors which close automatically when the alarm is activated. In the kitchen, the fire alarm also causes the fire shutters between kitchen and dining room to drop and the gas supply to be shut off.

Maintenance

The School has a maintenance contract with All Fire (01798 812999). The company carries out maintenance of all the alarm systems and emergency lighting, usually during school holidays. Defects in the alarm system should be reported to the Bursar who will usually call in All Fire immediately.

Testing

All Fire are contracted to carry out quarterly testing of the alarm system, at the same time as maintenance, testing the component parts, sounders, call points, detector heads, door closers etc in rotation.

Weekly testing during term time should be carried out as follows:

- Main House, main classroom block and Sharman wing – by the Site Manager (every Tuesday at 3pm)
- Millennium Hall – by the Site Manager (every Tuesday at 3pm)
- Pre-Prep – by the Site Manager
- Nursery – by the Site Manager
- Science – by Mrs Richardson (Science Technician)
- Sports Hall – by the Site Manager
- Boarding Houses – by the Site Manager
- Food Tech Room – by the Site Manager

Fire-Fighting Equipment

Extinguishers of various types are provided in all the teaching and boarding buildings on the site and in the minibuses. Servicing is carried out annually by All Fire. All extinguishers should carry a red tag (2020-21).

The School makes staff aware of the operation of the fire-fighting equipment before there is a need to use it.

Doors to dormitories and some other rooms are fitted with a Dorgard mechanism that allows the door to be left open but which closes when it detects the fire alarm sounding.

Staff should report any defective fire detection or fire-fighting equipment to the caretaker or bursar without delay.

Assessment and Record Keeping

The Caretaker maintains the PAT log, alarm testing log and emergency light testing log and the Bursar maintains all other fire-related records.

Staffing and Resources

The Health and Safety consultant prepares the fire risk assessment in discussion with the Bursar, who arranges for all installation and maintenance of equipment.

The caretaker undertakes periodical alarm and emergency light testing and is responsible for testing portable electrical appliances.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
April 2021	September 2021	Bursar Head of Pre-Prep

Appendix 1 – Pre-Prep Fire Procedures

It is the responsibility of any person discovering a fire to activate the alarm system by smashing the glass in the nearest call point or by turning the key in the main control panel.

At the sounding of the alarm, the building must be evacuated as quickly and as calmly as possible.

Caroline Oglethorpe, Sara Lines or a delegated member of staff will dial 999 and then ring the Prep School. Each member of staff is responsible for the safety of the children in their care at the time of the alarm.

Children should walk out of their classroom in single file and leave the building by the nearest safe exit. Year 1 staff should check the Year 1 cloakrooms and toilets as they exit the building. Reception staff check Reception toilets, Year 2 staff will check Year 2 toilets and the Individual Needs classroom.

All staff need to be aware that it may be necessary to alert those in the 'out' buildings and should take responsibility for this as appropriate.

The last person to leave the room should be a member of staff who should check the room is clear and, if possible, close the windows and doors.

The first member of staff to leave the building by the front door should take with them the fire box (which includes fire registers) and the first aid box.

Children should be lined up in their classes on the grass in front of the School or on the cricket pitch if this is deemed more appropriate.

Class teachers should check all their children are present, by calling the register and double check by doing a head count. After this check, children will be taken to the Millennium Hall or Sports Hall.

The Head of Pre-Prep or the Pre-Prep Secretary will check that all staff are present.

A Fire Practice will take place each term.

It is important that staff and children remain calm and quiet during this process to avoid panic and confusion and that order is maintained at all times.

Staff responsible for children with disabilities or special needs should have already thought about how to deal with them in the event of fire and should ensure their safety particularly.

The priority then is to account for children, staff and visitors.

PRE-PREP AND NURSERY DURING SCHOOL DAY				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Mrs Oglethorpe Mrs Lines Mrs Jackson	One member of staff is to act as teacher in overall charge	In order stated - normally Mrs Oglethorpe will ensure efficient evacuation of the Pre-Prep
2	Fire discovered in Pre-Prep	Person finding fire	Raise alarm Evacuate pupils (muster on grass in front of school) Dial 112 or 999 Alert: Mr Mephram, Prep School Office and the Bursar	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls.
3	Fire discovered in outside classroom (IEN, Yr 1, Nursery)	Person finding fire, or teacher in that area	Raise alarm Evacuate pupils Dial 999 if possible Alert Pre-Prep office	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls.
4	Report of fire or alarm in outside classroom	Office staff taking the call/Teacher	Sound main Pre-Prep alarm	By pressing button labelled 'Fire' on the Fire Panel by the main door or by activating a call point by external doors.
5	Report of fire or activation of alarm	Office staff	Go to outside classrooms to evacuate	
6	Fire alarm activated	Mrs Lines	Investigate alarm to check if there is a fire	If not present, teacher in charge to decide whether to investigate further and/or call 112 or 999 immediately.
7	If there is a fire	Person nominated by teacher in charge/office staff	Call 112 or 999	As much detail as possible, gleaned from person discovering fire.
8	On hearing alarm	Teaching staff	Evacuate pupils and muster on grass in front of school	Staff to enforce silence during evacuation.
9	On hearing alarm	First member of staff to hear it	Make outside classrooms aware	Alarm does not sound in outside classes
10	On evacuating building	First person out of front door/office staff	Collect up fire board (which includes class and staff lists), Visitors Book, First Aid Box and go to muster point	
11	Arrival at muster point	Class teacher	Make pupils line up in classes	In silence

12	Arrival at muster point	Class teacher	Account for all pupils	Report to teacher in charge
13	Arrival at muster point	Office staff	Account for visitors	Report to teacher in charge
14	Arrival at muster point	Office Staff	Account for all teachers, assistants, gappers and visitors	
15	Arrival at muster point	Office staff	Alert Mr Mepham, Bursar and Prep School Office if not already done so	
16	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
17	If there is a fire	Teacher in charge Bursar & Site Manager Nominated senior staff	Meet fire brigade and liaise	Teacher in charge decide what to do with pupils once registers have been taken and all pupils and staff are accounted for. Move as far away from scene as possible and await further instruction.