



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Day Nursery**

FIRE SAFETY POLICY & PROCEDURES

The Proprietors intend to maintain a healthy and safe environment for pupils – in school and on off-site visits, employees, visitors and volunteers to The White House Prep School and Woodentops Day Nursery. They aim to ensure the work and activities carried out by the school do not adversely affect the health and safety of any person. In order to achieve this aim they recognise the need for consultation and communication with all staff on Health and Safety issues. They also recognise the need to seek expert advice, where necessary, in order to determine risks to Health and Safety.

The Proprietors will take all reasonably practical steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the *Health and Safety at Work Act 1974*, *Health and safety: responsibilities and powers*, DCSF/DofE (2001) guidance, *The Regulatory Reform (Fire Safety) Order, 2005* and associated regulations such as the *Management of Health and Safety at Work Regulations 1999*. The Health and Safety Executive (HSE) enforce it.

At all times, the Proprietors require employees to pursue their objectives in respect of fire safety.

FIRE SAFETY PROCEDURES

1. Organisation and delegation of duties.

Proprietors

Fire risk is assessed annually.





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Any works carried out to the building will fully comply with Fire Precautions (Workplace) Regulations 1997.

Employees

All staff hold responsibilities for the Fire Safety of their areas of the school. Risk Assessing the environment is a dynamic and ongoing activity. Any employees noticing a fire hazard or defect, must report it immediately.

- The public areas of the grounds and the building are inspected every morning before the pupils arrive.
- Class Teachers are to inspect daily (i.e. every morning before children enter their room/area) their areas of responsibility for hazards, or defects, which might affect safety and sign their registers to confirm their areas are safe and hazard free. Teachers must Risk Assess constantly and respond appropriately to any perceived risk.
- Any Hazards found are to be reported to the **School Office, Caretaker, Headteacher or Proprietors/Principal** immediately. The school appoints a **Staff Fire and Health and Safety Rep** who provides a further point of reference for all staff.

Employees must take reasonable care of their own and other's health and safety and co-operate with their employers. They must carry out activities in accordance with training and with instructions given and inform the employer of any serious risks.

Any employee wishing for advice on fire or health and safety matters should approach the Headteacher or the Proprietors.

Shared responsibility

All members of the school community (Proprietors/Principal, Headteacher, staff, pupils, parents etc) share in the duty and responsibility to be alert to the possibility of accidents occurring and to report potentially dangerous situations to their Principal or Headmaster. It is the duty of the person receiving the report to do all in their power to rectify the dangerous situation as soon as possible.

2. Consultation arrangements with employees.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

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Communication of Fire Safety information is a two-way process. The Proprietors and Head are responsible for circulating all relevant Fire Safety bulletins/updates to staff who need them.

- The Fire Safety Policy will be circulated to all staff annually and to new staff on appointment.
- Staff who identify a Fire Safety issue or hazard are responsible for bringing it to the attention of the Headmaster or/and Proprietors.

3. Fire safety, including testing of alarms and evacuation procedures.

The White House Preparatory School and Woodentops Day Nursery is a no smoking environment.

In the event of a fire (See **Emergency Plan**) the assembly point is the Grafton Tennis Club for the White House School and Day Nursery.

The fire alarm will be tested weekly in rotation and recorded in the fire logbook.

- Termly fire evacuation drills will be carried out and also recorded in the fire logbook.
- Mary McCahery, Joe Knight, Bella Heald and Juliette Watson are fire marshals and supervise termly fire drills.
- Juliette Watson deliver fire induction to all new staff as part of the induction process and brief all staff at the beginning of the school year.

Emergency lighting and Fire-fighting equipment will be inspected annually and checks recorded on the equipment, as per Fire Precautions (Workplace) Regulations 1997, Fire risk assessment review will be carried out annually.

Fire Evacuation signage and procedures are visible throughout the building.

The Kiln

Fire safety regulations require only trained individuals to use the kiln. Children are not allowed to access the kiln room and firings must take place out of school hours. Staff are responsible for turning off the heaters, lights, locking the cupboard and all doors on leaving the pottery.



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Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 17	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 18	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 19	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 20	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 21	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 22	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 23	By:	Headteacher & Fire & H&S Officer
Policy reviewed:	Sept 24	By:	Headteacher & Fire & H&S Officer
To be reviewed:	Sept 25	By:	Headteacher & Fire & H&S Officer

