



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

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

FIRE SAFETY POLICY & PROCEDURES

Policy Statement

The Proprietors and Senior Leadership Team intend to maintain a healthy and safe environment for pupils, staff, visitors, contractors, and volunteers at The White House Preparatory School and Woodentops Day Nursery, both on-site and during off-site educational visits. They aim to ensure that all activities carried out by the school do not adversely affect the health, safety, and welfare of any person.

The Proprietors take all reasonably practicable steps to fulfil this responsibility, maintaining compliance with:

- **Health and Safety at Work etc. Act 1974**
- **The Regulatory Reform (Fire Safety) Order 2005** (as amended by the *Fire Safety Act 2021* and *Section 156 of the Building Safety Act 2022*)
- **Management of Health and Safety at Work Regulations 1999**
- **DfE Guidance: Health and Safety Responsibilities and Powers for Schools and Good Estate Management for Schools (GEMS)**
- **Statutory Framework for the Early Years Foundation Stage (EYFS)**

Fire Safety Procedures

1. Organisation and Delegation of Duties

Proprietors & Responsible Person

- A comprehensive **Fire Risk Assessment (FRA)** is recorded in full and reviewed annually, or immediately following any structural, operational, or legal changes.



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

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- Pursuant to Section 156 of the Building Safety Act 2022, the school explicitly records all fire safety arrangements, contact details of the Responsible Person, and the name/credentials of the competent individual or organisation contracted to undertake the FRA.
- All building works fully comply with current UK Building Regulations and fire safety standards.

Staff & Teachers

- All staff share responsibility for fire safety in their immediate areas. Risk assessment is a dynamic, continuous process. Any observed hazard or defect must be reported immediately.
- **Daily Checks:** Public areas and grounds are inspected daily before pupils arrive. Class teachers inspect their rooms every morning prior to child entry, logging/signing registers to confirm their environment is safe and hazard-free.
- **Reporting:** Hazards must be reported immediately to the School Office, Caretaker, Headteacher, or Proprietors/Principal.
- **Cooperation:** Staff must follow fire safety training, take reasonable care of themselves and others, and co-operate fully with health and safety instructions.

Shared Responsibility & Co-operation

- Where premises or boundaries are shared or adjacent to third parties, the Proprietors co-operate and co-ordinate directly with neighbouring Responsible Persons to share relevant fire safety information.

2. Consultation and Communication

- **Policy Distribution:** Circulated annually to all staff and provided during mandatory induction to all new staff.
- **Two-Way Communication:** Staff are encouraged to raise fire safety concerns directly with the Headteacher or Designated Fire Safety Lead at any time.



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3. Operational Protocols & Evacuation

- **Prohibition:** The school and nursery operate a strict **No Smoking and No Vaping** policy across all grounds and premises.
- **Assembly Point:** In the event of a fire or evacuation, the designated assembly point for both the School and Nursery is the **Grafton Tennis Club**.
- **Alarm Testing:** The fire alarm system is tested weekly in rotation across manual call points and logged in the Fire Logbook.
- **Evacuation Drills:** Termly evacuation drills are conducted across varying times and days to account for all nursery/school shift patterns. Details are formally logged in the Fire Logbook.
- **Fire Marshals & Induction:** Nominated Fire Marshals supervise termly drills and oversee emergency evacuations. Fire safety inductions for new starters and annual briefings for all staff are delivered by the designated Fire Safety Officer.
- **Equipment & Systems Maintenance:** Emergency lighting and firefighting equipment undergo annual inspection and servicing by certified contractors. Daily visually unobstructed checks of escape routes and monthly extinguisher checks are maintained.
- **Signage:** Clear, standardized fire evacuation route signage and emergency notices are prominently displayed throughout the premises.

Policy will be reviewed annually			
Policy reviewed:	Sept 26	By:	Headteacher & Fire & H&S Officer
To be reviewed:	Sept 27	By:	Headteacher & Fire & H&S Officer

