

Fire Safety and Action Policy

Policy Statement

Weybridge School of English (WISE) is committed to ensuring the highest reasonably practicable standards of Fire Safety of all its employees and students. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation. We regularly assess the risks associated with our business as required under the Management of Health and Safety at Work regulations 1992.

Fire Safety Designates

Amanda Thorogood is the Fire Action Designate.

Email: Amanda.thorogood@weybridge-english.com

Mobile: 07894 504550

Liz Denham is the Deputy 1 Fire Officer.

Email: liz.denham@weybridge-english.com

Mobile: 07737 046790

Fire Risk Assessment

Amanda Thorogood is responsible for ensuring that the fire risk assessment is undertaken and implemented (see separate document: Fire Risk Assessment with action points, in the Health and Safety file in reception). The fire risk assessment was carried out by Alan Palmer, Fire Industry Resources and Equipment Ltd., Unit 19, Enterprise House, 44 – 46 Terrace Road, Walton-on-Thames, Surrey, KT12 2SD. Tel. (01932) 222010, on 27 September, 2018.

Fire Prevention

- . Arson: is the most common source of fires. Ensure that debris is not left outside the building especially in the alleyway and garden.
- . Smoking: is not permitted in the building. It is permitted in the WISE garden and ends must be disposed of in the labelled bucket.
- . Combustible materials: e.g. paper, are kept away from any sources of heat (Amanda Thorogood) (Liz Denham in her absence).
- . Electrical Devices: ensure that these are PAT tested and not overloaded (Amanda Thorogood). All devices show a PAT test label. This was carried out on 25/9/19 and the test label is valid until 25/9/20. Students can NOT use their own chargers in the school or can NOT use their laptop chargers in the school.
- . Gas Boiler: This is serviced annually and was last serviced on 29/1/19 and is due again by 28/1/20. A visual record is displayed on the boiler.
- . Mains electricity: All are checked and a certificate can be seen in the 'Premises File'.
- . Fire doors: must always be kept closed and must not be wedged open (apart from Reception and when tutoring a minor).
- . Fire extinguishers: Amanda Thorogood (Liz Denham in her absence) to ensure that these are never blocked and always accessible.
- . Paper, stationery, books, etc are to be stored in tidy piles.

Fire Safety Awareness Training

- . All staff receive fire safety awareness training at the teacher induction (Liz Denham).
Fire Warden Training was delivered by Alan Palmer, Fire Industry Resources and Equipment Ltd., Unit 19, Enterprise House, 44 – 46 Terrace Road, Walton-on-Thames, Surrey, KT12 2SD. Tel. (01932) 222010, on 27 September, 2018 to:
Amanda Thorogood
Liz Denham
A record of this is filed in the Health and Safety file in reception.
- . All students are given a WISE/Student Charter to read, digest and keep. The student/teacher sign and date this form. Fire safety is included in this Charter.
- . Visitors and contractors are informed of the fire exit and assembly point, on arrival.

Fire Action Notices

All classrooms and public areas have clear exit sign notices, the correct action to be taken in the event of a fire notices and a map showing the Fire Assembly Point. It is Liz Denham's responsibility to ensure that all staff and tutors (at induction and at staff meetings) are aware of what to do in the event of a fire. It is Amanda Thorogood's responsibility to ensure that all teachers inform their students of what to do in the event of a fire (via charter, via notices on the wall in the class and notices on the desks and regular reminders by the class teachers).

The Fire Action notices display:

- where the nearest fire alarm is
- instructions to call the fire brigade
- instructions to tackle the fire using appliances provided (not endangering themselves or others)
- It is necessary to close all doors in the event of a fire
- Where to assemble (the Assembly Point is in Los Hermanos Car Park)
- NOT to collect belongings
- NOT to re-enter the building until told to do so (by Amanda Thorogood or Liz Denham).

Fire Escape Routes

Amanda Thorogood checks all escape routes in the building are free from blockages on a daily basis. If Amanda Thorogood is out of school, Liz Denham will do this.

Fire Alarms

There is a fire alarm on every floor of the school. Amanda Thorogood is responsible for checking the fire alarms at 9am, Mondays, on a weekly basis. In her absence, Liz Denham will carry this out. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk.

Fire Alarm 1: Ground Floor opposite the main front door.

Fire Alarm 2: First Floor, on landing, opposite reception door.

Fire Alarm 3: Second Floor, on landing, near classroom 2 door.

Fire Extinguishers

These are checked weekly by Amanda Thorogood. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk. In her absence, Liz Denham will carry this out.

These are checked annually by Paragon Fire (see Certificate Health and Safety File). There is a certificate on each fire extinguisher. The fire extinguisher maintenance company responsible for the fire extinguishers is:

Paragon Fire Protection, Unit 10A, Manor Way, Old Woking, Surrey.

Tel: (01483) 724484

There are fire extinguishers on every floor:

Ground Floor: opposite the main front door.

First Floor: on landing, opposite reception door.

Second Floor: on landing, near classroom 2.

Fire Drills

Are carried out termly by sounding the fire alarm. Amanda Thorogood is responsible for organising these. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk.

If a fire alarm is sounded by accident, turn the knob clockwise to turn the alarm off.

Fire action in the event of a fire alarm sounding

In the event of a fire, the alarm is sounded and the fire brigade called by calling 999. The premises must be evacuated as quickly as possible. Everyone in the premises must leave immediately, quickly and quietly.

If you discover a fire, sound the fire alarm and dial 999. If possible, tackle the fire using a fire extinguisher. (Do NOT endanger yourself or others in doing so).

Leave the building by the main front door. Close all doors behind you. Report to the Assembly Point (Los Hermanos Car Park).

Fire Registration Check

The class teacher is responsible for checking that all students in her/his class is present at the Assembly Point (Los Hermanos Car Park, Baker Street: Turn left out of WISE, turn left at the end of the alley, first left into Los Hermanos Car Park), by calling out the register and reporting this to Amanda Thorogood (Liz Denham in her absence). Teachers are to take the paper register copy with them to the Fire Assembly Point. The signing in file will be taken to the Assembly Point to ensure that all visitors present in the premises have vacated the building. Amanda Thorogood (Liz Denham in her absence) will do a sweep of the premises. Amanda Thorogood (Liz Denham in her absence) is to have overall responsibility of ensuring that all students and staff have vacated WISE premises.

Reporting a Fire

Any major fire incident is to be reported by Amanda Thorogood to the Health and Safety Executive, by phoning the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fire Advice

WISE has access to 24/7 advice by contact the Federation of Small Businesses (FSB). Tel: 0808 2020888. We inform FSB of our membership no. and lead member (Liz Denham). All FSB Information can be found in the Management File in reception, above the corner teacher desk.

WISE can also contact our Fire Risk Assessment Contact: Fire Industry Resources and Equipment Ltd., Unit 19, Enterprise House, 44 – 46 Terrace Road, Walton-on-Thames, Surrey, KT12 2SD. Tel. (01932) 222010.

Originator: Amanda Thorogood
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