

**Forest Preparatory School**



**Fire Safety and Prevention Policy**

This policy applies to all pupils at Forest Preparatory School, including those  
in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Reviewed: August 2025

Next review: August 2026

## **KEY STAFF FOR FIRE SAFETY AND PREVENTION**

**Headteacher:** Graeme Booth

**Chair of Health and Safety Committee:** Graeme Booth

**Lead Person for Fire Safety  
("the competent person"):** Brian Edwards

**Fire Wardens/Fire Marshals:**  
Nikki Wells (Lower School)  
Ann Johal (Upper School)  
Carey Peers (Attendance Registers)

**Education Board** Steven Wade, David Williams

## **ADDRESS OF PREMISES**

**Moss Lane  
Timperley  
Altrincham  
Cheshire  
WA15 6LJ**

Forest Preparatory School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Fire Safety (England) Regulations 2022. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

## **PERSONS AT RISK**

During a typical working day there can be approximately 215 pupils and 35 staff on the school site.

## **FIRE RISK ASSESSMENT**

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages PARR FIRE to undertake its Fire Risk Assessment (FRA). This is undertaken on a biennial period and also at any time when there is a significant change to

the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the Site Manager and Headmaster.

Date of last external Fire Risk Assessment: 18.12.2024

Date of last in-house review of the FRA: 16.06.2025

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

## **MANAGEMENT OF POTENTIAL FIRE HAZARDS**

- Boilers, sparks from light switches and other electrical equipment; All boilers are gas fired and are serviced annually.
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked fire cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment
- The Catering Team ensure that chemicals used in kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen and staff room are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school. Chargers for lap tops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, the school office, and the Head's office. Pupils should not be left unsupervised with computers.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit, if necessary, and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.

- The School Fire Officer liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

## SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- There are five main fire escapes in Lower School; two at the back, two at each side and one main entrance at the front. In Nursery there are two escapes. In Upper School there are two escapes and 4 escapes from the Hall. In the main house there is an escape at each side of the building.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

## SUMMARY EVALUATION

Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to Site Manager.

- Average evacuation time in standard drills is 3m 50s [Main building] 3m 20s [Lower School and Nursery] and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 3m or less.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Site Manager, office or any member of the Health and Safety Committee **AT ANY TIME.**

## DETAILED EVALUATION

1. The school premises are used for educational purposes only. Where the premises are let, the school ensures that the leader/manager is given a copy of this policy and adheres to the detailed procedures. This is completed when they attend their induction meeting and sign the let agreement.

2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by PARR Fire
- Maintenance of fire alarm system is undertaken annually by PARR Fire
- Maintenance of emergency lighting is undertaken annually by PARR Fire
- Maintenance of fire detection equipment is undertaken 3 monthly by PARR Fire

3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs at the back of the school building which are easily accessed from the first and second floors. Fire door escapes exist at the back and front of the school building and there are also external doors to two ground floor classrooms. All year groups have an external door on their floor, apart from Year 5. Year 5, if stairwell is blocked they will evacuate via the staffroom window.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat and smoke detectors on every floor. Checks are undertaken and recorded as detailed in 8 below.

6. Emergency lighting is in place for all floors and exits. These are checked half termly by the Site Manager. They are also checked visually with the weekly fire point tests. They are tested by PARR Fire twice a year.

7. There is a detailed Fire Emergency Plan for the building

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the kitchen. A copy is also kept electronically on the schools Compliance Tracker by the Headmaster/Chair of the Health and Safety Committee.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register with breakfast club on arrival.

13. Two alarm systems are used across school site- Lower School and Upper School/Main House; When a fire call point is activated an alarm is sounded throughout the building,

enabling the whole site to be evacuated. Should one alarm be sounded, a member of staff will sound the other building's alarm. There is also an outdoor fire alarm based on the main playground that can be heard across all external areas of the school site.

14. The fire alarm panel is situated in the store room to Lower School and entrance to the Main House which will indicate the place of call point activation. The fire alarm panel for the Upper School is sited in the ground floor.

15. The fire brigade is called via the School Office or, if appropriate, via the nearest landline telephone throughout the school.

16. The Site Manager/Headteacher liaises with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to Sentry Security, in the event of a fire out of school hours.

### **ARSON: THREE POINT ACTION PLAN**

1. Deter unauthorised entry onto the site by
  - Installation of a robust fence and gate.
  - Installation of a robust doubly fronted main door
  - Security doors on remaining two points of entry
  - An intruder alarm system which is activated once the premises is vacated
  - Ensuring that all windows are closed and locked once the premises is vacated
  - Preventing unauthorised entry to the building by use of audio door entry system.
2. Reduce the opportunity to start a fire by ensuring that
  - Refuse containers are not accessible to the road
  - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
  - Making sure all fire doors are closed when room not in use
  - Ensuring that any flammable materials are returned to locked cabinets after use.
  - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
  - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

### **MAINTENANCE AND ROUTINE TESTING**

#### **Daily**

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Marshal checks that the fire alarm panel indicates no faults

#### **Weekly**

- The Fire Marshal ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

#### Monthly

- The Fire Marshal ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

#### Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider (PARR Fire)

#### Annually

- All fire-fighting equipment is checked annually by the providers (PARR Fire)
- Portable electrical equipment is inspected annually and PAT tested by a qualified person (Holmes Electrics)
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch, if necessary. (Bloomsbury Gas)

#### Five Yearly

- Mains electrical installation will be inspected every five years by a registered electrician (Lextrix Ltd.)

## ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

### Role of Fire Marshals:

- On hearing the fire alarm, if relevant, each building marshal (Nikki Wells and Ann Johal) will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. They will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

### Role of Class Teachers:

- Registers are to be taken by Class Teachers or Classes are to be registered by the member of staff teaching them at the time (including pupils at learning Support or Music Lessons- they will be escorted back to their form group at the assembly point as the member of staff will inform the Form Teacher upon arrival). Class lists will be provided by Carey Peers (Office) at the roll call point.
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils. Teachers raise their arm to signal that all pupils in their class are present and correct.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

### Role of Teaching Assistants and Specialist Teachers who do not have a tutor group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose Class Teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups, interact with their peers or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the SLT to act on behalf of a particular Class teacher. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Class Teachers").

### **Role of members of the Office Staff**

- To ensure that the class folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
  - A list of each member of that particular class group
  - Information of whether each pupil should be present in the building
  - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is **not** timetabled to be in the building during each timetabled lesson.
- Unless the school has an automatic connection to the emergency services, if the evacuation is not a drill, to dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that a current list of pupils who are registered absent from the school at the time of the evacuation is handed to the person in charge.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any class teacher being absent from school, the class teacher's folder is handed to a member of staff without class teacher responsibilities, ideally on exiting the building. If no such person is available, the information should be handed to a member of staff who can double up and register two classes.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

### **Role of Person in charge at the roll call point**

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.
- Liaise with the fire brigade on its arrival.



## APPENDIX 1: FIRE PROCEDURES

### PROCEDURES IN THE EVENT OF A FIRE (Main Building)

*Fire Marshall: Mr B Edwards*

*Fire Wardens: Mrs N Wells, Mrs A Johal and Mrs C Peers*

**Assembly point:** This is the netball court at the far end of the school site, beyond the Lower School Building.

#### On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarm points are noted on the fire alarm system sheet.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

#### On hearing the alarm

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

## PROCEDURES IN THE EVENT OF A FIRE

(Upper School Building and Music Dept.)

**Fire Marshall: Mr B Edwards**

**Fire Wardens: Mrs N Wells, Mrs A Johal and Mrs C Peers**

**Assembly point:** This is the netball court at the far end of the school site, beyond the Lower School Building.

### On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarms points are noted on the fire alarm system sheet.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

### On hearing the alarm

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

## PROCEDURES IN THE EVENT OF A FIRE

### (Lower School Building)

**Fire Marshall: Mr B Edwards**

**Fire Wardens: Mrs N Wells, Mrs A Johal and Mrs C Peers**

**Assembly point:** This is the netball court at the far end of the school site, beyond the Lower School Building.

#### On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarms points are noted on the fire alarm system sheet.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

#### On hearing the alarm

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

## APPENDIX 2: SAMPLE LOG OF FIRE EVACUATIONS

TYPE	DATE	TIME OF DAY	EV. TIME	REPORT	WEATHER		
Manual	11/09/2024	09:50	03:50	First one with new starters, everything went well.	Mostly cloudy and cool.	Av. Evac time	03:14
Auto	17/10/2024	11:30	03:05	Steam off the hot plate in Hall - everything went well.	Scattered Clouds		
Manual	28/11/2024	09:00	03:21	Everything went well.	Clear.		
Manual	17/01/2025	10:30	03:00	Everything went well.	Partly Sunny		
Manual	29/1/2025	16:10	03:10	Late Stay and evening clubs - everything went well.	Sunny periods		
Manual	26/03/2025	09:45	03:10	All fine. Year 6 blocked the entrance to the assembly point (with French teacher not normal class teacher). Otherwise we feel that the assembly time would have been slightly less.	Sunny with a slight breeze		
Manual	12/6/2025	09:15	03:07	Very good- EYFS and KS1 were in outdoor assembly.	Sunny periods		