

Fire Risk Prevention Policy

St Christopher's Preparatory School
September 2026



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1. INTRODUCTION

St Christopher's is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the School, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the School. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The School will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

2. POLICY AIMS

The aims of this policy are, therefore, to provide a robust Fire Safety framework, which will be implemented to secure the safety and wellbeing of everyone within the School and to protect the School's assets.

3. PROCEDURES TO BE FOLLOWED:

3.1 Action on discovering a fire

- 1) Any child discovering a fire in the School buildings should immediately tell the nearest adult.
- 2) Any adult discovering a fire in the School buildings should operate the nearest Fire Alarm point. The Fire Alarm points are operated by lifting the plastic cover and pressing the button

These are situated as follows:-

1. Front Fire exit Hallway
2. EYFS area
3. School Hall
4. First Floor Landing
5. Top Floor Landing
6. Boys Toilets
7. Side exit cloakroom
8. Cloakroom exit

The Fire extinguishers are located as follows:

- Front Entrance Hallway(H₂O,CO₂)
- First Floor Landing(H₂O,CO₂)
- Top Floor Landing(H₂O,CO₂)

- Rear exit area at back of school assembly Hall exiting to fire exit (H2O,CO2)
- Rear exit area at back of nursery exiting to fire exit (H2O CO2)
- Outbuildings – Music room and staff room (Foam and CO2)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

3.2 Fire Warning

The fire alarm bell will sound throughout the building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

3.3 Evacuation

The procedure is set out in more detail in the Fire Emergency Evacuation Procedures attached below. On hearing the fire alarm, teachers should swiftly but calmly assemble the class of children they are with and marshal them out of the building to the main assembly point in the front garden. The primary escape routes from the classrooms are as follows:

- Nursery/Reception/Y1 - Through the cloakroom fire exit door to front garden
- Year 2/3/4/5 - Down main stairs to front door and front garden
- Year 6 - Down main stairs to front door and front garden
- ICT room - Down main stairs to front door and front garden
- Hall - To cloakroom and front garden
- Music room/staff room - Through the hall to front door and front garden

The secondary escape routes if the primary escape route is blocked, is as follows

- Nursery/Reception/Y1/Hall
 - Through the front door and into the front garden, and in last resort to the rear playground emergency refuge point.
- Year 2/3/4/5/6/ICT room
 - Through the cloakroom fire exit to the front garden and in the last resort to the rear playground emergency refuge point.

Within the building single file should be observed as far as possible for smooth evacuation. No one should stop to collect any items of personal value.

3.4 Procedure for registers

The School Secretary or Head Teacher should bring down all the registers which are stored in the Reception Area.

3.5 Assembly Points

The main assembly point is in front of the School on the pavement IN THE FRONT garden. In the event of a fire breaking out at the front of the building, the secondary assembly point will be at the rear of the school playground, as described above (see evacuation).

The last staff member out of each room is responsible for checking that no children have been left behind in the class. If time permits, teachers should close windows and doors as they leave the classroom.

The Head Teacher/Fire Marshal and Deputy Fire Marshal and/or the School Secretary, will make a final check of the building, to ensure no person has been overlooked (if it is safe for her to do so) this will include checking the children's downstairs toilets.

3.6 Power Isolation

If the fire stems from an electrical fault the power supply should be turned off if it is safe to do so. Power to electrical items not in use should be turned off and the electrical item unplugged from socket.

3.7 Roll Call

Both the Class Registers and the Staff Register should be collected from the Office and by the front door respectively by the School Secretary or in her absence the designated Fire Marshal (Head Teacher) and taken to the assembly point. As soon as the children are assembled, the individual teachers should take roll call to ensure all the pupils are safe. The School Secretary or the designated Fire Marshal (Head Teacher) should then take roll call for all staff.

All staff and visitors must sign in, in the Staff Sign in Book or the Visitors' Book. Log-in/Log-out times must be recorded.

3.8 Call the Fire Brigade

Upon hearing the fire alarm, the Head Teacher (as Fire Marshall) and the School Secretary is responsible for calling the fire brigade using the School telephone. In their absence there is an allocated B 'Fire Marshall' Team. If this is not possible a mobile phone may be used, or alternatively the telephone of a neighbour.

The fire brigade is called:

- by dialling 999 and asking for the Fire Brigade;
- giving the School's address as 71 Wembley Park, Wembley Park , HA9 8HE;
- giving details as to the position and strength of the fire as known.

3.9 Liaison

The Head Teacher or in his/her absence the School Secretary, should liaise with the emergency services when they arrive.

4. Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following fire fighting equipment is provided in the buildings:

- Water/hydrospray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
- CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
- A fire blanket and powder extinguisher is provided in the kitchen for smothering pan fires.

5. Specific Responsibilities

The Head Teacher and/or the School Secretary, is responsible for:

- Alerting the Fire Brigade;
- Carrying out a final check of the building, to ensure evacuation is complete;
- Verifying that the roll calls have been made and are correct;
- Liaising with the emergency services;
- Switching off the Alarm.

A member of teaching staff and the Deputy Headteacher are also the School's responsible people (Fire Marshal), responsible for:

- Fire risk assessment and its review
- Fire risk prevention policy
- Fire procedures and arrangements
- Training records
- Fire practise drills
- Certificates for the installation and maintenance of firefighting systems and equipment.

The fire marshals are:

Head Teacher – Joel Simon

Deputy Head – Jean Robertson

Year 2 Teacher – Rachel Clarke

All members of staff are responsible for

- The safe evacuation of the children in their charge at the time of the fire.

6. Training Required

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of Fire Call Points and fire extinguishers.

New staff should be provided with the following training when they start work, as part of their induction:

- The emergency action plan as specified here.
- How to operate the fire alarm and what the warning signal is.
- The location of all fire safety equipment.
- The location of all Fire Call Points.
- The location of all fire exits for both primary and secondary escape routes.

Fire drills will take place regularly so that all staff have practice in following the correct emergency procedure. The Head Teacher will record details of the date, time and time taken to perform the fire drills in the Fire Safety Logbook, which is located in the Head's Office.

7. Version control

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2026
Date for next review of this policy	September 2028
Policy owner (SMT)	Head
Policy owner (Proprietor)	ILG

ST CHRISTOPHER'S SCHOOL

FIRE INSTRUCTIONS

If you discover a Fire:

1. Alarm easily) - Break plastic with thumb (*breaks easily*)
2. Ring the Fire Brigade - 999 / 112
3. Ensure everyone evacuated - (*First Aid kit and registers to be taken out – Secretary/Head Teacher*)

Extinguisher Use:

- | | | |
|------------|---|---|
| Water | = | Wood, Paper, Furniture, Cloth |
| CO2 | = | Electrical Items |
| Dry Powder | = | Must use whole extinguisher for cooking fat |

Testing:

- | | | |
|------------------------|---|--------------|
| Complete Systems Check | = | Twice a year |
| Fire Alarm | = | Once a week |

Appendix 1: Identified Fire Risks

This Appendix will be updated in the light of the school's annual fire risk assessment and the annual audit of this risk assessment.

Fire Risk	Level of risk	Prevention measures	Residual Risk
There are two fire exit doors exiting to the front of the school. The principal fire exit door is also the main door. Risk of door being blocked.	Medium	This can be opened by an electronic lock from the inside of the door and is always immediately openable by an emergency door release should the electronic lock fail. The entrance/exit is illuminated by outside security lights and internal fire lights. Years 2-6 exit by this door. The second fire exit door is through the cloakroom. It is also openable by a magnetic electronic lock and has an over-ride open button should the door fail to open automatically. Years 1 and Nursery exit by this door. Reception exit by the cloakroom door under normal circumstances, but the two members of staff will be able to exercise judgement in which exit to utilise. If the flow through the cloakroom door appears to be slow, they can choose to exit through the main fire exit door. Both doors are equidistant for Reception. Our aim is the exit the school with an average exit time of 1.5 minutes, which is our historic exit time.	Low

Fire exit doors in main reception area and in side fire exit corridor are Inward opening.	Medium	The flow of children in a fire evacuation is controlled by teachers and either the secretary or the Year 1/Reception teacher standing by the doors and regulating the flow – the evacuation of children is usually under 2 minutes in drills – with these measures in place the external fire risk assessor states that he cannot see how an inward opening door could create a blockage of people; this blockage would happen at an uncontrolled venue like a football stadium – not a controlled and managed environment like the school.	Low
Should one of the main fire exit door areas be congested or access to it impeded by fire or smoke.	Medium	Teachers will use the alternative fire exit. Teachers will also have the ability to lead their classes to the rear playground refuge point, situated at the far end of the playground. Although this is not a fire assembly and evacuation area, it is risk assessed as being far away enough from the building for children/staff to use as a refuge point until the arrival of the fire emergency services. This is only to be used as a last resort, though fire drills will practise using alternative exits once a year.	Low
The secondary fire exit is approached through the cloakroom – there may be congestion caused by coats/bags on floor.	Medium	The year 1 and nursery staff will always have one person to precede the classes, check for obstructions on the floor and open the doors.	Low
Children/staff remain in classrooms and/or toilets/outbuildings	Medium	The school operates a fire Marshall system which is set out in the A4 information	Low

		sheet below which is on display in each classroom. The Fire Marshall/Deputy Fire Marshall and School Secretary will check all these areas. We also have a 'B' Team of Marshalls should the A team be absent. One fire Marshall is professionally trained and will cascade his/her training to the other Marshalls – where possible the A team Deputy Fire Marshall will also be trained.	
The rear playground secondary assembly point is enclosed and does not have access to the main road to further evacuate staff/pupils to Buxlow school. Pupils in this area may be harmed by smoke from fire.	Medium	This is only a secondary emergency refuge point to be used strictly when both front fire exit doors are blocked. Staff are to move to the rear of the playground as far from the fire as possible and wait for the emergency services to break down the neighbouring fence and evacuate through neighbouring gardens.	Low
Pupils/staff from first and second landings are prevented from proceeding along the fire evacuation route down the staircase as the staircase is blocked by fire or smoke.	Medium/low	Our fire evacuation times are usually between 1 minute and 1.5 minutes. There are smoke detectors in every landing and important area of the school so evacuation will be effected before the staircase is blocked. Should the staircase be blocked, trapping pupils/staff. Pupils are to evacuate to the two rear facing classrooms, close the fire doors and wait for emergency services to help evacuation via the flat roof area to the playground or neighbouring garden.	Low

Electrical Appliances	medium	Switch off at the mains. If there is a socket within reach of children, plug taken out of socket. PAT testing to be done on annual cycle.	Low
Out buildings at risk from fire. Staff/pupils in outbuildings cannot hear fire alarm from the main building.	Medium	An internal smoke detector and alarm has been fitted to both outbuildings. An alarm from one building can be heard in the adjoining building. The Fire Marshall has the role of being the last person to exit the building. He/she will check the two outbuildings to ensure they are vacated, before he/she checks the EYFS toilets/boys toilets and medical room. This control measure relating to these two outbuildings will be checked by an external fire risk assessor.	Low
ICT Room risk of overheating appliances	medium	PCs to be switched off over night. Server to be regularly checked by RIKa. Door to be closed.	Low
Matches and lighters.	medium	We have a policy of no matches or lighters. Birthday cakes are not to be lit – happy birthday sung without candles	Low
SCIENCE activity which may involve risk of fire	medium	Experiments which carry risk of fire should get approval from Head or Deputy Head.	Low
Microwave – kettle – appliance which may overheat and cause fire	medium	These should be switched off and unplugged when not in use. Supervised directly when in use.	Low
Gas Boiler – risk of fire	medium	Regularly serviced once a year. – we have service certificate on record.	Low
ICT laptops overheating	medium	Rechargeable batteries should not be recharged overnight.	Low

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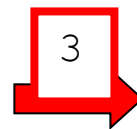
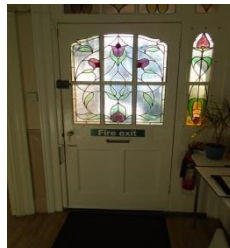
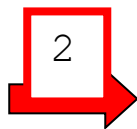
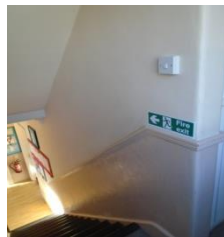
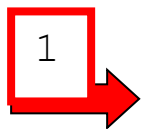
Cleaning products and COSHH chemicals	Medium	Where possible all chemicals – paints and solvents to be stored off-site or in lockable storage area. Chemicals and flammable materials to be kept to minimum	Low
Door guards –possibility that these may not be activated.	Medium	These are opened and then tested once a term to check that they activate when alarm sounds. They will also be checked daily by the Morning care and after school care supervisors to ensure they are in good working order. When they do not work during the day the Headteacher will try to fix it upon request from the class teacher.	Low
Staff will not know what to do in the event of a fire.	Medium	Fire drills and secondary evacuation fire drills to be completed termly. Fire emergency evacuation procedures to be placed in every room. Every new member of staff to be inducted into fire safety procedures within the school	Low
Fire in wooden outbuildings from heaters or electrical equipment.	Medium	Electrical items switched off at the end of the day. Room risk assessments to ensure that flammable material is not placed near electrical items. Battery operated detectors and alarms fitted to both log-cabins. If fire occurs within the outbuildings, Normal fire evacuation procedures should be followed. The Fire Marshall should evacuate the	Low

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		entire building by activating the whole school fire alarm	
Automatic Fire door closures not functioning/not fitted,	Medium	Head will check all fire door closing mechanisms at start and at end of each day and reset any faults.	Low
Absence of fire warden/deputy fire warden/school secretary during an emergency	Medium	We have nominated a B TEAM to perform the roles of each warden and the secretary This will be updated regularly but as at September 2026, it is: Marshall – Mr Simon Dep. Marshall - Miss Robertson Secretary - Mrs Woodbridge B TEAM: Marshall - Miss Robertson Dep. Marshall - Ms Clarke Secretary - Member of staff nominated to cover front desk	Low
During holiday times when the Nursery is in operation and only the Nursery Staff is in building.	Medium	All members of the nursery team are to be qualified as Fire Marshalls. The Nursery Manager is to act both as Fire Marshall controlling an evacuation and as fire warden ensuring that checks are kept up-to-date. The role of Deputy Fire Marshall and school secretary in ensuring that toilets and the building are evacuated, including outhouses – as well as ensuring that fire registers are carried out to the front of the building is to be carried out by a designated member of the team	Low

FIRE EMERGENCY EVACUATION PROCEDURES for Children Year 2-6

1. Walk quickly and calmly in line and follow your teacher to the front door fire exit
2. Line up in the front garden of the school in front of your teacher and wait silently so the register can be taken.
3. After the register, follow your teacher to Buxlow School.



For teachers and Staff

1. Lead the class to the school front door fire exit and to the assembly point in the front garden of the school. Ensure there is no-one left in the class as you exit.
2. Line up your class and take the register.
3. After register, lead class to Buxlow School, 5/6 Castleton Gardens, East Lane, Wembley, HA9 7QJ. The Fire Marshal Deputies will lead the way along Wembley Park Drive.
4. If the route to the main exit is blocked by smoke, teachers should exit directly to the school playground and move to the emergency refuge point at the rear of the school playground. Staff and children should stay there until help arrives and should not attempt to re-enter the building.
5. In the event that staff/pupils cannot reach the fire exit points on the ground floor, staff should follow the flat roof evacuation guidance on the school fire risk prevention risk assessment.

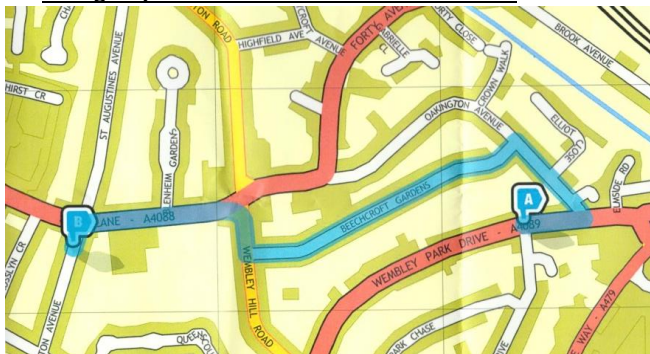
For Fire Marshal and Deputy Marshal and School Secretary (Yellow Vests)

1. **The Fire Marshal** should ensure that the ground floor has been evacuated. Music/staff/Kitchen outbuildings downstairs and EYFS Toilets and first aid room should be checked. The Marshal should then ensure that once registers have been taken at the initial assembly point, staff and teachers begin to lead off quickly and calmly to Buxlow School. The Fire Marshal will remain behind, awaiting the fire emergency services and ensuring no-one re-enters the building.
2. **The Deputy Fire Marshal** should ensure each room is evacuated on the first and second floor landings, including the Girls Toilets and ICT room. The Deputy Fire Marshal will tell her class to follow that of another teacher, so that he/she can perform the DFM role. The Deputy Fire Marshal will then lead the evacuation of staff and children to Buxlow School.
3. **The School Secretary** should collect the school registers and mobile telephone and stay by the main fire exit ensuring an orderly evacuation. Registers should be handed to teachers and fire emergency services contacted by dialling 999. The School Secretary will then remain with the Fire Marshal to assist the co-ordination of emergency services.

4. **B Team:** There is a B team for Fire Marshal/Deputy Fire Marshal and School Secretary

NB Should the assembly point in the front garden be affected by smoke, the Fire Marshal Team will move the initial registration assembly point to a nearby front garden, before moving to Buxlow School

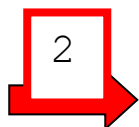
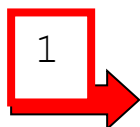
Emergency Evacuation Route to Buxlow School:



1. Follow the route from Wembley Park Drive, along Oakington Avenue and Beechcroft Gardens. Cross Wembley Hill Road to East Lane. Buxlow is on the corner of East Lane and Castleton Avenue

FIRE EMERGENCY EVACUATION PROCEDURES for Nursery to Year 1 Children

1. Walk quickly and calmly in line and follow your teacher to the cloakroom fire exit.
2. Line up in the front garden of the school in front of your teacher and wait silently so the register can be taken.
3. After the register, follow your teacher to Buxlow School.



For teachers and Staff

6. Lead the class through the cloakroom fire exit and to the assembly point in the front garden of the school. Ensure there is no-one left in the class as you exit and there are no obstructions on the floor.
7. Line up your class and take the register.
8. After register, lead class to Buxlow School, 5/6 Castleton Gardens, East Lane, Wembley, HA9 7QJ. The Fire Marshal Deputies will lead the way along Wembley Park Drive.
9. If the route to the main exits is blocked by smoke, teachers should exit directly to the school playground and move to the emergency refuge point at the rear of the school playground. Staff and children should stay there until help arrives and should not attempt to re-enter the building.
10. Reception staff may find that the flow through the cloakroom exit is slow and Reception staff may exercise their judgement in using the main front door fire exit instead.

For Fire Marshal and Deputy Marshal and School Secretary (Yellow Vests)

5. **The Fire Marshal** should ensure that the ground floor has been evacuated. Music/staff outbuildings male and EYFS Toilets, first aid room and should be checked. The Marshal should then ensure that once registers have been taken at the initial assembly point, staff and teachers begin to lead off quickly and calmly to Buxlow School.

The Fire Marshal will remain behind, awaiting the fire emergency services and ensuring no-one re-enters the building.

6. **The Deputy Fire Marshal** should ensure each room is evacuated on the first and second floor landings, including the Female Toilets and ICT room. The Deputy Fire Marshal will tell her class to follow that of another teacher, so that he/she can perform the DFM role. The Deputy Fire Marshal will then lead the evacuation of staff and children to Buxlow School.
7. **The School Secretary** should collect the school registers and mobile telephone and stay by the main fire exit ensuring an orderly evacuation. Registers should be handed to teachers and fire emergency services contacted by dialling 999. The School Secretary will then remain with the Fire Marshal to assist the co-ordination of emergency services.
8. **B Team:** There is a B team for Fire Marshal/Deputy Fire Marshal and School Secretary

NB Should the assembly point in the front garden be affected by smoke, the Fire Marshal Team will move the initial registration assembly point to a nearby front garden, before moving to Buxlow School

Emergency Evacuation Route to Buxlow School:



2. Follow the route from Wembley Park Drive, along Oakington Avenue and Beechcroft Gardens.
3. Cross Wembley Hill Road to East Lane. Buxlow is on the corner of East Lane and Castleton Avenue

FIRE EMERGENCY EVACUATION PROCEDURES FOR VISITORS & CONTRACTORS

1. Walk quickly and calmly to the front door fire exit
2. Wait in Fire Assembly Point at the front of the school until school secretary has completed register check on pupils, then inform secretary that you are safe.
3. After the register, wait with secretary and Headteacher until the arrival of the fire emergency services, keeping away from the building. The emergency services may require you to give information.

