



Fire Safety Policy

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Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	August 2025
Next review:	August 2026

1 - Policy Statement

Dolphin School incorporating Noah's Ark Nursery Schools will ensure, as far as is reasonably practicable, that the risk from fire will be managed in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Department for Education's guidance on Health and Safety (2018), and the Independent Schools Inspectorate (ISI) Regulatory Handbook.

We are committed to promoting a safe environment for pupils, staff, parents, visitors, and contractors by ensuring effective fire prevention, preparedness, and response measures are in place.

2 - Objectives

The objectives of this policy are to:

- Ensure full compliance with all relevant legislation and regulatory requirements.
- Ensure effective liaison with the Local Authority and Fire and Rescue Services where appropriate.
- Undertake suitable and sufficient fire risk assessments of all premises and activities.
- Review fire risk assessments annually, or sooner if there are significant changes to premises, staffing, or activities.
- Identify and implement reasonable and practicable control measures to minimise risks from fire.
- Conduct at least one fire evacuation drill per term at each setting, including drills at different times of day and under varied conditions.
- Test and maintain fire safety equipment regularly.
- Carry out weekly fire alarm tests, monthly emergency lighting checks, and annual servicing of fire extinguishers and emergency lighting, keeping full records.
- Conduct regular fire safety inspections.
- Ensure pupils, including those with special educational needs and/or disabilities (SEND), are considered in fire safety planning, with Personal Emergency Evacuation Plans (PEEPs) drawn up where required.

Where premises are leased, Dolphin School will ensure that our landlords comply with the above objectives and that responsibilities are clearly defined.

3 - Policy

In addition to carrying out a fire risk assessment and making an emergency plan, Dolphin School including Noah's Ark Nursery Schools will:

- Make appropriate fire safety arrangements identified by the fire risk assessment.
- Nominate competent persons to undertake specific roles in the emergency plan, with sufficient training, experience, and knowledge.
- Provide induction and refresher training for all staff on fire safety procedures.
- Consult with staff about proposals for improving fire precautions.
- Inform other responsible persons in shared buildings about any significant risks which might affect the safety of their employees, and co-operate with them to reduce risks.
- Establish and maintain a reliable system of calling emergency services.
- Ensure staff, visitors, volunteers, and contractors are informed of fire risks and procedures, including who the nominated competent persons are.
- Provide age-appropriate fire safety education for pupils so they understand what to do if the alarm sounds.
- Display fire evacuation procedures and site-specific emergency plans clearly in all settings.
- Provide reminders and notices to staff to ensure that non-essential equipment is switched off after hours, weekends, and holidays.

4 - The Emergency Plan

The emergency plan is displayed in each setting and is practised regularly with employees and pupils. It includes:

- Action to take on discovering a fire.
- Raising the alarm and procedures for warning others.
- Contacting the fire brigade.
- Evacuation of premises, including procedures for pupils, staff, and visitors with additional needs.
- Assembly points and roll call.
- Liaison with the emergency services.
- Identification and use of key escape routes.
- Allocation of specific responsibilities (fire wardens, sweepers, roll-call leaders, first aiders, etc.).

The plan is tested termly, reviewed annually, and updated as necessary.

5 - Records

To demonstrate compliance and ensure accountability, the Responsible Person (the School Caretaker or Head of Noah's Ark Nursery Westside) keeps records of the following:

- The fire risk assessment and its reviews.
- The fire risk prevention policy.
- Fire procedures and arrangements.
- Weekly fire alarm tests, monthly emergency lighting checks, and annual equipment servicing.
- Staff training records.
- Fire evacuation drills (at least once per term), including timings, evaluation, and any follow-up actions.
- Certificates for installation and maintenance of fire-fighting systems and equipment (held by landlords with copies available for Noah's Ark).

6 - Inspection

- Dolphin School was inspected by Wandsworth Borough Council in 2018 for fire regulations and will continue to undergo full fire safety inspections at least every three years, or as directed by the Fire and Rescue Service.
- The Fire and Rescue Service reserves the right to inspect at any time, and Dolphin School welcomes such visits.
- For Noah's Ark settings, each landlord undertakes fire risk assessments and responds to actions necessary to ensure compliance.

7 - Governance and Oversight

- The Governing Body retains ultimate responsibility for fire safety compliance.
- The Health and Safety Governor receives a termly compliance report on fire safety, including risk assessment updates, training records, drill outcomes, and inspection reports.
- Governors ensure this policy and its implementation are kept under regular review.

8 - Conclusion

The Governors and Staff of the School are committed to safeguarding all users of our premises through rigorous fire safety measures. This policy will be reviewed annually by the Responsible Person and the Governing Body to ensure compliance, effectiveness, and continuous improvement.

Appendix 1 - Noah's Ark West Side Evacuation Plan



Fire Evacuation Plan

Noah's Ark Nursery - West Side

- ★ Alert all persons verbally and use the fire sound located in the hallway of the Nursery next to the notice board.
- ★ Line all children up at the closest fire exit, as quickly and calmly as possible.
- ★ Fire exits to be used:
 - Double doors in the main Nursery Hall.
 - Entrance door located at the top of the stairs.

Both these exits are clearly marked. Ensure that the exit used is the one furthest away from the fire and provides the quickest exit.

- ★ The first staff member to open the door must lead the children out of the building safely, whilst other staff members continue to guide the children out.
- ★ Ensure the door is securely opened and not at risk of closing.
- ★ Fire Warden to close the door when exiting the building last.

Fire Warden: Rachael Strachan

Head of Nursery: Rachael Strachan

Emergency box to be taken during both a drill and real event.

Which contains:

- Critical Incident Plan
- Registers
- Emergency mobiles
- Keys
- First Aid kit
- High Vis
- Emergency contacts and file

Assembly point:

- Outside the front of West Side Church, where children line against the wall.

Emergency Evacuation point:

- Wandsworth Preparatory School, opposite the Nursery or Wandsworth Common (under the Conker Tree, if WPS is not in).

PFA's: Rachael Strachan (Head), Nicola Kelly (teacher), Claire Tomes (teacher), Sabine Mahabul (teacher), Lovena Ramdhany (assistant).

Nursery Address: West Side Church, Melody Rd, Wandsworth, SW18 2ED

Dolphin School number: 020 7924 3472

Appendix 2 - Dolphin School and Noah's Ark Dolphin Evacuation Plan



Fire Evacuation Plan

Dolphin School incorporating Noah's Ark Nursery - Dolphin

On Discovering a Fire

- Do not panic – keep calm.
- Break the glass of the nearest fire alarm call point.
- Fiona Dilger, or another member of the Office Team, will call 999 and ask for the Fire Brigade.
- The caller must give the following message clearly:
 - “There is a fire at Dolphin School, 106 Northcote Road, Battersea, SW11 6QW.”
 - Do not replace the receiver until the Fire Brigade has repeated the full address back.

On Hearing the Fire Alarm

- All staff and pupils will immediately stop what they are doing and stand.
- Pupils listen in silence and follow instructions given by their teacher.
- If teachers have registers in the classroom, this is the only item to be taken.
- If registers are stored in the office, they will be taken out by a member of the Office Team.
- Pupils leave the building accompanied by class teachers via the designated routes.
- Everyone walks in silence to the Fire Assembly Point:
 - Wakehurst Road, near Kinleigh, Folkard & Hayward (Estate Agents).
- At the Fire Assembly Point:
 - Class teachers check pupils against the register and report any missing pupils immediately to the Senior Team.
 - The Deputy Head ensures that all staff are accounted for.
- If a pupil, staff member, or visitor is unaccounted for, the Senior Team will inform the Fire Brigade immediately.

Responsibilities

- Traffic marshals: L. Lonsdale and J. Akinremi control traffic on Wakehurst Road while pupils cross.
- Fire Marshals:
 - L. Price – Art Room, Hall and 1st Floor Rooms
 - J. Schmidt – Gallery Classrooms, Learning Support, Church and Toilets (Tues,

Thurs, Fri)

- V. Benson – Gallery Classrooms, Learning Support, Church and Toilets (Mon & Wed)
 - A. Woodcraft – Lower School
 - M. Southworth – Ground Floor Classrooms and Admin Office
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- Deputies: If the above are absent, duties will be covered by V. Githae, L. Lonsdale, or another member of the Senior Team. Deputies will be named on the day.
 - Fire Marshals are the last to leave the building, checking their designated areas. They assist in evacuating children, staff, parents, and visitors.
 - Visitors must leave the building immediately and follow staff to the Assembly Point. They must not attempt to assist with evacuation unless instructed.
 - The Senior Team greets the emergency services, briefs them, and provides details of any missing persons.
 - The Senior Team gives the All-Clear when it is safe to return. If the building cannot be re-entered, staff and pupils will proceed under supervision to the Safe Haven:
 - St Michael's Church, Cobham Close.
 - At the Safe Haven, pupils remain under staff supervision until collected by parents or until the premises are declared safe by the Fire Brigade.

Exit Routes

- Standard and Alternative Routes: The nearest or safest exit is used. Pupils line up silently at the designated exit, which will be opened by staff.
- Reception and Administration Office:
 - Standard exit: via main entrance (School Office).
 - Alternative exit: via Admin Office and out through No. 53 (staff entrance).

Pupils and Staff with Additional Needs

- Personal Emergency Evacuation Plans (PEEPs) are prepared for any pupil, staff member, or regular visitor who may require extra support to evacuate.
- Staff are trained in these procedures and allocated to assist as required.

Fire Precautions

- Premises must be kept clear of rubbish at all times.
- No smoking is permitted anywhere on the premises.
- Fire doors must remain closed at all times unless fitted with approved automatic retainers.
- Fire exits must be kept free of obstruction.

Testing, Drills, and Records

- Weekly: Fire alarm tested.
- Monthly: Emergency lighting checked.
- Annually: Fire extinguishers and emergency lighting serviced.
- Termly: Fire drills carried out (at least once per term, at different times of day). Drills are timed, recorded, and evaluated for improvements.
- All training, tests, and drills are logged by the Responsible Person.