



12b Fire Procedures Including Fire Risk (Prevention) Policy

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1. Scope

This guidance is applicable to all premises under the control of the school and details the approach to the control of risk from fire.

2. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3. Guidance

The school has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;



- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

The Bursar has responsibility for maintaining and ensuring the local implementation of the school fire procedures; for making and maintaining a 'fire map' of the school premises, showing places of high risk and the precautions put in place by the school. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;
- providing regular refresher training to staff on fire safety and evacuation procedures.

4. Fire Risk Assessment

All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with Heads of Department.

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by the Estates Manager to ensure that escape routes are kept clear of obstruction and tripping hazards.

5. Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

Fire detection in the Estates compound and the Farm is not connected to the main school system but is covered by site fire alarms and standalone, domestic smoke alarms.

6. Fire Alarm

Each of the School premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time of the test recorded in the fire logbook. This will be managed by the Estates Manager. The alarm will be activated using a different activator point each week, where this is practicable.



The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)

Records of these tests and servicing are maintained in a fire logbook held by the Estates Manager and regularly reviewed by the Bursar.

7. Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the school premises. This will comply with BS5306 Fire Extinguisher Installations & Equipment on Premises.

Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

8. Emergency Lighting

Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Estates Manager.

Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

Records of testing and servicing of emergency lights will be maintained by the Estates Manager.

9. Emergency Procedures

Prior to alarm:

- Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- Notices will be displayed in each building of the school premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.
- The School Office will maintain a Fire Register Folder with details of all people present on site. The Folder will be updated daily.
- There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- The means of escape will be regularly inspected by the Estates Manager to ensure they are kept clear of obstructions and tripping hazards.



- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place. Visitors will be catered for by the Bursar when notified. Example arrangements are included at Appendix 2 to this guidance.
- The master control panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the corridor outside the Pupil's Refectory. The alarm is remotely monitored by the London Fire Brigade 24 hours a day so if the alarm is triggered, they will be notified and will attend unless they have been notified in advance by the Estates team that a drill is being held.
- The School Office is manned between 7.30 am and 6 pm during weekdays in term-time and between 8.00 am and 4.00 pm during half terms and holiday apart from the Christmas closedown. The School Office is always given advance warning of fire practices.
- Fire drills will be held every term at the school.

On hearing the alarm:

- With the exception of the Estates staff, the Bursar and the Operations Director; all staff, pupils and contractors will move urgently and quietly to the assembly point (Astroturf).
- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion.
- The Bursar and Operations Director will open the internal gate to the Preps Playground, the Chapel Gate and the vehicle Main Entrance gate. They will cordon the entrance to the site and be ready to receive the emergency services.
- The Estates Manager and estates staff will conduct a sweep of the grounds, including the farm and any areas where contractors are working and direct people to move to the assembly point.
- At the assembly point, the Officer Manager will coordinate the school headcount process.
- Teaching staff will conduct a head count on arrival at the assembly point and will ensure that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Office Manager.
- At the assembly point, the ICT Manager will maintain radio communications with the Estates staff, Bursar, Operations Director, and any other individual who may be tasked to depart the assembly point throughout the incident.
- The Office Manager and ICT Manager will communicate the details of any missing persons to the Bursar and Estates Manager.
- No staff member will re-enter a building while awaiting the fire service.



- On arrival of the fire service, the Bursar will provide details of any missing persons, the location of the master control panel and any other critical information.
- As the incident progresses, the Operation Director will maintain presence at the front gate, receive emergency services and maintain a cordon. The Bursar and Estates Manager will provide tactical liaison with the emergency services and trouble-shoot as required.
- The School Nurse will triage any casualties and direct the provision of first aid at the assembly point until the emergency medical services arrive.
- All other staff will remain at the assembly point until the fire service order evacuation or confirm that it is safe to re-enter the school buildings.

Fire Fighting

- The priority for all staff and students will be the swift evacuation to the assembly point and the accounting for all people.
- There will not be an assumption that any person will attempt to fight the fire.
- Appendix 2 details the limited circumstances when specific staff might engage in a minimalist form of firefighting.

Following an incident:

- A quick review will be held immediately following an incident or drill by the SLT and Estates Manager to identify any improvements required to either policy or practices.
- Written records of fire and evacuation drills will be maintained in the fire logbook which is kept by the Estates Manager.

Variation during holiday periods:

- During holiday periods, many key staff are likely to be absent. Although the principles of the standard drill apply, slight variations are necessary.
- Upon hearing the alarm, all people will move to the assembly point.
- Depending on who is present, the most senior staff member will delegate the following responsibilities: Front gate (preferably Operations), Headcount (preferably Office), Site Sweep (preferably Estates), Communications (preferably ICT), Emergency Services Liaison (preferably Estates/Bursar).
- Thereafter duties are to be fulfilled as per the standard drill.

10. Fire Training

Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm;



- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in the event of a bomb alert.

Pupils will be informed of exits and escape routes.

11. Visitors and contractors

On arrival at the school visitors and contractors will receive a briefing to ensure that they are aware of these procedures and the assembly points in the event of an evacuation.

For events with large numbers of attendees, such as open days and concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

12. Fire Risk (Prevention) Policy

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Estates Department and Heads of Department will

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate.

13. Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

14. References:

A: Handbook for the Independent Schools – Commentary on the Regulatory Requirements (September 2020)

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)



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- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- E. "[Fire Safety](#)" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd
- F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)



Appendix 1: Emergency Evacuation Notice

All new staff, parents and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Astro turf pitch.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Emergency Services will automatically be summoned if the alarm sounds.
5. If you have a disabled pupil in your class, a Personal Emergency Evacuation Plan (PEEP) will have been prepared for the pupil by the School Nurse who will pass it to all those affected by or involved with that plan. PEEPS are available from the School Nurse or are available on the SchoolBase entry for that pupil.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is missing immediately to the Office Manager who will inform the Bursar and Estates Manager. It is the responsibility of the Bursar to inform the Fire Brigade if someone is unaccounted for. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.



Appendix 2: Fire Fighting Procedures

The priority for all staff and students will be the swift evacuation to the assembly point and the accounting for all people.

There will not be an assumption that any person will attempt to fight the fire. A staff member should only consider doing so if there is a risk to life; or that their action does not increase the risk to life.

Upon hearing the fire alarm, no staff member will attempt to locate the fire or move towards the fire.

A staff member shall only contemplate fighting a fire in the following circumstances:

- They are present in the room or location when the fire starts.
- They have been trained in the use of the school's firefighting equipment.
- There is firefighting equipment readily available
- The fire is sufficiently small such that an attempt to fight the fire might be successful.
- They do not expose themselves or others to danger.
- They do not delay the evacuation to the assembly point and the accounting for all people.

Should a staff member be present in the room or location when the fire starts, the following actions need to be addressed in this priority order:

- Ensure the Fire Alarm is activated.
- Ensure all students evacuate the vicinity of the room or location to the assembly point.
- Ensure that students have sufficient supervision and assistance to move to the assembly point.

If attempting to fight the fire, a trained staff member should:

- Communicate to another staff member the exact location and nature of the fire and that they are attempting to fight it.
- If possible, be observed by another staff member (from a safe distance).
- Ensure they have a safe and robust evacuation route at all times.
- If applicable, safely attempt to unplug a burning electrical device or switch off a relevant energy cut off switch.
- If safe to do so, and without obstructing evacuation routes, attempt to close open doors or windows.
- Where appropriate, use a fire blanket or a single fire extinguisher.



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- End any attempt to fight the fire after using the fire blanket or single fire extinguisher.
- Then exit the room/building immediately, and if possible, close any doors upon exit.
- Move directly to the assembly point.



Appendix 3: Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

A Personal Emergency Evacuation Plan (PEEP) is prepared for any disabled persons on the premises. As far as possible we will avoid the requirement for disabled persons to leave the ground floor of any building in which they are situated. The School Nurse will prepare the PEEP for any disabled pupils, staff or visitors.

The Estates Staff or the Bursar may prepare the PEEP for visitors should the School Nurse be unavailable.

The PEEP template is included below.

Any staff who have responsibilities as regards a PEEP are to be informed of this.

Named evacuation assistants will be allocated for any students, staff or visitors who have a PEEP.

A copy of any current PEEPs will be stored in the Fire register Folder in Reception.

It is the responsibility of the Bursar to inform the Fire Brigade of any pupils, staff or visitors for whom a PEEP has been prepared and to notify them of any relevant contents.

Example: PERSONAL EMERGENCY EVACUATION PLAN

Section 1. General Information			
Name of Person assessed		Date	
Name of assessor			
Please provide broad details of your day, giving approximate locations and times	Day	Location	Times to and from
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Which areas of the building do you use most often?			
Do you use any areas outside of normal office hours?			



Days and times this Plan will cover					
Can you see visual alarm signals?	Yes	No	Can you hear audible alarm signals?	Yes	No
Could you safely use the stairs in an emergency ?	Yes	No	Would you use the stairs without assistance?	Yes	No
Please describe your disability or the condition/illness which means you would require help during an emergency evacuation					
Do you have a full-time personal assistant?		Yes (give details)		No	
Section 2. Visually Impaired Persons					
Do you use any aids or 'assistive' technologies (cane, guide dog, etc.) to help you access the building? If yes, please give details.		Yes		No	
Can you follow exit signage without assistance?		Yes		No	
The following questions need only be answered by visually impaired persons with some visual capacity					
Are all escape routes clearly signposted to meet your requirements? If not, please describe what you would require		Yes		No	
Section 3. Mobility Impaired Persons					
Do you use a wheelchair and/or other devices to aid your mobility? If yes, please describe.		Yes			No
If you are a wheelchair user, please answer the following questions, otherwise go to Section 4					
Do you use your wheelchair at all times while you	Yes	No	Do you have a manual chair, or an electrically operated chair?	Man	Elec



are at work?					
Are you content to use the fire lifts in an emergency situation	Yes	No	In the event of the fire lifts failing would you be content to be carried downstairs by the following named evacuation assistants?	Yes	No
Details of named evacuation assistant(s)					

Section 4. To be completed for all Plans		
Are there any measures that could be introduced that would further aid your evacuation in an emergency? Please describe or, if not, please state no.	Yes	No
Assessor – Record the actions to be taken by the individual in the event of an emergency evacuation.		



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Walk through of evacuation scenario completed	Yes	No	Evacuation Practice completed	Yes	No
Date of next PEEP review					
Signed (Assessor)			Date		
I understand that under the Data Protection Act this information will be shared with other members of staff at the Company and I agree to notify my line manager of any changes in my circumstances which may affect this Plan.					
Signed (employee)			Date		

Distribution of copies: Top Copy – assessed person

Copy to – School Office for Fire Register Folder

Copy to – _____