



## Fire Safety Policy (A11)

Scope:	Whole School
Release date:	September 18
Review date:	September 19
Author:	Deputy Head Academic
Reviewer:	Health and Safety Advisor
Approval body:	Risk and Governance Committee of the Board of Governors

### Linked Documents

Lockdown Policy and Procedure (Internal)

### Availability

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the Pupil Services Team.

### Aim

The School is committed to protecting, so far as is reasonably practicable, the safety of all its pupils, employees and visitors. The School recognises the importance of identifying and reducing, or if possible eliminating, risks from work procedures and dangerous substances.

This will be achieved by following the guidelines listed below (please note, this list is not exhaustive):

- Wherever possible use non-flammable products in all work processes.
- Where flammable substances must be used, quantities will be kept to a minimum, with unused amounts stored safely.
- Switch off, at the wall socket if possible, all non-essential electrical equipment.
- Do not store flammable materials, especially paper or card next to heat sources or electrical distribution boards.
- Do not wedge open fire doors. This is permissible however, if working in the immediate area and in order to protect from other risks (such as for safe manual handling)
- Maintain store rooms in a clean and tidy condition.
- Do not block off or reduce the size of emergency exits.
- Fire alarm systems and equipment will be maintained in good working order.
- Hot work permits will be used to control all works that could start a fire, i.e. welding, soldering, grinding and hot tar roof work. (Design and Technology and Maintenance

workshops will be exempt from this requirement where part of their controlled working practices)

- The control of contractors working on site to ensure safe working practices at all times.
- Maintain good supervision and good housekeeping at all times.

Fire evacuation procedures are posted in classrooms, corridors and common rooms and detailed in the Teachers' Guide. Training for staff in order to be aware and knowledgeable about fire safety and the use of fire extinguishers is given to staff at regular intervals (usually every 3 years).

All individuals in departments are required to read carefully and sign a fire risk assessment form.

Fire practices are carried out at least once each term and a written record is kept.

Any concerns regarding safety are to be reported immediately to the Deputy Head Academic, Facilities Manager or Health and Safety Advisor.

All possible steps are taken to ensure signs, notices, emergency lighting and other safety measures are in place and appropriate. There is a maintenance programme for the servicing of alarms and fire extinguishers. Written records are kept.

All staff and pupils are familiar with fire safety information and are regularly reminded of procedures.

Information for visitors regarding emergency evacuation procedures is on the visitors' badges. They are also informed orally at the start of their visit. Any school function which involves the public begins with a safety announcement.

# FIRE AND EMERGENCY EVACUATION PROCEDURES

All members of staff should familiarise themselves with the following details, and should make sure that EXIT directions are posted in or near to every room in which they are involved:

## GENERAL PROCEDURE

If a fire is discovered, the alarm must be raised immediately. This should be the first action on discovery of any fire, however small. All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person.

Persons responsible for summoning the Fire Brigade are the Facilities Manager, Deputy Head Academic or Headmaster. In the event of none of these persons being available, or to expedite matters, all staff are empowered to call the Fire Brigade should they believe it necessary.

### 1. Signal for Fire and Emergency Evacuation

The prolonged ringing of the continuous tone school bell.

### 2. Evacuation

Pupils will vacate rooms under the supervision of the Teacher taking the class, moving quietly at walking pace to the appropriate Assembly Area. The Teacher will ensure that the door is closed and that no pupil remains behind. No one must stop to collect personal possessions. As staff leave the buildings they should check they are empty. Parents and Visitors should proceed to the Assembly Area and report to the Receptionist, who has the Visitors' Book.

### Before Registration

Breakfast Duty staff will lead pupils to the Assembly Point and check their register. Other staff report to the Senior Deputy Head Magdalene House or Deputy Head Pastoral at their respective Assembly Points, and in their Absence the Deputy Head Academic who will bring Senior School staff and pupil registers to the Assembly Point. Heads of Section register pupils whose tutors are absent as they arrive with the help of staff who are not form tutors. Staff taking registers will report back to the Senior Deputy Head or Deputy Head Pastoral with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Senior Deputy Head or Deputy Head Pastoral. All support staff will proceed to the Senior School Assembly Area and report to the Bursar or her assistant.

### After Lessons

Club leaders assemble pupils at their respective Assembly Points in the order they appear in the Co-curricular Booklet and check their registers. Other staff report to the Senior Deputy Head or Deputy Head Pastoral at their respective Assembly Points, and in their absence the

Deputy Head Academic who will bring staff and pupil registers to the Senior School Assembly Point. Staff taking registers will report back to the Senior Deputy Head or Deputy Head Pastoral with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Senior Deputy Heads. All support staff will proceed to the Senior School Assembly Area and report to the Bursar or her assistant.

### **Weekend sports**

Sports staff check registers to confirm all pupils accounted for and report to the senior member of staff on site when this is carried out. Visiting staff are to supervise away teams, and all parents to assemble with pupils at the Senior School Assembly Area. Catering staff will check Skelton Hall, if in use, and notify the senior staff member that it is all clear. No one must enter any building until the fire brigade or Caretaker has given the all clear.

Note: we do not always have a caretaker on site to respond to alarm activations and report to Fire Brigade. The Duty Caretaker should be able to respond within 20 minutes, as per intruder alarm activations happening during school closure.

### **Holiday periods**

All staff and contractors are to book in and out at the main reception office. Staff and contractors will assemble at the Senior School Assembly Area, following the accepted exit routes. Senior School admin staff will take registers using the signing-in book at the Senior School Assembly Area and establish the location of all who have signed in. The senior staff member present will keep everyone outside until the maintenance team or fire brigade have given the all clear.

There may not be sufficient staff on site to open the playground gates or stand at building entrances, all staff exiting from the East side of the school may have to travel around site via North Brink and the gates next to D&T.

3. Senior School Assembly Area: the hard netball court area between the Studio and Skelton Hall.  
Prep School Assembly Area: the hard area between the tennis court and pavilion.
4. Exits: posted in all rooms.

### **At the Assembly Areas**

Forms will arrange themselves in single rows: Upper 6<sup>th</sup> nearest the Dwight Centre side, 1<sup>st</sup> Form nearest the Studio, each form in alphabetical order (of surname, initials), with pupils lined up one behind the other as directed. The Prep school will also arrange themselves in the same manner as the Senior School but near the pavilion. See diagram overleaf and displayed in form rooms. NO-ONE MUST RETURN TO ANY OF THE BUILDINGS AT ANY TIME UNTIL EITHER:

1. THE FIRE BRIGADE OFFICER HAS GIVEN THE ALL CLEAR (if applicable) OR
2. THE DEPUTY HEAD ACADEMIC OR OTHER SENIOR STAFF MEMBER HAS GIVEN THE INSTRUCTION FOR ALL TO BE DISMISSED, AFTER CONSULTATION WITH THE ESTATES TEAM REPRESENTATIVE PRESENT ON SITE.

5. Form Tutors and those assisting will join their own forms at the Assembly Area and call the roll. Form registers for this purpose will be brought out by the Reception Office staff.

Having completed their roll call, Form Tutors will report back to the Receptionist with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Receptionist, who will record form and tutor are present. The Headmaster's PA will check all registers are returned.

6. Members of Senior School teaching staff who are not Form Tutors will proceed to the Senior School Assembly Area and report to the Deputy Head Pastoral, and in his absence, the Deputy Head Academic. Once registered, one member of staff will be asked to assist the Receptionist. All support staff will proceed to the Assembly Area and report to the Bursar or her assistant.

Having ensured that pupils in their care are safely clear of the buildings, certain members of staff will be responsible for taking up positions in the following areas:-

- Archway and Science Block

The first member of Magdalene House staff from Prep 5 or 6, or those from Science or History to reach it will open the barrier to the junior play area to allow access for senior pupils to their Assembly Area. These staff will be issued with the code to the barrier. Mr Crawley will remain at the Archway.

- Corner of the Staffroom  
Mrs Garment.

Mrs Cox will check that Mr Crawley and Mrs Garment are present and report this to the Deputy Head Pastoral (or Headmaster's Secretary) at the Senior School Assembly Point.

- North Brink Pedestrian Entrance Mrs Wilkinson. Other members of the administration staff will check that Mrs Wilkinson is present and report this to the Bursar at the Senior School Assembly Point.
- North Brink Car Park Entrance  
Mrs Missin. Mrs Cooper will check that the above are accounted for and report this to the Senior Deputy Pastoral (or Headmaster's Secretary) at the Senior School Assembly Point.
- School Fields and Pool (including Hudson Field and Astroturf)  
Mr Webb and Mr Garfoot to check all pupils are told to go to the Assembly Point. Pupils in the pool will be notified by phone or runner to remain there and registers sent to the Assembly Points.

- Medical Rooms

Mrs Harrison will check that the Medical Room in the Maths corridor has been evacuated and no pupils have been left behind before shutting the door. If Mrs Harrison is not in her area, the first member of the Maths or MFL department passing the Medical Room will perform this duty. Evacuation of this room should be reported to the Deputy Head Pastoral. Pupil Services will check that the Medical Room off Crush Hall has been evacuated.

7. In the event of fire, one member of the Maintenance Department will ascertain the whereabouts of the fire from the control panel in the entrance lobby. Another member will go to the main car park gates to meet the Emergency Services. They will liaise by mobile phone.
8. The Maintenance Department, in consultation with the Emergency Services, will give the 'all clear' when appropriate investigations have been made.

**EVACUATION PROCEDURES ARE LISTED BELOW:-**

Leave by the nearest external exit. These are signposted and highlighted Fire Exit in green.

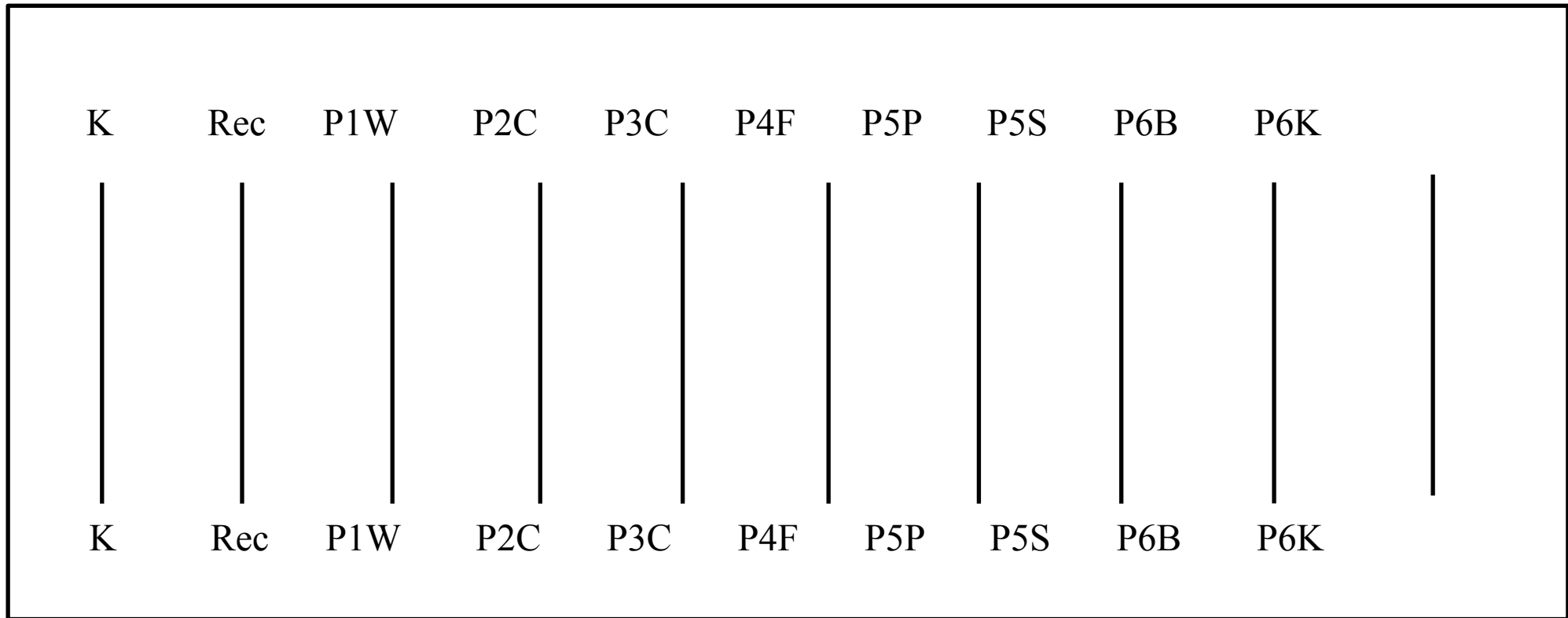
**EVERYONE IS REMINDED THAT IF THEIR PRIMARY EMERGENCY ROUTE IS BLOCKED, THEN THE NEAREST SAFE ALTERNATIVE ROUTE MUST BE USED**

N.B. In the event of a Lockdown, immediate evacuation from an area/building should not occur. Instead, all persons are advised to wait until a second alarm is sounded, thereby confirming the requirement to leave the building. If the alarm remains silenced, all persons are advised to stay where they are. Please refer to the Lockdown Policy and Procedure for more information.



# Fire Evacuation Line Up – Magdalene House

Tennis Court

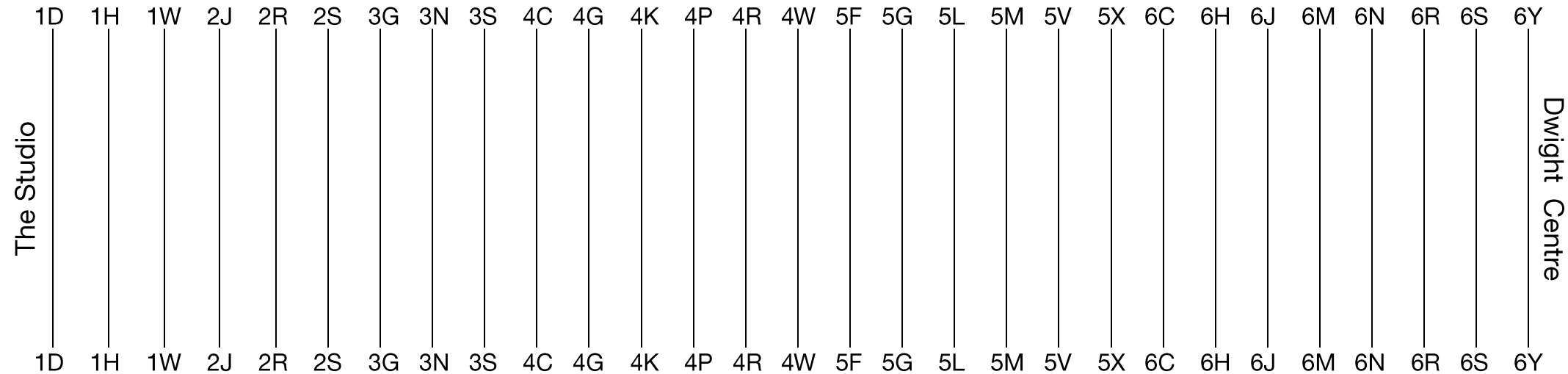




# SENIOR SCHOOL Fire Evacuation Line Up

House and Cottages

Tennis Courts



Line up in alphabetical order by surname

Single file

Silence until dismissed

Dismissal to be by Form/Year : Magdalene House, 1, 2, 3, 4, 5, 6

Skelton Hall

Pavilion



# EMERGENCY EVACUATION OF THE RUSSELL HALL

[During Public Exams Only]

(In the event of the Fire Alarm sounding whilst any other room is in use for an exam, the Invigilator must take the Candidates out to the hard area beside the Sports Hall and place them beyond the Magdalene House pupils ie: nearest the grass)

When the Alarm sounds, The Team Leader or Member of the Exams Office Staff should say to the Candidates:

- STOP WORKING NOW AND SIT IN SILENCE
- LEAVE YOUR EXAM PAPERS ON THE DESK
  
- NOTICE WHO YOU ARE SITTING BEHIND
- NOTICE WHICH ROW YOU ARE SITTING IN
  
- YOU WILL NOW LEAVE THE HALL ROW BY ROW, IN SILENCE, WHEN A MEMBER OF STAFF TELLS YOU TO
  
- (Team Leader asks one invigilator to supervise the exit of Rows A – E through the PE door and another to supervise the exit of Rows F-J through the Piano Door.)
  
- EVERYONE WILL LINE UP ON THE HARD AREA NEXT TO THE MAGDALENE HOUSE PUPILS, IN THE ROWS AND POSITIONS THAT YOU ARE IN NOW → ROW A NEAREST THE SPORTS HALL AND ROW J NEAREST THE GRASS
  
- ROW A FOLLOWED BY ROW B THROUGH THE P.E. DOOR NOW - ALSO ROW J FOLLOWED BY ROW I THROUGH THE PIANO DOOR

The Team Leader or Member of the Exams Office Staff then does the following:

1. Note the time of the disturbance
2. Pick up the SEATING PLAN and ATTENDANCE REGISTERS, put them in the box provided and proceed straight to the hard area.
3. Ensure that the Candidates are lining up correctly with Row A nearest the Sports Hall and Row J nearest the Grass
4. TRY TO MAINTAIN SILENCE AMONGST THE CANDIDATES – ask the other invigilators to help with this as soon as they have supervised the Candidates leaving the Hall.
5. Start checking the Candidates as soon as possible, using the Seating Plan
6. Send a Member of Staff over to whoever is checking the Staff Lists, to report the presence of all Senior School staff who are with the Examination Group
7. Once all Candidates are accounted for, report this fact to the Deputy Head Pastoral

Once the ALL CLEAR is given by the Deputy Head Academic, the Team Leader / Member of the Exams Office Staff should organise the Candidates' re-entry to the Russell Hall as follows:

1. Tell the Candidates that they will be going back into the Hall in silence. Row A to go back in first, via the P.E. Door, followed by Row B etc. – also Row F first, via the Piano Door, followed by Row G etc.
2. Leave 2 invigilators outside to maintain silence, supervise each row's departure and then to follow the Candidates into the Hall.
3. Go into the Russell Hall with the first Candidates and maintain silence there until everyone is back inside.
4. Re-start the exam(s) – tell the Candidates that they will still have the full amount of time for their exam.
5. Write a note on the seating plan, detailing the time the Candidates stopped work, how long they were out for and at what time the exam re-started.

**PLEASE NOTE:**

The above instructions are designed to maintain the integrity of the Examination as far as possible, when the Fire Alarm sounds and the Exam Candidates need to leave the Russell Hall.

However, should there be a real emergency in or around the Russell Hall, then Staff should do whatever they can to get the Candidates out of the Hall safely and quickly, using all 3 doors if possible.

Any instructions given by the Fire and Rescue Service take priority over this document.

**All employees must:**

- a. Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b. Co-operate with management so far as is necessary to enable the school to fulfil its statutory obligations.
- c. Observe all safety guidelines and procedures.

**All employees:**

- a. Shall make themselves familiar with and adhere to the fire safety information listed below.
- b. Shall observe all School fire and safety related policies, guidelines and procedures.
- c. Shall wear safety equipment and use safety devices, as appropriate and advised by the school.
- d. Will conform to appropriate instruction given by the School on health and safety, including fire safety.
- e. May make suggestions to improve health and safety.

<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>
Fire and smoke	Smoke inhalation	All non-essential electrical items to be switched off at end of the school day.
	Burns	Flammable materials (such as paper) may not be stored next to electrical fuse boards or control panels.
	Loss of life	Flammable materials (such as paper) may not be stored close to heat sources, such as heaters.
	Damage to buildings	Doors may only be wedged/held open if staff are working in the immediate vicinity.
	Significant impact on running of school	Good housekeeping must be adhered to.
		Testing, maintenance and inspection of fire systems is undertaken as required legislation.
		Fire protection, detection and alert systems are designed specifically for the School and are appropriate to the risks presented.
		Visitors are made aware of requirements for fire evacuation on their visitors pass.
		Fire evacuations are practiced at least 3 times per year.
		Detailed fire risk assessments are in place for each area of the school.
		Emergency exits must never be blocked or reduced in size.
	Safe fire capacities are calculated and adhered to for congregational spaces.	

**If the fire alarm sounds** – leave the building via the nearest safe exit, taking pupils and visitors with you and checking on rooms as you pass to ensure that others are also leaving (known as a fire sweep) Meet at the assembly point on the tennis/netball courts.

**If you find a fire** – sound the alarm, and then IF safe to do so and you have been trained to do so, operate a fire extinguisher to put out the fire. Send pupils/visitors ahead, with another member of staff if possible.

Leave the building via the shortest safe exit, checking on rooms as you pass to ensure that others are also leaving (known as a fire sweep) Meet at the assembly point on the tennis/netball courts and report the location of the fire to the person in charge. N.B. FIRES SHOULD ONLY BE TACKLED IF THERE IS NO IMMEDIATE DANGER AND YOU ARE CONFIDENT IN BEING ABLE TO EXTINGUISH IT. IF THERE IS ANY RISK TO YOURSELF OR OTHERS, THE PRIORITY MUST BE TO ENSURE THE SAFETY OF PUPILS AND OTHERS.

I sign below to confirm I have read and understand the procedures in place to decrease fire risk.

EMPLOYEE NAME	SIGNATURE	DATE