



**BICKLEY PARK
SCHOOL**

Fire Safety Policy and Emergency Evacuation Procedures

Procedure Details

Owner	Department	Managed by	Last update	Next review	ISBA Version
M Webb	Health & Safety	M Webb	November 2023	November 2024	N

Procedure Version Control

Version	Revision Date	Revised By	Section(s) Revised
1 st Version	March 2022	1 st Version	All
Revised	Oct 2022	2 nd Version	Page 8
Revised	March 2023	3 rd Version	Various
Revised	November 2023	M Webb	Various

Contents

SECTION ONE	3
Aims	3
Overall Responsibility for Fire Safety Matters.....	3
The School Fire Procedure.....	3
SECTION TWO	5
Fire and Evacuation Drills	5
EVACUATION PROCEDURE – PREP SCHOOL SITE.....	5
General	5
Contractors on site	6
Personal Emergency Egress Plans (PEEPS):	6
Reception/Year 2 Pupils on Prep Site:.....	6
Swimming Pool	6
EVACUATION PROCEDURE – PRE-PREP/NURSERY SITE	8
Personal Emergency Egress Plans (PEEPS):	8
Building Specific Evacuation Procedures	8
Roll Call	9
SECTION THREE	11
Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems.....	11
Appointment and Duties of Fire Marshals	12
Raising the alarm	12
Calling the Fire Brigade.....	12
Meeting the Fire Brigade.....	12
SECTION FOUR	14
Appendix A – Summary of Bickley Park School Locations and Buildings	14
Appendix B - Roles and Responsibilities.....	15
Appendix C - Checklist for First Day Fire Safety Instruction (new staff).....	18
Appendix D - Checklist for persons using the school premises other than staff (e.g. external hirers/clubs)	18
Appendix E - Notes for Staff on fighting a fire.....	18
Appendix F – Fire Extinguisher Classification	19
Appendix G – Alternative Muster Points.....	19

SECTION ONE

Aims

It is the aim of Bickley Park School to minimise the risks to pupils, staff, visitors and property which may arise from fire and to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place. It will also be achieved by ensuring alarms, fire doors, smoke/heat detectors and emergency lighting is in proper working order through regular internal tests, and that all fire related equipment is serviced as per local authority guidelines.

Overall Responsibility for Fire Safety Matters

The Estate Manager is appointed as the Fire Safety Officer for the school and will have overall responsibility for fire safety matters at the school. The Estates Manager will be managing the Estates Team who will also be acting as Fire Safety Officers. The Estate Manager will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. The Estates Team will ensure that a fire evacuation drill is undertaken each term, that fire action notices are kept up to date and that fire safety equipment is being maintained. The Estate Manager is also involved in the latter instruction in who organises the regular equipment checks with outside agencies.

The Estates Team will manage various “zones” within the school, to ensure smooth and safe evacuation takes place.

All staff and pupils will be informed in advance of fire drills. This is to ensure that the drill is carried out in good order and correctly and that in the event of an alarm ringing at any other time (apart from the weekly fire bell tests conducted after school finishes or at the weekend) it should be regarded as a real event.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The Estates Team will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

Fire Evacuation Sheets are on display in every room within the School, detailing the correct (and safe) route to the designated Muster Point.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

The Estate Manager and Premises staff also check daily for any fire related issues, not least the presence and safe storage of hazardous materials, the state of fire extinguishers, the signage and escape instructions are in place and have not fallen off walls. They will also provide staff with advice on an ad hoc basis.

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

Fire Training

Training will be provided for all permanent full-time school staff in fire safety and the school fire procedure, as deemed appropriate to the experience of the staff as a whole. Staff will be individually reminded/trained on the use of equipment if deemed necessary or on request. Specific instruction and advice re fire drills or fire evacuation is provided to every member of staff at the start of each term, and this is enacted during the test fire drills.

The Fire Safety Officer will be expected to remain up to date of fire issues either by courses or by reading the appropriate directives and other literature. All staff and visitors, whether temporary or permanent, will have the fire procedure explained to them, as part of their briefing/induction on arrival, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist in Appendix C.

The Fire Safety Officer will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The Fire Safety Officer will provide a written report to the Head after each fire drill or incident.

SECTION TWO

Fire and Evacuation Drills

These are held each term and at various times of the day. We will inform all in the school that a drill will take place. This ensures that if a fire bell is then heard at other times then all should assume that it is not a drill. It also ensures that the drill can take place in a calm manner, avoiding accidents and ensuring that the students understand their part in the procedure.

EVACUATION PROCEDURE – PREP SCHOOL SITE

The Prep School Muster Point is the Astro Turf Playground

General

On hearing the alarm all staff, pupils and visitors must evacuate the buildings in an orderly manner. Teachers will indicate to pupils the route by which they are to leave or follow as soon as possible.

Pupils, staff and visitors must make their way in silence to the **muster point on the Astro Turf playground**. Pupils must line up in form order facing the Theatre, Seniors nearer to the Sports Hall wall.

Selected Staff and Estates Team will 'sweep' the specific buildings to ensure that all are clear. See Appendix B.

If this muster point is not safe as deemed by the first arrival, alternative muster points are provided in Appendix G

If the alarm/evacuation is a termly fire drill, there is no need to call the fire brigade.

The first member of staff to arrive should open the fire box and hand out class lists (Rec-Y2 class lists are also included in case they are on site) and pencils, which are located in the white metal box on the Sports Hall wall, to each arriving form teacher.

Form teachers should not wait for the class lists to be handed to them. Boys line up by class rather than by current lesson or subject set. A roll call should be conducted by the form teacher and all are accounted for at this point.

The school secretary or appointed deputy co-ordinates a registration sheet with absentees marked on for that day and those who have departed/arrived since the daily register was completed. They also ensure all visitors are accounted for by co-ordinating the Woodlawn visitor and signing in system logs. They will advise form teachers of these pupil absences. This is cross checked with the roll. They will advise the fire officer of discrepancies with the visitors roll and signing in system logs.

The signing in system logs at the Lodge should be brought to the muster point by the matron and this is to be used to account for all visitors who have signed in there including visiting music teachers.

When a group of pupils is at the playing fields, the following should be adopted:

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

- Heads PA or deputy to contact (by school handheld, or by allocating a member of staff as runner) the lead teacher at the fields to alert of fire evacuation. Sports staff mobile numbers are held in the red registration folder.
- Games staff to line up all pupils, by year group, by the pavilion or at a suitable location and check that all pupils are present (N.b games staff must have form lists at all times)
- Games staff to contact school on school handheld 0208 467 2195, select option one Ext 200 (or using staff member as runner) and inform the Heads's PA or deputy of any absentees.
- Head's PA to pass this information onto Fire Officer on school site.

Staff must ensure that pupils do not run but walk promptly to the muster point and that talking is kept to a minimum. Fire drills will be timed from start to finish in order to ensure we conduct an efficient trial.

Contractors on site

Contractors are required to sign-in upon arrival, refer to the "visitor guidance document". School's receptionist to take contractor's sign-in list along with staff list and checked those who are in attendance.

Personal Emergency Egress Plans (PEEPS):

The school complies with the regulations providing means of escape for disabled people. These are in the form of individual personal emergency egress plans (PEEPS) specifically formulated with each staff member or visitor who may require additional assistance. Individual PEEPS are managed by Matron and will be circulated to fire marshals when issued so they are aware of their responsibilities should the disabled person be on the premises that they are responsible for sweeping. A separate muster point for those with PEEPS is currently in use which, this is the disabled bay in the **Lodge car park**.

Reception/Year 2 Pupils on Prep Site:

If Reception or year 2 pupils are on the Prep School site, they should assemble at the muster point, and a register be taken. If you are also a form teacher taking them at that time, you will be responsible for their register as well as your own form. You may also allocate the form register to a staff member who is not a form teacher.

Swimming Pool

If your form is swimming, you must go to the pool area to take their register and report back to the muster point. If Y1 or Y2 are swimming they should be secured at the pool until the drill is complete.

The register would sensibly be taken with boys lined up on the pool side. There is no logic in having them line up outside of the covered area for a register to be taken. If the fire is at the pool, then the swimming teacher must muster the pupils at the muster point.

If the boys at the swimming pool are in year set arrangements the form teachers for that year group must take a register of the boys present at the muster point in their form and then designate one of them (staff) to walk to the pool to complete the registers whilst the other (s) supervise the boys in that year group at the muster point.

The Pool internal phone number is 215.

If the pupils are currently in the swimming pool when the alarms are sounded, emergency blankets are to be wrapped around each individual to prevent the risk of hyperthermia. These blankets are located by the swimming pool itself and distributed by the member of staff.

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

Library

If pupils are in the Library, they should exit via the French doors if safe to do so. The staff member in charge should evacuate the pupils and accompany them to the muster point for registration. Visitors/Parents who help in the Library will be signed in and will thus be known on the visitors list.

Breakfast Club

If the fire drill takes place before school starts the following applies:

Explain to all pupils where the fire exits are.

- Pupils, and staff must make their way in silence to the **muster point on the Astro Turf playground**. The daily BSC register should be collected and taken to the muster point by a staff member.
- Pupils must make their way in silence, to the Astro Turf playground and line up as one group. A headcount will be conducted immediately
- The register should be taken and the fire officer informed of any discrepancies.
- The Estates Team on site will conduct their regular sweep of the area and confirm when safe to return to the building.

Time between school opening and form time commencing.

On hearing the alarm, access to the school through the pupil's entrance should be prohibited by the first staff member present, and co-ordinated by the staff member on gate duty.

The register of pupils who have signed in, plus those in breakfast club should be used as the school roll.

Roll Call

The **Head's PA** is directed to meet the emergency services.

The **Prep Receptionist** will ensure a register of staff has been taken to ensure all are accounted for.

The Catering Manager is to confirm that all Holroyd Howe catering staff have evacuated and been accounted for.

Robert Cobb or appointed deputy will confirm with each form teacher that all of the class is accounted for and relay this information to the Fire Officer. Anybody not accounted for must immediately be reported to the Fire Officer and the school secretary.

The Fire Officer will check with each specific person selected (Appendix B) that their buildings have been swept.

If designated person or deputy are absent in an event of an emergency, a senior member of staff are required to carry out the tasks.

If a fire drill, once the Fire Officer is satisfied that all are accounted for, an SLT member will address the pupils, and then they are dismissed and return to their classes.

Staff requests for exemption from practice drills must be discussed with and approved by the Fire Safety Officer prior to any practice drill.

EVACUATION PROCEDURE – PRE-PREP/NURSERY SITE

The Pre-Prep School Muster Point is the Pre-Prep Playground

General

On hearing the alarm, pupils must stand quietly, and staff will indicate the route by which they are to leave as soon as possible.

All Pupils, staff and visitors must make their way quietly to the appropriate muster point as detailed above.

If this muster point is not safe as deemed by the first arrival, alternative muster points are provided in Appendix G

If the alarm is a scheduled fire drill, there is no need to call the Fire brigade.

Fiona Stewart will enact calling the Fire Brigade and advising The Head and Fire Officer, who will direct the Brigade on arrival. The Head and Fire Officer should always be advised immediately if an alarm sounds whether it be a false alarm or not.

Fire drills will be timed from start to finish to ensure we conduct an efficient trial.

The Fire Policy and these Procedures also apply to the EYFS department

Personal Emergency Egress Plans (PEEPS):

The school complies with the regulations providing means of escape for disabled people. These are in the form of individual personal emergency egress plans (PEEPS) specifically formulated with each staff member or visitor who may require additional assistance. Individual PEEPS will be circulated to fire marshals when issued so they are aware of their responsibilities should the disabled person be on the premises which they are responsible for sweeping.

Building Specific Evacuation Procedures

Please read the three examples below and familiarise yourself with what to do should a fire alarm sound in one of the following buildings:

- Reception Block
- Main School
- Nursery

Scenario 1 – Alarm sounds in Reception block

If there is a fire in the Reception block, only that alarm will sound. Reception staff and children must make their way out of the Reception block and through the back doors of the main school, and muster **in the school hall/gym**. Pupils should line up in class order. At no time should staff or pupils muster behind the reception block in the Pre-Prep playground.

The reason that only the Reception fire alarm will sound if there is a fire in the Reception block is, so the rest of the school do not muster behind the Reception block. If the fire is in the Reception block then the rest of the school will be notified by that alarm sounding, and the ringing of hand bells.

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

The first Reception teacher through the main school double doors will alert the class in the room by the hall, who must also muster in the hall/gym. Another member of staff must notify the Receptionist or Registrar (or Matron in their absence)

The Receptionist or Registrar will then activate the lesson session bell continuously for one minute in order to alert staff in the main building that the fire alarm has activated in the Reception block. In these circumstances, the rest of the school should remain in their current classrooms and should only leave these rooms if notified by the Fire Officer or a Fire Marshall.

Scenario 2 - Alarm sounds in Main School block

If there is a fire in the main school, then the alarm will sound in there and Nursery only and not in the Reception buildings.

The occupants of the main school will make their way in an orderly manner to the muster point in the Pre-Prep playground.

The occupants of the Reception buildings will likely be alerted to this evacuation by hearing the main school alarm or by visually seeing the main school evacuate towards them. However, the first member of staff passing the Reception building must notify the reception staff of the alarm/evacuation.

Reception block staff and pupils should exit their rooms and make their way to the playground at the rear of the Reception building. All pupils should line up in class order, using the numbers on the playground.

Nursery staff and pupils should make their way out of the main pedestrian gate and round into Clarence Road where they should muster beyond the bollards in Clarence Road in an orderly manner and complete the roll call.

Scenario 3- Alarm sounds in Nursery block

If the fire is obviously in the Nursery building, then the alarm will sound there and in the main school building. If safe to do so, Nursery staff and pupils, and the rest of the school, should evacuate to the Pre-Prep playground as detailed in Scenario 2 above.

Should it not be safe to follow the above route, Nursery staff and pupils should make their way out of the main pedestrian gate and round into Clarence Road where they should muster beyond the bollards in Clarence Road in an orderly manner and complete the roll call.

Evacuation from the Pre-Prep Playground

In the unlikely event that there is the need to evacuate or move staff and children from the Pre Prep Playground, IF IT IS SAFE TO DO SO staff should escort children out through the wooden gate in the side fence at the very rear of the site with steps up to this gate. out onto Clarence Road.

Roll Call

- Duties at Reception Y1 and Y2 muster points:

The first member of staff to arrive should collect the headcount numbers/absence sheets from their outside storage point, in the shed on the left walkway before you reach the pre prep playground or from

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

the school secretary's office. (These absence sheets are placed in storage as a matter of course each day).

A headcount is then to be conducted by the form teachers and compared to the absence list to ensure all are accounted for at this point.

Fiona Stewart will co-ordinate the schedule of those pupils who have arrived/departed since the daily headcount sheets were produced and advise the form teachers accordingly.

Headcount numbers and absence sheets should be stored for all year groups including Nursery in case of an evacuation during lunch time from the dining hall, where all occupants must muster at this station.

- Nursery

The first member of Nursery staff to arrive should collect the headcount numbers/absence sheets from the Nursery hallway storage point. (These absence sheets are placed here as a matter of course each day).

A headcount is then to be conducted by the form teachers and compared to the absence list to ensure all are accounted for at this point. Sarah Spiteri will co-ordinate the schedule of those pupils who have arrived/departed since the daily headcount sheets were produced and advise the form teachers accordingly.

If pupils are at Prep for swimming classes or any other reason, they are deemed to be off site en bloc and thus all accounted for.

Eileen Saint will take the staff register for Reception. Year 1 and Year 2 and Sarah Spiteri will do the same for the Nursery.

Anybody not accounted for must immediately be reported to the Fire Officer and Jon Poole.

Fiona Stewart (School) and Sarah Spiteri (Nursery) will confirm with each form teacher that all of the class is accounted for and relay this information to the Fire Officer.

Once the Fire Officer is satisfied that all are accounted for, a senior staff member will address the pupils and then they and the staff can return to their classes.

Requests for exemption from practice drills must be discussed and approved by the fire safety manager prior to any practice drill.

SECTION THREE

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Each of the school premises has an adequate means of raising the alarm in the event of a fire. Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. However, the school will carry out and record the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarms	Weekly	Test key operation of different call point each week in rotation.
Fire Alarms	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact; equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

Appointment and Duties of Fire Marshals

The school has appointed a number of staff as 'Responsible Persons'. These staff will have responsibility for ensuring that specific areas of the school have been evacuated and that this is reported to the designated Fire Marshal within the Estates Team. However, if teaching a class of children at the time of a fire alarm, that member of staff must ensure the safety of their children prior to fulfilling the second requirement. However all staff must be prepared to assume the role of fire marshal, and check the building they are occupying at the time should it not be clear that the "official" fire marshal, who could be absent or in another location, has performed this task.

Fire Marshalls must be easily identifiable when the alarm sounds through wearing a fluorescent orange bib/jacket.

Fire marshals must report that their building has been swept by approaching the Fire Officer and advising him of such.

Raising the alarm

In the event of discovering a fire the fire alarm should be activated through the closest fire alarm call points being pressed. A continuous bell will then sound. If required a member of staff or administrative staff may be called upon to tour the school and sound an oral alert.

Never put yourself or your students in danger by tackling the fire. Please ensure that you familiarise yourself with the nearest manual call point.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed or suspected outbreak of fire. The school Secretaries are responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school secretary will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed. If the fire alarm sounds in the evening and fire is detected, dependent on location and availability, Stuart Bayley-Dainton (resident in No 6 Southborough Rd) should call the fire brigade and then inform the Fire Safety Officer. If possible, The Fire Safety Officer will attend the site and immediately advise the Head.

Meeting the Fire Brigade

The Fire Safety Officer is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them.

Events taking place out of school hours such as School Plays or External Lettings or other authorised use of the premises.

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Officer is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place.

The Fire Safety Officer may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

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 procedures.

For all events, the main point of contact for each hire must declare that they have read and understood the school's fire policy and evacuation procedures.

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the Fire Safety Officer (or designate):

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self-closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

SECTION FOUR

Appendix A – Summary of Bickley Park School Locations and Buildings

Bickley Park School is located on two sites:

- The Nursery and Pre-Prep Department at 14 Page Heath Lane
- The Prep Department at 24 Page Heath Lane

This poses quite different considerations on Fire Safety & Evacuation Procedures. Additionally, the age and abilities of students also contributes to exactly how we plan to deal with a fire situation.

Pre-Prep & Nursery - The Pre-Prep Department consists of a late Victorian building that has had additions built including a wooden hall and two brick extensions. For fire planning purposes it is regarded as one building. There is a wooden nursery building in the grounds formerly containing a detached cottage and garden. There is a wooden Reception building in the school grounds.

The Victorian building area contains Year 1 and Year 2. There is a staff room, music room, hall/gym, toilets, a library, a basement, dining rooms (no kitchen as the food is prepared at Prep and delivered to Pre-Prep), Medical room, a Home Economics Kitchen and offices.

The Nursery building is sub-divided into three age ranges.

The Prep Department – The Prep Department is on a large site and is divided into various buildings:

- Woodlawn – admin, some classrooms, changing areas, maintenance room, staff room with small kitchen, toilets.
- The Lodge – main school kitchens (run by contracted caterers), music school, basement room, basement storerooms, matron areas, toilets, storage.
- The Brandram Building – eight classrooms including an Art Room with Kiln (in a separate room), toilets.
- The Tidman Centre – five classrooms, meeting room, two storage rooms, a SLT office space and toilets.
- A Sports Hall – a large hall, toilet, entrance with lift, balcony and office and changing room, storage areas and a climbing wall.
- The Theatre building – one theatre and lighting area, two classrooms, and storage areas to the rear.
- The Swimming Pool area – one enclosed pool and related pump room and changing area.
- Science Block – 2 Laboratories, Prep Rooms and toilet
- Two cottages – rented

Buildings Capacity:

- The Prep theatre has a maximum seated or standing capacity of 170
- The Sports Hall has a maximum seated or standing capacity of 300
- The Pre-Prep hall has a maximum seated or standing capacity of 110

Appendix B - Roles and Responsibilities

Prep School Site (24 Page Heath Lane)

Role	Person Responsible	Deputy Responsible Person
Fire Safety Manager/Officer	Matt Webb	Robert Cobb
Fire Marshalls	Brandram - Paul York Tidman - Sam Patel Sports Hall - A Hyslop Woodlawn - <i>New Member of the Estates Team</i> Lodge upper floors – Tim Ruffle Lodge Ground floor - Matrons Lodge Basement - Kyle May-Wells Theatre and music Room-Daniel Hughes Science Block-Steve Hornby Dedicated resource for those with PEEPS	Celine Robert Michelle Evans Tom White Charlie Smedley Kyle May-Wells Kyle May-Wells Matrons Laura Crocker Robert Cobb Matrons
Calling the Fire Brigade	Head’s PA or deputy	Kerry Wood. Any other member of staff present
Meeting the Fire Brigade and checking Woodlawn car park for obstructions	Head’s PA or deputy	Kerry Wood
Collection and distribution of school registers from depositary	First staff member to arrive at the location	First staff member to arrive at the location
Taking of roll call/register	Form teachers	Cover form teachers
Collection and Co-ordination of daily pupil absence record and advising form teachers during roll call. To include also those who have come or gone since the register was first taken	Head’s PA or deputy	Kerry Wood

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

Check with form teachers that registers have been taken and all are accounted for. When complete report this to fire safety manager.	Robert Cobb	<i>SLT</i>
Confirm with Fire Marshalls that all buildings have been swept.	Matt Webb	Robert Cobb
Confirmation that drill or evacuation has been completed satisfactorily and pupils can be dismissed.	Matt Webb	Robert Cobb
Address to pupils prior to dismissal	SLT member	SLT member
If premises are fire affected- decision on next course of action	SLT/Fire Brigade/Matt Webb	
Take staff register <i>& list of contractors</i>	<i>Lisa Lipscomb</i>	

Pre Prep School Site (14 Page Heath Lane)

Role	Person Responsible	In Case of Absence/responsibility
Fire Safety Officer/Manager	Matt Webb	Eileen Saint
Fire Marshals	Area Nursery block Sarah Spiteri Reception block; Teaching Assistants Pre-Prep ground floor Y1 form rooms; Teaching assistants Pre-Prep ground floor, toilets, Library and medical room: Christine Boulton Pre-Prep first Floor form rooms: Teaching assistants Second floor: Staff member teaching there	Lou Stocks Form Teachers Form Teachers Eileen Saint Form Teachers Staff member (s) teaching there

FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

	Kitchens, hall, dining room, meeting room and SLT office; Jonathan Poole	Eileen Saint
Calling the Fire Brigade	Fiona Stewart	Any other member of staff present
Meeting the Fire Brigade	Jonathan Poole/Eileen Saint	Matt Webb
Collection and distribution of school registers from depositary. (These to include details of whole of pre prep)	Fiona Stewart Sarah Spiteri	First staff member to arrive at the location – Still will need to be informed where these are.
Taking of roll call/register	Form teachers	Acting form Teacher
Collection and Co-ordination of daily pupil absence record and advising form teachers during roll call. To include also those who have come or gone since the register was first taken	Fiona Stewart Sarah Spiteri	Jon Poole Lou Stocks
Check with form teachers that registers have been taken and all are accounted for. When complete report this to fire safety manager. Take register of staff <i>and contractors</i>. Confirm all accounted for to Fire Officer	Fiona Stewart Sarah Spiteri Eileen Saint Sarah Spiteri	Jon Poole Lou Stocks Jonathan Poole Lou Stocks
Confirm with Fire Marshalls that all buildings have been swept.	Matt Webb	Jon Poole
Confirmation that drill or evacuation has been completed satisfactorily and pupils can be dismissed	Matt Webb	Jon Poole
Address to pupils prior to dismissal	Jon Poole and Sarah Spiteri	Other staff
If premises are fire affected- decision on next course of action	SLT/Fire Brigade/Matt Webb	Rob Cobb

Appendix C - Checklist for First Day Fire Safety Instruction (new staff)

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point. Advise the location of the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D - Checklist for persons using the school premises other than staff (e.g. external hirers/clubs)

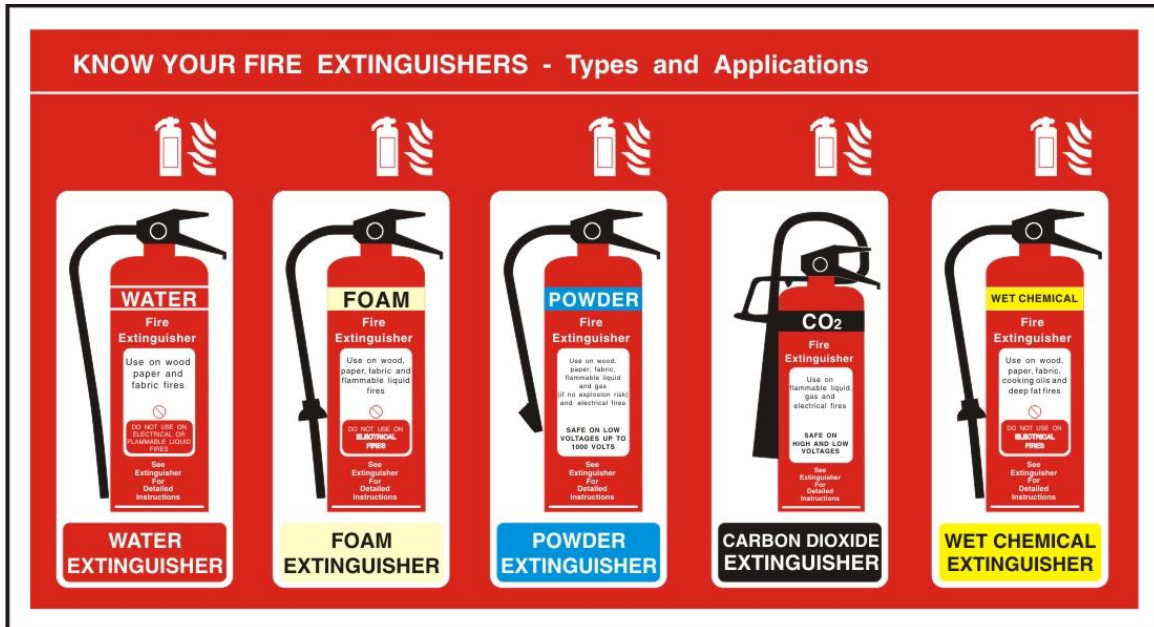
Take the new *person(s)* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom the user is* responsible and going to the assembly point. Advise the location of the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the person* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the person the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Appendix E - Notes for Staff on fighting a fire.

It is the duty of all staff to ensure the safety of the children in our care. Therefore, their first responsibility is to remove children in their care to the appropriate meeting point. This should come over and above any desire to tackle a fire. This should in all cases be left to the Fire Brigade. Staff must not re-enter burning buildings with the intention of fighting the fire.

Appendix F – Fire Extinguisher Classification



Appendix G – Alternative Muster Points

In an event of access to the specific Muster Points become dangerous and blocked, an alternative Muster Point must be used.

- **Prep Alternative Muster Point: - Pre-Prep Muster Point**
- **Pre-Prep Alternative Muster Point: - Prep Muster Point**

Staff are required to escort students to the alternative Muster Point due to the distance of the alternative Muster Point and the risk of walking roadside.