



EDGEBOROUGH SCHOOL

12b FIRE SAFETY POLICY

(including EYFS & Boarding)

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Section 1: Policy Statement

The safety of students, staff, visitors and contractors working at the School is of paramount importance to Edgeborough School and is given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur; our staff are well trained in procedures for safe evacuation and the mitigation of damage.

Edgeborough School recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all reasonably practicable steps to secure the safety of its employees, visitors and pupils from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Edgeborough School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This policy document covers all properties owned and managed by Edgeborough School, excluding domestic residential properties on the site.

Edgeborough School is committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. The School will also act with due regard to the guidance contained in the HM Government Fire Safety Risk Assessment guides relating to: Educational Premises, Sleeping Accommodation, Offices and Shops, Small and Medium Places of Assembly; and Theatres, Cinemas and Similar Premises.

At the same time, the School recognises that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

The School will take all reasonably practicable steps to meet its responsibilities, paying particular attention to:

- establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
- managing and maintaining its premises so as to adequately control the risk from fire;
- maintaining adequate fire precautions, with reference to:
 - means of detection and giving warning of fire
 - provision of means of escape
 - means of fighting fire
 - training of staff
- providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- providing suitable and sufficient information, instruction and training at all levels, to ensure competence in fire prevention and fire safety at work;
- making adequate provision for the control of fire in work processes, including the control of hot working;
- keeping suitable and sufficient records;
- providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
- making adequate resources available to meet the requirements of this Policy.

Enforcement

Surrey Fire & Rescue Service enforces fire precautions legislation in this area. It is important that Fire Risk Assessments for all the School premises are available on site for inspection by an Enforcing Officer. Fire Officers will, if necessary, issue an enforcement notice if they consider the risk assessment not to be suitable and sufficient.

Policy Aims

The aims of this policy are:

- to establish and maintain consistency across the School in the management of fire safety and fire precautions;
- to set minimum standards of fire safety, to control the risk from fire;
- to describe the School's arrangements for managing fire safety in the workplace.

To achieve these aims the School will implement a system involving:

- policies and procedures that are clear and safe;
- allocation of responsibilities;
- fire safety audit;
- fire risk assessment;
- communication of safe procedures to staff;
- establishment, operation and maintenance of effective monitoring and review systems;
- provision of appropriate information, instruction and training.

This policy will be reviewed bi-annually and any necessary revisions will be notified to all relevant persons.

Section 2: Organisation

Role	To include	Responsibility
Fire Safety Policy Makers	Headteacher and Governing Body	<p>Overall responsibility for strategic implementation, enforcement, and regular review of this policy lies with the Head, Bursar and Council, making sure that this policy is taken into account, as appropriate, when organisational decisions are made.</p> <p>Ensuring that the appropriate management support is available to maintain the Statement of Intent</p>
Fire Safety Managers	Business & Estates Manager	<p>Responsible for developing and maintaining policies/procedures to achieve stated objectives.</p> <p>Provide support and guidance for staff and visitors</p> <p>Ensure records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training of staff</p> <p>Ensuring that a Fire Risk Assessment (FRA) is carried out on an annual basis</p> <p>Ensuring that records are kept of any potential or actual fire hazardous situations or near misses</p> <p>Ensuring that, as far as is practicable, signing in and out of all guests, visitors and contractors and other safety procedures are adhered to</p> <p>Nominating fire response teams and fire wardens, allocations of roles and activities</p>
Fire Safety Implementers	<p>Estates Manager Teachers, Office Staff and Boarding staff</p> <p>School Fire Wardens</p>	<p>Responsible for implementing the day to day management of their respective areas</p> <p>Ensuring that induction training to all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent</p> <p>Fire wardens have responsibility for evacuation training in their own areas</p>
Fire Safety Assistance	All Staff	Responsible for their own rooms, offices, areas etc..

Section 3: Responsibilities of Fire Safety Policy Makers

The Headteacher and Governing Body have overall responsibility for:

- Strategic implementation, enforcement, and regular review of this policy.
- Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- Establishing strategies to implement policy and integrating these into general business activity.
- Ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- Agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- Ensuring that, at Governing Body level, there is full consideration of the resource provision necessary across the School for the implementation of the Fire Safety Policy and that there is sufficient information available for legal responsibilities to be carried out.
- Ensuring that this policy is strictly observed and monitored by way of consultation between employee and School management representatives at School Health & Safety Committee meetings.
- Ensuring that the performance of the School in relation to fire safety management is audited and that appropriate action is undertaken.
- Seeking advice from the Estates Manager on all aspects of fire safety at the School.
- Receiving reports from the Estates Manager as appropriate, and taking action as necessary.
- Ensuring that the School has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 4: Responsibilities of Fire Safety Policy Planners

The Business Manager, School Health & Safety Committee and the Estates Manager will:

- bring to the attention of the Headteacher and Governing Body, any aspect of the Policy that is not achievable together with the reason(s), in order that appropriate action can be determined and undertaken.
- arrange for employees to be provided with adequate information, instruction and training that will be:
 - given at regular intervals adapted to take account of any significant changes in the type of work carried out or methods of work used;
 - appropriate to their role, as identified by their training needs.
- provide adequate resources from allocated budgets to meet their responsibilities under this Policy.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 5: Responsibilities of Fire Safety Policy Implementers

Estates Manager, Teachers, Office Staff, Boarding Staff & School Fire Wardens.

5.1 The Estates Manager will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.

5.2 The Responsible Person will ensure that Fire Risk Assessments are undertaken.

5.3 Fire Risk Assessments are reviewed annually or sooner if there are significant changes to the premises, occupancy or work practices that could impact upon fire safety and the means of escape. All Fire Risk Assessments are kept by the Estates Manager.

5.4 An action plan is produced, arising from the significant findings of the Fire Risk Assessment. The Estates Manager as Responsible Person will ensure that all findings are actioned as far as is reasonably practicable.

5.5 The Responsible Person will:

- manage (including fire safety arrangements) all buildings within the School.
- seek assistance from the staff identified in Section 6 of this Policy when necessary.
- maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required.
- implement all relevant fire safety legislation and guidance within the School.

- manage the development and maintenance of all fire safety information to include:
 - a. details of the fire alarm and records of testing and maintenance
 - b. records of routine fire safety monitoring checks
 - c. records of fire drills and staff training
 - d. records of testing and maintenance of fire-fighting equipment
 - e. records of testing and maintenance of emergency lighting
- manage the development of an Emergency Plan specific to the School, test the effectiveness of that plan and ensure staff are made aware of its contents.
- ensure that the Fire Risk Assessment process has been carried out and that:
 - the significant findings are recorded appropriately
 - an action plan is produced, as required, to improve control measures
- be accountable for the implementation of this Policy, and arrangements made under it.
- ensure that responsibilities for fire safety are properly assigned and understood by employees.
- provide employees and non-employees with the necessary information to ensure their safety from fire.
- ensure that there is communication and participation at all levels in fire safety matters.
- monitor work activities which may involve fire hazard, so that appropriate safety standards are maintained.
- ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the School.
- provide information to emergency services in relation to hazardous materials or processes on site, as appropriate.
- receive reports of fire incidents and near misses; investigate and report findings to the Health & Safety Committee as required.
- inform Business Manager and the Health & Safety Committee of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

5.6 The teachers, office staff, Boarding staff and school Fire Wardens will:

- be responsible for implementing the day to day management of their respective areas
- ensure that induction training to all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent

Where a work activity presents a serious and imminent risk of injury to person (s) to ensure that the work activity ceases until the risk is removed.

Section 6: Responsibilities of those Providing Assistance Relating to Fire Safety

All staff.

- Take responsibility for implementing this policy in their own rooms
- Providing feedback to the Estates Manager in relation to near misses, fire drills, and issues/concerns with the policy

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 7: Responsibilities of Employees

All employees will:

- take reasonable care of the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- co-operate with the School with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g. fire-fighting equipment; signage etc.
- have a particular duty to other persons (e.g. students, staff, visitors) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise means of escape or security.
- draw the attention of their Manager without delay to any work situation which might present a serious and imminent danger to themselves or others.
- ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety.
- conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- report (on an Accident Report Form) all incidents and any near misses, which result in the potential outbreak of fire.
- assist fully in the reporting and investigation of any incident/near miss in connection with the potential outbreak of fire.
- attend all training courses / briefings covering fire safety as requested.
- report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their Manager, or to the Estates Manager where appropriate.
- wear/use protective clothing and equipment as specified.

Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

Section 8: Boarding Schools Standards and the Independent Schools Inspectorate

Boarding Schools Standards

In accordance with the Education Act 2002, Edgeborough School, as an Independent Boarding School, complies with Standard 26 of the National Minimum Standards for Boarding Schools. Standard 26, which refers to fire precautions and fire drills is reproduced as Appendix B to this Policy.

Independent Schools Inspectorate (ISI)

Where elected by the School, the ISI will be the primary inspection body for schools that have membership to the Independent Association of Prep Schools (IAPS).

The ISI will carry out inspections every three years to view compliance with The Education (Independent Schools Standards) (England) Regulations 2003. Regulation 3 (5) states that:

“The School shall have a satisfactory level of fire safety, identified by-

- The school’s risk assessment under Regulation 3 of the Management of Health & Safety at Work Regulations 1999 in so far as it relates to obligations under Part 2 of the Fire Precautions (Workplace) regulations 1977 and,
- Any report from the “Fire Authority”.

Section 9: General Fire Safety Management Procedures

A copy of this Fire Safety Policy will be made available to all employees via the Policies and Procedures folder which is kept on the R drive.

Use of School facilities under a lettings agreement

- In the interest of security, fire safety and energy conservation, only those parts of the School in use during a letting are unlocked. Users must be aware of the means of escape available to them at any time. A copy of this policy will be provided as part of the information provided to each letting.
- Any electrical equipment brought onto School premises must comply with current safety requirements and must only be used by competent people.

Events held at the School

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- Be identifiable
- Ensure no overcrowding
- Keep exits and gangways clear
- Be aware of the needs of the disabled.

The School operates a NO SMOKING policy, including when there is use of the School during an event or under a lettings agreement.

Fire Practices (Drills)

At least one Fire Practices is held every term in accordance with current fire safety legislation.

At present, each building is separate and has its own fire detection system, and so Fire Practices are organised on a building by building basis.

Separate fire practices for the Boarding House is held at times when the House is occupied. A 'roll call' is used to account for all boarders who should be present in the House at the time of the drill. The Housemaster will ensure that every boarder has experienced at least one fire drill over the course of an academic year

Fire Practices for Offices, Classrooms and other non-boarding areas are held during normal opening hours. A the roll call system is used reliably to account for all occupants of these areas (staff, pupils and visitors). The Estates Manager is notified of anybody missing from this roll call.

A Fire Warden "sweep" system is also applied to Frensham Place when there are large number of visitors on site during normal opening hours e.g. for sports fixtures when the occupancy level of the school cannot be assured.

Records of all Fire Practices are kept by the Estates Manager and reported to the ELT and H&S Committee.

Fire Assembly Point

The Fire Assembly Point for the Prep School is at the half way point on the Astro Court as this is a suitable distance from all the buildings

The Fire Assembly Point for Pre-Prep is on the playing fields opposite the Pre-prep buildings

The Fire Assembly Point for Nursery 1 & 2 is on the Nursery car park

A "Fire Action" sign is positioned near to a final exit door in each School building and by each fire alarm call point stating the procedure to adopt on hearing the School fire alarm. It is the responsibility of each person using the room or area to be familiar with these instructions and the exit routes available. If any of these signs are missing or unreadable, the Estates Manager should be notified immediately.

Students and visitors should be led out to muster at the relevant Fire Assembly Point.

Additional Points

- Obviously the normal route for leaving the building will not be appropriate if the exit is blocked by fire – in this case, leave by the nearest safe exit. (Primary Routes are shown in Appendix D)
- The Domestic Bursar or Supervisor in charge will check off personnel on duty at their Fire Assembly Point.
- The Estates Manager's assistance will be needed to check where the fire is from the main alarm board sited in any particular building and to direct the Fire & Rescue Service to the area of the fire.
- All students are reminded regularly that if they are out of the classroom at the time of a fire alarm they should leave the building by the nearest safe exit and **proceed to the Fire Assembly Point.**
- Other adults, who are in School on a regular or casual basis, including peripatetic teachers, are made aware of the procedures for evacuation of the building by the teacher responsible for them.

Monthly Fire Safety Audits

The Estates Manager and Caretaker make regular checks of fire control panels and the operation of emergency lighting as part of their Weekly Fire Safety Audits (Appendix A)

Arson Prevention Strategy

This is in place across all the school buildings (Appendix C)

Insurance cover

The Finance Manager will contact the insurance company. The Headmaster & Business Manager will liaise with the loss adjuster to organize the settlement of any insurance claim.

Emergency Contacts

All members of School Staff residing on School property should keep a copy of the Emergency Contacts list (see Appendix E)

Extinguishing Fires

This should not be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

Fire Alarm System

The fire alarm system (including detectors and call points) is tested by an independent company on a quarterly basis. At present these checks are carried out by ARC Fire Safety. In addition, each panel has a daily visual check whilst call points, sounders and automatic fire door releases are checked weekly on a rolling basis throughout the school by the Estates Department

Emergency Lighting

A weekly rolling check is carried out by the Estates Team whilst 6 monthly tests are carried out by an independent contractor (ARC).

Fire Extinguishers

A weekly rolling inspection is carried out by the Estates Team whilst an annual check is carried out by an independent contractor (Hampshire Fire & Safety)

Fire Risk Assessments

These are carried out on an annual basis or where there have been significant changes to the building(s). At present these are carried out by Spark Risk Ltd. An Action Plan is put in place following the FRA's requirements and is addressed as required

People With Special Needs

Personal Emergency Evacuation Plans (PEEP's) are drawn up as and when required to meet the needs of any person on site in order to ensure their safe evacuation in the event of an emergency

Visitors and Contractors

Official visitors to Edgeborough are required to sign in and out at the Reception. The visitors pass contains instructions on the procedures to follow in the event of an emergency evacuation and visitors attention are asked to make themselves aware of these. The visitor's book is taken out by a member of staff in the event of an evacuation and brought to the assembly point. Visitors will be informed upon arrival if we are expecting the weekly test to take place

Training and information

All staff receive training in safe evacuation through the performing of Fire Practices (Drills).

Fire Wardens receive training in the safe performing of their responsibilities.

Training in the use of fire extinguishers and fire blankets is not given as the School does not wish to encourage the use of this equipment. The primary concern of every person at the School in the event of a fire is to safely leave the building, not to try to tackle a fire.

Fire Safety information is displayed in each School building. An example of the school Fire Safety Responsibilities can be found as Appendix F.

Appendix A**Estates Department Monthly Area Audits****Building:****Date:**

Insert Yes (/), No (x) or Not Applicable (N/A) - please use the comments box at the end of the form to support your answers.

Fire extinguishers**/ x or N/A**

Are extinguishers in proper locations?	
Are extinguisher pins in place and seals unbroken?	
Are extinguishers easily accessible and unobstructed in any way?	
If a gauge is fitted, is the needle in the green zone?	

Fire Escape routes

Are emergency exit routes clearly signposted?	
Are escape routes clear and free of obstructions?	
Do Fire Doors self-close effectively into the door frame?	
Are Fire Doors kept closed (not held/wedged open)?	

Fire Safety Notices and Signs

Are all Fire Safety notices and signs clearly visible and not defaced or obscured?	
Are 'Fire Action' notices in place and do they indicate the location of Fire Assembly Point?	
Is the sign at the Fire Assembly Point in place, clearly visible, and undamaged?	

Fire Exits

Are final exits from buildings clear of obstructions, both inside and outside the building?	
Can emergency exits be opened without the use of a key?	
Do Fire Exits lead to a place of safety?	
Is the Fire Assembly Point clearly identifiable and is it in a clear safe area away from traffic?	

Electrical Equipment

Are all electric cables tidy and free from trip hazards?	
Are all extension cables fully extended (uncoiled) and routed safely?	
Is there evidence of temporary repair of or damage to electrical equipment?	
Is there evidence of multi electrical adaptors from one socket outlet?	

Heating Equipment

Are heaters, flues, vents and hot pipes clear of furniture, clothing, paper or other combustible materials?	
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General Housekeeping

Are all work areas tidy?	
Is the no smoking policy seen to be working?	
Are packing and stationery materials securely contained and stored?	
Are flammable materials stored in a secure location?	
Is combustible waste safely stored away from heat sources and disposed of regularly?	

Emergency Lighting

Is all emergency lighting working correctly?	
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Comments:

Signed: (*Estates Manager*) *.....

Date:

Appendix B

Standard 26 of the National Minimum Standards for Boarding Schools

Fire precautions and drills

OUTCOME

Boarders are protected from the risk of fire.

STANDARD 26

- 26.1 Boarders and boarding staff should be aware of emergency evacuation procedures from boarding accommodation. The school should comply with recommendations of the Fire Service, and should regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.**

NATIONAL MINIMUM STANDARDS FOR BOARDING SCHOOLS

- 26.2 Boarders know emergency evacuation procedures from sleeping and living areas in each boarding house.
- 26.3 Fire drills are regularly (at least once per term) carried out in 'boarding time'.
- 26.4 Emergency lighting, fire alarms and fire fighting equipment are regularly tested, and this is detailed in the appropriate records.
- 26.5 There are no significant recommendations of the Fire Service outstanding beyond any timescale set by that Service for their implementation

Appendix C

Arson Prevention Strategy

Recent studies show that the majority of property fires in the UK are often found to have been started deliberately. All premises can be targeted either deliberately or just because they offer easy access.

Many businesses never recover from an Arson attack.

There are a number of strategies that can be adopted to try and minimise the risk to arson of your premises.

You should be aware of any other deliberately set fires in your area which may act as an indicator of increased risk to your premises and you should also be aware of any small 'accidental' fires on your own premises and investigate them fully. They should be reported to your local authority Fire and Rescue Service for investigation and if necessary you might consider bringing in a specialist fire investigator. Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to Reduce Arson:

1. Ensure that the outside of the premises is well lit and, if practical, secure the perimeter of the premises.
2. Thoroughly secure all entry points to the premises, including windows and the roof, ensuring that the 'means of escape' is not compromised, in particular making sure that any people working alone still have adequate means of escape.
3. Make sure that combustible rubbish is cleared regularly.
4. Do not place rubbish skips adjacent to the building. Large waste bins should be in a secure compound separated from the building.
5. Encourage staff to challenge people acting suspiciously.
6. Remove automatic entry rights from staff who have been dismissed.
7. Ensure that any security/fire alarm is monitored and acted upon.
8. Secure flammable materials and substances so that intruders cannot use them.
9. Fit secure metal letterboxes on the inside of the mail flaps to contain any burning materials that may be pushed through.
10. Deter any unauthorised entry on site and also control entry of all other persons coming on site.
11. Take positive steps to reduce opportunities for arson attempts.
12. Reduce the scope for potential fire damage.
13. Reduce the subsequent losses and disruption resulting from fire by preparing a recovery/disaster plan.
14. Maintain security of the main access door in the event of a fire.
15. Recognise and resolve security/means of escape issues and conflicts.
16. Small rubbish bins used within the building should be made of metal, NOT plastic or wicker

Appendix D

Primary Evacuation Routes

Nursery 1 (Staff Kitchen & classroom): Proceed to the foyer and leave by the main entrance double doors into the front playground

Nursery 1 (Dining Hall): Proceed down the stairs and exit the building by the main double entrance doors into the front playground

Nursery 1 (Cloakroom Corridor): Exit the building via the single exit/entrance door located next to the fire alarm panel

Nursery 2 (Classrooms & Toilets): Exit the building via the single exit/entrance door located at the front of the building

Nursery 2 (1st Floor): Proceed to the office and exit at the rear of the building and down the emergency escape stairs

Pre-Prep (1TM & Hawkes): Exit through the single emergency exit doors at the back of the rooms & proceed to the assembly point by walking round (externally) to the front of the building

Pre-Prep (Lodge Hall): Exit through the double emergency exit doors into the rear playground & proceed to the assembly point by walking round (externally) to the front of the building

Pre-Prep (Lower Ground Floor Cloakroom & Toilets): Exit through the double doors at the front of the building (opposite Hawkes)

Pre-Prep (Hub, Staff Kitchen & Toilets): Exit through the double doors at the front of the building (opposite the Pre-Prep library)

Pre-Prep (1st floor classrooms & toilets): Evacuate down the main stairwell, through The Hub and exit through the double doors at the front of the building (opposite the Pre-Prep library)

Pre-Prep (Library): Evacuate through the double doors at the front of the building

Pre-Prep (Reception Classrooms): Exit through the single emergency exit doors at the back of the rooms & proceed to the assembly point by walking round (externally) to the front of the building

Pre-Prep (Reception cloakroom & toilets) Exit through the single entrance door and into the front playground

Upper Prep (1st Floor – Latin, Geography & French 1 Classrooms + RS's Office): Exit via the main stairwell and out through the single door opposite Lower Prep

Upper Prep (1st floor – Maths & French 2 Classrooms): Turn right out of the classroom and exit building via the external emergency staircase. Proceed to the Assembly Point by taking the path between Upper Prep and the Punshon Hall

Upper Prep (Grnd Floor – Reprographics, KA's Office & Pupil WC's) – Exit the building via the single door opposite Lower Prep

Upper Prep (Grnd Floor Classrooms) – Exit the building via the main classroom door

Punshon Hall (Sports Hall) – Exit via any of the 3 double emergency exit doors & proceed to the front of the building

Punshon Hall (PE Office, Gallery or Storeroom) – Exit the building via either the single side door or the main entrance double doors

Once outside follow the footpath between Lower Prep/Millennium/DT and Punshon Hall/Upper Prep to get to the Astro

DT (Workshop) – Exit via the double emergency exit doors

DT (Classroom) – Exit via the single entrance door opposite the Millennium Building

DT (1st Floor – Drama & DT Store) – proceed down the staircase and exit building via normal entrance/exit door

DT (Y5 Classroom) – Exit via the single normal entrance/exit door

Once outside follow the footpath between Lower Prep/Millennium and Punshon Hall/Upper Prep to get to the Astro

DHT (Foyer, WC's & Green Room) – Exit via the front of the building opposite Frensham Place

DHT (Theatre) – Use the nearest of the 3 emergency exit doors (into the foyer, opposite the astro or the Dance Studio entrance). **Do not use the single door towards the Boot Room or the double doors to the Green Room**

DHT (Girls Changing Room) – Exit via either of the single doors (opposite the staffroom or opposite the astro) at either end of the room

DHT (1st Floor - Boys Changing Rooms) - Exit via either of the single doors (opposite the staffroom or opposite the astro) at either end of the room and down the stairs

DHT (1st Floor – Dance Studio and Light & Sound Room) – Down the main stairwell and exit via the double doors opposite Frensham Place

Frensham Place (Grnd Floor – Foyer, Main Office, Old Library and Headmaster's Office) – Exit the building via the main front entrance to Frensham Place

Frensham Place (Grnd Floor - Buns Corridor, Finance Office, Business Manager's Office, Reception) – Follow the direction signs to exit the building from the door at the front of the building between Upper Prep & Frensham Place

Frensham Place – (Grnd Floor – Dining Room) – Exit via the double exit doors opposite Prep-Prep

Frensham Place – (Grnd Floor – Kitchens) – Move through the corridor and towards the Domestic Bursar's office. Exit building via the single exit door opposite the Domestic Bursar's office

Basement (Music Rooms) – Exit via the single door at the front of Frensham Place

Basement (Boiler, Archives & Drum Room) – Proceed towards the stairs that take you up to the boarding stair well. Once at ground floor level exit via the single door between the kitchens and the dining room

Basement (Catering Corridor) – Exit via the door that leads to the external stairwell into the kitchen car park

Frensham Place (1st Floor – Boarding Office & Boarding Kitchen) – Exit via the door onto the metal staircase at the far side of the boarding kitchen

Frensham Place (1st Floor – Boys/Girls Shower Room, Common Room, Girls bathroom, Kidd, Churchill, WC & Laundry Room) – Proceed down the main staircase into the foyer of Frensham Place & exit via the main front doors

Frensham Place (1st Floor – Nightingale, Teresa, Diana/Sick Room, Girls Shower Room) – proceed into Diana dorm & exit via the emergency exit stairwell into the buns corridor. Once there exit via the main front doors to Frensham Place

Frensham Place (2nd Floor- All dorms) – proceed down the corridor to the stairwell. Once at 1st floor level exit the building via the single exit door at the far side of the Boarding kitchen and down the metal staircase

Lower Prep (Grnd Floor – 3OR, 3H, Y3, Art Room) – Exit fire the main doors into the Stable Courtyard and proceed round to the path between the Millenium Building & the Punshon Hall

Lower Prep (Grnd Floor – Library) – Exit via the door opposite Science 1

Lower Prep (Grnd Floor – LEAP) – Exit via the door between LEAP & the library

Lower Prep (Grnd Floor – Staffroom) – Exit via the doors opposite the DHT

Lower Prep (1st Floor – 5G & 4D) – Proceed through the corridor and down the main stairs. Exit via the double doors opposite the DHT

Lower Prep (1st Floor - 4I & 4K) – Exit the building via the metal emergency exit staircase in 4I & then proceed to the assembly point

Millenium Building (1st Floor – School Listener, Resource Room, IT Suite, Science 2) – Proceed down the corridor towards the staircase that brings you outside opposite Upper Prep

Millenium Building (Grnd Floor – Science 1) – Exit via the single door that brings you out opposite the Library

Appendix E

Emergency Contacts List

In the event of an emergency please keep the Headmaster informed by telephoning: 07870 532925 after hours. The Business Manager can be contacted on 07748 840212

Police: (9) 999 or (9) 101

Fire & Rescue Service: (9) 999

Ambulance Service: (9) 999

Out of Hours Emergency Contact

Estates Manager (Mon-Fri)/Duty Mobile (Weekends): Mobile: 07437 442006
Caretaker: Mobile: 07824 558341

Appendix F

Fire Safety Responsibilities staff information sheet

Fire Safety Responsibilities



FIRE

Under The Regulatory Reform (Fire Safety) Order 2005 both employers and employees are responsible for reducing the risk of injury or death in the event of a fire.

The following guidelines must be followed.

Employers Responsibilities

- ☐ To maintain all escape routes and emergency exits.
- ☐ To ensure that regular maintenance is carried out on all fire safety and emergency equipment and any faults reported are rectified as soon as is practicable.
- ☐ To carry out regular risk assessments and make their content known to all employees.
- ☐ To remove hazards where possible, where not practicable, to put into place procedures to reduce the likelihood of injury.
- ☐ To provide staff with emergency evacuation procedure training and good housekeeping.
- ☐ To supply adequate signing of escape routes and fire fighting equipment.
- ☐ To supply adequate methods of alerting people to a fire.

Employees Responsibilities

ENSURE YOU KNOW:-

- ☐ Where all fire exits are (DO NOT ASSUME THAT YOUR USUAL ESCAPE ROUTE WILL NOT BECOME BLOCKED).
- ☐ Where all fire fighting equipment is and how to use it.
- ☐ Where all the fire alarm call points are.

IF YOU DISCOVER A FIRE, SOUND THE ALARM IMMEDIATELY

IMMEDIATELY YOU HEAR THE FIRE ALARM:-

- ☐ Ensure any children, members of staff and any visitors / contractors are able to leave the building.
- ☐ If due to a disability a person is not able to leave the building, they should be placed in a refuge point as far from the fire as possible. They should not block any exits, and a member of staff should remain with them. Once they arrive, the Fire & Rescue Service must be informed of any such people.
- ☐ Evacuate the building in an orderly fashion. Avoid running as a fall is the commonest reason that exit routes become blocked.
- ☐ Do not make any attempt to protect or remove any property as this may endanger your safety and / or impede others from leaving safely.



NEVER RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO.