

LEWES OLD GRAMMAR SCHOOL

Fire Safety: Policy Guidance and Emergency Evacuation Plans

1 Scope

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

2 Objectives

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

3 Guidance

3.1 The School has in place procedures for:-

- The elimination or reduction of risks from dangerous substances;
- Providing staff training;
- Ensuring the safety of staff or anyone else legally on the school premises;
- Carrying out fire drills;
- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

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

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

4 Fire Risk Assessment

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

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

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

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

4.5 Regular assessments will be made by staff, including the Fire Marshals, Premises Manager and Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

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

6 Fire Alarm

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

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Estate Manager. The alarm will be activated using a different activator point each week, where this is practicable.

6.3 The fire alarm system will be serviced quarterly by a competent contractor (eg ISO 9001 / BAFE)

6.4 Records of these tests and servicing are maintained in a fire log book held by the Premises Manager.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

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

8 Emergency Lighting

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

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

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

8.4 Records of testing and servicing of emergency lights will be maintained by the Operations Department.

9 Emergency Procedures

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 1 to this guidance

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Operations Department when notified. Example arrangements are included at Appendix 2 to this guidance.

9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar and/or Chief Fire Marshall. It is the responsibility of Bursar and/or Chief Fire Marshall to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.00am and 5.00pm during weekdays throughout the year, in term-time and between 9.00am and 4.00pm during half terms and holiday apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The

School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. One of the Caretakers or members of the Operations Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

9.8 Fire drills will be held every term at the School.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Estate Manager.

10 Fire Training

10.1 Staff will be informed in relation to:-

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

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Marshals will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

10.4 Visitors and contractors:-

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

11 Fire Prevention

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

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire marshals;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

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

Legal Requirement & Education Standards

References:

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, January 2017 version. (www.isi.net).

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

C. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

D. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd

E. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfes)

F. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

Appendix 1: Emergency Evacuation Notice

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

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at [].
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the duty Caretaker/ night Security Officer will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should [move him or her downstairs, using one of the special evacuation chairs] OR [direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge].
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Appendix 2: Disabled Staff, Pupils or Visitors

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Bursar and Chief Fire Marshall as soon as he or she reaches the assembly point. It is the responsibility of Bursar and Chief Fire Marshall to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

EMERGENCY EVACUATION PROCEDURE FOR:

MEAD HOUSE, TYNE HOUSE, ST CLAIR HOUSE

YMCA & LEICESTER HOUSE

1.1 AIM

The aim of the Emergency Evacuation procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff and visitors.

1.2 FIRE SIGNAL - Continuous sounding of the Fire Sirens at the Senior School & at Leicester House are remotely connected (to the Senior School) loud Bell will ring

YMCA: The alarms in the YMCA building are on a remote system. Staff must telephone the main office after they have evacuated to report the alarm.

LEICESTER HOUSE: If you evacuate due to a fire or lockdown you must call 01273 473698 to inform the school office in Tyne House.

1.3 ASSEMBLY POINT

The Assembly Point is The Paddock Playing Fields in Paddock Lane to the rear of the School Premises. Each Tutor Group will line up in alphabetical order

All Staff who are not responsible for a Tutor Group will also line up – again in alphabetical order

Visitors and Contractors will also line up in a separate line.

1.4 RESPONSIBILITY – see current List of main Fire Marshalls (Annex 2)

It will be the responsibility of the **Chief Fire Marshall** to oversee the evacuation. In the case of absence, one of the **Assistant Fire Marshalls** will deputise.

One **Assistant Fire Marshall** will carry out the duties of the **Pupil Marshall** – currently Valerie Rosin or in her absence either the **Substitute Fire Marshall currently Melissa Thompson** or a member of the Operations Staff)

One **Assistant Fire Marshall** will carry out the duties of the **Staff & Visitors Marshall** currently Georgina Seligmann or in their absence either the **Substitute Fire Marshall currently Melissa Thompson** or a member of the Operations Staff

For ease of identification the Marshalls will wear Hi-Viz waistcoats.

Their responsibilities will be as follows:

1.5 Chief Fire Marshall (Yellow Hi-Viz) (assisted by a deputy Fire Marshall) (Orange Hi-Vis) (see Annex 2)

- Location to be in the vicinity of the School until the Emergency Services arrive and liaise with the Emergency Services Incident Commander, providing a radio link to the Paddock - when appropriate proceed to the Paddock
- To ensure that a 999 call is made to the Fire and Rescue Service - This is essential.
- To be in overall control of the evacuation until the arrival of the Emergency Services.
- To relay to & liaise with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation (particularly any persons not accounted for) and any possible relocation of those at the Assembly Point in case of drifting smoke etc
- To initiate contingency plans for extended evacuation, inclement weather, transport recall etc.
- To ensure that buses are held at the boarding point if the evacuation overlaps normal dismissal time
- To issue instructions to staff and pupils, only after consultation with the Emergency Services.

1.6 Pupil Marshall (Orange Hi-Viz) – currently Valerie Rosin

- To liaise with the Staff Marshall and Office Manager and assign a Member of Staff to check the Register where a Tutor or Head of Year is absent from School and report once the following is complete:
- To collect attendance registers from the Administration Staff.
- To check with a list of known absentees and those out of school.
- To inform pupils if and when it is safe to re-enter the buildings.

1.7 Staff, Visitors and Contractors (non Estates) Marshall (Orange Hi-Viz) – currently Georgina Seligmann

- To liaise with Pupil Marshal and Office Manager/Office Fire Marshall and report once the following is complete:
- To check with a list of known staff absentees.
- To be reported to by all staff who are not registering a class.
- To check attendance of all visitors and contractors to the school.
- To inform staff, visitors and contractors if and when it is safe to re-enter the buildings.

2.0 ACTION

2.1 All Staff In Charge Of A Class (including Off Site On Visits And Games Lessons /Matches)

- An up to date list of all pupils on a School Trip or being taught off site must be given to the Office immediately prior to leaving the School.
- If it is found that the list is not correct then the member of Staff responsible for the Class must telephone the Office with any amendment to that list at the earliest opportunity.

2.2 ALL STAFF IN CHARGE OF A CLASS

If you discover a fire Staff will:

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point.
- Return to your class and follow the evacuation procedures detailed below.
- Report any relevant information to the Chief Marshall.

On hearing the fire alarm Staff will:

Preliminary :

[These paragraphs does not apply currently as there are no such pupils on Roll]

.If a pupil is unable to get downstairs without assistance, collect the evac-chair which will be located at the top of the main stair cases in each building and arrange for a trained colleague to assist.

Preliminary - Any pupils who require assistance to safely evacuate from the premises in the event of a fire will have a Personal Evacuation Plan (PEP) prepared for them.

2.3 Evacuate pupils by the nearest safe exit route to the Fire Assembly Point.

- **If** safe to do so, and without delaying your evacuation,
 - turn off all appliances,
 - turn off Gas Valves and machinery (excluding PC's) and
 - close windows and doors if possible but do **not** lock doors.
- Do not stop to collect personal belongings.
- All Staff will make a quick check where practicable as you make your way to the exit that the areas you pass have been fully evacuated, but do not open doors to check that rooms are clear as the fire may be in that room.

2.4.1 evacuating by the senior school front doors

Tyne House and St Clare House – to Chief Fire Marshall outside Tyne House

Mead House – to Assistant Fire Marshall outside Mead House

2.4.2 evacuating by the rear senior school exits

All buildings – to the Fire Marshall in Paddock Road

2.4.3 Evacuating 174 High Street

- Arrangements for Evacuation

1. All pupils and Staff will normally exit the building via the front doors turn right and proceed to the paddock
2. In the event of an incident at the front of 174 High street all Pupils and Staff will exit via the rear steps (taking care on the steps) and proceed to The Paddock
3. Staff member to report to the Fire Marshall in Paddock Road

2.4.4 YMCA

– to the Fire Marshall in Paddock Road

2.5 On arrival at The paddock Assembly Area

- If you have a Tutor Group, locate your group and having collected that day's Register from the Pupils Marshall make a check of attendance and report back to the Pupils Fire Marshall.
- Other staff should report to the Staff Marshall and await further instructions.
- Support staff who are accompanying pupils should report to the Pupil Marshall
- Do not re-enter the buildings until the all-clear has been given.

NB Staff (eg PE teachers) who take groups of pupils off the school premises for lessons **must inform the office and must carry mobile phones** so that they can be contacted to check if any pupil(s) may be on their way back to school. (Phone numbers must be notified to the school office on the List of off-site Pupils when handed in.

2.5.1 ALL OTHER STAFF - NOT IN CHARGE OF A TUTOR GROUP

- Leave the building by the nearest safe exit and proceed to the Fire Assembly Point on the Paddock.
- Report any relevant information regarding the fire or missing staff to the Staff Marshall.
- Join the Staff Group and line up in alphabetical order and wait there for a roll call to be done.

2.5.2 TUTOR GROUP TEACHERS (AND THOSE COVERING FOR A TUTOR WHO IS ABSENT FROM THE PREMISES)

- collect a copy of your Register - Tutor Group list from the Pupil Marshall.

- Assemble your register class in single file in alphabetical order at the appropriate Assembly Point.
- Conduct a check on attendance.
- Report the attendance check to the relevant Year Head, together with any information which you have gained from the class e.g. reasons for absence, last location of missing pupil, etc.
- There is no need for Tutor Group Teachers and Year Heads to report to the Staff Marshall. This will be done by the Pupil Marshall.
- If a register teacher is absent, the person who registered the class that morning should conduct the roll call.
- Remain with your Tutor Group until further instructions are given and ensure that pupils remain within the lines of the designated Assembly Area in total silence.

2.5.3 YEAR HEAD TEACHERS

- Check attendance with each of your Tutor Group Teachers and report the information to the Pupil Marshall. Remember to include any support staff who are with your pupils

3.0 OFFICE STAFF

On hearing the alarm:

- Collect relevant registers as set out below:-
 - The Print out from SIMS of Pupils Registered that day
 - the Staff, Visitors and Contractors Signing in/out book,
 - the Pupil Signing in and out book,
 - daily absence sheet,
 - lists of pupils on outside activities and lessons
 - supply cover sheet for the day if applicable
- Collect walkie-talkie radios and emergency evacuation packs and place outside Tyne House entrance where the Chief Fire Marshall will be located

The Emergency Evacuation Packs/Grab Bags will include

- *Copies of current Registered Tutor Groups*
- *Building Plans*
- *Checklists*
- *Timetables*
- *Walkie-Talkie radios*
- *Hi-viz waistcoats*
- *Up-to date staff list*
- *Megaphones (in grab bags)*
- *Relevant contact numbers*

- *Chief Marshall, Staff Marshall and Pupil Marshall Emergency information and checklists as set out above.*

- Report to the Assembly Point in Paddock Playing Fields.

3.1 OFFICE FIRE MARSHALL (Orange Hi-Vis)

- Assign a member of the office staff to assist the Pupil Marshall. Issue the twice-daily Registered Pupil List and absence sheet and signing out book.

- Assign a member of the office staff to assist the Staff Marshall, using the staff list, staff/visitors/contractors signing in an out book and the staff cover sheet etc

- Report the results of your attendance check by Walkie-Talkie radio to the Chief Fire Marshall.

3.2 SCHOOL CARETAKER(S)

On hearing the alarm:

- Check the location of the Fire Alarm and report this information to the Chief Fire Marshall.

- Report to the Chief Fire Marshall for any additional instructions, then take up position

– one at the front of the school (Orange Hi-Vis & Radio) and

- one at the rear of the school (Paddock Road) (Orange Hi-Vis & Radio)

- their duties may include assisting the evacuation of handicapped persons or preventing people from re-entering evacuated buildings.

- Caretaker may also be asked to escort Fire and Rescue Service personnel to the affected area, maintaining communication by telephone or radio with the Chief Fire Marshall.

3.3 CANTEEN / Mead Café

If you discover a fire:

- Sound the alarm at the nearest break glass point.

On hearing the alarm:

- isolating the gas supply shutting off equipment

- do not touch any electrical switches

- close all doors and windows

- Proceed to the Assembly Point on the Paddock and report to the Kitchen Supervisor who will then report attendance to the Staff Marshall.

DO NOT

- delay your exit by stopping to collect personal belongings.
- leave the Assembly Point unless directed by a Marshall to carry out a specific duty.
- silence or reset the alarm until authorised to do so by the Senior Fire and Rescue Service Incident Commander.
- Re-enter the affected building until the Fire and Rescue Service Incident Commander says that it is safe to do so.

NEVER assume a false alarm.

ALWAYS evacuate the building.

Fire Drills will be carried out twice per term, following familiarisation with these procedures.

In term 1, all pupils and staff will be informed in advance of the planned time of the drill.

In term 2, a warning will be given that a drill should be expected during the following week.

In term 3, no warning will be given.

Drills should be carried out at different times of day and under different circumstances. The fire alarm will be used to initiate the drill.

Reporting Procedures

Any outbreak of fire, regardless of whether an evacuation took place or the Fire & Rescue Service attended, must be reported. A Fire Incident Form must be filled out for every actual occurrence of fire. Any incident which may have given rise to a fire or evidence of attempted fire setting, whether it resulted in a fire or not, (including rubbish bins) must be treated as a 'near miss' and reported on the Incident Form.

5.1 CHIEF MARSHALL'S CHECKLIST

999 phoned

Fire Brigade notified of fire location and other information

Roll call of pupils complete

Roll call of staff complete

Unaccounted pupils Y/N

Unaccounted staff, visitors and contractors Y/N

TIME OF ALARM

Record the time of the Alarm

TIME OF ALL CLEAR

OTHER INFORMATION TO OFFER FIRE BRIGADE location, extent etc.

If yes, name(s) and possible location

If yes, name(s) and possible location

- Current Fire Marshalls List

Current Main Fire Marshalls

No	Name	Role	Radio No
1	Tim Laker	Chief Fire Marshall	1
2	Melissa Thompson	Staff Marshall	2
3	Valerie Rosin	Pupils Marshall	3
4	Pippa Claydon	Office Marshall	4
5	Ed Baigent	Reserve Marshall	5
6	Rob Blewit	Headteacher	6
7	Michal Stefankovo	Premises Marshall	7
8	Graham Powell	Caretaker Marshall	8
9	n/a	n/a	n/a
10	n/a	n/a	n/a

EMERGENCY EVACUATION PROCEDURE FOR:

MORLEY HOUSE

1.1 AIM

The aim of the Emergency Evacuation procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff and visitors.

In this document 'MH' shall mean **Morley House**

1.2 FIRE SIGNAL - Continuous sounding of the Fire Sirens at Morley House

1.3 ASSEMBLY POINT

The **Fire Assembly Point** is on the wide grass verge at the front of Morley House. Each Form will line up in Form Year Group then in alphabetical register order.

All Staff who are not responsible for a Form will also line up – again in alphabetical order

All Ancillary Staff, Visitors and Contractors will also line up in a separate line.

1.4 RESPONSIBILITY – see current List of MH Fire Marshalls (Annex 2)

It will be the responsibility of the MH **Assistant Headteacher (who is also the Morley House Fire Marshal)** to oversee the evacuation. In the case of absence, the **Deputy MH Fire Marshal** or one of **Senior Staff Morley House** will deputise.

For Years 1 to 6 pupils will line up under the supervision of their class teacher

For Early Years (Nursery and Reception) pupils will line up under the supervision of the Head of Foundation Stage (MH Foundation Stage Fire Marshal)

For ease of identification the Headteacher, The Deputy MH Fire Marshall & the Head of Foundation Stage, and the Morley House School Secretary will wear Hi-Viz waistcoats.

Their responsibilities will be as follows:

1.5 Assistant Headteacher for Morley House (also the Morley House Fire Marshal) (Yellow Hi-Viz)

– Location to be in the front of the Morley House until the Emergency Services arrive and liaise with the Emergency Services Incident Commander

- To ensure that a 999 call is made to the Fire and Rescue Service - This is essential and an immediate task

- In the case of a fire occurring at Morley House, following a 999 call, this information will, as soon as it is safe to do so, will be passed to:
 1. The Estate Manager – Michael Stefanko who will provide immediate support through his team
 2. The Headmaster – Robert Blewitt who will in turn cascade this information to:
 - 3. The Chief Fire Warden and Bursar – Tim Laker or Georgina Seligmann in his absence

Additional SLT support will be provided if required by the Headteacher, Bursar and Compliance and HR Manager.

- To be in overall control of the evacuation until the arrival of the Emergency Services.
- To relay to & liaise with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation (particularly any persons not accounted for) and any possible relocation of those at the Assembly Point in front of Morley House in case of drifting smoke etc
- To initiate contingency plans for extended evacuation, inclement weather, transport recall etc.
- To ensure that buses are held at the boarding point if the evacuation overlaps normal dismissal time
- To issue instructions to staff and pupils, only after consultation with the Emergency Services.
- To inform the Pupils and Staff if and when it is safe to re-enter the buildings.

1.6 Assistant Morley House Fire Marshall Hi-Vis

- To liaise with the MH Fire Marshal and MH Office Manager and assign a Member of Staff to check the Register where a Form teacher is absent from School.
- To collect attendance registers from the MH School Secretary
- To check with the list of known absentees and those out of school.
- To report to the MH Fire Marshall immediately the check is completed.
- To inform pupils if and when it is safe to re-enter the buildings.

1.7 MH Visitors and Contractors

- The MH Office Fire Marshall will hand the sign-in list of Visitors and contractors to the Deputy MH Fire Marshall who will check that all such visitors and contractors are accounted for and assembled at the Assembly Point.

- the Deputy MH Fire Marshall will report to the MH Fire Marshall immediately the check is completed

The Deputy MH Fire Marshall will inform Visitors and Contractors if and when it is safe to re-enter the buildings.

2.0 ACTION

2.1 All Staff In Charge of a MH Form or Class (including Off Site On Visits And Games Lessons /Matches)

- must give an up to date list of all pupils who are leaving the MH site on a School Trip or being taught off site to the MH Office immediately prior to leaving the School.

- If it is found that the list is not correct then the member of Staff responsible for the Form or Group must telephone the MH Office with any amendment to that list at the earliest opportunity.

2.2 All Staff In Charge of a Form

On discovery of a fire Staff will:

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point.

- Return to your form and follow the evacuation procedures detailed below.

- Report any relevant information to the MH Fire Marshall.

On hearing the fire alarm Staff will:

Preliminary:

[These paragraphs does not* currently apply as there are no such pupils on Roll]

_If a pupil is unable to get downstairs without assistance, collect the evac-chair which will be located at the top of the main stair cases in each building and arrange for a trained colleague to assist.

Any pupils who require assistance to safely evacuate from the premises in the event of a fire will have a Personal Evacuation Plan (PEP) prepared for them (in the layout suggested in Annexure 1).

2.3 Evacuate pupils by the nearest safe exit route to the Fire Assembly Point.

- **If** safe to do so, and without delaying your evacuation:

- turn off all appliances,
- turn off Gas Valves and machinery (excluding PC's) and
- close windows and doors if possible but do **not** lock doors.

- **Do not stop to collect personal belongings.**

2.4.1 Evacuation Routes are as set out on the MH Evacuation Route Plans posted on the walls at MH

- Pupils will evacuate the buildings under staff supervision through the main school entrance doors
- Except those in the Nursery, MH Hall and Reception Class who will exit their building directly through the marked Fire Exit doors and proceed to the MH Assembly Point

2.5 On arrival at MH Assembly Area

- If you have a form locate your group and having collected that day's Register from the deputy MH Fire Marshall make a check of attendance and report back to the deputy MH Fire Marshall
- Other staff should report to the deputy MH Fire Marshall and await further instructions.
- Support staff who are accompanying pupils should also report to the deputy MH Fire Marshall
- Do not re-enter the buildings until the all-clear has been given.

NB Staff (eg PE teachers) who take groups of pupils off the school premises for lessons **must inform the office and must carry mobile phones** so that they can be contacted to check if any pupil(s) may be on their way back to school. (Phone numbers must be notified to the school office on the List of off-site Pupils when handed in.

2.5.1 ALL OTHER STAFF - NOT IN CHARGE OF A TUTOR GROUP

- Leave the building by the nearest safe exit and proceed to the Fire Assembly Point via the directed route.
- Report any relevant information to the deputy MH Fire Marshall including information about staff absence.
- Join the Staff Group and line up in alphabetical order and wait there for a roll call to be done.

2.5.2 Form Teachers (and Those Covering For A Teacher Who Is Absent From The Premises)

- collect a copy of your Register - Form Group list from the MH Office Marshall.
- Assemble your register form in single file in alphabetical order at the appropriate Assembly Point.
- Conduct a check on attendance.
- Report the attendance check to the deputy MH Fire Marshall together with any information which you have gained from the class e.g. reasons for absence, last location of missing pupil, etc.

- If a register teacher is absent, the person who registered the class that morning should conduct the roll call.

- Remain with your Tutor Group until further instructions are given and ensure that pupils remain within the lines of the designated Assembly Area in total silence.

3.0 Office Staff ie the MH Office Fire Marshall/ MH School Secretary

On hearing the alarm:

- Collect relevant registers as set out below:

- The Print out from SIMS of Pupils Registered that day
- the Staff, Visitors and Contractors Signing in/out book
- the Pupil signing in and out book
- daily absence sheet
- lists of pupils on outside activities and lessons
- supply cover sheet for the day if applicable

- Collect emergency evacuation packs and place outside Morley House entrance where the MH Chief Fire Marshall will be located

The Emergency Evacuation Packs/Grab Bags will include:

- Copies of current Registered Tutor Groups
- Building Plans
- Checklists
- Timetables
- Hi-viz waistcoats
- Up-to date staff list
- Megaphones (in grab bags)
- Relevant contact numbers
- MH Chief Marshall, deputy MH Fire Marshall, and Foundation Stage Fire Marshall
Emergency information and checklists as set out above.

- Report to the Assembly Point the Paddock Playing Fields

3.3 MH Canteen staff

If you discover a fire:

- Sound the alarm at the nearest break glass point.

On hearing the alarm:

- isolating the gas supply shutting off equipment

- do not touch any electrical switches

- close all doors and windows

- Proceed to the Assembly Point on the Paddock and report to the **MH Fire Marshall**.

NB - Staff who are in school out of normal working hours must inform the MH School Office by email (This would include anyone in school before 8am or after 6pm on a school day).

5.0 General

NEVER assume a false alarm.

ALWAYS evacuate the building.

Fire Drills will be carried out twice per term, following familiarisation with these procedures.

In term 1, all pupils and staff will be informed in advance of the planned time of the drill.

In term 2, a warning will be given that a drill should be expected during the following week.

In term 3, no warning will be given.

Drills should be carried out at different times of day and under different circumstances. The fire alarm will be used to initiate the drill.

Reporting Procedures

Any outbreak of fire, regardless of whether an evacuation took place or the Fire & Rescue Service attended, must be reported. A Fire Incident Form must be filled out for every actual occurrence of fire. Any incident which may have given rise to a fire or evidence of attempted fire setting, whether it resulted in a fire or not, (including rubbish bins) must be treated as a 'near miss' and reported on the Incident Form.

6.0 MH FIRE MARSHALL'S CHECKLIST

999 phoned

Fire Brigade notified of fire location and other information

Senior school informed by telephone

Roll call of pupils complete

Roll call of staff complete

List of Unaccounted pupil Y/N

List of Unaccounted staff, visitors and contractors Y/N

TIME OF ALARM

Record the time of the Alarm

TIME OF ALL CLEAR

OTHER INFORMATION TO OFFER FIRE BRIGADE location, extent etc.

If yes, name(s) and possible location

If yes, name(s) and possible location

Annexure 1

Current Morley House Fire Marshalls

No	Name	Role
1	Carrie Whyte	MH Fire Marshall
2	Alice Shelbourn	Deputy MH Fire Marshall
3	Jo Sanders	MH Office Marshall
4	Tim Laker	Chief Fire Marshall
5	Michal Stefanko	Premises Marshall
6	Graham Powell	Caretaker Marshall

Annexure 2

Current Substitute MH Fire Marshalls List

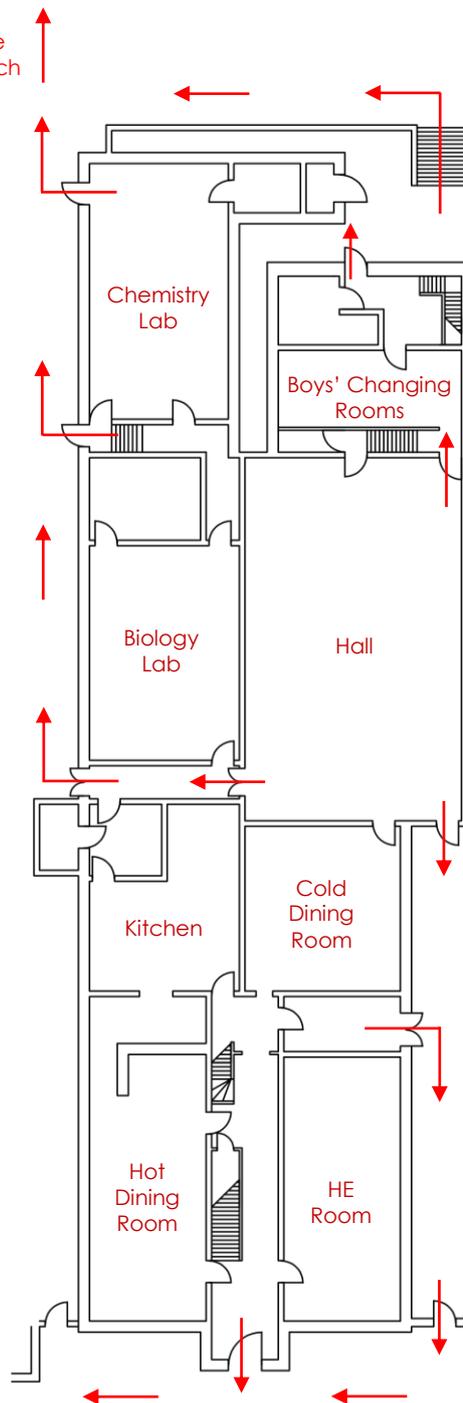
No	Name	Role	Substitute in the event of illness etc
1	Carrie Whyte	MH Fire Marshall	Alice Shelbourn
2	Alice Shelbourn	Deputy MH Fire Marshall	Member of KS1 and 2 Team
3	Jo Sanders	MH Office Marshall	Member of KS2 Team
4	Tim Laker	Chief Fire Marshall	Ed Baigent
5	Tim Laker	Operations Manager	Ed Baigent
6	Michal Stefankovo	Premises Marshall	Ed Baigent
7	Graham Powell	Caretaker Marshall	Ed Baigent

Recommended review period: Annual
Review by: Bursar and Compliance
Date reviewed: September 2017
Date to be reviewed August 2018

Ground Floor Evacuation Routes

Mead House

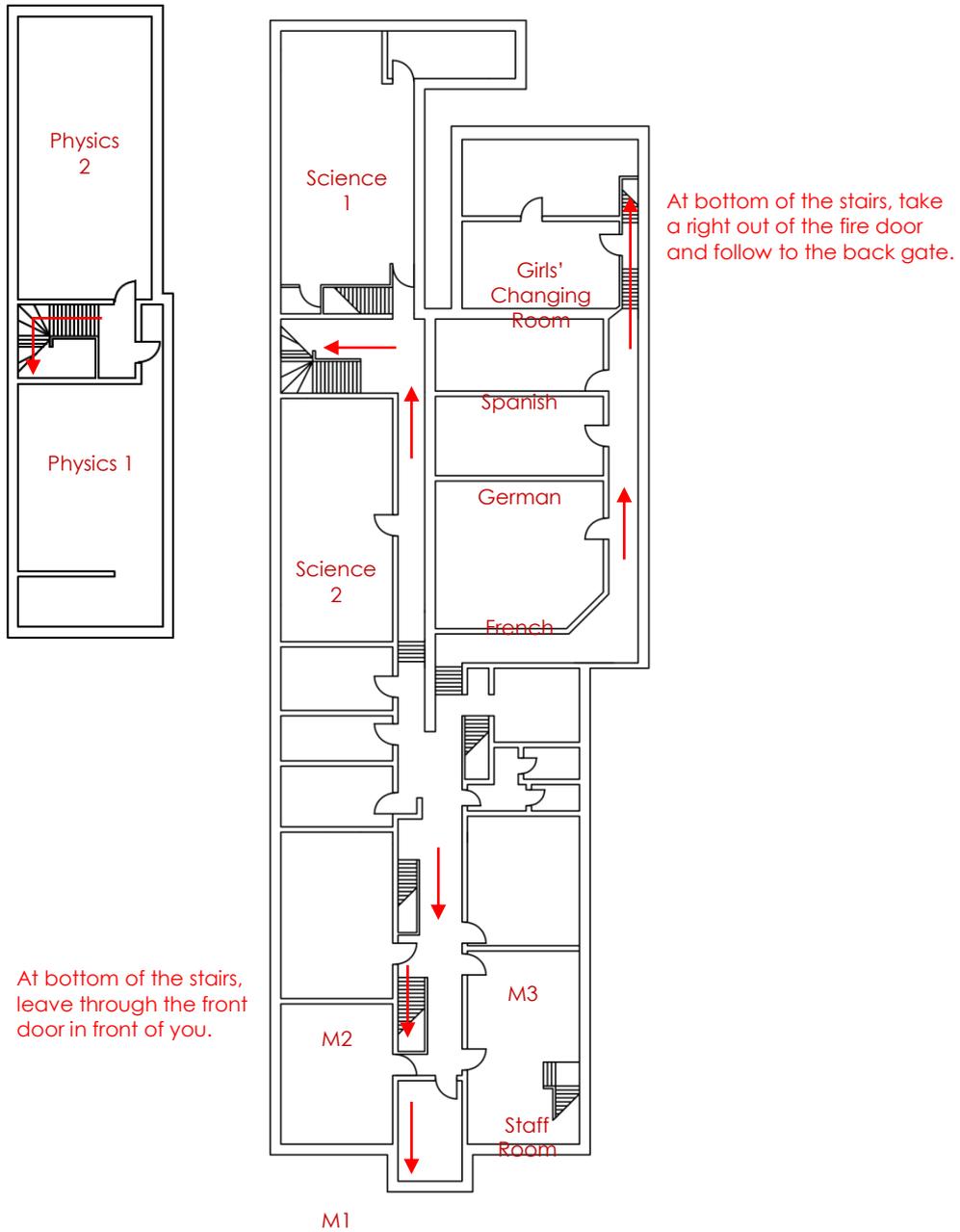
Proceed through the back gate, turn right and continue down the road until you reach the Fire Assembly Point – The Paddock playing fields – on your left.



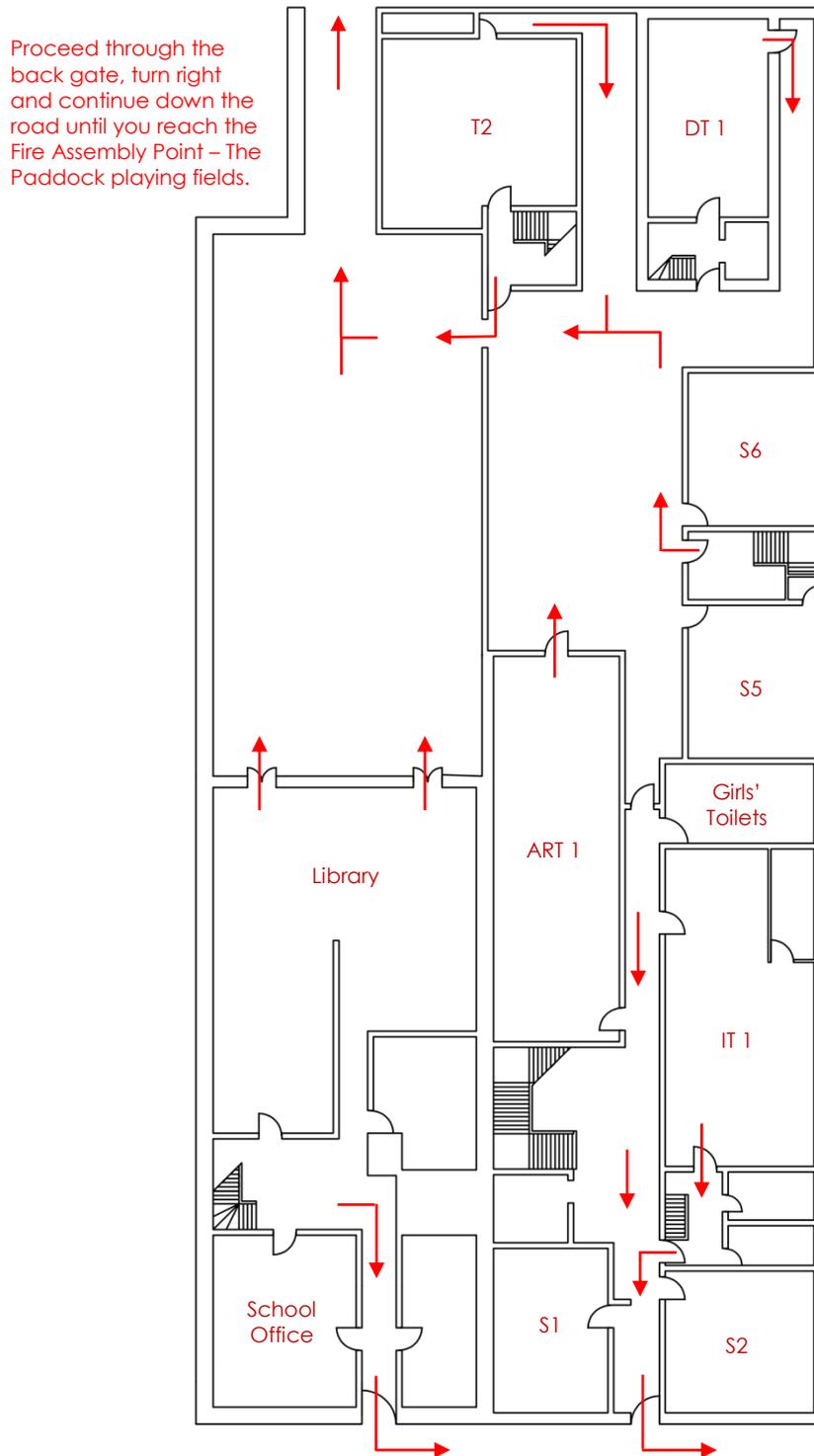
Proceed up the High Street until the Pelham Arms public house; take a right and follow the footpath to Paddock Lane. Take a second right and continue down the road until you reach the Fire Assembly Point – The Paddock playing fields - on your left.

First and Second Floor Evacuation Routes

Mead House



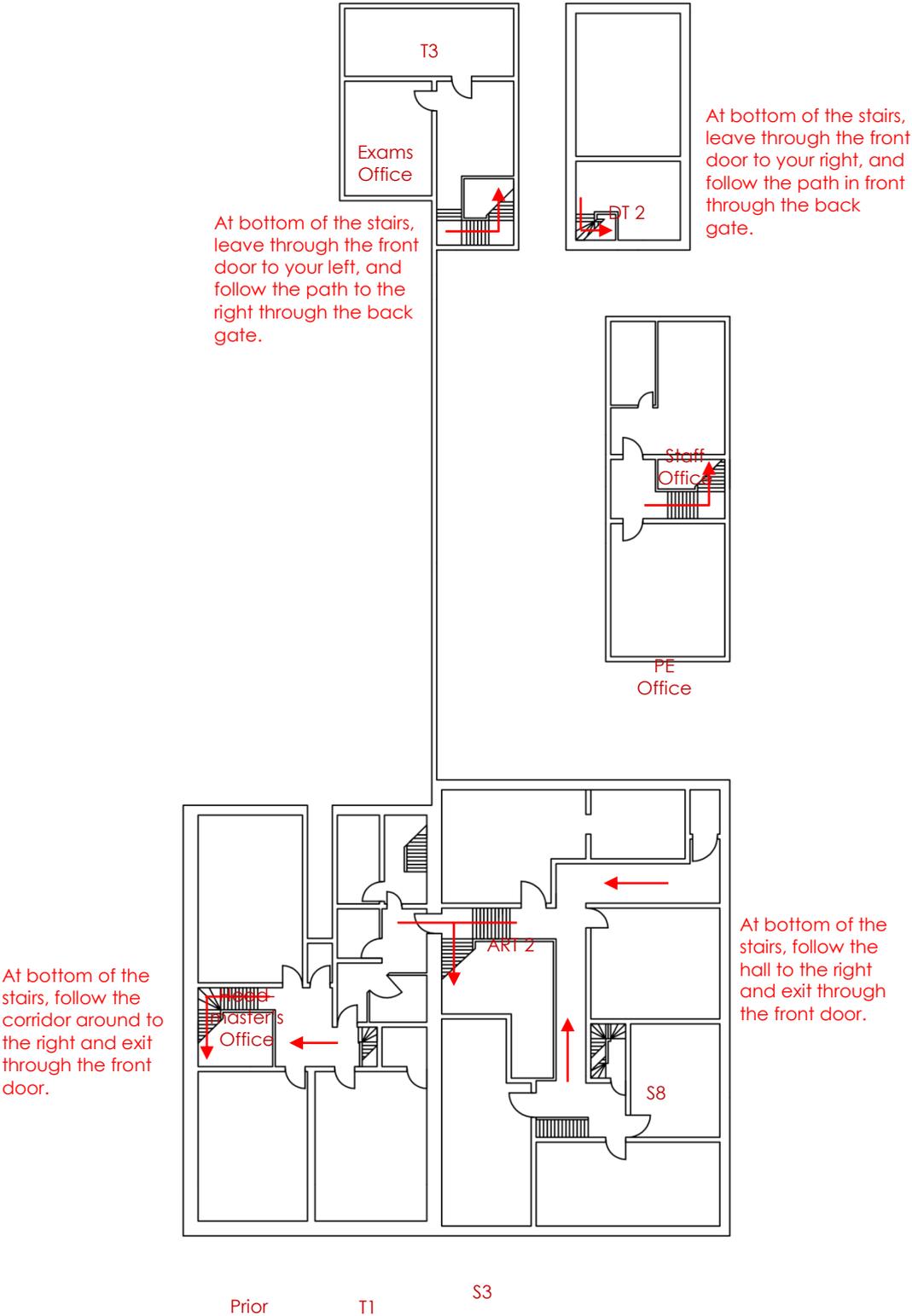
Ground Floor Evacuation Routes Tyne and St. Clair Houses



Proceed down the High Street until Westgate Street (the first left turn). Take the left and continue until, and then follow, the twitten that leads into Paddock Lane. Turn right and follow the road until you reach the Fire Assembly Point - The Paddock playing fields.

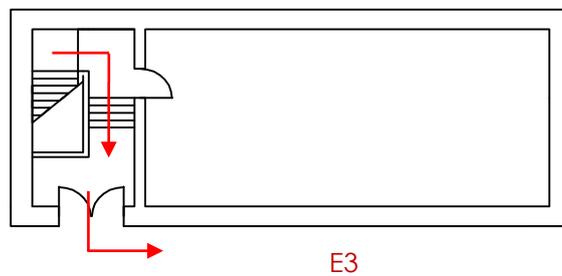
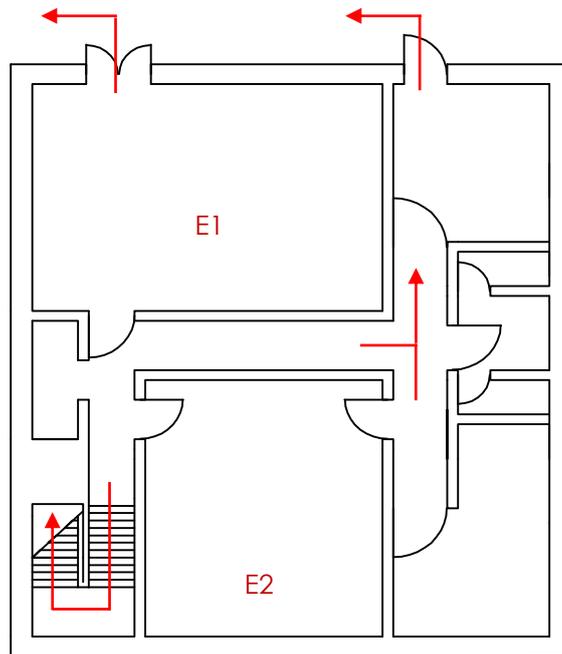
First Floor Evacuation Routes

Tyne and St. Clair Houses



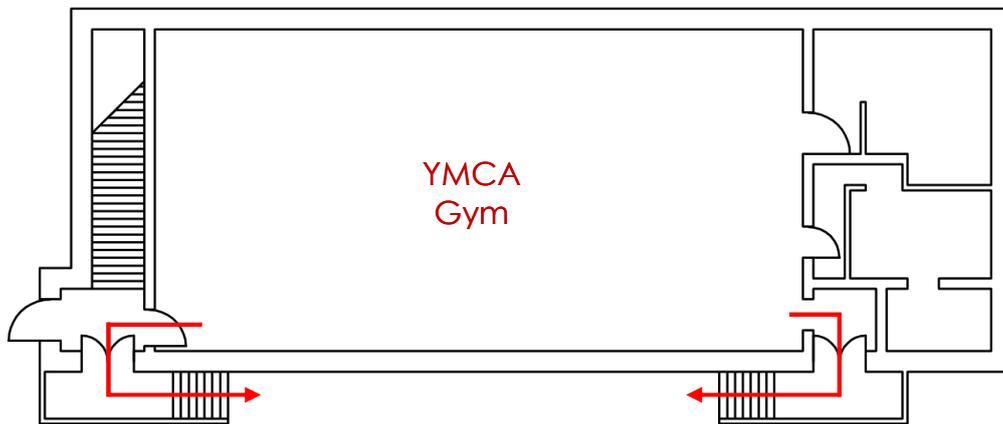
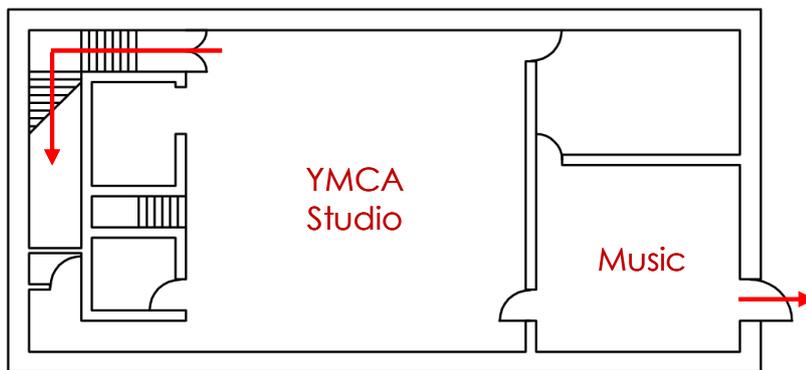
Fire Evacuation Routes Evelyn House

Proceed down the path to the High Street and take two left turns onto Westgate Street. Continue until the twitten, and take the left, that leads into Paddock Lane. Turn right at the bottom and follow the road until you reach the Fire Assembly Point – The Paddock playing fields.



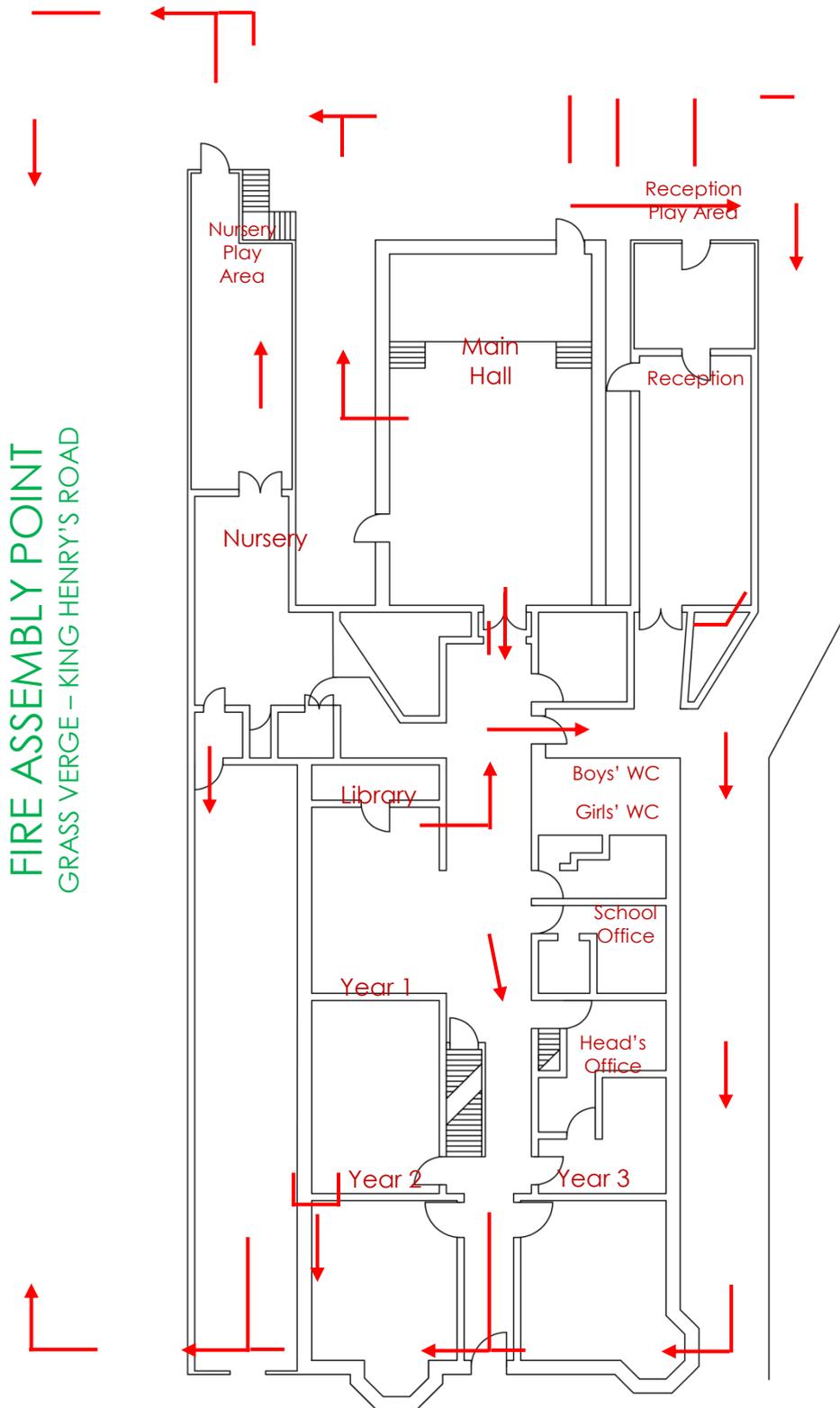
Continue down Westgate Street until the twitten, and take the left, that leads into Paddock Lane. Turn right at the bottom and follow the road until you reach the Fire Assembly Point – The Paddock playing fields.

Fire Evacuation Routes YMCA



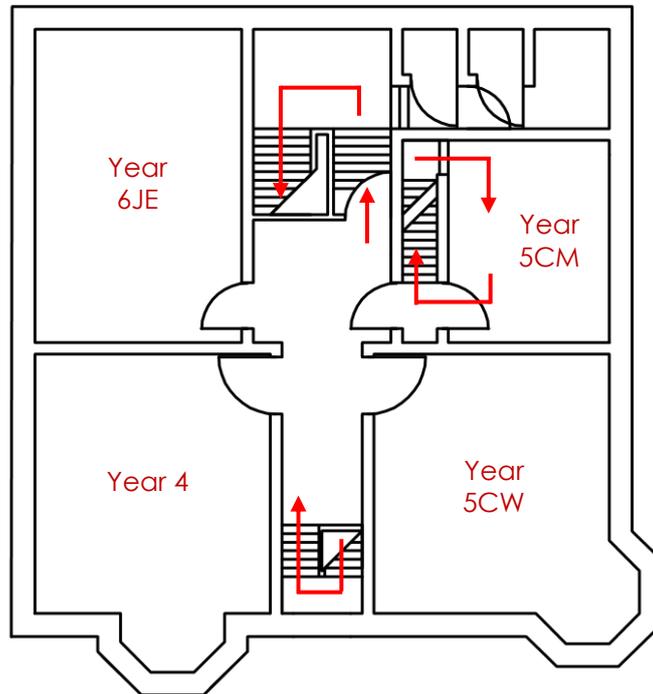
Continue down Westgate Street until the twitten, and take the left, that leads into Paddock Lane. Turn right at the bottom and follow the road until you reach the Fire Assembly Point – The Paddock playing fields.

Ground Floor Evacuation Routes Morley House



First Floor Evacuation Routes Morley House

At the bottom of the stairs, continue through the main door and walk around to the Fire Assembly Point – the grass verge outside the school on King Henry's Road.



At the bottom of the stairs, turn immediately left and left again then continue through the main door. Walk around to the Fire Assembly Point – the grass verge outside the school on King Henry's Road.