



## **MSJ Fire Policy & Procedures**

This policy is the responsibility of the Director of Operations & Compliance to review and update annually. This policy is applicable to staff and all pupils, including those in the EYFS.

### **Scope**

This policy forms a key element of the School's approach to Health and Safety and should be read in conjunction with the School's Health and Safety Policy (Part 1 – Statement of Intent, Part 2 – Organisation and Part 3 - Procedures.) The Fire Policy and Procedures have been consolidated into this separate document for ease of reference and takes precedence over other policies or contrary direction.

### **Statement of Intent**

Malvern St James is committed to providing a safe environment for its staff, pupils and visitors; this responsibility extends to the provision and management of fire safety systems and procedures. The School will take all reasonable steps to ensure the safety of persons and premises against the threat of fire or other emergencies.

Whilst it is acknowledged that it cannot be assumed that a fire will never break out, systems are in place to minimise the likelihood and deal with this eventuality, prioritising the management of systems to reduce the risk of injury to persons and where possible the damage to property.

The School's intentions are:

- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation;
- To undertake suitable and sufficient fire risk assessments of the various buildings which form the School's Estate;
- To identify and implement practical control measures to control the risks from fire as identified in the risk assessment process;
- To develop and implement fire safety procedures that will so far as is practicable reduce the likelihood of loss of life, injury and damage to property;
- To reduce the risk of fire as far as reasonably practicable;
- To conduct regular fire evacuation drills and test emergency equipment to ensure its effectiveness;
- To provide adequate information, instruction and training for employees and other

persons as necessary regarding fire;

- To appoint one or more competent persons (with sufficient knowledge, experience and training) to assist in identifying fire hazards and assist in taking preventative and protective measures.
- To effectively liaise with the local fire authority where appropriate;

### **Organisational Responsibilities**

#### **Overall Responsibility**

The Council has overall responsibility for fire safety and will:

- Be the 'responsible person' for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005;
- Ensure that fire risk assessments are undertaken and reviewed as necessary, on at least an annual basis;
- Ensure adequate resources are provided to allow the organisations fire safety policy and fire safety controls to be effective;
- Ensure suitable fire equipment is provided as necessary and is maintained and conforms to all relevant statutory provisions;
- Appoint competent persons who are responsible for the day-to-day management of fire safety;
- Ensure that fire safety information within the fire safety management system is made available to all staff and relevant persons;
- Take appropriate action when statutory requirements are not being met and there is significant risk to safety of persons.

#### **Nominated Person on Site – Fire Officer**

The Director of Operations & Compliance will be the School's Fire Officer and will:

- Be the nominated person for the day to day management and supervision of fire safety at the School;
- Actively engage in the fire risk assessment process at the various School premises to understand, initiate and monitor the effectiveness of any recommendation and actions highlighted and the control measures in place;
- Allocate resources appropriately and in the right areas to allow the School's fire safety policy and fire safety controls to be effective;
- Oversee and manage the provision of fire equipment and related materials as necessary to ensure all relevant statutory provisions are being met;
- Appoint as necessary, competent persons who can assist in the management of

fire safety and maintenance of fire safety equipment;

- Make available to staff, pupils and other relevant persons, fire safety information within the fire safety management system including the fire risk assessment, policy and procedural documents;
- Ensure staff, pupils and other relevant persons have been given the relevant fire safety instruction, information and training required to undertake their role;
- Take appropriate action when statutory requirements are not being met and there is significant risk to persons;
- Record, monitor, review and investigate all fire incidents and take appropriate action to minimise their recurrence.

### **Fire Marshals**

The School will appoint a number of 'Fire Marshals' who will assist in the School's response to a fire such as accounting for staff and pupils or interacting with the emergency services. Detailed responsibilities are below.

The following are Fire Marshals:

- Senior Fire Marshals
  - Director of Operations and Compliance (lead with coordination and interaction with emergency services)
  - Deputy Head/Director Pastoral Care (accounting for staff and pupils)
- Staff Fire Marshalls – functional areas across the School have several staff trained to ensure safety of their allocated zones (Head's PA, IT team, HR team, Finance team, Hd Dom Ops, Grads, Estates members, Catering dept, Drama, Art, DT, Science)
- Boarders – Director of Boarding & House staff (HM & DHM)
- Night Security Wardens (outside normal hours, holidays, weekends and weekdays 18:00 – 06:00)

All Fire Marshals are to be fully familiar with the School's Fire Safety Policy and Procedures and prepared to:

- Assume the lead School co-ordinator in the event of a fire evacuation;
- Take responsibility for ensuring the fire services have been called and are aware of the relevant location of the fire within the School, and where emergency cut-off switches are located;
- Co-ordinate the fire evacuation procedure to ensure all buildings are evacuated as quickly and safely as possible with sweeps conducted in high risk areas where necessary;
- Liaise with heads of other departments at the Assembly Point to ascertain the identity of any unaccounted for persons in the School and pass this information on to the fire services;
- Continually assess, monitor and take actions to minimise the risk of injury during a fire and emergency situation until the fire service arrives on site;
- Instruct and give information to relevant staff in order that the risk of injury can be minimised, this may include closing doors, relocating persons from at risk areas or ensuring

that fire alarm panels are checked for information;

- Actively engage in the fire drill and evacuation process to monitor its effectiveness and ensure that any issues or concerns are noted, passed to the Fire Officer and addressed;

The Director of Operations and Compliance is responsible for maintaining a WhatsApp message group to help facilitate communications between marshals and key staff during a fire drill or alarm

### **Head of Estates**

The Head of Estates or his nominated stand in, has a pivotal role in helping direct the emergency services. The Head of Estates is to:

- Be familiar with the School's Fire Safety Policy, Evacuation Procedures and other relevant documents
- Advise the Fire Service if they respond to an alarm at a School property; outside working hours, the Night watchman may fulfil this role. Following an alarm and all clear, the Head of Estates will re-set the alarm.
- Check that firefighting and any other relevant emergency equipment is provided, readily available and in a useable condition.
- Actively assess the fire controls and equipment and report any deficiencies or issues to management;
- Record details of the checks undertaken on fire exits, alarms, emergency lighting, fire doors and exits and fire equipment;
- Report any unsafe conditions, obstructions or concerns with fire safety to the Fire Officer;
- In his absence, ensure a trained individual is nominated to assume his Fire responsibilities.

### **All Staff**

Within MSJ, all staff regardless of their role, must:

- Be familiar with this School Fire Policy & Procedures and other related documents;
- Undertake active 'hazard spotting' of fire controls, exit routes and equipment and report any unsafe conditions, obstructions, deficiencies or concerns to the Director of Operations and Compliance;
- Provide guidance, information and direction to pupils about fire safety matters;
- Provide direction, assistance and support to persons in the event of an emergency to ensure an effective and speedy evacuation can be achieved;
- Be familiar with all exit routes from the building and be comfortable in advising others on suitable exit routes;
- Provide feedback to the Emergency Fire Control Officers or other responsible person following an evacuation.
- Observe fully any instructions, information and training given and abide by the fire safety policy at all times;

- Not interfere with anything provided to safeguard fire safety;
- Keep waste materials, dust and combustibles to a minimum within school premises;
- Report any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Avoid taking any undue risks in the event of a fire breaking out;
- Be aware that non-compliance with fire safety procedures can result in disciplinary action, which may include dismissal if appropriate.

### **All Pupils**

Pupils have an important role to play in fire safety and must ensure that they:

- Sign in and out when entering or leaving School premises;
- Familiarise themselves with the emergency procedures and fire action notices;
- Stay with the teacher or staff member as necessary during evacuation procedures or follow direction given by any member of School staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

### **Visitors & Contractors**

Visitors or contractors working within the School will be briefed on fire procedures as part of the signing in process. They are to ensure that they

- Sign in and out at reception on arrival and before leaving;
- Familiarise themselves with the emergency procedures and fire action notices;
- Stay with the School representative as necessary during the visit or abide by any direction given by School staff;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

### **Hirers or Users of School Facilities ('Lets')**

The School will often rent out facilities to third parties. The School Events' Coordinator will brief hirers on the School's fire procedures. The hirer or user must then:

- Agree and abide by the terms and conditions detailed in the hirer's documents;
- Familiarise themselves with the relevant emergency procedures and fire action notices;
- Take responsibility for the persons using the facilities they have hired and ensure that fire safety information and evacuation procedures are communicated to all persons who use the facilities;
- Observe fully any instructions and information relating to fire safety given by

representatives of the School;

- Report to the School (via the Events' Coordinator,) any defects with fire safety equipment or concerns regarding fire safety or evacuation;
- Keep waste materials, dust and combustibles to a minimum within school premises
- Raise the alarm and evacuate the building when a fire is identified or alarm sounded;
- Avoid taking any undue risks in the event of a fire breaking out;
- Not interfere with anything provided to safeguard fire safety.

### External Advisors

As required, the School may harness the support of external advisors to fulfil the role of 'Competent Person' for fire safety issues. Such advisors may be used (but not limited to) to assist in:

- Advising on fire safety and to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005;
- Undertake fire risk assessments and provide an action list of recommendations to the School;
- Formulating the fire policy and related procedures required to comply with the Order;
- Identify the fire risks and hazards which are associated with the School's activities and formulate effective management systems to reduce the risk of injury and loss;
- Undertaking site audits to monitor the effectiveness of the School's policies, procedures and management systems;
- Any fire related incident investigation;
- Providing competent advice and support relating to any concerns, queries or questions that arise relating to fire safety management.

### Procedures

**Fire Procedure** The School's Approach to fire safety and evacuation procedure is outlined at Appendix 1 and **MUST** be read in full. (Enclosures then provide details for evacuation procedures in the boarding houses.) Points to note include:

- a. All staff are to be familiar with the School Fire Procedure. Individual instructions are issued for each Boarding House and other specified areas of the School by the Director of Operations and Compliance, through the Head of Estates. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire.
- b. A school-wide fire practice will take place at least once a term and all boarding Houses, must have at least one practice per term and during the year at least one of these should be during [sleeping hours](#)
- c. The Director of Operations & Compliance will maintain close liaison with the local Fire Brigade.
- d. The maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis, normally during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors.

- e. The maintenance of fire extinguishers and other items of fire-fighting equipment is also carried out under contract. Equipment is to be serviced on an annual basis and visually checked and recorded by the Estates team on a weekly basis.
- f. The fire alarm in all buildings must be checked weekly, using different call points to initiate the alarm. The Estates team must maintain records of checks and the call point used.
- g. Each Boarding House/building has a Fire Safety File that should be used if the Fire Brigade attends.
- h. All staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

**Fire Safety Advice** As the designated Fire Safety Officer, the Director of Operations & Compliance can advise on fire safety issues as required, or may seek external assistance. Any requests for advice or guidance should be directed to him in the first instance. Where necessary he may engage the Hereford & Worcester Fire Safety Officer. Staff must raise any concerns they identify no matter how trivial they may appear and ensure all issues are addressed and recorded.

#### **Coordinating Detail**

**Inspections:** In order to reduce the risk of fire and in line with wider health and safety checks, the following inspections are to be conducted:

Inspection	Frequency	Responsibility	Recording
Fixed Electrical Installation	Annually	Head of Estates	Head of Estates
Fire Alarm	Weekly	Head of Estates	Head of Estates
Emergency Lighting	Monthly	Head of Estates	Head of Estates
Emergency Lighting – full discharge	Annually	Head of Estates	Head of Estates
Fire Extinguishers	Annually	Head of Estates	Head of Estates
Fume Cupboards	Annually	Head of Estates	Head of Estates
Gas fired boilers and appliances (inc. small bore supplies)	Annually	Head of Estates	Head of Estates
Portable Appliance Test (includes microwave leakage tests)	Annually	Head of Estates	Head of Estates
New personal appliances	Termly	Head of Estates	Head of Estates
Pressure Equipment (e.g. Kitchens/Laboratories)	Annually	Head of Estates	Head of Estates
Lifts	6 monthly	Head of Estates	Head of Estates

Lifting equipment	Annually	Head of Estates	Head of Estates
Catering Equipment (including classrooms)	Annually	Head of Catering	Head of Domestic Operations
Laundry Equipment	Annually	Head of Housekeeping	Head of Domestic Operations

**Health & Safety Committee** The Health and Safety Committee is the forum within which fire safety concerns can be raised and checks made to ensure procedures are being followed. Heads of Departments are to ensure that they are represented at the meeting and that their representative is briefed in order to raise any ongoing concerns.

#### Appendix and Enclosures

#### Appendix 1 Fire Safety

Enclosure 1	<u>Fire Procedure in Benhams</u>
Enclosure 2	<u>Fire Procedure in Batsford</u>
Enclosure 3	<u>Fire Procedure in Hatfield</u>
Enclosure 4	<u>Fire Procedure in Greenslade</u>
Enclosure 5	<u>Fire Procedure in Poulton</u>
Enclosure 6	<u>Fire Procedure in The Mount</u>
Enclosure 7	<u>Emergency Procedure in the Sports Centre</u>

**Authorised by**

Resolution of the School Council

**Signature**



29 September 2021

**Date**

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<b>Review date</b>	September 2022
<b>Circulation</b>	Members of School Council / teaching staff / all staff / parents / pupils [on request]



## Fire Safety

### Introduction

As highlighted in the main document, the School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. This Appendix outlines the procedures which are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### Role of the School Fire Safety Officer

The Director of Operations & Compliance is the designated School Fire Safety Officer and is responsible for ensuring that:

- Everyone in the school (including visitors and contractors) is given clear verbal instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- The fire safety procedures are promulgated to the entire school community.
- Records are kept of the fire induction training given to new staff. New pupils are instructed in the evacuation procedure.

### Standard Emergency Evacuation Notice

All new staff and pupils are to be shown the following notice which is on display around the School:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Dome gardens. Do not allow the pupils to take anything. Shut doors and windows behind you.
3. Main Building is connected to the Fire Monitoring Service.
4. If you have a disabled pupil in your class, you should move her downstairs, using one of the special evacuation chairs.
5. Take the register of your form as soon as you reach the assembly point.
6. Report anyone who is missing immediately to the Deputy Head or Director of Operations and Compliance who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
7. Remain at the assembly point with your pupils until all clear is given.

## **Fire Safety Procedures**

### **Briefing new staff and pupils**

All new staff (teaching and non-teaching alike) and pupils will be given a briefing on the School's emergency evacuation procedures on their first day at Malvern St James. Line managers are to ensure they are shown where the emergency exits and escape routes are located, and walked to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and the School will ensure that all staff knows what they should do on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

### **Initiating evacuation procedure – Main school and other property**

The School Fire Safety Officer will coordinate the timing of Fire Evacuation Drills with the SLT. If the alarm goes off for this or any other reason, the reception staff have standing instructions to contact Avenue, the Sports Centre and the boarding houses. The main building alarm system automatically summons the fire brigade via a monitoring service company.

### **Visitors and contractors**

The boarding houses are connected to a monitoring service which automatically alerts the Fire and Rescue Service. Housemistresses are responsible for coordinating the evacuation of their property and the registering of boarders and visitors. All boarding houses have Fire Procedures to follow (see Enclosures 1-6 to this Appendix) and regularly practise both night and day evacuations.

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The Receptionist is to make them aware of the 'Action In The Event of Fire' notice ' and highlight the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is to be made by the organiser of the event, advising attendees of the location of the emergency exits that they should use in the event of the alarm sounding.

### **Action in the Event of Fire – Main School Site On discovering a fire**

Alert other users of the building by activating the nearest call point, which are located on corridors and stairwell exits. Having raised the alarm, evacuate the building to the Dome Garden, (accessed via Avenue Rd 150m uphill from the main school gates) , where a roll call of visitors will be taken by designated members of staff.. Only attempt to use the firefighting equipment in the building to tackle very small, contained fires or to aid your escape from the building.

### **On hearing the fire alarm during the School day**

Leave your possessions in the room and, after closing the windows and door, leave the building via the nearest marked escape route. Make your way to the Dome Garden, (accessed via Avenue Rd 150m, uphill from the main school gates), where a roll call of visitors will be taken by designated members of staff.. Only attempt to use the fire fighting equipment in the building to tackle very small, contained, fires or to aid your escape from the building.

## **On hearing the fire alarm at weekends or after the School day**

During the weekend and after 6.30pm if the fire alarm sounds in the Main School building, girls should return to their Houses where a member of staff will set off the house fire alarm ensuring all girls are accounted for.

## **Disabled/Non-ambulant staff, pupils or visitors**

The School has a special one-to-one induction on fire safety for disabled/non ambulant pupils and their carers and for disabled members of staff. The Deputy Head is to arrange this for new pupils and the Director of Operations and Compliance for staff.

All form teachers and carers of disabled pupils are to be trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the second floor of Main Building (near the classrooms) and the second floor of the Science Education Centre.

## **Responsibilities of teaching staff**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for registering their forms (where appointed as Form Tutor or Deputy Form Tutor) on arrival at the assembly point at the. They must ensure that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Deputy Head or Director of Pastoral Care. It is the responsibility of the Deputy Head or Director of Pastoral Care to ensure that this information is passed to the Fire and Emergency service via the Director of Operations and Compliance who remains at the Main School building RV for the Fire and Emergency Service.

**On no account should anyone return to a burning building.**

## **Fire practices**

The School will hold at least one whole School fire practice every term as well as both day and night-time evacuation of the boarding houses. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire.

## **Fire prevention measures**

The School has the following fire prevention measures in place at Malvern St James:

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system for Main Building is located off Reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Night Security Warden is responsible for

unlocking the buildings in the morning, when he removes panicbolts, from all emergency exits, checks that escape routes are not obstructed and for reporting any defects.

### **Checks and Tests (and recording all tests and defects).**

- This is the responsibility of the Head of Estates, exercised through a nominated houseman.
  - Weekly recorded checks of fire doors and escape routes, automatic door closures, emergency and exit signs and fire fighting equipment.
  - Monthly recorded tests of emergency lights to included an annual soak test and a fitness for purpose test.
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, fire extinguishers.
- Records of all tests are kept in the Head of Estates office and filed electronically Director of Operations and Compliance on the Health and Safety MS Team.
- Permanent displays in corridors, theatre scenery, stage curtains and props are treated with fire retardant spray.

### **Electrical safety**

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installation.
- Regular portable appliance testing takes place in accordance with a published schedule. Several members of the Estates team and additional staff have been trained in this role.
- Records of all tests are kept by the Head of Estates and within the staff shared area.
- The Night Security Warden checks that all Scientific and CDT equipment is switched off at the end of the school day.

### **Lightning protection**

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept by the Head of Estates and on the Health and Safety MS Team.

### **Gas safety**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Director of Operation's office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

### **Rubbish and combustible materials**

- Flammable rubbish is stored away from buildings in segregated wheelie-bins.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in fire resistant areas.
- All curtains and soft fabrics are purchased as inherently fire retardant or are treated to make them flame retardant.

### **Letting or hiring the school**

The School's standard contractual terms for letting and hiring the School, cover fire safety and specify that the hirer should certify that they have read and understood the School's fire safety policy and procedures. A member of the Estates Department is always on call when the School is let or hired for an outside function or event.

## Fire Risk Assessment

The School's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically they identify:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The Director of Operations & Compliance or external consultants will continually conduct risk assessments of all rooms, laboratories, corridors, stairs, sports buildings etc of Malvern St James. The risk assessment is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to. Periodically, fire risk assessments will be reviewed or re-written by external consultants.

Enclosures:

- 1 [Fire Procedure in Benhams](#)
- 2 [Fire Procedure in Batsford](#)
- 3 [Fire Procedure in Hatfield](#)
- 4 [Fire Procedure in Greenslade](#)
- 5 [Fire Procedure in Poulton](#)
- 6 [Fire Procedure in The Mount](#)
- 7 [Emergency Procedure in the Sports Centre](#)

### Fire routine Benhams house

1. The Benhams Fire alarm will cover the Boarding House and The Rectory.
2. When the fire alarm sounds the evacuation should commence immediately; this may be through the common room fire door and not just the main entrance. The monitoring service will alert the Fire Brigade. The Housemistress (HM), Deputy Housemistress (Dep HM) or person in charge of the group staying in Benhams, will collect the fire register located next to the final exits.
3. The other member of staff stands in an appropriate place reminding the pupils to be silent and to remain calm. If appropriate the other member of staff collects the visitors' file and the signing in & out sheets which are then referred to when accounting for missing pupils or visitors to the house.
4. The pupils line up on the drive to the front of the house (or the garden to the rear depending on the situation) in alphabetical order. The HM or Dep HM moves along the line asking each girl in turn to say their own name, marking with a tick if they are present. Other staff may be asked to assist with a torch and when safe to do so to contact the Nightwatchman to advise of the situation.
5. If there are overnight visitors in the house or pupils absent then a list will have been compiled and attached to the main fire register.
6. When the House is assembled outside the HM or Dep HM will keep them calm until the Fire Brigade say that it is safe for them to return inside. If there is a delay in returning to the House then the pupils should be taken to Batsford or Hatfield to keep warm.
7. During the weekend and after 6.30pm if the fire alarm sounds in the main school building, pupils should return to their Houses where a member of staff will set off the house fire alarm ensuring all pupils are accounted for.

### Procedure For Drills

1. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. To activate the alarm, select menu, disable controls and enter the code. Press Evacuate to set it off. When pupils have evacuated and been registered the member of staff should press Silence Alarm. The fire drill should be completed following the procedure outlined above. The alarm should be rest and controls disabled.
2. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the pupils; it may be better to do this later if it is a night time drill.
3. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time).**

## Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through is done on the first evening the boarders are back in the house.
- Must have at least one practice per term and during the year at least one of these should be during sleeping hours.
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

## Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is sent electronically to the Director of Operations & Compliance. An electronic copy is kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance.

**Enclosure 2 to  
Appendix 1**

## Batsford Fire Procedure when Girls' house

If girls discover a fire, they should alert a member of staff. Fire alarms can also be activated at any of the red call points. When the fire alarm sounds the evacuation should commence immediately; the monitoring service will automatically alert the Fire Brigade.

The exit points are the front door and the side door to the front garden via Tokyo.

There is a Fire Assembly Point sign on the fence opposite the main door across the drive. The area is floodlit at certain times, but a torch is located by the front door along with the First Aid kit which should be picked up on the way out if possible.

During the weekend and after 18:30 if the alarm sounds in the main school building, girls should return to their houses where a member of staff will ensure all girls are accounted for.

### Staff:

Collect the fire register located to the right of the front door. If the alarm occurs before bedtime, the signing in/out folders and/or meal list on the tablet should be collected from the table if possible.

Should have a mobile phone with them to enable them to contact relevant parties and arrange a warm, dry place to go in inclement weather. The Batsford mobile also has the meal lists and registers on One Note.

A member of staff may sweep upstairs if she is upstairs and it is safe to do so.

Remind the girls to be silent and to remain calm.

### Girls:

Move out of the building quickly and quietly to wait in the designated area on the other side of the drive.

Not wait for a friend but inform a member of staff if they know the whereabouts of someone/ notice a girl from their room is missing.

Must have shoes/slippers on their feet. Wellies are available on the front porch.



Stand in rows of dorms and wait for the roll to be taken. Each girl must reply to her own name and not on behalf of others.

Wait quietly until the all clear is given. No-one should re-enter the house until the fire brigade has confirmed the building is safe.

### **Procedure for Drills.**

The Housemistress should first contact the monitoring service and request that the system be taken off-line for the duration of the drill. The phone number and password are in the House handbook and on the firebox. The service will resume at an agreed time. The firebox is located by the front door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off. The fire drill should be completed following the procedure outlined above. Press Silence Alarm and Reset before allowing the girls back in.

Staff should give feedback on the efficiency of the fire drill at some stage: this may not necessarily be at the end of the fire drill.

After completing the drill, the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

### **Timing For Fire Drills**

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk-through practice is done on the first evening the boarders are back in the house.
- Should have at least one practice per term and during the year at least one of these should be during sleeping hours
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

### **Record Keeping**

The time the fire drill took place and its duration are recorded, together with any other observations, on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is electronically sent to the Director of Operations & Compliance. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance.

### Batsford Fire Procedure when in use as Graduate Accommodation

If the graduates in the house discover a fire, they should activate the alarm at any of the red call points. When the fire alarm sounds the evacuation should commence immediately; the monitoring service will automatically alert the Fire Brigade.

The exit points are the front door and the side door to the front garden via Tokyo.

There is a Fire Assembly Point sign on the fence opposite the main door across the drive.

Grads have the Night Security Warden's mobile number as well as the Head of Estate's phone number in case of emergency. They should check who is outside with them and the whereabouts of any others not present.

Wait quietly until the all-clear is given. No-one should re-enter the house until the fire brigade has confirmed the building is safe.

#### Procedure for Drills.

The Housemistress should first contact the monitoring service and request that the system be taken off-line for the duration of the drill. The phone number and password are in the House handbook and on the firebox. The service will resume at an agreed time. The firebox is located by the front door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off. The fire drill should be completed following the procedure outlined above. Press Silence Alarm and Reset before allowing the girls back in.

Staff should give feedback on the efficiency of the fire drill at some stage: this may not necessarily be at the end of the fire drill.

After completing the drill, the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

#### Timing For Fire Drills

- A fire drill is held at the start of the year and recorded.

#### Record Keeping

The time the fire drill took place and its duration are recorded, together with any other observations, on a form designed for this purpose. When the form is completed by the Housemistress, it is electronically sent to the Director of Operations & Compliance. An electronic copy is to be kept by the House and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance.

### Hatfield Fire Procedure

If girls discover a fire, they should alert a member of staff. Fire alarms can also be activated at any of the red call points. When the fire alarm sounds the evacuation should commence immediately; the monitoring service will automatically alert the Fire Brigade.

The main exit points are the front door and the back door.

The area is lit by a street light next to the wall. If possible, a First Aid kit should be picked up on the way out.

During the weekend and after 18:30 on weekdays if the alarm sounds in the main school building, girls should return to their houses where a member of staff will ensure all girls are accounted for.

#### Staff:

Collect the fire register located by the emergency exit doors (front and back). If the alarm occurs before bedtime, the signing in/out folders and/or meal list on the tablet should be collected from the tables if possible. Y9 by the back stairs exit, Y7/8 by the front stairs exit

Should have a mobile phone with them to enable them to contact relevant parties and arrange a warm, dry place to go in inclement weather. The Hatfield mobile also has the meal lists and registers on One Note

A member of staff may sweep upstairs if she is upstairs and it is safe to do so.  
Remind the girls to be silent and to remain calm

#### Girls:

Must move out of the building quickly and quietly to wait in the designated area on the Dome side of the building

Must not wait for a friend but inform a member of staff if they know the whereabouts of someone/  
notice a girl from their room is missing

Must have shoes/slippers on their feet

Stand in bubbles, 1<sup>st</sup> floor and 2<sup>nd</sup> floor rows and wait for the roll to be taken. Each girl must reply to her own name and not on behalf of others

Wait quietly until the all-clear is given. No-one should re-enter the house until the fire brigade has confirmed the building is safe

#### Procedure for Drills.

The Housemistress should first contact the monitoring service and request that the system be taken off-line for the duration of the drill. The phone number and password are in the House fire folder on the opposite side of the atrium. The service will resume at an agreed time. The firebox is located by the front door. There is a key slot on the front, the key is above it. Open the front, put it into the key slot and turn it. Press Sound Alarm to set it off. The fire drill should be completed following the procedure outlined above. Press Silence Alarm and Reset before allowing the girls back in.

Staff should give feedback on the efficiency of the fire drill at some stage: this may not necessarily be at the end of the fire drill.

After completing the drill, the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

### Timing for Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk-through practice is done on the first evening the boarders are back in the house.
- Should have at least one practice per term and during the year at least one of these should be during sleeping hours
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

### Record Keeping

The time the fire drill took place and its duration are recorded, together with any other observation, on a form designed for this purpose. When the form is completed by the Housemistress, or member of staff on duty, it is electronically sent to the Director of Operations and Compliance and if there are any faults reported it is important to make a note of these on the form and ensure action is taken through the usual lines of communication with the Director of Operations & Compliance.

### Greenslade Fire Procedure

The Boarding House is housed off site from the main school building.

The Greenslade Fire procedure is as follows:

1. All girls in Greenslade are all placed on a fire list. Copies of these lists on boards are kept in a fire box next to the side door (east entrance) of the building. The girls are to line up in the prescribed list and order. On the gravel driveway by the side door to the east of the building.
2. The person at the top of each fire list is responsible for collecting the fire board from the box. They then check each girl off, according to her fire list, and report any girls missing to the member of staff on duty.
3. When the fire alarm goes off girls line, in their fire list groups, up outside the side door in silence.
4. Members of staff take check on OneNote the night check lists if after 10:30pm
5. The girls remain outside until the Fire Brigade give the authority to re-enter the building. If it is raining the girls should line up under the porch near the east end of the building. If it is particularly wet or cold the group should be evacuated to The Dome or another Boarding House.
6. There are regular fire drills. There must be a fire drill each term within the first week. Should have at least one practice per term and during the year at least one of these should be during sleeping hours
7. During the weekend and after 6.30pm if the fire alarm sounds in the main school building a member of staff will do a register to ensure all girls are accounted for.

### Procedure For Drills

4. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of girls have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above.
5. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.
6. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time).**

### Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- Must have at least one practice per term and during the year at least one of these should be during sleeping hours.
- It is important that weekly, flexi and occasional boarders are familiar with the procedure.

### **Record Keeping**

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is sent electronically to the Director of Operations & Compliance. An electronic copy is kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance. The file is in the Housemistress's office

### Poulton Fire Procedure

Given that Poulton Boarding House is located within the main building, during the school day, (8am-6.30pm) the main School fire procedure is to be followed. Outside these hours and on the weekend the Poulton Fire procedure is followed.

All girls in Poulton are all placed on a fire list. Copies of these lists on clipboards are kept in a fire box next to the side door.

On hearing the alarm, girls are to evacuate the building by the nearest exit. Girls are to then line up in their fire list groups, in the car park by the side door.

The person at the top of each fire list is responsible for collecting the fire board from the box, as long as it is safe to do so. They then check each girl off, according to her fire list, and report any girls missing to the member of staff on duty.

Members of staff will take down the signing in and out books.

The girls remain outside until the Fire Brigade give the authority to re-enter the building. If it is raining the girls should line up outside the arch by York Hall. If the cause of the smoke is known to staff and there is no risk to girls, after consultation with the Estates staff on duty, a member of staff should re-enter the building and open the door by the York Hall, so that girls can wait in the warmth and dry. This part of the building is an extension to the main building and the group can be easily removed from here, in a subsequent emergency. If the York Hall is considered a risk, then the group should be evacuated to The Dome or another Boarding House.

If girls from other Houses are eating in the dining room when the alarm sounds, they should return to their Houses where a member of staff will set off their fire alarm ensuring all girls are accounted for.

### Procedure For Drills

1. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of girls have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above.
2. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.
3. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time).**

Note that the gas is automatically shut down when the fire alarm is sounded so the Nightwatchman should be contacted to turn this back on and reset the boilers on the 4<sup>th</sup> floor after the alarm has sounded.

### Timing for Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held during the first week of term, but a walk through one is done on the first evening the boarders are back in the house at the start of a new academic year in September.
- Should have at least one practice per term and during the year at least one of these should be during sleeping hours

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

### Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is electronically sent to the Director of Operations & Compliance. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance.



### The Mount Fire Procedure

The following procedure should be followed by pupils and staff in the event of a fire within Mount:

If you discover a fire, sound the Alarm by breaking the glass of a Red Call Point (anywhere in the building) **or** activate the 'sound alarm' button on the Fire Panel in the Housemistress' flat, only if you are nearer to it and only if it is safe to do so. Using the key (on top of the Fire Panel), turn it to the right and then press the 'Evacuate' button, this will sound the alarms. The Fire alarms will 'sound' automatically if heat or smoke is detected by overhead sensors.

**\*\*The Sounders of the 'Red Care Fire Alarm System' automatically summon the Fire Brigade\*\***

- ☒ **Staff and Girls to evacuate the building quickly and quietly via the closest and safest fire exit.**
- ☒ House Staff can use an extinguisher on a fire only if it is SAFE / practical to do so and does not expose you or anyone else to danger. Housemistresses & Deputy HM's / House Tutor should have instruction & training on the use of Fire Extinguishers. Safety is a Priority and if in doubt about using one, she must Exit the building immediately.
- ☒ **Exit the Building, collecting a House Fire Register and torch from the nearest fire exit point:-**
  - 1. By main office next to front door.**
  - 2. Back laundry door**
  - 3. Inside next to fire exit at end of long corridor**
- ☒ **Once you have left the building by the nearest safe exit, go straight to muster point – Mount Driveway outside Housemistress Flat and Laundry.**
- ☒ If Exiting via the main 'Front door' Collect the signing IN & OUT sheets from Hall Table, but only if you are passing it and it is safe to do so.
- ☒ If exiting via the Front door of the House walk down the drive and along the pavement, to the right and next right, up to the Main Muster Point for the whole house. If exiting from the **rear of the house** (1<sup>st</sup> floor), descend the steps to the left at the side of the house and meet at the Main Muster Point. The rear External Fire Escapes also evacuate via this routine, from the garden and down the side of the house to the Muster Point.

- Girls line up alphabetically by Year group. The register is taken and any missing girls are identified to the Fire Service on their arrival along with their location in the house.
- On arrival of the Fire Service notify them of any missing girls and their locations and Inform them that the Fire Book (House / Dorm Plans etc.) can be found just inside the external door to the Housemistress's flat and on the corner shelf by the main front door.

**NB:** You must not allow anyone to go back into the building until the Fire Officers have checked it, nor must you go back in yourself. If the fire alarm sounds and you have not 'triggered' a practice or test, you must assume it is a fire and follow the above procedure.

During the weekend and after 6.30pm if the fire alarm sounds in the main school building, girls should return to their Houses where a member of staff will set off the house fire alarm ensuring all girls are accounted for.

### Fire Exit Locations

#### Main Fire Exits:

Front door  
Back door by Laundry  
1<sup>st</sup> floor at end of the long corridor

#### Additional Fire Exits:

Housemistress Front Door via upstairs  
Games Room  
Passage Door in connecting door between Houses  
Door between bathroom and silver room on Ryall side of the House

#### Fire Exits through windows:

1<sup>st</sup> Floor MOUNT: Room14, 15, 16 &17

### Procedure For Drills.

When a practice drill is planned, the Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The Night-watchman may be called to activate the alarm; the Night-watchman can also assist with activating, silencing and resetting the alarm.

The fire drill should be completed following the procedure outlined in the section above

When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

### Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held during the first week of term, but a walk through one is done on the first evening the boarders are back in the house at the start of a new academic year in September.
- Must have at least one practice per term and during the year at least one of these should be during sleeping hours It is important that weekly boarders are familiar with the procedure

### Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed by the Housemistress or staff on duty, it is sent to the Director of Operations & Compliance. A copy is kept in the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations & Compliance.

## Emergency Procedure for the Sports Centre

### Procedure for the Evacuation of the Sports Centre in case of Fire or Emergency.

#### 1. Action on discovering a fire

- a. Operate the nearest alarm call point
- b. Leave the building without delay
- c. Do not stop to collect personal belongings
- d. Proceed to the appropriate assembly point:
  - i. Pupils and academic staff, Dome gardens
  - ii. Sports Centre staff and members, on Sports Centre car park.

#### 2. What to do if the fire alarm sounds

- a. Leave the building immediately by the nearest exit.
- b. Proceed to the appropriate assembly point.
- c. Do not stop to collect personal belongings.
- d. Do not use the lift.

#### 3. Staff responsibilities

- a. The Sports Centre Manager is responsible for ensuring that the Fire Brigade is contacted. If he is not on shift a responsible person will be nominated in advance.
- b. The responsible person will then phone the main School reception, advise the receptionist that the alarm is in progress and that the Brigade has been called. The School receptionist will then make contact with the Director of Pastoral Care and the Director of Operations and Compliance and advise them of the situation.
- c. The academic staff are responsible for the evacuation of the school pupils and for escorting them across the road to the assembly point at the Dome. This should include any girls taking part in activities on the pitches. The academic staff members should collect and take the register for any lessons taking place with them. They should advise the Sports Centre responsible person when they have completed their evacuation.
- d. The Sports Centre staff, under the Manager's supervision and assuming it is safe to do so, are responsible for a sweep of the building, to include changing rooms and toilet facilities.

e. The Sports Centre staff will direct all members, visiting lets and spectators, to the assembly point in the car park.

f. In the event of a false alarm it is important that the system is not reset until the Fire Brigade have checked the building and are satisfied that there is no ongoing risk.

#### 4. **Liaising with Fire Brigade**

a. The Director of Operations & Compliance, or in his absence the Sports Centre Manager or his appointed responsible person, will liaise with the Fire Brigade on their arrival at site.

b. The Fire Brigade should be advised of the seat of the fire, if known, and the location of any person awaiting rescue within the building.

c. The alarm system should not be reset or silenced until the Fire Brigade have checked the building and are satisfied that there is no ongoing risk.

d. The responsible person should not allow anyone to re-enter the building until directed by the Fire Brigade that it is safe to do so.

#### 5. **Returning to normal operation following a Fire Alarm at the Sports Centre**

a. Once the Fire Brigade has deemed the building safe to re-enter, then the Sports Centre staff and members may do so.

b. The responsible person will then make contact, via mobile phone **07841775812**, with the Director of Pastoral Care to advise her that it is safe for the pupils to return to lessons.

#### 6. **In the event of a fire in another area of the School**

a. If a Fire Alarm is triggered in another area of the School the main School receptionist is responsible for contacting the out-lying buildings; this will include the Sports Centre.

b. On receiving an alarm call from the main reception, the Sports Centre staff are responsible for activating the Fire Alarm at the Sports Centre and initiating a full evacuation of pupils and members. In this instance there is no need for a call to the Fire Brigade by the Sports Centre staff.

c. Following an activation in another area of the School, once a register of the members and Sports Centre staff has taken place at the assembly point, then the Sports Centre can return to normal operations.