

ISI 12a – Fire risk assessment

12b – Fire procedures



**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

P12.6 – Fire Safety Management Plan

Reviewed: Lent 2024

Next Review: Lent 2025

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1. Introduction

The governors of Thurlow Educational Trust have overall responsibility for the health, safety and welfare of staff, students and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working or carrying out any activities across Rosemead Preparatory School and Nursery sites. Although overall accountability for health and safety lies with the Trust, oversight of this has been delegated to the governors of St Dunstan's Trustee Ltd, which is chaired by Mr Paul Durgan.

Day-to-day responsibility has been further delegated to the Head, Mr Graeme McCafferty (with executive leadership and oversight provided by the Head of St Dunstan's College.) The Head then delegates out specific duties, as set out in this policy.

Thurlow Educational Trust, St Dunstan's Trustee Ltd. and the Head of Rosemead recognise the importance of prioritising fire safety as this presents a major risk to staff, pupils and visitors. In addition, the loss of the building would cause significant disruption to the teaching function of the School, affecting its pupils and other frequent users of the facilities.

Thurlow Educational Trust, St Dunstan's Trustee Ltd. and the Head of Rosemead will take all necessary precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable and then managing the remaining residual risks by ensuring adequate control measures are in place.

This Fire Safety Management Plan, which must be read in conjunction with the Health and Safety Policy, sets out the roles and responsibilities and organisational arrangements for the management of fire risk at Rosemead.

1.1 Rosemead Preparatory School & Nursery (Rosemead)

Rosemead is a co-educational independent school for pupils from 2½ to 11 years located on the Dulwich/ Tulse Hill borders in South-East London.

The estate is split across two sites. The Pre-Prep & Nursery (up to Year 2) at 40a Thurlow Park Road (the South Circular), on the junction with Elmcourt Road and the Prep (Years 3–6) at 70 Thurlow Park Road, on the junction with Lancaster Avenue. The two sites are approximately 400 metres apart along the South Circular. Outdoor sports are delivered at the Rosendale Sports Fields on Rosendale Road, a 10-minute walk from the Prep building.

The Prep building dates from 1865, acquired by Thurlow Educational Trust in the 1970s and has undergone various alterations and additions over the years, most recently a third floor extension. The Pre-Prep is housed within a building that was originally St Cuthbert's Presbyterian Church, built in 1901, deconsecrated in the 1990s, acquired by Thurlow Educational Trust in 2005 and converted to its current layout in 2017. The only building that includes a lift is the Pre-Prep. Smoking, either cigarette or vape, is not allowed in any of Rosemead's buildings, or anywhere within the grounds.

The table below summarises the two sites and their respective fire alarm and emergency light arrangements. Site plans are provided in Appendix A.

Rosemead Prep School & Nursey, 70 and 40a Thurlow Park Road, Dulwich, London. SE21 8HZ	Prep building at 70 Thurlow Park Road Pre-Prep & Nursery at 40a Thurlow Park Road	Prep: Artius Fire System BS5839 Pre-Prep: Vigilon Compact Fire System – designed to EN54 pt 2&4	There is emergency light coverage across both sites
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Standard opening hours: Monday to Friday: 7am to 7pm	External play areas at both site		
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2. Leadership, Commitment and Regulatory Requirements

The Governors and Head are committed to meeting the duties placed upon them by the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Governors will:

- maintain a strategic overview of fire safety performance;
- ensure that relevant competencies are maintained;
- provide adequate resources for the implementation, maintenance and continual improvement of the Fire Safety Management Plan; and
- receive annual/regular reports on the effectiveness of the Fire Safety Management Plan from the Chief Operating Officer (COO).

The Head, as the person in control of the establishment and the activities undertaken, is the "Responsible Person" for fire safety as identified in the Regulatory Reform (Fire Safety) Order 2005. Day to day management of fire safety is further delegated to those detailed in Section 3. In addition, all staff are responsible for complying with Rosemead's Health and Safety Policy, cooperating with day-to-day fire safety responsibilities and assisting with the evacuation in the event of fire.

3. Key Responsibilities

3.1 The Head as Responsible Person

The Responsible Person has a duty to do all that is reasonably practicable in order to minimise the risk of injury or death to pupils, staff, contractors or members of the public from fire and has overall responsibility for ensuring:

- a suitable and sufficient fire risk assessment is carried out for Rosemead by a competent person;
- an appropriate means of detecting a fire and providing warning, easily accessible firefighting equipment, means of escape and emergency exits are in place and kept clear. Suitable systems of maintenance for all areas are carried out by competent persons to ensure that they are in an efficient state, working order and in good repair;
- emergency procedures are in place and are regularly tested by the carrying out of fire drills, at least once a term, with a sufficient number of competent persons, suitably informed and trained, to assist with the evacuation;
- information, instruction and training regarding fire safety is included in staff induction, signage is displayed in prominent places and refresher training is provided;
- clear and relevant information has been provided to all staff and others regarding the hazards and risks to them as identified in the fire risk assessment, about the measures taken to prevent fires and how these measures will protect them, if a fire breaks out;
- a competent person is appointed to assist in the undertaking of preventative and protective measures;
- clear and relevant information is provided to parent/carers regarding the fire risk assessment and the measures in place to protect from fire;
- the presence of any dangerous substances and the risks this presents to relevant persons from fire have been considered; and

- contacts with the emergency services are established and a suitable means of contacting them and providing them with any relevant information about dangerous substances is in place.

3.2 Chief Operating Officer

The Chief Operating Officer (COO):

- has overall responsibility for ensuring effective implementation, and regular review, of the Fire Safety Management Plan; and
- ensures systems are in place to control contractor work, for example using Permit to Work procedures, in particular “hot works,” including the requirement to make any temporary modification to the structure of the building, escape routes and fire alarm system.

3.3 Head of Operations

The Head of Operations:

- ensures competent contractors are appointed;
- manages and monitors the contents of the Premises Information Box at both sites;
- coordinates day to day management of fire safety checks and maintenance, e.g., checks of fire doors, emergency lighting, firefighting equipment and weekly emergency lighting fire alarm tests;
- coordinates the Rosemead response during a fire alarm and appoints a deputy in their absence;
- ensures that housekeeping standards are maintained and escape routes are kept clear at all times;

- reviews all reports and paperwork received from contractors following testing and maintenance and schedules any remedial action, where required;
- maintains all fire safety records in the Fire File / Log for both sites;
- monitors the contractor engagement process to ensure full compliance;
- ensures that a training needs analysis is carried out for various roles across the two sites;
- ensures that fire safety training is arranged, records are maintained and that refresher training is scheduled;
- delivers fire safety awareness training for out-of-cycle new starters;
- reviews the Fire Risk Assessment and maintains an up-to-date Action Plan;
- ensures key holder and contact responsibilities for the alarm companies at both sites are in place; and
- raises any concerns regarding fire safety performance with the Director of Estates & Commercial Activities, Chief Operating Officer, or Head.

3.4 All Staff

All staff are expected and required to:

- ensure the health, safety and welfare of themselves, colleagues, pupils and members of the public at all times, including in the event of an emergency;
- cooperate with the Responsible Person to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire;
- attend fire safety inductions and relevant training sessions;
- participate in fire drills; and
- report any identified failings in fire precautions using the correct defect reporting procedure to ensure remedial action is taken, where required.

3.5 Pupils

All pupils are expected and required to:

- not interfere with anything provided for fire safety, e.g., setting off the fire alarm as a false alarm, discharging a fire extinguisher, blocking a fire exit route, etc;
- follow all instructions given during a fire evacuation in a controlled, quiet manner; and;
- report any defects noted in anything provided for fire safety.

3.6 Hirers

- ensure the health, safety and welfare of themselves and those using the facilities that they have hired, including in the event of an emergency;
- cooperate with the Head of Operations to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire;
- take note of and apply the fire safety procedures detailed in the hire checklist;
- participate in fire drills; and
- report any identified failings in fire precautions to the Head of Operations, where required.

4. Competency and Training

To prevent the risk of fire and for the Fire Evacuation Procedure to be effective, all staff are required to be aware of their responsibilities, both on a day-to-day basis in terms of fire prevention and in the event of discovering a fire, or the fire alarm being activated.

All staff are trained in Fire Safety during normal working hours. Full training is carried out as close to appointment as possible and repeated on a three-year cycle. Fire safety refreshers are given annually at the Winter Term Inset. Specific staff will also be trained on additional responsibilities related to their role, for example the use of evacuation aids for those with mobility impairments.

Fire safety training for all staff includes:

<p>Staff induction process</p>	<p>Awareness of the Fire Safety Management Plan; Duties and responsibilities including not obstructing fire escape routes or propping open fire doors, reporting defects etc.;</p> <p>Emergency procedures; The carrying out of events risk assessments; and Awareness of relevant Personal Emergency Evacuation Plans (PEEPs).</p>
<p>Fire Safety Awareness Training</p>	<p>What to do on discovering a fire; How to raise the alarm and what happens then; What to do upon hearing the alarm; The procedure for alerting pupils, visitors, contractors and directing them to exits; The arrangements for calling the fire and rescue service; The evacuation procedure to reach an assembly point; The location and, where appropriate, the use of firefighting equipment; The location of escape routes; How to open emergency exit doors; The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke; The importance of keeping escape routes clear at all times; Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire; The reason for not using lifts; The safe use of and risks from storing or working with highly flammable and explosive substances; The importance of general fire safety, e.g., good housekeeping and electrical safety; The carrying out of events risk assessments; Use of premises by outside bodies e.g., summer camp providers;</p>

	Specific staff roles and responsibilities; and Testing and maintenance requirements.
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In addition to Section 3.5, pupils will be:

- reminded of the evacuation procedures at the start of each term; and
- participate in regular fire drills.

5. Practical Fire Safety Arrangements

As part of a holistic fire safety management system, in addition to the management action outlined in this Fire Safety Management Plan, considerations of passive and active fire precautions are essential and have been taken by Rosemead.

5.1 Passive Fire Precautions

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. At Rosemead, these include:

- construction and inspection of the building, fire doors and escape routes takes into account the needs of pupils, service users, people with disabilities, contractors, the public, etc. This includes the compartmentation of escape stairs, areas of higher fire risk, e.g., kitchens and plant rooms, division of areas by fire doors;
- deep fat frying in any form is strictly prohibited;
- building services e.g., gas and electricity are located in appropriate safe and secure locations;
- clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Equality Act 2010 are provided;

- fire action notices to inform people of the action to be taken in the event of fire are prominently located;
- protected areas are managed. For example, stairwells, escape routes and external walkways, dead end corridors and foyers. These areas must:
 - remain free of combustible materials, storage, fixtures and fittings;
 - have fire rated notice boards which meet the requirements of BS 476-1 (Class 0);
 - have enclosed notice boards rather than open, cloth materials or pin boards etc. which can facilitate the rapid spread of flames particularly in the case of an arson attack and affect evacuation of persons via their designated escape routes in the event of fire;
 - not have temporary signage installed; and
 - not have any sources of ignition and any furnishings, display cabinets etc. must be flame retardant.
- robust monitoring of escape routes and corridors by the Caretaker is carried out when the premises are opened each morning and continued during the day by Rosemead's contract cleaner. Responsibility for keeping these areas clear is included in staff and pupil inductions;
- a Permit to Work procedure, as detailed in the Contractor Management Policy, is in place for hot works;
- a robust Fire Safety File is maintained with complete records of testing, maintenance, changes of the fire safety systems including all remedial action etc.

5.2 Catering and Cleaning Contractors

The contract with the catering and cleaning contractors will include:

- the Rosemead's Emergency Evacuation Plan; and
- the requirement to provide risk assessments under the Control of Substances Hazardous to Health Regulations 2002.

5.3 Visitors and contractors

All contractors and visitors will be expected to comply with:

- information provided regarding the action to take if they discover a fire, or if they hear the fire alarm sounding;
- the Contractor Management Policy, including obtaining a Permit to Work for any hot work process, entry into Confined Spaces or Plant Rooms, liaising with Head of Operations before commencing any work on items provided for fire protection, e.g., the fire alarm system, or, where any work to be undertaken that may lead to the activation of the fire alarm system.

5.4 Hirers

As detailed in the Lettings Policy, contracts with hirers will include:

- the Emergency Evacuation Plan; and
- where applicable requirements/protocols regarding;
 - use of electrical equipment on site, including not to use electrical items unless those items can be proved to have been Portable Appliance Tested;
 - use of the kitchen/servery; and
 - alcohol consumption.

6. Active Fire Precautions

6.1 Pre-Prep

Rosemead's Pre-Prep building has one fire alarm system installed – Vigilon Compact Fire System – designed to EN54 pts 2&4.

In the event of the panel being activated by a Fire Call Point (FCP) activation and / or a direct activation at the panel, the fire alarm will sound and the building's fire

doors close. In the event of the panel being activated, an LED light will display against Zones 1-9 to inform staff of the location.

See Appendix D for the Cause-and-Effect Matrix.

6.2 Prep

Rosemead's Prep building has one fire alarm system installed – Artius Fire System BS5839.

In the event of the panel being activated by a Fire Call Point (FCP) activation and / or a direct activation at the panel, the fire alarm will sound and the building's fire doors close. In the event of the panel being activated, an LED light will display against Zones 1-7 to inform staff of the location.

See Appendix D for the Cause-and-Effect Matrix.

7. Fire Risk Assessment

A fire risk assessment will be carried out annually or sooner if there is a significant change in the structure of building, activities or users of the building by a competent person(s). This service is currently provided by XSELV.

The fire risk assessment will ensure:

- fire hazards are identified such as faulty electrical appliances, combustible materials, use of flammable substances or oxidising chemicals;
- persons at risk are identified including staff, pupils, visitors, contractors with consideration given to those who may require assistance with being alerted to fire, or when evacuating;
- all risks are evaluated and remedial action is taken to eliminate or reduce the risk; and

- Fire Safety training and the Fire Evacuation Procedure is reviewed to identify gaps and action required.

8. Emergency Planning

8.1 Emergency Evacuation Plans

The fire and disaster evacuation procedures for both sites are detailed in Appendix B.

8.2 Fire Drills

Fire drills will be conducted at Rosemead at least once a term. They will:

- confirm both staff and pupils' understanding of evacuation procedures;
- identify areas for improvement; and
- verify the effectiveness of training.

All fire drills are monitored with feedback provided immediately. The drills are recorded by the Head of Operations and on occasions will include:

- testing the arrangements in place for disabled people;
- simulation of exit routes being unavailable to help raise awareness of alternative escape routes;
- simulation of a missing member of staff, pupil or visitor to test the robustness of the roll call/sweep of the building process;
- simulation of the fire alarm being faulty; and
- witnessed by an independent observer.

Records of all drills will be held by the Head of Operations and will include accurate details of:

- Date/time
- Type of drill (false alarm, planned drill etc.)
- Evacuation time – building clear
- Time all accounted for
- Time of reoccupation of building
- Number of staff, pupils, visitors
- Observations
- Remedial actions

Appendix I details the fire evacuation report proforma.

8.3 Personal Emergency Evacuation Plan (PEEP)

Rosemead acknowledge their responsibility to ensure that a means of escape is provided for all users of the estate, including those who may have a disability. Rosemead recognises this may include occupants who are in one of the ten following groups, as identified in the HM Government publication “Means of Escape for Disabled People” which is endorsed by the Disability Rights Commission:

- Electric wheelchair user
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing/health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty/autism
- Mental Health problems
- Dexterity problems

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a PEEP will be completed. In the case of pupils,

the First Aid Coordinator in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff members, the Head of People Operations in consultation with the staff member and the appropriate member of Senior Leadership Team will prepare the PEEP. The PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The PEEP will identify:

- the specific needs of the individual;
- staff responsibilities;
- staff training requirements;
- requirement for specific evacuation equipment/aid;
- specific evacuation routes where appropriate; and
- refuge areas and specific evacuation procedures.

Details of how to complete a PEEP is detailed in Appendix F.

8.4 General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place for both sites. These are used for occasional visitors to Rosemead who may require assistance to evacuate in the event of an emergency. Examples of evacuation strategies that may be adopted includes mobility impairment, visual impairment, hearing impairment and cognitive impairment. These are detailed in Appendix G.

8.5 Communication with the Fire Brigade

At both sites, when alerted to the sounding of the fire alarm, the monitoring company, Banhams, as detailed in 8.6, is responsible for:

- 07:00 – 18:00 (i.e. during normal hours) contacting Rosemead’s Head of Operation or Duty Manager to confirm whether it is a real fire or false alarm. If a fire is confirmed, or the Head of Operations / Duty Manager does not respond, the monitoring company call the Fire Brigade. The Fire Brigade is met by the Head of Operations or the Duty Manager.
- 18:00 – 07:00 (i.e. out of normal hours) calling the Fire Brigade immediately and contacting the key holders listed in Appendix H. The Fire Brigade is met by the on-call Duty Manager.

8.6 Monitoring companies

The fire alarm monitoring company is Banhams, contact details: 0202 7622 5151.
Code: 3462

8.7 Contingency Planning

Should there be a power-outage at either building, the fire alarm system batteries will ensure the system continues to operate for 24 hours in standby and thirty minutes in alarm. The batteries are serviced annually and replaced every three years.

In the event that the fire alarm system fails/is faulty whilst the site is in operation;

- The Head of Operations will inform all building users of the issue. This will be via email and will include:
 - o an explanation of the issue and a reminder of fire safety and evacuation procedures;
 - o a request to monitor emails for updates and ensure pupils and visitors understand the change in method for reporting a fire;
 - o a request to use the manual method of shouting ‘fire-fire, evacuate immediately’ should the alarm need to be raised;
 - o a request to dial 999 should a fire be identified;

- details of persons responsible for specific areas of the building and key contacts.
- The Head of Operations will also inform the COO via email and / or mobile
- The Critical Incident Team (SLT) will meet immediately to discuss what procedures need to be put in place. Procedures will vary depending on if the School is in operation and the extent and duration of the fault. For example, if the fire alarm system completely fails, nominated individuals will be responsible for specific building areas and alerting SLT to any potential need to sound the alarm. It may also be considered appropriate to close-down parts of the building (e.g. combining classes) to better manage those areas that need to be manually monitored.
- Walkie talkies will be used to ensure timely communication between SLT and those nominated to monitor specific areas of the site.

On discovering a fire:

- the individual discovering the fire should ensure that the Fire Brigade are contacted: and
- the Head of Operations, or their nominated deputy will also ensure the Fire Brigade are contacted as soon as they are alerted.

9. Maintenance and Testing

All planned preventative maintenance and testing required for the fire safety systems in place, as identified in Appendices J and K will be arranged to be undertaken by competent contractors in accordance with BS9999 Clause 42.2.

The Head of Operations will be responsible for ensuring the appointments are scheduled, paperwork received and reviewed, and remedial action taken, where required.

10. Management Review

This Fire Safety Management Plan and its contents will be kept under review and will be formally reviewed on an annual basis and after any fire evacuation.

There will also be an annual audit of all fire systems by Artius for the Prep building and Canavan Electrics for the Pre-Prep to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

Active reviews will take place annually. Reactive reviews will take place following any fire safety event occurring and a review will also be undertaken following a fire, changes to the premises' construction and facilities, new procedures, new equipment, new materials, changes to staff numbers, changes in key personnel, or notable changes to the pupil roll.

11. Appendices

Appendix A	Fire and Disaster Evacuation Procedure – Rosemead Prep
Appendix B	Fire and Disaster Evacuation Procedure – Rosemead Pre-Prep
Appendix C	Cause and Effect Matrix – Rosemead Prep
Appendix D	Cause and Effect Matrix – Rosemead Pre-Prep
Appendix E	Completing a PEEP
Appendix F	Completing a GEEP
Appendix G	Keyholders
Appendix H	Fire Evacuation Report
Appendix I	Maintenance and Testing – Rosemead Prep
Appendix J	Maintenance and Testing – Rosemead Pre-Prep
Appendix K	References

Appendix B

Fire and Disaster Emergency Evacuation Plan: PREP BUILDING (70 Thurlow Park Road)

A. The Main School Day

Prep	
All year groups	0830 – 1530

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Exit the building, in silence, using nearest safe exit 5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence on school playground – along the fence above the ramp. Each class

	<p>stays together under instructions from their teacher.</p> <p>8. Non-teaching staff, visitors & contractors – next to playground toilets, unless circumstances dictate otherwise</p> <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OR PERSON ACTING ON THEIR BEHALF</p>
<p>Evacuation for building users requiring additional assistance</p>	<ol style="list-style-type: none"> 1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are to be evacuated using a PEEP must be reported to the Deputy Heads. Staff or visitors who are to be evacuated using a GEEP must be reported to the Head of Operations.
<p>Registering at the Assembly Point</p>	
<p>Instructions for the Head or person acting on their behalf</p>	<ol style="list-style-type: none"> 1. Collect fire registers from School Office staff 2. Distribute registers to Form Teachers 3. Collect in checked registers from Form Teachers 4. Note any discrepancies and inform Senior Deputy Head and Head of Operations, including noting absence / presence of TAs overseeing registration of their section
<p>SLT</p>	<ol style="list-style-type: none"> 1. Support initial lining up of Form Groups 2. Then assemble outside playground toilets, unless circumstances dictate otherwise

Visiting Peripatetic Teachers (VPTs) – music, drama, gym etc	<ol style="list-style-type: none"> 1. Take pupil(s) to appropriate form group 2. Then assemble outside playground toilets, unless circumstances dictate otherwise
Visitors	Report to the assembly point next to the playground toilets, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
The Head	<ol style="list-style-type: none"> 1. Login to security system app and take to playground to manage teaching staff and pupil registration 2. Stand in centre of playground, clearly visible, to receive the “all present” or any discrepancies from Form Teachers and School Office Staff 3. Inform Head of Operations, via radio if necessary, that registration complete 4. Head of Operations to confirm when / if building can be entered
Senior Deputy Head & Deputy Head Academic	<ol style="list-style-type: none"> 1. Carry out ‘sweep’ duties on Years 4-6 floors, including toilets and the basement and all music rooms 2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
IT Manager & Yr3 TA	<ol style="list-style-type: none"> 1. Carry out ‘sweep’ duties on Year Three floor, including Main Hall, Library, Art Room and toilets 2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of

	<p>pupils and those assembling outside playground toilets</p> <ol style="list-style-type: none"> 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
Head of Operations	<ol style="list-style-type: none"> 1. Go to fire panel at main reception to ascertain location of incident and inform SLT 2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with SLT regarding status of evacuation
School Office staff	<ol style="list-style-type: none"> 1. Login to security system app and take to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take iPad with SignIn app to manage visitor registration 3. Stand at assembly point next to playground toilets and register visitors, non-teaching staff, VPTs and Catering Team 4. Report the "all present" or any discrepancies to the Head
Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble next to the playground toilets with admin staff etc, unless circumstances dictate otherwise

	4. The Catering Manager to report the “all present” or any discrepancies to the office staff liaising with the Head
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B. Before and After the Main School Day

PREP	
Morning	
Breakfast club	0700 – 0830
Enrichment classes, music and other clubs	0745 – 0845
Afternoon	
Enrichment classes, music and other clubs	1535 – 1730
After school club	1535 – 1800

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY followings nearest available escape route
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Exit the building, in silence, using nearest safe exit 5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit

	<p>6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building</p> <p>7. Assemble in silence on school playground – each class / club stays together under instructions from their teacher / club leader</p> <p>8. Non-teaching staff, visitors & contractors – assemble in front of playground toilets, unless circumstances dictate otherwise</p> <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OR PERSON ACTING ON THEIR BEHALF</p>
<p>Evacuation for building users requiring additional assistance</p>	<p>1. Staff should assist any building users that require assistance to exit the building.</p> <p>2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP)</p> <p>3. Pupils who are to be evacuated using a PEEP must be reported to the Deputy Heads. Staff or visitors who are to be evacuated using a GEEP must be reported to the Head of Operations.</p>
<p>Registering at the Assembly Point</p>	
<p>Teaching, including VPTs and teaching support staff registering pupils</p>	<p>Assemble on the playground ‘grassy area’</p>
<p>Teaching, including VPTs and teaching</p>	<p>Assemble outside playground toilets, unless circumstances dictate otherwise</p>

support staff <u>not</u> registering pupils	
Admin & operations staff and catering team	Assemble outside playground toilets, unless circumstances dictate otherwise
Visitors & contractors	Assemble outside playground toilets, unless circumstances dictate otherwise

Instructions for staff with specific responsibilities	
Head or the person acting on their behalf, ie Senior Deputy Head or Deputy Head Academic	<ol style="list-style-type: none"> 1. Make way to playground 2. Collect fire registers from school office staff, enrichment / club leaders 3. Note any registration discrepancies 4. Liaise with Senior Deputy Head, or their nominated deputy regarding status of evacuation
Head of Operations or the person acting on their behalf, i.e. Deputy Heads, Caretaker or Breakfast Club Leader	<ol style="list-style-type: none"> 1. Go to fire panel at main reception to ascertain location of incident and inform SLT, via radio? 2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with SLT regarding status of evacuation
Senior Deputy Head, or the person acting on their behalf	<ol style="list-style-type: none"> 1. Carry out 'sweep' duties on Years 4-6 floors, including toilets, the basement and all music rooms 2. Make way to playground to report findings of sweep ("all clear") and assist with registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils

	<ol style="list-style-type: none"> 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
Deputy Head Academic, or the person acting on their behalf	<ol style="list-style-type: none"> 1. Carry out 'sweep' duties on Year 3 floor, including Main Hall, Library, Art Room and toilets 2. Make way to playground to report findings of sweep ("all clear") and assist co-ordinate registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
School Office staff	<ol style="list-style-type: none"> 1. Login to security system app and take to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take iPad with SignIn app to manage visitor registration 3. Stand at assembly point next to playground toilets and register visitors, non-teaching staff, VPTs and Catering Team 4. Report the "all present" or any discrepancies to the Head
Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble next to the playground toilets with admin staff etc, unless circumstances dictate otherwise 4. The Catering Manager to report the "all present" or any discrepancies to the office staff liaising with the Head

C. Out of Hours

(Individuals on-site are staff, teaching & non-teaching, and cleaners)

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Leave all personal belongings behind 2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 3. Lifts must not be used 4. Exit the building, in silence, using nearest safe exit
Action to be taken after exiting the building	<ol style="list-style-type: none"> 1. Make way to <u>outside</u> main entrance to meet Fire Brigade or alarm monitoring service 2. Inform Head of Operations, or on call Duty Manager via mobile. 3. Cleaning Co personnel to inform their line manager 4. The activation of the fire alarm will automatically call the Fire Brigade. There is no requirement to call 999 unless other emergency services are also required. <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE. OR, IF THE ALARM MONITORING SERVICE CONFIRM IT IS A FALSE ALARM</p>

Appendix B

Fire and Disaster Emergency Evacuation Plan: PRE-PREP & NURSERY BUILDING (40a Thurlow Park Road)

D. The Main School Day

Prep	
All year groups	0815 – 1530

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Exit the building, in silence, using nearest safe exit 5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence on green surface in Pre-Prep playground – each class stays together under instructions from their teacher

	<p>8. Non-teaching staff, visitors & contractors – assemble on the 100 number square on the Pre-Prep playground</p> <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OF PRE-PREP OR PERSON ACTING ON THEIR BEHALF</p>
<p>Evacuation for building users requiring additional assistance</p>	<ol style="list-style-type: none"> 1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are to be evacuated using a PEEP must be reported to the Pre-Prep office staff. Staff or visitors who are waiting to be evacuated using a GEEP must be reported to Pre-Prep Office staff
<p>Registering at the Assembly Point</p>	
<p>Instructions for the Head of Prep-Prep or person acting on their behalf</p>	<ol style="list-style-type: none"> 1. Collect fire registers from school office staff 2. Distribute registers to Form Teachers 3. Collect in checked registers from Form Teachers 4. Note any discrepancies and inform Pre-Prep Office staff, including noting absence / presence of TAs overseeing registration of their section
<p>SLT</p>	<ol style="list-style-type: none"> 1. Support initial lining up of Form Groups 2. Then assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise

Visiting Peripatetic Teachers (VPTs) – music, drama, gym etc	<ol style="list-style-type: none"> 1. Take pupil(s) to appropriate form group 2. Then assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise
Visitors	Report to the assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Head of Pre-Prep	<ol style="list-style-type: none"> 1. Take teaching staff and pupil registration to the playground to manage teaching staff and pupil registration 2. Stand in centre of playground, clearly visible, to receive the “all present” or any discrepancies from Form Teachers and School Office Staff 3. Inform Caretaker, or the nominated person acting on their behalf that registration complete 4. Caretaker, or the nominated person acting on their behalf to confirm when / if building can be entered
Yr2 TA	<ol style="list-style-type: none"> 1. Carry out ‘sweep’ duties: Library, Year 2 Toilets, Nursery, Lower Hall & toilets and Enrichment Room 2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of pupils and those assembling outside 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head of Pre-Prep regarding staff / visitor /contractor registration status 5. Liaise with Head of Prep-Prep when / if the building can be re-entered

<p>Additional Yr2 TA</p>	<ol style="list-style-type: none"> 1. Carry out 'sweep' duties: Upper Hall, Inspiration Room, Staffroom, Year 1, including toilets and Reception Classroom 2. Make way to playground to report findings of sweep ("all clear") and assist co-ordinate registration of pupils and those assembling outside 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head of Pre-Prep regarding staff / visitor /contractor registration status 5. Liaise with Head of Pre-Prep when / if the building can be re-entered
<p>Caretaker, or the acting Duty Manager</p>	<ol style="list-style-type: none"> 1. Go to fire panel at main reception to ascertain location of incident and inform Head of Prep-Prep 2. Ensure pupils and visitors attempting to enter the building are asked to wait off site / in the playground until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with Head of Pre-Prep regarding status of evacuation
<p>School Office staff</p>	<ol style="list-style-type: none"> 1. Take staff register to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take visitor register to manage visitor registration 3. Stand at assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise 4. Report the "all present" or any discrepancies to the Head of Pre-Prep

Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Supervisor 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise 4. The Catering Supervisor to report the “all present” or any discrepancies to the office staff liaising with the Head of Pre-Prep
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E. Before and After the Main School Day

PREP	
Morning	
Breakfast club	0730 - 0845
Enrichment classes, music and clubs	0800 - 0840
Afternoon	
Enrichment classes, music and clubs	1530 - 1615
After school club	1535 - 1600

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind

	<ol style="list-style-type: none"> 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Exit the building, in silence, using nearest safe exit 5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence on school playground – each class / club stays together under instructions from their teacher / club leader. 8. Non-teaching staff, visitors & contractors – assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OF PRE-PREP OR PERSON ACTING ON THEIR BEHALF</p>
<p>Evacuation for building users requiring additional assistance</p>	<ol style="list-style-type: none"> 1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are to be evacuated using a PEEP must be reported to the Pre-Prep office staff. Staff or visitors who are waiting to be evacuated

	using a GEEP must be reported to Pre-Prep Office staff
Registering at the Assembly Point	
Teaching, including VPTs and teaching support staff registering pupils	Assemble on the green surface in the Pre-Prep playground
Teaching, including VPTs and teaching support staff <u>not</u> registering pupils	Assemble outside on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise
Admin & operations staff and catering team	Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise
Visitors & contractors	Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise

Instructions for staff with specific responsibilities	
Head of Pre-Prep or the person acting on their behalf	<ol style="list-style-type: none"> 1. Make way to playground 2. Collect fire registers from Pre-Prep office staff, enrichment / club leaders 3. Note any registration discrepancies 4. Liaise with Caretaker, or their nominated deputy regarding status of evacuation
Caretaker or the person acting on their behalf, ie Breakfast / AS Club Leader Training	<ol style="list-style-type: none"> 1. Go to fire panel at main reception to ascertain location of incident and inform SLT, via radio if required 2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with SLT regarding status of evacuation

<p>A member of Before/After School Care, or the person acting on their behalf</p>	<ol style="list-style-type: none"> 1. Carry out 'sweep' duties: Lower Hall Toilets, Nursery, Year 2 and Year 2 toilets and Library 2. Make way to playground to report findings of sweep ("all clear") and assist co-ordinate registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
<p>TA</p>	<ol style="list-style-type: none"> 1. Carry out 'sweep' duties: Enrichment Room, Reception, Year 1 toilets, Year 1, top Enrichment Room and Staff Room 2. Make way to playground to report findings of sweep ("all clear") and assist co-ordinate registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
<p>School Office staff</p>	<ol style="list-style-type: none"> 1. Take staff register to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take visitor register to manage visitor registration 3. Stand at assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise 4. Report the "all present" or any discrepancies to the Head of Pre-Prep

Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by the Catering Supervisor 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise 4. The Catering Supervisor to report the “all present” or any discrepancies to the Pre-Prep Office staff liaising with the Head of Pre-Prep
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F. Out of Hours

(Individuals on-site are staff, teaching & non-teaching, and cleaners)


Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Leave all personal belongings behind 2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 3. Lifts must not be used 4. Exit the building, in silence, using nearest safe exit
Action to be taken after exiting the building	<ol style="list-style-type: none"> 1. Make way to <u>outside</u> main entrance to meet Fire Brigade or alarm monitoring service 2. Inform on-call Duty Manager. Cleaning Co personnel to inform their line manager 3. The activation of the fire alarm will automatically call the Fire Brigade. There is no requirement to

ISI 12a – Fire risk assessment
12b – Fire procedures

	<p>call 999 unless other emergency services are also required.</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE. OR, IF THE ALARM MONITORING SERVICE CONFIRM IT IS A FALSE ALARM</p>
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Appendix D: Cause and Effect Matrix

PREP building

Rosemead School Cause & Effect Matrix for Alarm System 						
Rosemead School: PREP BUILDING	Indicates on Alarm Panel	Access Control Doors Released	Monitoring Station (Banhams) Notified (unless suspended*)	Sounders (All Floors)	Beacons (locations?)	Door Holds (All Floors)
Call point activation	X	X	X	X	X	X
Smoke / heat detectors	X	X	X	X	X	X
Panel evacuation	X	X	X	X	X	X
Kitchen isolation switch activated	X	X				
Plant room isolation switch activated	X	X				
Fire alarm fault condition	X		X			
Weekly test operation/fire drills	X	X		X	X	X
Panel Location: Main Reception (adjacent to inside entrance door)						

Appendix E: Cause and Effect Matrix

PRE-PREP building

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">Rosemead School Cause & Effect Matrix for Alarm System</div>  </div>						
Rosemead School: PRE-PREP BUILDING	Indicates on Alarm Panel	Access Control Doors Released	Monitoring Station (Banhams) Notified (unless suspended*)	Sounders (All Floors)	Beacons (locations?)	Door Holds (All Floors)
Call point activation	X	X	X	X	X	X
Smoke / heat detectors	X	X	X	X	X	X
Panel evacuation	X	X	X	X	X	X
Kitchen isolation switch activated	X	X				
Plant room isolation switch activated	X	X				
Fire alarm fault condition	X		X			
Weekly test operation/fire drills	X	X		X	X	X
Panel Location: Main Reception (adjacent to entrance to Reception Class hallway door)						

Appendix F: Competing a PEEP

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a PEEP will be completed. In the case of pupils, Rosemead's First Aid Co-Ordinator and Head of Pre-Prep in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff member, the Head of Operations in consultation with the staff member and their line manager will prepare the PEEP. PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The aim will always be to facilitate independent escape wherever possible. Rosemead will ensure that staff involved in the discussion regarding the plan are able to negotiate in a sensitive and discerning manner and do not make assumptions about the abilities of the person or make them feel under pressure to do more physically than they would be able to achieve.

The Pre-Prep lift is not an evacuation lift so must not be used in the event of a fire.

A person will not be left in a refuge point and regular planned practices will be undertaken to assist with the familiarity with evacuating.

The procedure for completing a PEEP will start with the completion of the PEEP Questionnaire in figure 1 below. This will then help to formulate the PEEP Action Plan in figure 2.

This process will ensure that consideration has been given to:

- the ability of the person to transfer on-to an evacuation chair – self transfer or wheelchair with collapsible side;
- the availability of safe, clear unobstructed routes – steps, stairs, doors, gates that may be encountered on route;
- the ability of the person to manage stairs slowly or shuffle down the stairs;
- the requirement for short rest periods, more time for decision making;

- if more time is required, requesting the person to wait until the main flow of people have passed to ensure their own safety and the safety of others;
- the requirement for flashing lights or vibrating pager devices– may assist with alerting persons with hearing impairments;
- the requirement for tactile information, instructions in braille or large print or audio signals/instructions;
- the need for contrasted or textured floor coverings;
- provision of good orientation facilities e.g., colour coding of escape routes;
- the requirement to read instructions to help make them clearer or provide in an alternative medium e.g., photographic or video;
- assistance required to open doors/gates; and
- arrangements when there is a guide dog.

Figure 1: Personal Emergency Evacuation Plan (Questionnaire)

Personal Emergency Evacuation Plan Questionnaire			
Name of person being assessed			
Name of assessor			
Date of assessment			
Hearing impairment			
	Yes	No	N/A
Are you able to hear the fire alarm/an announcement informing you that there is an emergency?			
Would it be helpful to have a visual indicator?			
Are you aware of any specific hearing system or device available which may assist you in hearing the fire alarm more clearly?			
If "Yes" are you able to provide details?			
Would it be helpful for an assistant to support you with responding to a fire alarm activation and evacuating?			
Would it be beneficial to have a vibrating device e.g., pager or other specialist device, which operates when the fire alarm is activated?			
Visual impairment			
	Yes	No	N/A
Are you able to see your way out of the building unaided?			
Are you able to read escape instructions or would instructions in a specific format assist?			
If specific format <u>helpful</u> please provide details			
Is an aid beneficial to assist you to move around the building e.g., cane, dog or other equipment?			
How much time would you require to safely evacuate the building?			
Would you be confident to use an alternative route to evacuate the building should your normal route be unavailable?			
Would tactile signage or floor surfaces assist you with evacuating?			
Mobility impairment			
	Yes	No	N/A
Are you able to leave the building without assistance?			
Are you able to move quickly in the event of an emergency?			
If specific format <u>helpful</u> please provide details			
Is an aid beneficial to assist you to move around the building e.g., cane, dog or other equipment?			
How much time would you require to safely evacuate the building?			
Would you be confident to use an alternative route to evacuate the building should your normal route be unavailable?			
Would tactile signage or floor surfaces assist you with evacuating?			
Cognitive impairment			
	Yes	No	N/A
Are you confident that you will understand			
what is happening in an emergency? the risks?			
That you may need to make choices and change direction when evacuating			

Figure 2: Personal Emergency Evacuation Plan (Action Plan)

Personal Emergency Evacuation Plan													
<p>This Action Plan has been formulated from discussion with the member of staff/pupil (and parent/guardian where appropriate) who will benefit from additional help when requiring to <u>evacuate</u> in the event of an emergency</p> <p>Staff must be aware of the location of any member of staff or pupil with a PEEP in their area</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #FFD700;">Name of staff/pupil</td> <td></td> </tr> <tr> <td rowspan="4" style="background-color: #FFD700; vertical-align: middle;">Staff</td> <td style="background-color: #FFD700;">Department</td> <td></td> </tr> <tr> <td style="background-color: #FFD700;">Working location</td> <td></td> </tr> <tr> <td style="background-color: #FFD700;">Normal hours worked</td> <td></td> </tr> <tr> <td style="background-color: #FFD700;">Lone working required, specific times</td> <td></td> </tr> </table>		Name of staff/pupil			Staff	Department		Working location		Normal hours worked		Lone working required, specific times	
Name of staff/pupil													
Staff	Department												
	Working location												
	Normal hours worked												
	Lone working required, specific times												
<p>In the event of a fire or other emergency requiring evacuation of the premises, the arrangements below will be required to assist to evacuate in the event of an emergency:</p>													
Method of alerting to evacuate the building													
<p>Existing fire alarm system <input type="checkbox"/></p> <p>Visual alarm system <input type="checkbox"/></p> <p>Pager device <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>													
Designated assistance to evacuate will be given by: (Please note this cannot be the College Nurse)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Name</td> </tr> <tr> <td>Contact details</td> <td>Contact details</td> </tr> <tr> <td>Name</td> <td>Name</td> </tr> <tr> <td>Contact details</td> <td>Contact details</td> </tr> </table>		Name	Name	Contact details	Contact details	Name	Name	Contact details	Contact details				
Name	Name												
Contact details	Contact details												
Name	Name												
Contact details	Contact details												
Refuges - These should only be used as a last resort													
<p>The refuge areas are only available in the STEM building, confirm what level:</p> <p>Safe route(s):</p> 													
Describe the exact method of assistance required (transfer procedures, methods of guidance)													
<ul style="list-style-type: none"> • Identifying exit route e.g., tactile signage or surface information • Alerting that the fire alarm is sounding • Transferring out of wheelchair • Assistance downstairs e.g., handrail, providing arm, supervision • Additional equipment 													
Training provided (include orientation, where appropriate)													
Person													
<p>Emergency Evacuation Procedure, raising alarm, fire exits, refuge areas</p>													
Training provided													
Staff/Assistant													
<p>Exact requirements</p> <p>Use of aids e.g., Evac Chair</p>													
Details of any other relevant information													
<ul style="list-style-type: none"> • Ability to raise alarm independently if discovered a fire • Ability to self-transfer from wheelchair e.g., to walk or to Evac Chair • Any potential effect of using aid or smoke to health • Ability to walk <u>down stairs</u> independently • Ability to transcend stairs on bottom independently • Any other additional considerations 													
Review frequency of Plan													
<p>This must be no later than 12 months from the date of the Plan and immediately if there is any significant change in either the condition of the person or premises</p> <p>Please check on iSAMS under the individuals name to see if a previous PEEP has been completed</p>													
SIGN OFF													
<p>I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:</p> <p>Signed: _____ Print Name: _____ Date: _____</p>													

Appendix G: Completing a General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place to assist with ensuring the safe evacuation of visitors to Rosemead for whom the school may not have prior knowledge regarding number of persons and the assistance they may require.

Rosemead will ensure there is a process in place to enable all persons to be able to declare they may require assistance and inform them that there are procedures in place and trained staff to help them when evacuating in the event of an emergency.

One of the following GEEPs, Figures 1 to 4, kept at the school's Office Reception, may be adapted depending on the requirement of the visitor:

Figure 1: GEEP – mobility impairment

GEEP – Mobility impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
You will be able to use the alternative marked exit.	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Please make your way to the stairwell refuge area and assistance will be provided.	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Moving down the steps on your bottom 3. Walking down the stairs using handrails 4. Evacuating in an evacuation chair 	

Figure 2: GEEP – visual impairment

GEEP – Visual impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
Your assistant will take you the alternative marked exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Your assistant will help you evacuate down the stairs	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Walking down the stairs using handrails 	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out.	
If you need assistance with your dog	
Please ask and this will be provided	

Figure 3: GEEP – hearing impairment

GEEP – Hearing impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and provide you with written instructions regarding normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if required	
The activity/meeting organiser or their nominated person	
Will ensure that you have evacuated the building in an emergency	

Figure 4: GEEP – cognitive impairment

GEEP – Cognitive impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and brief you on normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors	
If you are in the Main Hall and the normal evacuation route is not available	
Your assistant will take you the alternative marked exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Please make your way to the stairwell refuge area and assistance will be provided	
If you are able to use the steps to evacuate unaided please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Walking down the stairs using handrails 	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out.	

Appendix H: Keyholders

The staff named below are nominated key holders and will be contacted in an emergency

Rosemead Prep – 70 Thurlow Park Road

07:00 – 19:00

Name	Position
Brian O’Leary	Caretaker
Mark Sandberg	Head of Operations
Graeme McCafferty	Head
Andrew Soong	IT Manager

19:00 – 07:00

Name	Position
Banham Security	Who will then notify one of the below should there be a confirmed fire
Brian O’Leary	Caretaker
Andrew Soong	IT Manager
Graeme McCafferty	Head
Mark Sandberg	Head of Operations

Rosemead Pre-Prep: 40a Thurlow Park Road

0700 – 1900


Name	Position
Brian O’Leary	Caretaker
Lisa Meredith-Bennett	Head of Pre-Prep
Mark Sandberg	Head of Operations
Andrew Soong	IT Manager

1900 – 0700

Name	Position
Banham Security	Who will then notify one of the below should there be a confirmed fire
Brian O’Leary	Caretaker
Andrew Soong	IT Manager
Lisa Meredith-Bennett	Head of Pre-Prep
Mark Sandberg	Head of Operations

Appendix I: Fire evacuation report

Rosemead Fire Evacuation Drill



SITE LOCATION: _____ **DATE:** _____

ACTIVATION

Time of Activation	
Activation Point	
Activation Reason	
Activated By	

EVACUATION

Evacuation Start Time	
Time not sat completed	
Buildings evacuated time	
Number of pupils	
Number of staff	
Number of visitors	

REDBACK / OBSERVATIONS

Comments on:
 Participation
 Refuge areas used
 Any bottle tumbles
 PEPP
 Any exits blocked?
 Staff roll call system working
 Visitor roll call system working
 Any other relevant comments:

FOCUS OF ACTIONS

List findings that need urgent action:

1) _____
 2) _____

Completed By: _____
 Reviewed By: _____

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Rosemead Fire Evacuation Drill



ACTION PLAN

From Fire Evacuation:

No	Significant Finding	Essential action required	Target date	Lead	Details of remedial actions completed	Date of completion
1						
2						
3						
4						
5						

Completed By: _____
 Reviewed By: _____

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Appendix J: Maintenance and Testing at Rosemead: PREP

Checks to be carried out and action to be taken		Action by
Daily		
Fire detection and fire alarm systems	a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention	Caretaker & Head of Operations
Emergency and escape lighting systems	a) every lamp is lit if the system is maintained or every indicator LED is lit if non-maintained; b) any fault found is logged and the appropriate action(s) taken	Caretaker & Head of Operations
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily	Caretaker & Head of Operations
Weekly		
Fire detection and fire alarm systems	The alarm system should be triggered by the operation of a different break glass unit each week and a check made that the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used.	Caretaker

Gaseous extinguishing systems (Kitchen)	a) any pressure gauges are functioning correctly; b) all operating controls are both properly set and accessible; c) all indicators are functioning correctly; d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; e) the fire risk and its enclosure have not changed; f) the quantity of extinguishing medium is correct.	Estates Team
Smoke control systems for means of escape	Actuation of the system should be simulated once a week.	Caretaker
Monthly		
External fire escapes	Check for stability, lack of slippery residue, general ease of use	Caretaker & Head of Operations
Emergency and escape lighting systems	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. Any luminaires or exit signs that do not function correctly should be repaired or replaced. After restoring the supply to the normal lighting, it should be ensured that indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored.	Head of Operations

<p>Automatic opening doors and shutters</p>	<p>The operation of fail-safe mechanisms should be tested once a month, by simulating failure of the mains power supply. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.</p>	<p>Caretaker & Head of Operations</p>
<p>Doors on hold-open devices</p>	<p>The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.</p>	<p>Caretaker & Head of Operations</p>
<p>Six monthly</p>		
<p>Fire detection and fire alarm systems</p> <p>Extinguishing systems</p> <p>Emergency and escape lighting systems</p>	<p>Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.</p>	<p>Head of Operations Artius Ltd</p>
<p>Fire doors</p>	<p>a) heat-activated seals and smoke seals are undamaged; b) door leaves are not structurally damaged or excessively bowed or deformed; c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing;</p>	<p>Head of Operations</p>

	d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	
Fire mains	Inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition.	Head of Operations
Yearly		
Fire detection and fire alarm systems	Annual inspections and performance tests to be carried out, any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Head of Operations Artius Ltd
Self-contained luminaires with sealed batteries, if more than 3 years old		
Smoke ventilators and smoke control systems		
Fire dampers		
Firefighting equipment		

Appendix K: Maintenance and Testing at Rosemead: PRE-PREP

Checks to be carried out and action to be taken		Action by
Daily		
Fire detection and fire alarm systems	a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention	Caretaker & Head of Operations
Emergency and escape lighting systems	a) every lamp is lit if the system is maintained or every indicator LED is lit if non-maintained; b) any fault found is logged and the appropriate action(s) taken	Caretaker & Head of Operations
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily	Caretaker & Head of Operations
Weekly		
Fire detection and fire alarm systems	The alarm system should be triggered by the operation of a different break glass unit each week and a check made that the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used.	Caretaker

Smoke control systems for means of escape	Actuation of the system should be simulated once a week.	Caretaker
Monthly		
External fire escapes	Check for stability, lack of slippery residue, general ease of use	Caretaker & Head of Operations
Emergency and escape lighting systems	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. Any luminaires or exit signs that do not function correctly should be repaired or replaced. After restoring the supply to the normal lighting, it should be ensured that indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored.	Head of Operations
Automatic opening doors and shutters	The operation of fail-safe mechanisms should be tested once a month, by simulating failure of the mains power supply. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	Caretaker & Head of Operations
Doors on hold-open devices	The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that	Caretaker & Head of Operations

	are found to be faulty should be repaired or replaced.	
Six monthly		
Fire detection and fire alarm systems Extinguishing systems Emergency and escape lighting systems	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Head of Operations Canavan Electrical Services
Fire doors	a) heat-activated seals and smoke seals are undamaged; b) door leaves are not structurally damaged or excessively bowed or deformed; c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing; d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	Head of Operations
Fire mains	Inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition.	Head of Operations
Yearly		

<p>Fire detection and fire alarm systems</p> <p>Self-contained luminaires with sealed batteries, if more than 3 years old</p> <p>Smoke ventilators and smoke control systems</p> <p>Fire dampers</p> <p>Firefighting equipment</p>	<p>Annual inspections and performance tests to be carried out, any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.</p>	<p>Head of Operations</p> <p>Canavan Electrical Services</p>
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Appendix L: References

REFERENCES
The Regulatory Reform (Fire Safety) Order 2005 SI 2005 No. 1541
BS 9999:2017 <i>Incorporating Corrigendum No. 1</i> Fire safety in the design, management and use of buildings – Code of practice
PAS 79-1:2020 Fire risk assessment –Part 1: Premises other than housing Code of practice
The Electricity at Work Regulations 1989 – Guidance on Regulations, HSR25
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BS EN 62305-1:2011 Protection against lightning – Part 1: General principles
Managing health and safety in construction Construction (Design and Management) Regulations 2015. Guidance on Regulations Managing contractors, A guide for employers, HSG159
Dangerous Substances and Explosive Atmospheres Regulations 2002. Approved Code of Practice and guidance, L138
Control of Substances Hazardous to Health (COSHH) The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and guidance, L5
BS 5266-1:2016 Emergency lighting – Part 1: Code of practice for the emergency lighting of premises
BS 5499-4:2013 Safety signs – Part 4: Code of practice for escape route signing
BS 5839-1:2017 Fire detection and fire alarm systems in buildings – Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
BS 5306-8:2012 Fire extinguishing installations and equipment on premises – Part 8: Selection and positioning of portable fire extinguishers – Code of practice