



# Fire Safety Management Plan

Related document to P12 – Risk and Compliance

**Policy Owner: Chief Operating Officer (COO)**

**ISSR Reference: 12b Fire Procedures**

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**Approved: Full governing body Michaelmas 2024**

## Version control information

<b>Reason for Amendment</b>	<b>Role</b>	<b>Date</b>	<b>Main Changes</b>
Annual review	Chief Operating Officer	Lent 2024	Transfer to new template

## Contents

1. Aims.....	4
2. Legislation and definitions 2.1 Legislation.....	4
3. Key responsibilities.....	5
4. The premises .....	11
5. Competency and training .....	12
6. Practical fire safety arrangements.....	13
7. Active fire precautions .....	15
8. Fire risk assessment.....	15
9. Emergency planning.....	16
10. Maintenance and testing.....	19
11. Monitoring.....	19
12. Links with other policies .....	19
13. Appendices contents .....	21
Appendix A: Site plans.....	22
Appendix B: Fire and Disaster Emergency Evacuation Plan Prep building (70 Thurow Park Road)	34
Appendix C: Fire and disaster emergency evacuation plan Pre-Prep and nursery building (40a Thurlow Park Road).....	41
Appendix D: Cause and effect matrix Prep building.....	48
Appendix E: Cause and effect matrix Pre-Prep building.....	49
Appendix F: Completing a PEEP .....	50
Appendix G: Completing a General Emergency Evacuation Plan (GEEP).....	52
<b>Appendix H: Keyholders</b> .....	56
Appendix I: Fire evacuation report .....	58
Appendix J: Maintenance and testing .....	59
Appendix K: References .....	62

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## 1. Aims

This Fire Safety Management Plan is applicable to staff, pupils, parents / carers, visitors, contractors and hirers.

Rosemead Preparatory School and Nursery (the school) aims to:

- Provide a safe and healthy environment for all building users by prioritising fire safety
- Prioritise fire safety as this presents a major risk to staff, pupils and other building users and would cause significant disruption to the delivery of education and other frequent users of the facilities
- Prioritise the safety and welfare of all building occupants by ensuring that there are effective fire evacuation procedures
- Take all necessary precautions to reduce the risk of fire by eliminating and reducing these risks where reasonably practicable and then managing the remaining residual risks by ensuring adequate control measures are in place
- Promote fire safety awareness with a programme of fire safety training for staff, pupils and other regular building users
- Maintain fire readiness by regularly testing and reviewing the fire alarm systems, evacuation procedures and fire risk assessments to ensure preparedness.

## 2. Legislation and definitions

### 2.1 Legislation

This policy is based on advice from health and safety consultants XSELV, and informed by the following legislation:

- The Building Regulations 2010
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Workplace (Health, Safety, and Welfare) Regulations 1992

### 2.2 Definitions

Competent person	An individual with the necessary training, experience, and knowledge to assist in the implementation of fire safety measures, including risk assessments, fire drills, and equipment maintenance. This is the health and safety consultant, XSELV
Fire compartmentation	The use of fire-resistant walls, doors, and floors to contain fire and smoke within specific areas of a building, limiting its spread
Fire safety equipment	Devices and systems installed to prevent or respond to fire incidents, including fire alarms, extinguishers, emergency lighting, and sprinkler systems
Fire safety management plan	A formal document outlining procedures, responsibilities, and measures implemented to prevent, manage, and respond to fire-related risks in a building or premises
Fire safety logbook	A record keeping document used to track and monitor fire safety procedures, inspections, and maintenance activities. It includes logs for fire drills, alarm tests, equipment inspections, maintenance records, and remedial action.
Fire risk assessment	A systematic process used to identify potential fire hazards, evaluate risks, and establish measures to minimise or eliminate risks. The fire risk assessment is conducted by a competent person, health and safety consultant, XSELV
Responsible person	As defined under the Regulatory Reform (Fire Safety) Order 2005, the individual accountable for fire safety within a building. This is the Head of St Dunstan's Education Group.

### 3. Key responsibilities

The governors of St Dunstan's Education Group and the Head of St Dunstan's Education Group 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.

#### 3.1 St Dunstan's Education Group

The governing body has ultimate responsibility for fire safety but will delegate day-to-day responsibility to the Head of St Dunstan's Education Group. The governing body has a duty to:

- Ensure the school complies with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005
- To review and approve the Fire Safety Management annually
- Ensure there is adequate resource for implementation, maintenance and continual improvement of the Fire Safety Management Plan

- Receive annual reports on the effectiveness of the Fire Safety Management and the associated fire risk assessments
- Ensure adequate resources are provided to implement and maintain effective fire systems and procedures
- Support investment in fire safety infrastructure, such as alarm systems, emergency lighting and fire doors
- Hold the Head of St Dunstan's Education Group, the Chief Operating Officer and the respective Heads of the schools accountable for fire safety performance.

The governor who oversees fire safety is the health and safety link governor, Shams Rahman.

### **3.2 Head of St Dunstan's Education Group**

The Head of St Dunstan's Education Group (the Head of the Group), as the individual 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 below.

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 that:

- A suitable and sufficient fire risk assessment is carried out by a competent person
- A competent person is appointed to assist in the undertaking of preventative and protective measure
- 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 other building users 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

- 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
- 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.

### **3.3 Head of Rosemead Preparatory School and Nursery**

The Head of Rosemead Preparatory School and Nursery is responsible for implementing fire safety measures within their respective schools. This includes:

- Communicating fire safety information to staff, pupils, and parent / carers
- Overseeing the coordination of fire drills and evacuation procedures
- Ensuring all staff under their leadership receive and adhere to appropriate fire safety training
- Reporting fire safety issues or concerns to the Chief Operating Officer.

### **3.4 Chief Operating Officer**

The Chief Operating Officer (COO) has overall responsibility for ensuring effective implementation, and regular review, of the Fire Safety Management Plan. This includes:

- Reviewing all fire safety related policies and procedures, including this Fire Safety Management Plan
- Appointing competent persons to assist with fire safety management
- Monitoring fire safety performance and reporting on performance to the Health and Safety Committee, the Finance and Resources Committee and the Full Governing Body
- Ensuring that the fire safety measures identified in the fire risk assessment are implemented
- Supporting a culture of safety by promoting awareness and accountability across the Group and individual schools
- Liaising with external enforcement authorities, such as the fire brigade, as required.

### **3.5 Head of Health and Safety**

The Head of Health and Safety supports the COO with day-to-day fire safety management. This includes:

- Reviewing the fire risk assessment and maintaining an up-to-date action plan
- Ensuring that there are regular inspections of fire safety equipment and escape routes
- Ensuring that there are appropriate mechanisms for reporting hazards or fire safety deficiencies
- Observing fire drills and maintaining evacuation records
- Monitoring the contractor engagement process to ensure full compliance
- Ensuring that a training needs analysis is carried out for relevant role holders
- Ensuring that fire safety awareness training is arranged, records are maintained, and that refresher training is scheduled
- Delivering fire safety awareness training for out of cycle new starters
- Reviewing the records and completeness of the Fire Safety Logbook
- Assisting with the development and review of the Fire Safety Management Plan
- Raising any concerns regarding fire safety performance with the COO.

### **3.6 Director of Estates & Commercial Activities**

The Director of Estates and Commercial Activities has strategic and day-to-day oversight of the Group's estate and is responsible for:

- Assisting with the development and review of the Fire Safety Management Plan
- Ensuring that the Estates and Enterprises Teams complete all fire safety related checks
- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Acting as a key holder and contact for the alarm companies at both sites
- Raising any concerns regarding fire safety performance with the COO.

### **3.7 Head of Operations**

The Head of Building Operations has day to day responsibility for the safe operation of the school site and is responsible for:

- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Managing and updating the Premises Information Box at the Prep and Pre-Prep site
- Coordinating day-to-day management of fire safety checks and maintenance. For example, checks of fire doors, emergency lighting, firefighting equipment and weekly emergency lighting fire alarm tests
- Coordinating the response during a fire alarm activation



- Ensuring that housekeeping standards are maintained, and escape routes are kept clear at all times
- Reviewing all reports and paperwork received from contractors following testing and maintenance and schedules any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook for both sites
- Acting as a key holder and contact for the alarm companies at both sites
- Raising any concerns regarding fire safety performance with the COO.

### **3.8 All staff**

All staff members play a critical role in maintaining fire safety and are responsible for:

- Ensuring the health, safety and welfare of themselves, colleagues, pupils and members of the public at all times, including in the event of an emergency
- Cooperating with the Head of the Group and their nominated deputies to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire
- Attending fire safety inductions and relevant training sessions
- Familiarising themselves with how to sound the alarm, evacuate and assemble
- Participating positively in fire drills
- Reporting any identified failings in fire precautions using the correct defect reporting procedure to ensure remedial action is taken
- Having completed Fire Safety Awareness Training, assume the role of a Fire Warden, which includes:
  - Checking that their designated areas are clear during evacuations
  - Assisting pupils and visitors with following fire evacuation procedures
  - Assisting individuals requiring additional support, such as those with Personal Emergency Evacuation Plans (PEEPs)
  - Reporting fire incidents and unsafe practices to the Head of Health and Safety or the COO.

### **3.9 Pupils**

All pupils are expected and required to:

- Not interfere with anything provided for fire safety. For example, not 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
- Report any defects noted in anything provided for fire safety.

### **3.10 Contractors**

Contractors working on-site must comply with fire safety requirements outlined in the Contractor Management Policy and the site induction that they will receive. Responsibilities include:

- Participating in a fire safety induction
- Following fire safety protocols while on the premises, including obtaining a Permit to Work for any hot works, or works that may interfere with or trigger the fire alarm system  
Reporting hazards or unsafe conditions to the contractor manager
- Ensuring their risk assessments and method statements consider fire safety risk
- Ensuring flammable materials are stored and handled safely.

### **3.11 Hirers**

Hirers are responsible for ensuring compliance with fire safety procedures during the hire period, in accordance with the school's Lettings Policy and the terms and conditions of hire. This includes:

- Familiarising themselves with all fire safety arrangements, including emergency exits, evacuation routes, assembly points and fire alarm procedures, as detailed in the hire checklist
- Reviewing and understanding any fire safety information provided
- Ensuring that activities and equipment used do not compromise the fire safety of the premises, e.g. by blocking exits, interfering with fire safety equipment, or introducing hazardous materials such as candles
- Conducting a risk assessment to identify fire hazards and appropriate control measures and discussing any risks in advance of the activity
- Ensuring all attendees are briefed on evacuation procedures, fire exit locations and assembly points
- Participating positively in fire drills
- Designating a responsible person to act as the lead for fire safety, including coordinating an evacuation, during the hire period
- Ensuring all attendees evacuate promptly in the event of an alarm activation.

In accordance with the terms and conditions of hire, failure to comply with these responsibilities may result in the termination of the hire agreement.

### **3.12 Competent person / health and safety consultant, XSELV**

Health and safety consultants, XSELV, are appointed to provide expertise and assistance. Their responsibilities include:

- Conducting annual Fire Risk Assessments and health and safety audits
- Providing professional advice on fire safety measures.

#### 4. The premises

Rosemead is a co-educational independent school for pupils from 2½ to 11 years located on the Dulwich/ Tulse Hill border 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 the school 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.

<p>Rosemead Prep School &amp; Nurse, y, 70 and 40a Thurlow Park Road, Dulwich, London. SE21 8HZ</p> <p>Standard opening hours: Monday to Friday: 7am to 7pm</p>	<p>Prep building at 70 Thurlow Park Road</p> <p>Pre-Prep &amp; Nursery at 40a Thurlow Park Road</p> <p>External play areas at both site</p>	<p>Prep: Artius Fire System BS5839</p> <p>Pre-Prep: Vigilon Compact Fire System – designed to EN54 pt 2&amp;4</p>	<p>There is emergency light coverage across both sites</p>
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## 5. Competency and training

To prevent the risk of fire and for fire evacuation procedures 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. 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 Michaelmas 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:

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

In addition to the responsibilities outlined in Section Three, fire safety training for pupils also includes:

- Reminders of the evacuation procedures at the start of each term
- Participating in regular fire drills.

## **6. 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 the school.

### **6.1 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. These passive fire precautions include:

- Locations of fire doors and escape routes that consider the needs of pupils, staff, people with disabilities, contractors, the public, etc. This includes the division of areas by fire doors, compartmentation of escape stairs and areas of higher fire risk such as kitchens and plantrooms
- Deep fat frying in any form is strictly prohibited
- Building services such as gas and electricity are located in appropriate safe and secure locations
- There is 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
- Fire action notices are prominently located to inform people of the action to be taken in the event of fire are prominently located
- Protected areas such as stairwells, escape routes and external walkways, dead end corridors and foyers are actively managed. 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 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

- 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 estates team is carried out when the premises are opened each morning. 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 Logbook is maintained with complete records of testing, maintenance, changes of the fire safety systems including all remedial action.

## **6.2 Catering and cleaning contractors**

The contracts with the catering and cleaning contractors include:

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

## **6.3 Visitors and contractors**

All contractors and visitors are 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 and any works that may impact the fire alarm system.

## **6.4 Hirers**

As detailed in the school's Lettings Policy, agreements with hirers will include:

- The Emergency Evacuation Plan and the importance of briefing all attendees
- Use of electrical equipment on site, including not to use electrical items unless those items can be proved to have been Portable Appliance Tested or are brand new
- Not to interfere with any fire safety management provisions
- Use of the kitchen and servery

- Alcohol consumption.

## **7. Active fire precautions**

### **7.1 Pre-Prep building**

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) and / or a direct activation at the panel, the fire alarm will sound and the building's fire doors automatically 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.

### **7.2 Prep building**

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) and / or a direct activation at the panel, the fire alarm will sound and the building's fire doors automatically 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.

## **8. 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 health and safety consultants, XSELV.

The fire risk assessment will ensure that:

- 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
- Fire safety training fire evacuation procedures are reviewed to identify gaps and action required.

## **9. Emergency planning**

### **9.1 Emergency evacuation plan**

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

### **9.2 Fire drills**

Fire drills will be conducted at least once a term on each site. The drills will:

- Confirm both staff and pupils' understanding of evacuation procedures
- Identify areas for improvement
- Verify the effectiveness of training.

All fire drills are monitored with feedback provided immediately. The drills are recorded by the Head of Health and Safety and discussed at the Health and Safety Committee.

On occasions, these drills 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
- Sweep of the building process
- Simulation of the fire alarm being faulty
- Witnessed by an independent observer.

Records of all drills will be maintained, including accurate details of:

- Date/time
- Type of drill (false alarm, planned drill etc.)
- Evacuation time / building clear times
- 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.

### **9.3 Personal Emergency Evacuation Plan (PEEP)**

The school acknowledges its responsibility to ensure that a means of escape is provided for all building



users, including those who may have a disability. This may include occupants who are in one of the ten following groups, as identified in the 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 Personal Emergency Evacuation Plan (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 staff members, People Operations in consultation with the staff member and their line manager 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
- Refuge areas and specific evacuation procedures.

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

#### **9.4 General Emergency Evacuation Plan (GEEP)**

A General Emergency Evacuation Plan (GEEP) is in place for both sites. These are used for occasional visitors 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.

#### **9.5 Communication with the Fire Brigade**

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

- 0700 – 1800 (i.e. during normal hours) the Head of Operations / 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.
- 1800 – 0700 (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.

## **9.6 Monitoring companies**

The fire alarm monitoring company is Banhams, 0202 7622 5151, unique code 3462

## **9.7 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:

- An explanation of the issue and a reminder of fire safety and evacuation procedures
- A request to monitor emails for updates and ensure pupils and visitors understand the change in method for reporting a fire
- A request to use the manual method of shouting ‘fire-fire, evacuate immediately’ should the alarm need to be raised
- A request to dial 999 should a fire be identified
- The 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 senior leadership team 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 the senior leadership team 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 the senior leadership team and those

nominated to monitor specific areas of the site. The incident will trigger the school's activation of the Critical Incident Plan.

On discovering a fire:

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

## **10. 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.

## **11. Monitoring**

This policy will be formally reviewed by the COO annually. At every review, the policy will be approved by the Finance and Resources Committee.

Active reviews by the Head of the Health and Safety will take place quarterly. 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.

## **12. Links with other policies**

This Fire Safety Management Plan links to the following policies:

- Critical Incident Plan (school)
- Fire and Disaster Emergency Evacuation Plan (school)
- Health and Safety Policy (Group)
- Jubilee Ground Fire Evacuation Procedure (school)
- Lettings Policy (school)
- Lockdown & Shelter in Place Procedure (school)
- Management of Contractors (school)

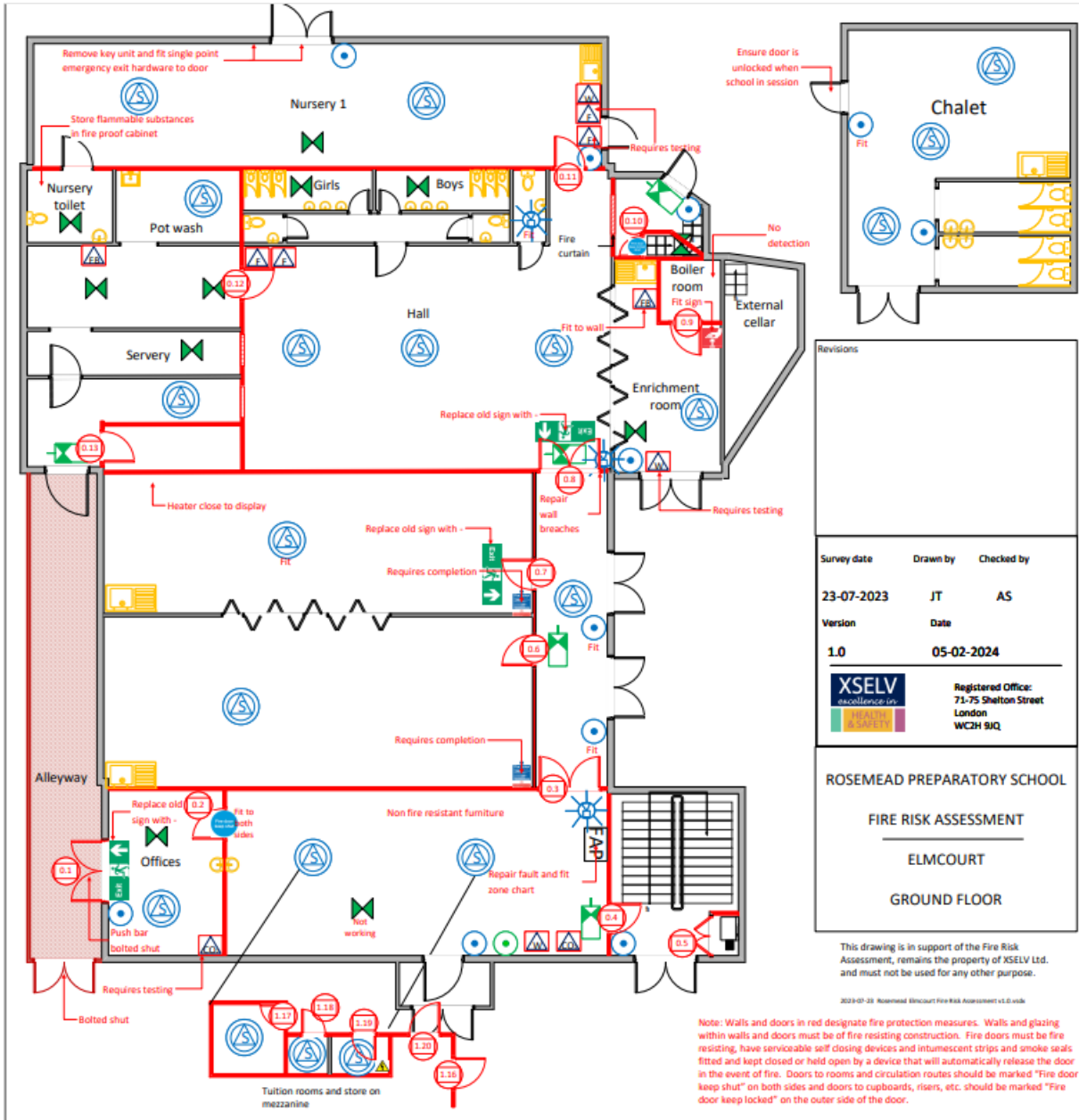
- Risk Assessment Policy (Group)

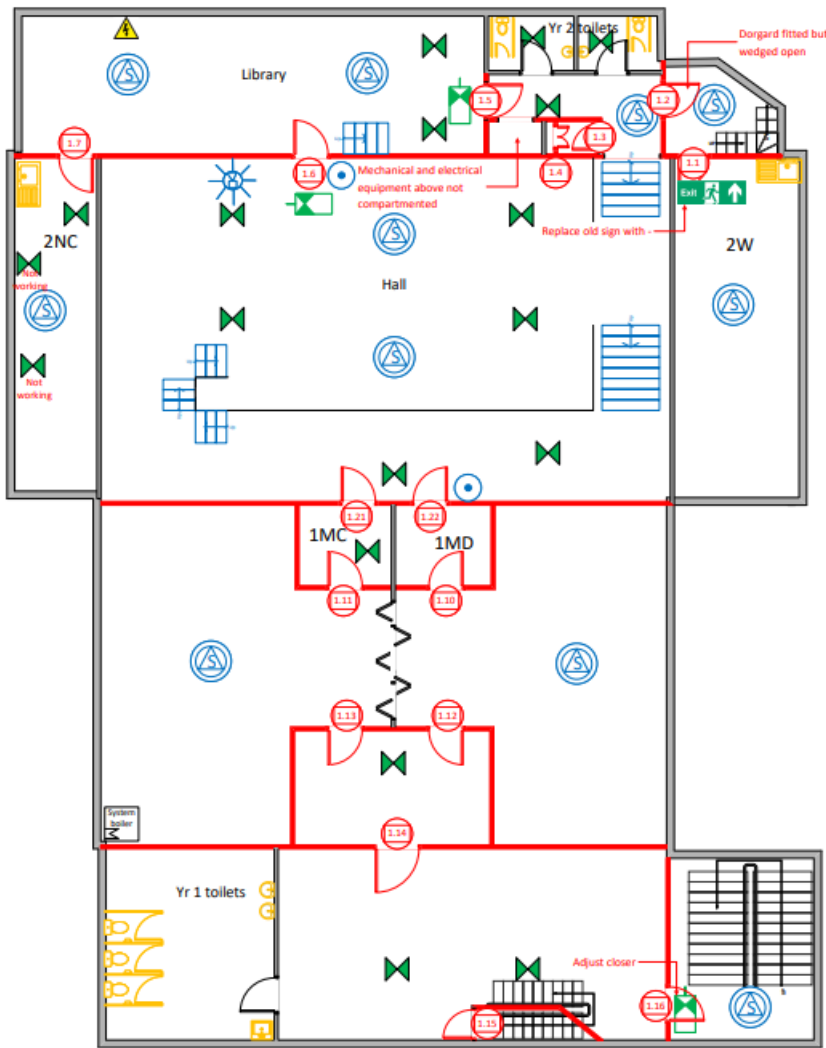
### 13. Appendices contents


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

# Appendix A: Site plans

## Pre-Preparatory School & Nursery





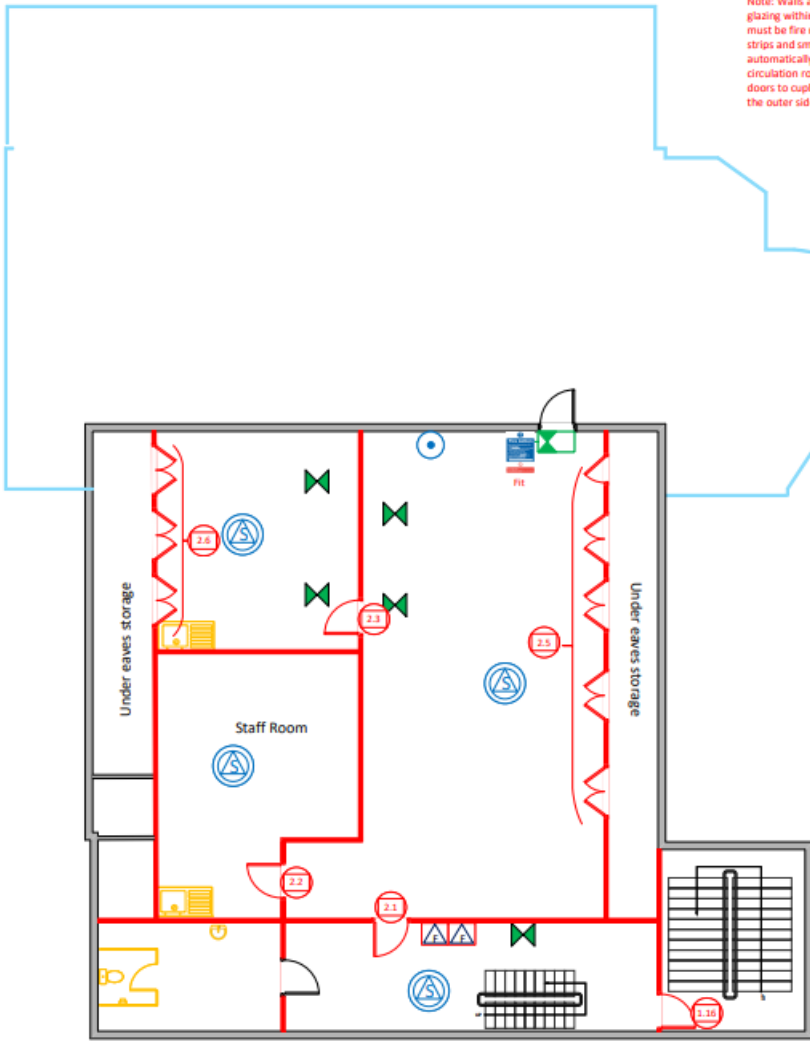
Revisions		
Survey date	Drawn by	Checked by
23-07-2023	JT	AS
Version	Date	
1.0	05-02-2024	
		
Registered Office: 71-75 Shelton Street London WC2H 9JQ		
<b>ROSEMEAD PREPARATORY SCHOOL</b> <b>FIRE RISK ASSESSMENT</b> <b>ELMCOURT</b> <b>FIRST FLOOR</b>		


This drawing is in support of the Fire Risk Assessment, remains the property of XSELV Ltd. and must not be used for any other purpose.

2023-07-23 Rosemead Elmcourt Fire Risk Assessment v1.0.docx

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.



Revisions		
Survey date	Drawn by	Checked by
23-07-2023	JT	AS
Version	Date	
1.0	05-02-2024	
		Registered Office: 71-75 Shelton Street London WC2H 9JQ
ROSEMEAD PREPARATORY SCHOOL FIRE RISK ASSESSMENT ELMCOURT SECOND FLOOR		

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 2023-07-23 Rosemead Elmcourt Fire Risk Assessment v1.0.pdf



### Schematic diagram key

	Smoke detector
	Smoke detector and sounder
	Smoke detector and beacon
	Smoke detector, sounder and beacon
	Heat detector
	Heat detector and sounder
	Heat detector and beacon
	Heat detector, sounder and beacon
	Multi sensor detector
	Multi sensor detector and sounder
	Detector in void
	Domestic detector
	Aspirator detection system
	Fire sounder
	Fire sounder and beacon
	Beacon
	Rotating beacon
	Fire alarm panel
	Repeater panel
	Disabled refuge panel

	Emergency light
	Emergency light with travel direction
	Fire break glass unit
	Security door emergency release
	AOV activator
	Emergency stop
	Gas shut off valve
	Electricity mains isolator
	Refuge point
	Assembly point
	Disabled call point
	Automatic opening vent (AOV)
	Ionising radiation
	Flammable material
	Compressed gas
	Electrical hazard
	Oxidising material

<b>Extinguishers</b>		Water
		Carbon dioxide
		Foam
		Powder
		Enhanced water
		Wet chemical
		Hose reel set
		Dry riser
		Dry riser
		Wet riser
	Door hold open device	
	Door self closer	
	Vision panel	
	30 min fire resisting wall	
	60 min fire resisting wall	
	120 min fire resisting wall	
	30 min fire door	
	60 min fire door	

### Signage requiring fitting

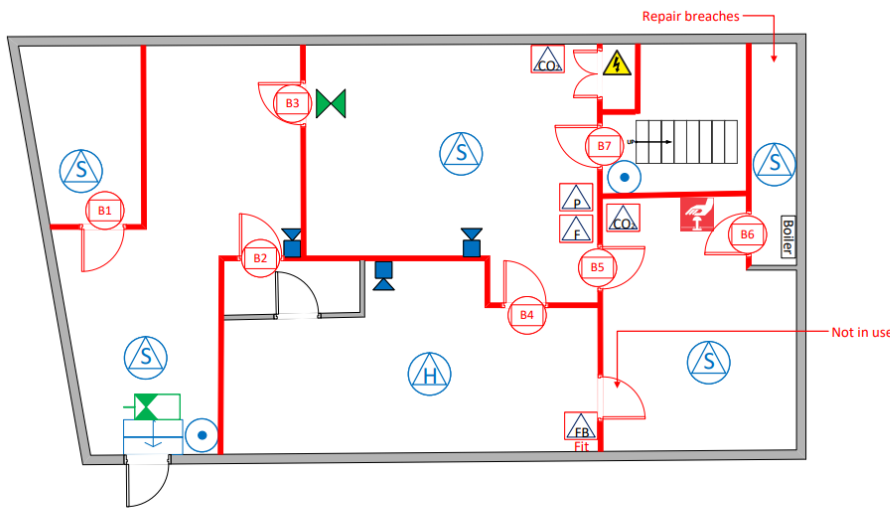
	Action in event of fire
	Do not use lift
	Fire door keep shut
	Fire door keep locked shut
	Fire exit keep clear
	Automatic fire door
	Remove fastenings
	Secure door open
	Push bar to open
	Push pad to open
	Pull to open
	Rotate right/left
	Straight on
	Turn right
	Turn left
	Down
	Up and right
	Down and right
	Up and left
	Down and left

Escape route signage

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London  
WC2H 9JQ

Note: not all signs are required at each establishment

# Preparatory School



This drawing is in support of the Fire Risk Assessment, remains the property of XSELV Ltd. and must not be used for any other purpose.

## Revisions

- v0.1 Initial drawing from school documents
- v0.2 Re-drawn following visit
- v0.3 Addition of basement
- v0.4 Addition of door numbers and general update following visit
- v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS
Version	Date	
1.0	02-02-2024	



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## ROSEMEAD PREPARATORY SCHOOL

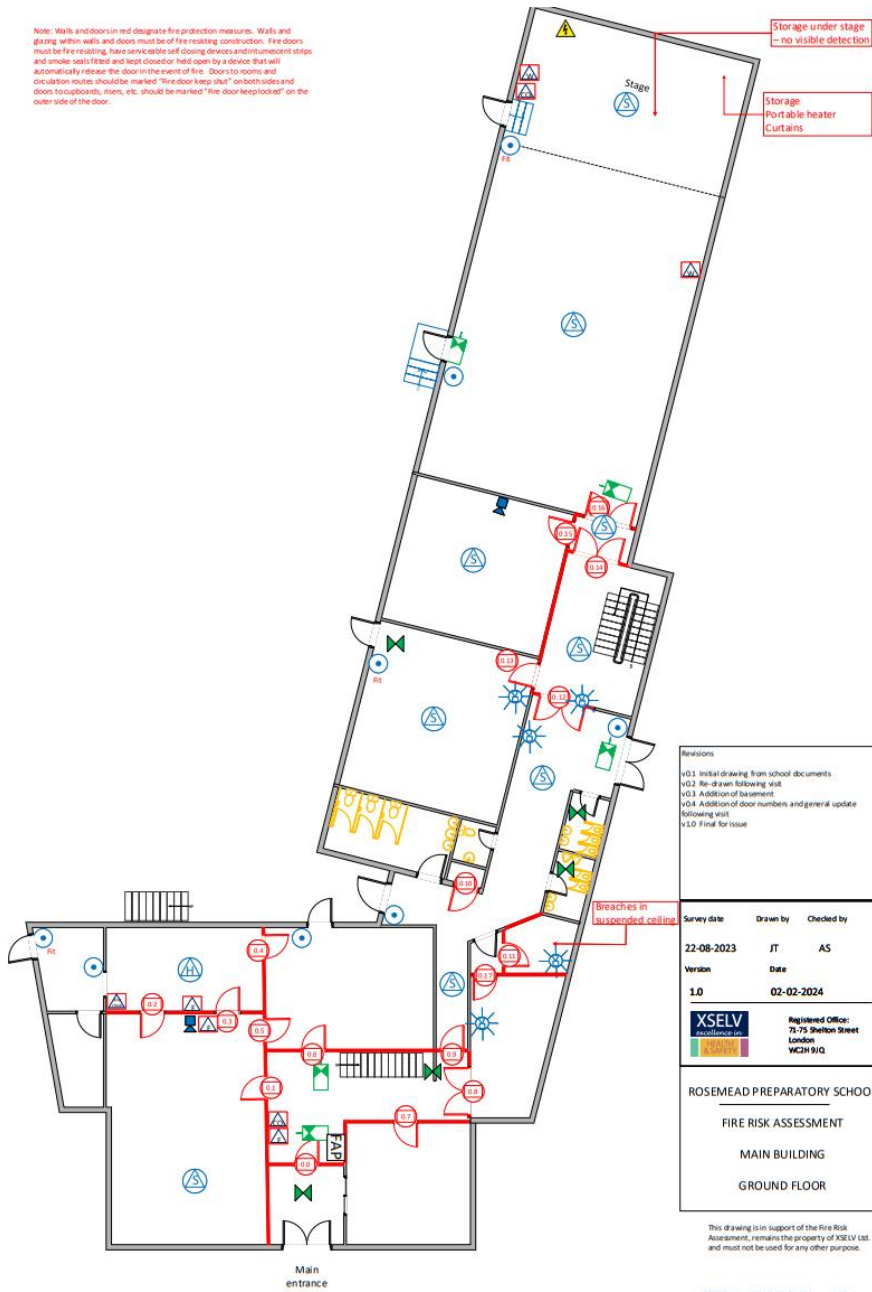
### FIRE RISK ASSESSMENT

#### MAIN BUILDING

#### BASEMENT

2023-08-22 Rosemead Main Building Fire Risk Assessment v1.0.vsd

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self-closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "fire door keep shut" on both sides and door knockboards, signs, etc. should be marked "fire door keep closed" on the over side of the door.



Revisions

- v01 Initial drawing from school documents
- v02 Re-drawn following visit
- v03 Addition of signage
- v04 Addition of door numbers and general update following visit
- v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS
Version	Date	
1.0	02-02-2024	

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**ROSEMEAD PREPARATORY SCHOOL**

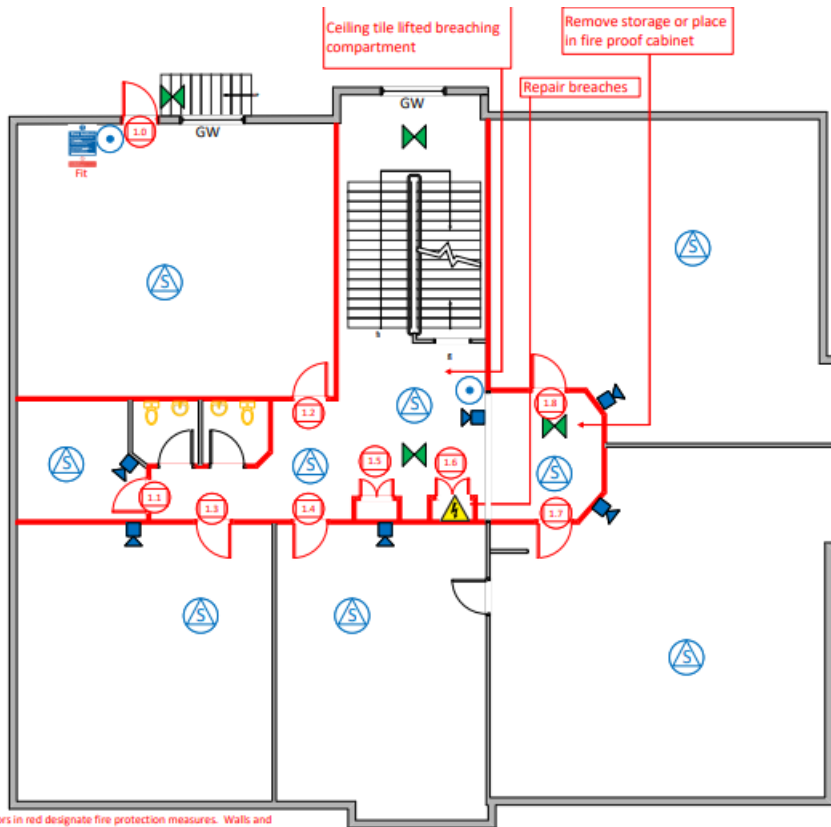
**FIRE RISK ASSESSMENT**

**MAIN BUILDING**

**GROUND FLOOR**

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Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

Revisions

- v0.1 Initial drawing from school documents
- v0.2 Re-drawn following visit
- v0.3 Addition of basement
- v0.4 Addition of door numbers and general update following visit
- v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS
Version	Date	
1.0	02-02-2024	

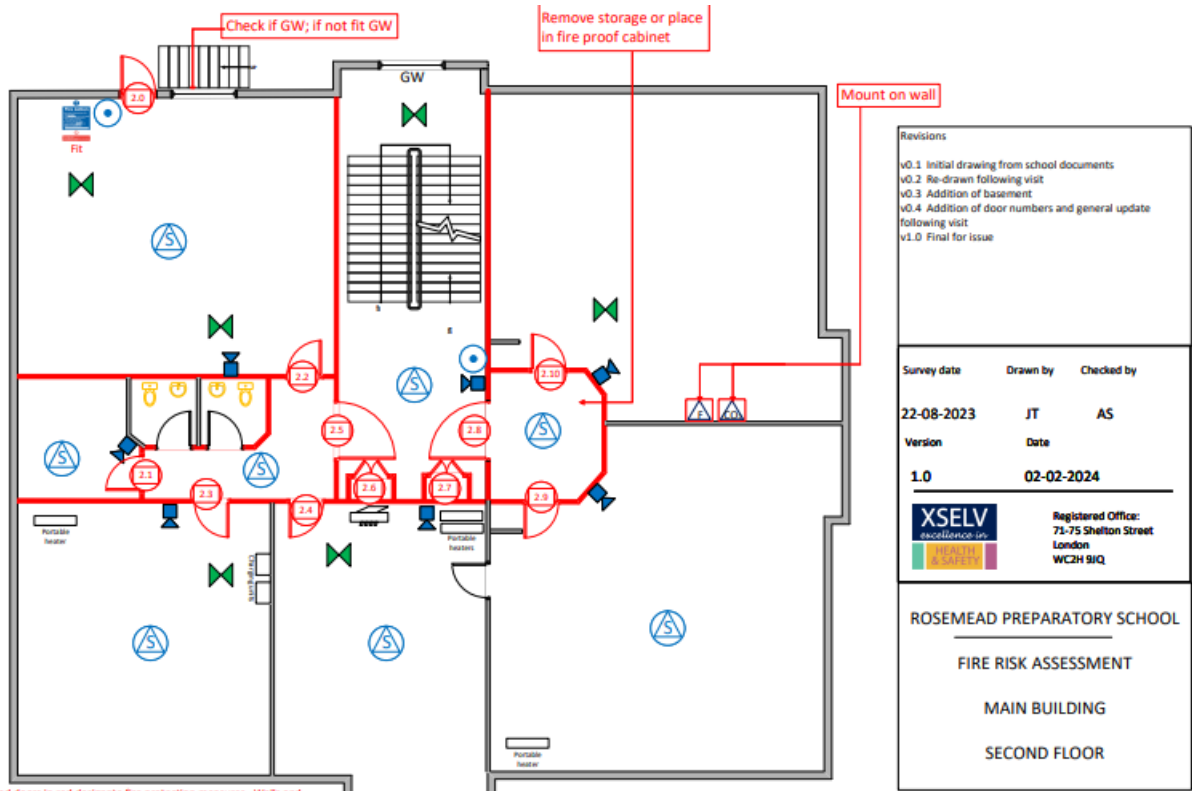
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ROSEMEAD PREPARATORY SCHOOL  
FIRE RISK ASSESSMENT  
MAIN BUILDING  
FIRST FLOOR

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2023-08-22 Rosemead Main Building Fire Risk Assessment v1.0.docx



Revisions

- v0.1 Initial drawing from school documents
- v0.2 Re-drawn following visit
- v0.3 Addition of basement
- v0.4 Addition of door numbers and general update following visit
- v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS
Version	Date	
1.0	02-02-2024	

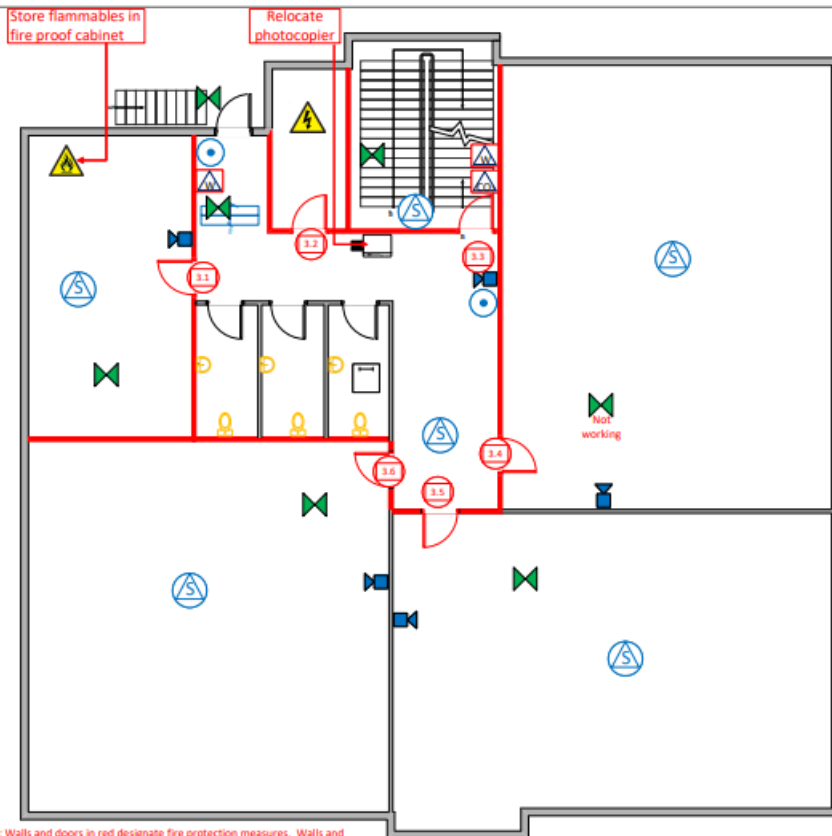
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ROSEMEAD PREPARATORY SCHOOL  
 FIRE RISK ASSESSMENT  
 MAIN BUILDING  
 SECOND FLOOR

Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self dosing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

2023-08-22 Rosemead Main Building Fire Risk Assessment v1.0.pdf



Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

Revisions  
 v0.1 Initial drawing from school documents  
 v0.2 Re-drawn following visit  
 v0.3 Addition of basement  
 v0.4 Addition of door numbers and general update following visit  
 v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS
Version	Date	
1.0	02-02-2024	

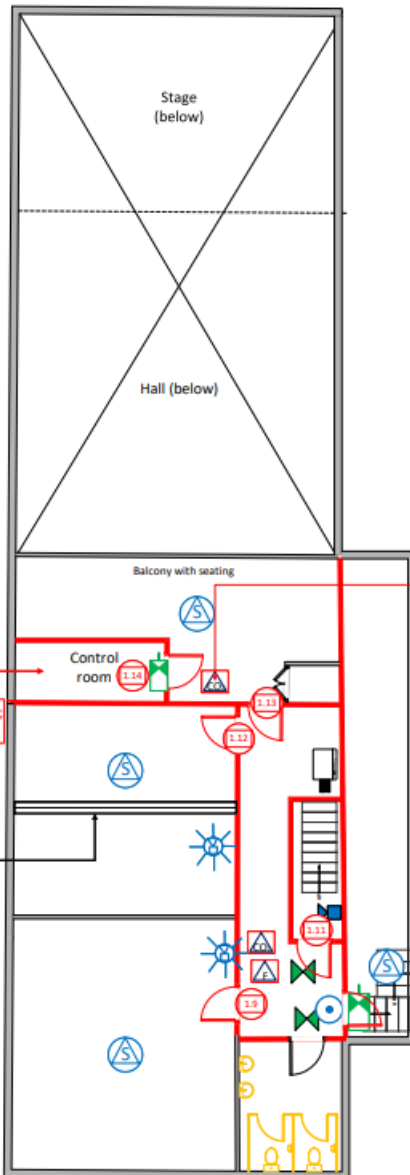
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ROSEMEAD PREPARATORY SCHOOL  
 FIRE RISK ASSESSMENT  
 MAIN BUILDING  
 THIRD FLOOR

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Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

Revisions		
v0.1	Initial drawing from school documents	
v0.2	Re-drawn following visit	
v0.3	Addition of basement	
v0.4	Addition of door numbers and general update following visit	
v1.0	Final for issue	


  

Survey date	Drawn by	Checked by
22-08-2023	JT	AS

Version	Date
1.0	02-02-2024



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**ROSEMEAD PREPARATORY SCHOOL**

**FIRE RISK ASSESSMENT**

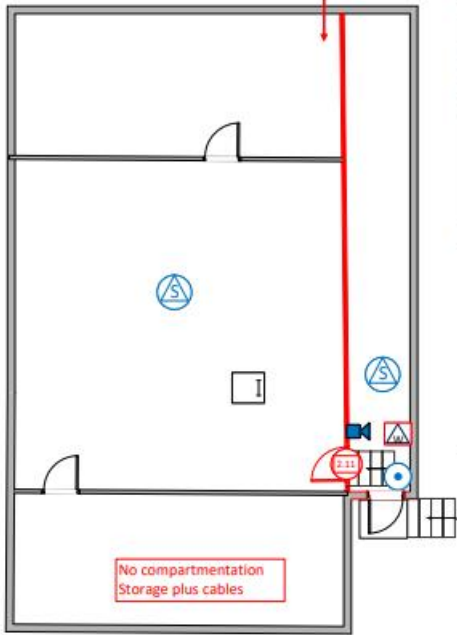
**MAIN BUILDING WEST WING**

**FIRST FLOOR**

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2023-08-22 Rosemead Main Building Fire Risk Assessment v1.0 v1.0

No compartmentation throughout building  
Air vents and grilles to lower floors



Note: Walls and doors in red designate fire protection measures. Walls and glazing within walls and doors must be of fire resisting construction. Fire doors must be fire resisting, have serviceable self closing devices and intumescent strips and smoke seals fitted and kept closed or held open by a device that will automatically release the door in the event of fire. Doors to rooms and circulation routes should be marked "Fire door keep shut" on both sides and doors to cupboards, risers, etc. should be marked "Fire door keep locked" on the outer side of the door.

Revisions

v0.1 Initial drawing from school documents  
v0.2 Re-drawn following visit  
v0.3 Addition of basement  
v0.4 Addition of door numbers and general update following visit  
v1.0 Final for issue

Survey date	Drawn by	Checked by
22-08-2023	JT	AS

Version	Date
1.0	02-02-2024

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ROSEMEAD PREPARATORY SCHOOL  
FIRE RISK ASSESSMENT  
MAIN BUILDING WEST WING  
SECOND FLOOR

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2024-09-22 Rosemead Main Building Fire Risk Assessment v1.0 v0.4



### Schematic diagram key

	Smoke detector
	Smoke detector and sounder
	Smoke detector and beacon
	Smoke detector, sounder and beacon
	Heat detector
	Heat detector and sounder
	Heat detector and beacon
	Heat detector, sounder and beacon
	Multi sensor detector
	Multi sensor detector and sounder
	Detector in void
	Domestic detector
	Aspirator detection system
	Fire sounder
	Fire sounder and beacon
	Beacon
	Rotating beacon
	Fire alarm panel
	Repeater panel
	Disabled refuge panel

	Emergency light
	Emergency light with travel direction
	Fire break glass unit
	Security door emergency release
	AOV activator
	Emergency stop
	Gas shut off valve
	Electricity mains isolator
	Refuge point
	Assembly point
	Disabled call point
	Automatic opening vent (AOV)
	Ionising radiation
	Flammable material
	Compressed gas
	Electrical hazard
	Oxidising material

Extinguishers		Water
		Carbon dioxide
		Foam
		Powder
		Enhanced water
		Wet chemical
		Hose reel set
		Dry riser
		Dry riser
		Wet riser
		Door hold open device
		Door self closer
		Vision panel
		30 min fire resisting wall
	60 min fire resisting wall	
	120 min fire resisting wall	
	30 min fire door	
	60 min fire door	

### Signage requiring fitting

	Action in event of fire
	Do not use lift
	Fire door keep shut
	Fire door keep locked shut
	Fire exit keep clear
	Automatic fire door
	Remove fastenings
	Secure door open
	Push bar to open
	Push pad to open
	Pull to open
	Rotate right/left
	Straight on
	Turn right
	Turn left
	Down
	Up and right
	Down and right
	Up and left
	Down and left

Escape route signage

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WC2H 9JQ

Note: not all signs are required at each establishment

## Appendix B: Fire and Disaster Emergency Evacuation Plan Prep building (70 Thurow 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"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> <li>1. Follow instructions given</li> <li>2. Leave all personal belongings behind</li> <li>3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> <li>4. Exit the building, in silence, using nearest safe exit</li> <li>5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit</li> <li>6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building</li> <li>7. Assemble in silence on school playground -along the fence above the ramp. Each class stays together under instructions from their teacher.</li> <li>8. Non-teaching staff, visitors &amp; contractors – next to playground toilets, unless circumstances dictate otherwise</li> </ol> <p><b>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</b></p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> <li>1. Staff should assist any building users that require assistance to exit the building.</li> <li>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)</li> </ol>

	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.
<b>Registering at the Assembly Point</b>	
Instructions for the Head or person acting on their behalf	<ol style="list-style-type: none"> <li>1. Collect fire registers from School Office staff</li> <li>2. Distribute registers to Form Teachers</li> <li>3. Collect in checked registers from Form Teachers</li> <li>4. Note any discrepancies and inform Senior Deputy Head and Head of Operations, including noting absence / presence of TAs overseeing registration of their section</li> </ol>
SLT	<ol style="list-style-type: none"> <li>1. Support initial lining up of Form Groups</li> <li>2. Then assemble outside playground toilets, unless circumstances dictate otherwise</li> </ol>
Visiting Peripatetic Teachers (VPTs) – music, drama, gym etc	<ol style="list-style-type: none"> <li>1. Take pupil(s) to appropriate form group</li> <li>2. Then assemble outside playground toilets, unless circumstances dictate otherwise</li> </ol>
Visitors	Report to the assembly point next to the playground toilets, unless circumstances dictate otherwise
<b>Instructions for staff with specific responsibilities</b>	
The Head	<ol style="list-style-type: none"> <li>1. Login to security system app and take to playground to manage teaching staff and pupil registration</li> <li>2. Stand in centre of playground, clearly visible, to receive the “all present” or any discrepancies from Form Teachers and School Office Staff</li> <li>3. Inform Head of Operations, via radio if necessary, that registration complete</li> <li>4. Head of Operations to confirm when / if building can be entered</li> </ol>
Senior Deputy Head & Deputy Head Academic	<ol style="list-style-type: none"> <li>1. Carry out ‘sweep’ duties on Years 4-6 floors, including toilets and the basement and all music rooms</li> <li>2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of pupils and those assembling outside playground toilets</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head when / if the building can be re-entered</li> </ol>

IT Manager & Yr3 TA	<ol style="list-style-type: none"> <li>1. Carry out ‘sweep’ duties on Year Three floor, including Main Hall, Library, Art Room and toilets</li> <li>2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of pupils and those assembling outside playground toilets</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head when / if the building can be re-entered</li> </ol>
Head of Operations	<ol style="list-style-type: none"> <li>1. Go to fire panel at main reception to ascertain location of incident and inform SLT</li> <li>2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident</li> <li>3. Inform Fire Brigade when they arrive of location of incident and status of evacuation</li> <li>4. Communicate with SLT regarding status of evacuation</li> </ol>
School Office staff	<ol style="list-style-type: none"> <li>1. Login to security system app and take to playground to manage non-teaching staff, VPTs and Catering Team registration</li> <li>2. Take iPad with SignIn app to manage visitor registration</li> <li>3. Stand at assembly point next to playground toilets and register visitors, non-teaching staff, VPTs and Catering Team</li> <li>4. Report the “all present” or any discrepancies to the Head</li> </ol>
Catering Staff	<ol style="list-style-type: none"> <li>1. All catering staff follow instructions provided by Catering Manager</li> <li>2. If it does not delay exit, close windows and turn off non-essential equipment and supplies</li> <li>3. Assemble next to the playground toilets with admin staff etc, unless circumstances dictate otherwise</li> <li>4. The Catering Manager to report the “all present” or any discrepancies to the office staff liaising with the Head</li> </ol>

### B. Before and after the main school day

<b>PREP</b>	
<b>Morning</b>	
Breakfast club	0700 – 0830

Enrichment classes, music and other clubs	0745 – 0845
<b>Afternoon</b>	
Enrichment classes, music and other clubs	1535 – 1730
After school club	1535 – 1800

<b>Initial actions</b>	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> <li>1. Follow instructions given</li> <li>2. Leave all personal belongings behind</li> <li>3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> <li>4. Exit the building, in silence, using nearest safe exit</li> <li>5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit</li> <li>6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building</li> <li>7. Assemble in silence on school playground - each class / club stays together under instructions from their teacher / club leader</li> <li>8. Non-teaching staff, visitors &amp; contractors – assemble in front of playground toilets, unless circumstances dictate otherwise</li> </ol> <p style="text-align: center;"><b>See Appendix A for Assembly Point</b></p> <p style="text-align: center;"><b>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</b></p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> <li>1. Staff should assist any building users that require assistance to exit the building.</li> <li>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)</li> <li>3. Pupils who are to be evacuated using a PEEP must be reported to the Deputy Heads. Staff or visitors who are</li> </ol>

	to be evacuated using a GEEP must be reported to the Head of Operations.
<b>Registering at the Assembly Point</b>	
Teaching, including VPTs and teaching support staff registering pupils	Assemble on the playground 'grassy area'
Teaching, including VPTs and teaching support staff <u>not</u> registering pupils	Assemble outside playground toilets, unless circumstances dictate otherwise
Admin & operations staff and catering team	Assemble outside playground toilets, unless circumstances dictate otherwise
Visitors & contractors	Assemble outside playground toilets, unless circumstances dictate otherwise

<b>Instructions for staff with specific responsibilities</b>	
Head or the person acting on their behalf, ie Senior Deputy Head or Deputy Head Academic	<ol style="list-style-type: none"> <li>1. Make way to playground</li> <li>2. Collect fire registers from school office staff, enrichment / club leaders</li> <li>3. Note any registration discrepancies</li> <li>4. Liaise with Senior Deputy Head, or their nominated deputy regarding status of evacuation</li> </ol>
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"> <li>1. Go to fire panel at main reception to ascertain location of incident and inform SLT, via radio?</li> <li>2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident</li> <li>3. Inform Fire Brigade when they arrive of location of incident and status of evacuation</li> <li>4. Communicate with SLT regarding status of evacuation</li> </ol>
Senior Deputy Head, or the person acting on their behalf	<ol style="list-style-type: none"> <li>1. Carry out 'sweep' duties on Years 4-6 floors, including toilets, the basement and all music rooms</li> <li>2. Make way to playground to report findings of sweep ("all clear") and assist with registration of pupils and those assembling outside playground toilets</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head when / if the building can be re-entered</li> </ol>

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

### 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"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> <li>1. Leave all personal belongings behind</li> <li>2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> </ol>

	<ol style="list-style-type: none"> <li>3. Lifts must not be used</li> <li>4. Exit the building, in silence, using nearest safe exit</li> </ol>
Action to be taken after exiting the building	<ol style="list-style-type: none"> <li>1. Make way to <u>outside</u> main entrance to meet Fire Brigade or alarm monitoring service</li> <li>2. Inform Head of Operations, or on call Duty Manager via mobile.</li> <li>3. Cleaning Co personnel to inform their line manager</li> <li>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.</li> </ol> <p><b>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</b></p>



## Appendix C: Fire and disaster emergency evacuation plan Pre-Prep and nursery building (40a Thurlow Park Road)

### A. 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"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> <li>1. Follow instructions given</li> <li>2. Leave all personal belongings behind</li> <li>3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> <li>4. Exit the building, in silence, using nearest safe exit</li> <li>5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit</li> <li>6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building</li> <li>7. Assemble in silence on green surface in Pre-Prep playground - each class stays together under instructions from their teacher</li> <li>8. Non-teaching staff, visitors &amp; contractors – assemble on the 100 number square on the Pre-Prep playground</li> </ol> <p><b>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</b></p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> <li>1. Staff should assist any building users that require assistance to exit the building.</li> <li>2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the</li> </ol>

	<p>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 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>
<b>Registering at the Assembly Point</b>	
Instructions for the Head of Prep-Prep or person acting on their behalf	<ol style="list-style-type: none"> <li>1. Collect fire registers from school office staff</li> <li>2. Distribute registers to Form Teachers</li> <li>3. Collect in checked registers from Form Teachers</li> <li>4. Note any discrepancies and inform Pre-Prep Office staff, including noting absence / presence of TAs overseeing registration of their section</li> </ol>
SLT	<ol style="list-style-type: none"> <li>1. Support initial lining up of Form Groups</li> <li>2. Then assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> </ol>
Visiting Peripatetic Teachers (VPTs) – music, drama, gym etc	<ol style="list-style-type: none"> <li>1. Take pupil(s) to appropriate form group</li> <li>2. Then assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> </ol>
Visitors	Report to the assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise
<b>Instructions for staff with specific responsibilities</b>	
Head of Pre-Prep	<ol style="list-style-type: none"> <li>1. Take teaching staff and pupil registration to the playground to manage teaching staff and pupil registration</li> <li>2. Stand in centre of playground, clearly visible, to receive the “all present” or any discrepancies from Form Teachers and School Office Staff</li> <li>3. Inform Caretaker, or the nominated person acting on their behalf that registration complete</li> <li>4. Caretaker, or the nominated person acting on their behalf to confirm when / if building can be entered</li> </ol>
Yr2 TA	<ol style="list-style-type: none"> <li>1. Carry out ‘sweep’ duties: Library, Year 2 Toilets, Nursery, Lower Hall &amp; toilets and Enrichment Room</li> <li>2. Make way to playground to report findings of sweep (“all clear”) and assist with registration of pupils and those assembling outside</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> </ol>

	<ol style="list-style-type: none"> <li>4. Liaise with the Head of Pre-Prep regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head of Prep-Prep when / if the building can be re-entered</li> </ol>
Additional Yr2 TA	<ol style="list-style-type: none"> <li>1. Carry out ‘sweep’ duties: Upper Hall, Inspiration Room, Staffroom, Year 1, including toilets and Reception Classroom</li> <li>2. Make way to playground to report findings of sweep (“all clear”) and assist co-ordinate registration of pupils and those assembling outside</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head of Pre-Prep regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head of Pre-Prep when / if the building can be re-entered</li> </ol>
Caretaker, or the acting Duty Manager	<ol style="list-style-type: none"> <li>1. Go to fire panel at main reception to ascertain location of incident and inform Head of Prep-Prep</li> <li>2. Ensure pupils and visitors attempting to enter the building are asked to wait off site / in the playground until end of incident</li> <li>3. Inform Fire Brigade when they arrive of location of incident and status of evacuation</li> <li>4. Communicate with Head of Pre-Prep regarding status of evacuation</li> </ol>
School Office staff	<ol style="list-style-type: none"> <li>1. Take staff register to playground to manage non-teaching staff, VPTs and Catering Team registration</li> <li>2. Take visitor register to manage visitor registration</li> <li>3. Stand at assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> <li>4. Report the “all present” or any discrepancies to the Head of Pre-Prep</li> </ol>
Catering Staff	<ol style="list-style-type: none"> <li>1. All catering staff follow instructions provided by Catering Supervisor</li> <li>2. If it does not delay exit, close windows and turn off non-essential equipment and supplies</li> <li>3. Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> <li>4. The Catering Supervisor to report the “all present” or any discrepancies to the office staff liaising with the Head of Pre-Prep</li> </ol>

## B. Before and after the main school day

<b>PREP</b>	
<b>Morning</b>	
Breakfast club	0730 – 0845
Enrichment classes, music and clubs	0800 – 0840
<b>Afternoon</b>	
Enrichment classes, music and clubs	1530 – 1615
After school club	1535 – 1800

<b>Initial actions</b>	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> <li>1. Follow instructions given</li> <li>2. Leave all personal belongings behind</li> <li>3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> <li>4. Exit the building, in silence, using nearest safe exit</li> <li>5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit</li> <li>6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building</li> <li>7. Assemble in silence on school playground - each class / club stays together under instructions from their teacher / club leader.</li> <li>8. Non-teaching staff, visitors &amp; contractors – assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> </ol> <p style="text-align: center;"><b>See Appendix A for Assembly Point</b></p> <p style="text-align: center;"><b>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</b></p>

Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> <li>1. Staff should assist any building users that require assistance to exit the building.</li> <li>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)</li> <li>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</li> </ol>
<b>Registering at the Assembly Point</b>	
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

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

	<ol style="list-style-type: none"> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head when / if the building can be re-entered</li> </ol>
TA	<ol style="list-style-type: none"> <li>1. Carry out ‘sweep’ duties: Enrichment Room, Reception, Year 1 toilets, Year 1, top Enrichment Room and Staff Room</li> <li>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</li> <li>3. Note any registration discrepancies for pupils and staff accompanying pupils</li> <li>4. Liaise with the Head regarding staff / visitor /contractor registration status</li> <li>5. Liaise with Head when / if the building can be re-entered</li> </ol>
School Office staff	<ol style="list-style-type: none"> <li>1. Take staff register to playground to manage non-teaching staff, VPT's and Catering Team registration</li> <li>2. Take visitor register to manage visitor registration</li> <li>3. Stand at assembly point on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> <li>4. Report the “all present” or any discrepancies to the Head of Pre-Prep</li> </ol>
Catering Staff	<ol style="list-style-type: none"> <li>1. All catering staff follow instructions provided by the Catering Supervisor</li> <li>2. If it does not delay exit, close windows and turn off non-essential equipment and supplies</li> <li>3. Assemble on the 100 number square on the Pre-Prep playground, unless circumstances dictate otherwise</li> <li>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</li> </ol>


### C. Out of Hours

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

<b>Initial actions</b>	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> <li>1. Activate fire alarm (if not already sounding) using nearest alarm call point</li> <li>2. Do not attempt to put out any fire unless it is blocking escape route</li> </ol>

	<ol style="list-style-type: none"> <li>3. Leave room or area of fire <b>IMMEDIATELY</b> following nearest available escape route</li> </ol>
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> <li>1. Leave all personal belongings behind</li> <li>2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies</li> <li>3. Lifts must not be used</li> <li>4. Exit the building, in silence, using nearest safe exit</li> </ol>
Action to be taken after exiting the building	<ol style="list-style-type: none"> <li>1. Make way to <u>outside</u> main entrance to meet Fire Brigade or alarm monitoring service</li> <li>2. Inform on-call Duty Manager. Cleaning Co personnel to inform their line manager</li> <li>3. 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.</li> </ol> <p><b>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</b></p>

## 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
Kichen 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
<b>Panel Location: Main Reception (adjacent to inside entrance door)</b>						



## Appendix E: Cause and effect matrix Pre-Prep building

<b>Rosemead School Cause &amp; Effect Matrix for Alarm System</b>	
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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
Kichen 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)**

St Dunstons College - JUBILEE	Indicate On Panel Zone 1 - Entrance Foyer & Male Changing Rooms	Indicate On Panel Zone 2 - Reception & Female Changing Rooms	Indicate On Panel Zone 3 - Nursery	Indicate On Panel Zone 4 - Kitchen Cellor	Indicate On Panel Zone 5 - Main Hall & 1st Floor Lounge	Access Control Panel	Signalling Device	Sounders (Main Build, Nursery - All Floors)	Manual Reset by Key	Kitchen Manual Isolation Switch
Call Points	X	X	X	X	X	X	X	X		
Smoke Detectors	X	X	X	X	X	X	X	X		
Panel Evac	X	X	X	X	X	X	X	X	X	
Electrical feed to kitchen equipment						X	X	X		X

ST.Dunstan's Jubilee Sports Ground Cause & Effect Matrix



St Dunstons Jubilee Sports Ground	Indicate On Panel Zone 1 - Entrance Foyer & Male Changing Rooms	Indicate On Panel Zone 2 - Reception & Female Changing Rooms	Indicate On Panel Zone 3 - Nursery	Indicate On Panel Zone 4 - Kitchen Cellor	Indicate On Panel Zone 5 - Main Hall & 1st Floor Lounge	Access Control Panel	Signalling Device	Sounders (Main Build, Nursery - All Floors)	Manual Reset by Key	Kitchen Manual Isolation Switch
Call Points	X	X	X	X	X	X	X	X		
Smoke Detectors	X	X	X	X	X	X	X	X		
Panel Evac	X	X	X	X	X	X	X	X	X	
Electrical feed to kitchen equipment						X	X	X		X

## 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 People 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 (PEEP) questionnaire**

Personal Emergency Evacuation Plan Questionnaire			
Name of person being assessed			
Name of assessor			
Date of assessment			
<b>Hearing impairment</b>			
Are you able to hear the fire alarm/an announcement informing you that there is an emergency?	Yes	No	N/A
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?			
<b>Visual impairment</b>			
Are you able to see your way out of the building unaided?	Yes	No	N/A
Are you able to read escape instructions or would instructions in a specific format assist?			
If specific format helpful 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?			
If the answer is "Yes" to any of the questions, the College will ensure that designated staff are available who are physically fit, suitably trained to assist. The staff will constantly be aware of the location of the person they are designated to assist so that in the event of emergency the most appropriate help is provided			
Are you able to walk down the stairs with one assistant holding each arm?	Yes	No	N/A
Are you able to walk down the stairs with one assistant and the use of a handrail?			
Would it be easier for you to move down the stairs on your bottom unaided but with supervision from an assistant?			
Are you able to self-transfer into an evacuation chair/stair climber?			
Could the medical nature of your condition be adversely affected by the use of such an aid?			
Has a member of staff and a deputy been assigned to assist you in an emergency?			
Could your mobility be affected by smoke?			
If "Yes" give details			
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			
<b>Cognitive impairment</b>			
Are you confident that you will understand	Yes	No	N/A
what is happening in an emergency?			
the risks?			
That you may need to make choices and change direction when evacuating			

Figure Two: Personal Emergency Evacuation Plan action plan

Personal Emergency Evacuation Plan	
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 evacuate in the event of an emergency	
Staff must be aware of the location of any member of staff or pupil with a PEEP in their area	
Name of staff/pupil	
Staff	Department
	Working location
	Normal hours worked
	Leave working required, specific times
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:	
<b>Method of alerting to evacuate the building</b>	
Existing fire alarm system <input type="checkbox"/>	
Visual alarm system <input type="checkbox"/>	
Pager device <input type="checkbox"/>	
Other <input type="checkbox"/>	
Designated assistance to evacuate will be given by: (Please note this cannot be the College Nurse)	
Name	Name
Contact details	Contact details
Name	Name
Contact details	Contact details
<b>Refuges - These should only be used as a last resort</b>	
The refuge areas are only available in the STEM building, confirm what level:	
Safe route(s):	
<b>Describe the exact method of assistance required (transfer procedures, methods of guidance)</b>	
<ul style="list-style-type: none"> <li>Identifying exit route e.g., tactile signage or surface information</li> <li>Alerting that the fire alarm is sounding</li> <li>Transferring out of wheelchair</li> <li>Assistance downstairs e.g., handrail, providing arm, supervision</li> <li>Additional equipment</li> </ul>	
<b>Training provided (include orientation, where appropriate)</b>	
Person	
Emergency Evacuation Procedure, raising alarm, fire exits, refuge areas	
<b>Training provided Staff/Assistant</b>	
Exact requirements	
Use of aids e.g., Evac Chair	
<b>Details of any other relevant information</b>	
<ul style="list-style-type: none"> <li>Ability to raise alarm independently if discovered a fire</li> <li>Ability to self-transfer from wheelchair e.g., to walk or to Evac Chair</li> <li>Any potential effect of using aid or smoke to health</li> <li>Ability to walk down stairs independently</li> <li>Ability to transcend stairs on bottom independently</li> <li>Any other additional considerations</li> </ul>	
<b>Review frequency of Plan</b>	
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	
Please check on ISAMS under the individuals name to see if a previous PEEP has been completed	
<b>SIGN OFF</b>	
I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:	
Signed:	Date:

## 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 the College for whom the school may not have prior knowledge regarding number of persons and the assistance they may require.

The school 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 the school receptions, may be adapted depending on the requirement of the visitor.

Figure 1: GEEP – mobility impairment

<b>GEEP – Mobility impairment</b>	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
<b>All parts of the building that you are required to access are:</b>	
<b>On this level, evacuation routes are signed and alternate exits are through:</b>	
<b>Our fire alarm is:</b>	
Sounders and strobes with flashing lights in hall/toilet cubicles	
<b>Floors on upper levels are accessible by:</b>	
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	
<b>The activity/meeting organiser or their nominated person</b>	
Will brief you on routes for evacuation on the level	
<b>The activity/meeting organiser will nominate someone</b>	
To assist/accompany you in the event of evacuation if necessary, e.g., negotiating steps	
<b>Assistance will be provided</b>	
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.	
<b>if you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:</b>	
<ol style="list-style-type: none"> <li>1. Making your own way down the stairs slowly</li> <li>2. Moving down the steps on your bottom</li> <li>3. Walking down the stairs using handrails</li> <li>4. Evacuating in an evacuation chair</li> </ol>	

Figure 2: GEEP – visual impairment

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

Figure 3: GEEP – hearing impairment

<b>GEEP – Hearing impairment</b>	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
<b>All parts of the building that you are required to access are:</b>	
<b>On this level, evacuation routes are signed and alternate exits are through:</b>	
<b>Our fire alarm is:</b>	
Sounders and strobes with flashing lights in hall/toilet cubicles	
<b>Floors on upper levels are accessible by:</b>	
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	
<b>The activity/meeting organiser or their nominated person</b>	
Will assist you with your orientation and provide you with written instructions regarding normal and alternative evacuation routes	
<b>The activity/meeting organiser will nominate someone</b>	
To assist/accompany you in the event of evacuation, if required	
<b>The activity/meeting organiser or their nominated person</b>	
Will ensure that you have evacuated the building in an emergency	

Figure 4: GEEP – cognitive impairment

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

#### 0700 – 1900

Name	Position
Suat Narin	Caretaker
Damian Machaliwa	Head of Operations
Graeme McCafferty	Head
Andrew Soong	IT Manager

#### 1900 – 0700

Name	Position
Banham Security	Who will then notify one of the below should there be a confirmed fire
Suat Narin	Caretaker
Andrew Soong	IT Manager
Graeme McCafferty	Head
Damian Machaliwa	Head of Operations

### Rosemead Pre-Prep: 40a Thurlow Park Road

#### 0700 – 1900

Name	Position
Suat Narin	Caretaker
Lisa Meredith-Bennett	Head of Pre-Prep
Damian Machaliwa	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
Suat Narin	Caretaker
Andrew Soong	IT Manager
Lisa Meredith-Bennett	Head of Pre-Prep



Damian Machaliwa	Head of Operations
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# Appendix I: Fire evacuation report

**Rosemead Fire Evaluation Drill**

**SITE LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ACTIVATOR	EVACUATION
Time of Activation	Evacuation Start Time
Activation Point	Time roll call completed
Activation Reason	Building evacuated time
Activated By	Number of assets
	Number of staff
	Number of visitors

**FEEDBACK / OBSERVATIONS**

Comments on:  
**Participants:**  
 Buffs used correctly  
 Any bottles used?  
**PEOP:**  
 Any exits blocked?  
 Staff roll call system working?  
 Visitor roll call system working?  
 Any other relevant comments:

**FOCUS UP ACTIONS**

List findings that need urgent action:

□  
 □

Completed By: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_

Page 4 of 4

**Rosemead Fire Evaluation Drill**

**ACTION PLAN**

From Fire Evaluation:

Ref	Significant Finding	Remedial action required	Target date	Lead	Details of remedial actions completed	Date of completion
1.						
2.						
3.						
4.						
5.						

Completed By: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_

Page 4 of 4

## Appendix J: Maintenance and testing

	Checks to be carried out and action to be taken	Action by
<b>Daily</b>		
<b>Fire detection and fire alarm systems</b>	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
<b>Emergency and escape lighting systems</b>	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
<b>Fire door automatic release mechanisms</b>	All doors that are held open by automatic release mechanisms should be released daily	Caretaker & Head of Operations
<b>Weekly</b>		
<b>Fire detection and fire alarm systems</b>	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
<b>Gaseous extinguishing systems (Kitchen)</b>	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.	Caretaker
<b>Smoke control systems for means of escape</b>	Actuation of the system should be simulated once a week.	Caretaker
<b>Monthly</b>		

<b>External fire escapes</b>	Check for stability, lack of slippery residue, general ease of use	Caretaker & Head of Operations
<b>Emergency and escape lighting systems</b>	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
<b>Automatic opening doors and shutters</b>	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
<b>Doors on hold-open devices</b>	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.	Caretaker & Head of Operations
<b>Six monthly</b>		
<b>Fire detection and fire alarm systems</b>	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Head of Operations Artius Ltd
<b>Extinguishing systems</b>		
<b>Emergency and escape lighting systems</b>		
<b>Fire doors</b>	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;	Head of Operations

	d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	
<b>Fire mains</b>	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
<b>Yearly</b>		
<b>Fire detection and fire alarm systems</b>	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
<b>Self-contained luminaires with sealed batteries, if more than 3 years old</b>		
<b>Smoke ventilators and smoke control systems</b>		
<b>Fire dampers</b>		
<b>Firefighting equipment</b>		

## Appendix K: 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
Safety in the Installation and Use of Gas Systems and Appliances: Gas Safety (Installation and Use) Regulations 1998 Approved Code of Practice and Guidance 5th edition, L56
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