

FIRE POLICY AND EVACUATION PROCEDURE

The Paragon School

Policy Owner Deputy Head and Estates Director	Applies to The Paragon School	Superseded documents Fire Policy and Procedure v3
Associated documents Risk Assessment Policy Health and Safety Policy	Review frequency Every three years (unless the legislation/regulations update before this time) Implementation date 10 May 2025	Legal Framework KCSIE The Independent Schools Standards Regulatory Reform (Fire Safety) Order 2005. Department for Education Health & Safety at Work Act 1974 Management of H&S at Work Regulations 1999

Section 1 Introduction

- 1.01 Aims
- 1.02 Legislation
- 1.03 Equipment
- 1.04 Alarm system
- 1.05 The Fire panel & Fire control point
- 1.06 Alarm testing

Section 2 Instructions for personnel attending the fire panel

- 2.01 Alarm activations
- 2.02 Zone faults
- 2.03 Silence alarm
- 2.04 Areas not covered by the main alarm

Section 3 In the event of a fire - Immediate Action Drills

- 3.01 Person finding a fire
- 3.02 Persons hearing the alarm
- 3.03 Fire Marshalls
- 3.04 Evacuation protocols
- 3.05 Senior manager on duty
- 3.06 Fire panel team
- 3.07 Assembly points
- 3.08 Emergency responsibilities summary chart

Section 4 Non-emergency duties and responsibilities

- 4.01 Head
- 4.02 Senior Deputy Head
- 4.03 Fire Officer
- 4.04 Fire committee
- 4.05 Key Stage Leads / Subject leads (Specialists)
- 4.06 Head's PA
- 4.07 All personnel
- 4.08 School Reception Staff

Section 5 Fire prevention

- 5.01 Introduction
- 5.02 General Hazards
- 5.03 Special Hazards
 - (i) Electricity & Electrical supply
 - (ii) Gas appliances
 - (iii) Gas leaks
- 5.04 Waste
 - (i) Refuse
 - (ii) Grass & undergrowth
 - (iii) Fires & bonfires
- 5.05 Smoking
- 5.06 Vehicle parking
- 5.07 Communal school areas
 - (i) Classrooms
 - (ii) Roof Spaces and Luggage storage areas

- (iii) Furniture and Soft furnishings
- 5.08 Kitchens
- 5.09 Stores
 - (i) General
 - (ii) Hazardous
- 5.10 Fire equipment
 - (i) Alarms
 - (ii) Fire appliances
 - (iii) Fire doors and escapes
 - (iv) Water supply
- 5.11 Fire drill practice
- 5.12 Weekly sounder checks
- 5.13 Holiday periods
- 5.14 Contractors

- Appendix A** Electrical information and fault finding
- Appendix B** List of permitted and prohibited electrical appliances
- Appendix C** Fire incident report form
- Appendix D** Guidance on Lithium Batteries
- Appendix E** Assembly Points and Actions

This policy is reviewed triennially, or more regularly as required, prior to approval by Trustees, where applicable.

Last reviewed by:	Senior Deputy Head (Mr J Ryan), Estates Director (Mr T Tootill) and Head of Compliance (Miss E Wickham)
Date last reviewed:	May 2025
Approved by Trustees:	Approved by The Leadership Team and H&S Committee and ratified by the Local Governance Committee
Date last approved:	9 October 2024
Date for next approval:	May 2027

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

The Trustees of PPS recognise that this is a regulatory compliance policy. This policy and procedures and their effectiveness will be reviewed regularly by Trustees - at least annually - and will be amended as necessary according to the latest statutory guidance and advice.

The purpose of these fire policy and procedures is to ensure that all staff, volunteers, visitors and contractors at The Paragon School are aware of:

- The risk of fire
- The need for vigilance
- Precautionary measures to prevent fire
- The actions to be carried out by ALL in the event of a fire

1:01 Aims

The aim of this policy and these instructions is to enable everyone associated with the school to support fire safety in the following areas:

- Prevention of fire
- Preservation of life
- Prevention of injury

1:02 Legislation

The Board of Trustees are ultimately responsible to the Department of Education (DfE), HSE and HM Home Office for the maintenance of the school premises to certification standard. The responsibility for this is delegated to the PPS Estates Director and the Head.

The Policy ensures compliance with the Regulatory Reform (Fire Safety) Order 2005.

1:03 Fire Fighting Equipment

To assist in the fighting and containment of fires, portable fire-fighting equipment is provided throughout the school. This equipment must not be tampered with. If the equipment is suspected of being faulty, it is important to notify this immediately to the following members of staff:

Estates Director - 07768 554906 e-mail ttootill@priorparkschools.com

Estates Manager - 07584 016038 e-mail mcrudge@priorparkschools.com

1:04 Alarm system

The Paragon School is provided with an addressable, audible fire alarm detection and warning system. This can be triggered automatically by the detection of heat, smoke and fumes. It can also be triggered manually at the 'break glass' points (manual call point MCP). These are located throughout the school close to fire exit doors and highlighted with a red & white call point sign. Upon hearing the alarm you must follow the immediate action drill as detailed in Section 3 of this policy & procedures document. There may be other occasions when the school must be evacuated at short notice. In these situations, you will hear the same alarm sound and you are to proceed as for a fire alarm.

1:05 The Fire panel and Fire control point

The main fire panel is situated in the following location

In the main reception lobby of Lyncombe House

1:06 Alarm testing

The main panel has an evacuation/test function which is used together with the call points for alarm testing. When activated the alarm will sound throughout the school.

Once the test is over, the panel is silenced, and the alarm turns off on a phased shut-down across the school. This can take several minutes as the system resets itself.

The fire alarm should be tested at a similar time, at least once each week by a responsible person unless there is an operational reason for this not to take place.

All tests should be recorded and under all circumstances the panel will be checked weekly for "normal operation".

2. Instructions for personnel attending the fire panel

2:01 Alarm Activations

If a Manual Call Point (MCP) is operated or a detector is activated by heat or smoke, the alarm will sound across all zones and in all areas. The display on the main panel will indicate the location of the detector/MCP that has been activated. The alarm will continue to sound until it is silenced and reset.

The alarm must not be silenced until the Senior Deputy Head (or designated Fire Marshal) is sure that the school is safe.

2:02 Zone faults

The alarm panel will emit a continuous “beep” if it senses a zone fault or any other disturbance to the normal operation of the alarm. This display on the panel will identify the location of the fault, but the main alarm will not sound. All zone faults need to be investigated and repaired.

2:03 How to silence the alarm

The alarm can be silenced by pressing the “silence” button followed by the “reset” button. The alarm should then revert to “Normal Operations” on the LCD display. This action must only be operated by the Senior Deputy Head/or designated Fire Marshal.

2.04 Areas not covered by the main school alarm

All occupied buildings within the school are covered by the respective main school alarm system.

3. In the event of a fire

Immediate Action Drills

3:01 Person finding the fire

- Raise the alarm by shouting “FIRE FIRE FIRE”
- Activate the school alarm at the nearest “manual call point” (MCP)
- If SAFE and trained in the use of extinguishers, make an attempt to put the fire out
- Leave the building and report to your assembly point
- Tell the person in charge of your assembly point that you discovered the fire

3:02 Persons hearing the alarm

- Close all doors and windows if safe to do so
- Evacuate the building or area immediately by the quickest and most direct route
- Report to your designated assembly point

3:03 Fire Marshalls

- Upon hearing the fire alarm the Fire Marshalls shall ensure their presence is noted on the staff register.
- Sweep their respective buildings (Lyncombe House / Frew & Brand House). They will check for individuals in rooms (including toilets) and close doors upon exit.
- If they find an individual, they will escort them to their assembly point.
- The Marshalls will then report to the Lead Fire Marshall - clearly and succinctly their findings.

Gate Warden:

- Upon hearing the fire alarm the Gate Warden will ensure their presence is noted on the staff register
- They will then walk directly to the main gate.
- They will put on the Fire Marshall Hi Viz jacket
- Prevent entry to the school by non-emergency vehicles. They will ensure that non-emergency vehicles are not blocking the road / gate / drive and guide emergency vehicles into the school.
- Remain at their post, ensuring the entrance drive remains free of vehicular and pedestrian traffic until they receive instructions from the Lead Fire Marshall, Emergency Service personnel

Receptionist:

- Will wait on reception to take the call from the fire alarm management company.
- They will ensure the visitors signing in and out document is given to the Heads PA.

3:04 Evacuation protocols

DO:

- RESPOND IMMEDIATELY
- RESPOND IN A QUIET AND ORDERLY FASHION
- ASSIST VISITORS TO YOUR ASSEMBLY POINT
- REMAIN AT YOUR ASSEMBLY POINT.

DO NOT:

- PANIC AND RUN
- STAY BEHIND TO COLLECT PERSONAL BELONGINGS
- RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

KNOW:

- YOUR PRIMARY AND SECONDARY ESCAPE ROUTES
- THE POSITION OF THE NEAREST 'MANUAL CALL' POINT
- THE POSITION OF THE NEAREST FIRE-FIGHTING APPLIANCE AND HOW TO OPERATE IT
- YOUR ASSEMBLY POINT

3:05 Senior Leader on Duty

If the alarm sounds during the day, the member of TP LT on Duty should go to the fire control panel to act as Lead Fire Officer (LFO).

They will be responsible for:

- Ensuring the alarms are not silenced before either a false alarm has been confirmed OR The fire service has been summoned.
- Liaising with the School's Leadership team members who will be managing students and staff at assembly points.
- Liaising with the fire alarm management company (and confirming the situation is being managed at local level)
- Liaise with Fire Service personnel regarding next steps should they have been summoned
- Consider implementing the TPS Crisis Management Policy
- Completing the [fire action log](#)

3:06 Fire Panel Team

The Fire Panel team is responsible for supporting the Senior Leader on duty in verifying the fire.

The fire panel team in “first response” order consists of:

- Senior Deputy Head (DH)
- TP Estates Technician (ET)

As required:

- Estates Manager
- Maintenance Department Staff.
- Estates Director
- Director of Operations & Finance

3:07 Assembly Points

For a fire in the main school all personnel shall report to their designated assembly points as follows:

- Lyncombe House - Lyncombe House front lawn / Play Area
- The Music Lodge - Lyncombe House front lawn
- Brand / Frew Buildings - Play Area

(See Appendix E - Evacuation Route & Assembly Points)

3:08 Emergency responsibilities

Time Zone A (8.00am-3.30pm)

- Alarm Sounds
- Class Teacher/Club Leader/all staff and visitors evacuate building and support pupils to evacuate to FAP
- Class Teacher/Club Leader completes roll call of pupils
- Head's PA completes roll call of all adults/visitors
- ET attends fire panel - identifies location of activation - and investigates (if safe) communication maintained with LFM via walkie talkie.
- Receptionist remains on reception desk to field telephone call from Southern Alarm.
- Receptionist to inform Southern Alarm it is being managed onsite & no further assistance is required.
- Receptionist to vacate and ensure they are registered as present by Head's PA
- If False Alarm is identified by ET, they reset Fire Panel
- LFM confirms status via visual inspection of Fire Panel - ensure Normal Operations is active
- LFM instructs 'stand down' from Fire Assembly
- All sections of the school return to normal routines
- If real fire identified by ET, LFM & Reception informed. LFM authorises Reception to summon emergency services.
- Reception evacuates and reports to Assembly Point
- LFM deploys Gate Warden to front gate as above
- LFM awaits arrival of Fire Brigade and further instruction / liaison.
- LFM informs Estates Director & considers implementing Crisis Management Policy
- LFM completed MS 'Fire Log' as soon as possible after the event

Time Zone B (3.30pm-5.30pm)

- Alarm Sounds
- Class Teacher/Club Leader/all staff and visitors evacuate building and support pupils to evacuate to FAP
- Class Teacher/Club Leader completes roll call of pupils and awaits instructions from LFM
- Parents directed to FAP
- LFM ensures registers complete at FAP
- LFM attends Fire Panel - identifies location of activation - investigates (if safe)
- Reception fields telephone call from Southern Monitoring and informs operative the situation is being managed on site.
- If LFM identifies a False Alarm - Attend Panel & reset.
- If Fire Panel resets, LFM instructs 'Stand Down' & informs Reception / FAPs
- If Panel does not reset, LFM authorised Reception to summon emergency services
- Reception evacuates building and assembles at FAP
- LFM awaits arrival of Fire Brigade and waits instructions / liaison
- LFM informs Estates Director & considers implementing Crisis Management Policy

Time Zone C (5.30pm onwards)

- Alarm Sounds
- LFM oversees evacuation of Adults and children
- LFM attends fire panel - identifies location of activation - investigates (if safe).
- If LFM identifies a false alarm, LFM resets Fire Panel.
- If Fire Panel resets LFM issues 'stand down' from Fire Assembly
- If Panel does not reset LFM to summon emergency services
- LFM awaits arrival of Fire Brigade and awaits instructions / liaison

- LFM informs Estates Director and considers implementing Crisis Management Policy

4. Non-emergency Duties and Responsibilities

4:01 Head

The Head is responsible for all matters pertaining to Health, Safety, Fire and Security within the School. This has been delegated to the Senior Deputy Head who represents the Head in official capacities. It is the duty of the Senior Deputy Head to perform the task involved and advise the Head on matters pertaining to this role.

4:02 Senior Deputy Head

The Senior Deputy Head is responsible for ensuring all new staff receive appropriate fire induction. This induction training can be delegated by the Senior Deputy Head to an Assistant Head and incorporated into the overall Health and Safety induction for new staff.

4:03 Fire Officer (Estates Director)

The Fire Officer is a fire-trained member of staff who has been delegated by the Chair of Trustees. They will be responsible for:

- a. Advising on all matters pertaining to fire prevention and fire safety
- b. Liaising with the local fire authority and statutory bodies
- c. Processing internal and external fire reports
- d. Ensuring the routine servicing and maintenance of fire equipment
- e. Ensuring all Fire related matters are shared with TPS H&S Committee and associated actions discharged appropriately.

4:05 Heads of EYFS / Pre-prep / Prep / Directors of Music / Sport & Head of Art

Kye Stage Leads/subject leads are responsible for:

- a. Basic Awareness Fire training of their staff
- b. Promotion of good housekeeping, especially in their classrooms, work spaces and practice rooms.
- c. Ensure all specific Risk Assessments as they relate to Fire are updated, shared and understood by all in their department
- d. Adherence to legislation with regard to smoking
- e. Knowing the location of their staff, as far as is practical
- f. Safe conduct of visitors to their assembly point in event of an emergency
- g. The Director of Sport is to ensure that the staff taking students to areas outside the range of audible alarm system carries a walkie-talkie (switched on and set to correct 'Channel Mode'.

4:06 Head's PA

Is to ensure that a current list of all staff, including working hours, who work at The Paragon is available on Reception. Taking a roll call of visitors on site.

4:07 All Personnel

It is the responsibility of ALL to be conversant with fire policy and procedures and to comply with the content of these policy and procedures.

4:08 School Reception Staff

All visitors, volunteers and contractors, when arriving at the main school reception, shall be provided with general fire safety information when they are signed in. The member of staff they are visiting shall be responsible for ensuring their safe egress from the school building to an appropriate fire assembly point, if the fire alarm activates.

5. Fire Prevention

5:01 Introduction

The prevention of fire is of vital importance to all staff (volunteers, contractors and visitors) and students at the school. 'Good Housekeeping' and common sense can prevent most fires. It is imperative that the highest standard of fire prevention be maintained so that lives and property are properly safeguarded against injury and damage through fire.

To this end it is recommended that fire policy and procedures be explained to new students and staff within their first day of induction.

It is the responsibility of the individual adult to understand fully the contents of this policy and procedure and to understand what represent a fire hazard.

All persons should be vigilant at all times.

The most common cause of fire are:

- Careless discarding of smoking materials
- Overheating or spillage of cooking fat
- Overloading electrical circuits
- Unattended operating electrical equipment
- Incorrect use of heaters
- Incorrect connections to electrical supply
- Accumulation of rubbish and waste
- Drying clothes using radiant heat
- Irregularities in the storage of hazardous chemicals, fuel, lubricants and paint

5:02 General Hazards

The responsible person present should check all area or buildings in which work has been carried out before vacating as a fire prevention measure. Points to note are:

- Rubbish receptacles
- Under seating store cupboards and adjacent area
- Fuel and electricity have been turned off
- Doors and windows are closed and those that should have restricted access are locked.

It is understood that some essential systems must continue to operate after working hours. These should have automatic cut-off devices fitted.

5:03 Special Hazards

(i) Electricity and Electrical Supply

- All electrical appliances which require mains power will be connected to an authorised outlet by an approved correctly fused plug.
- The use of block adapter plugs is forbidden.
- No unauthorised person is to repair or tamper with any part of any electrical circuit or fitting.
- All electrical appliances must be switched off and plugs removed from sockets when left unattended.
- Electrical cable, flexible leads and plugs are to be maintained in a serviceable condition. If chafing, heating, wear or any other weakness is observed the supply must be switched off and an authorised person must carry out the repair.
- Cables should not be laid under floor coverings, through or across doorways, or under soft furnishings.
- In the event of a power failure, switch off electrical equipment and disconnect from the socket.
- Where possible, fuse boxes should be secured to prevent tampering.
- All repairs to personal electrical equipment will be referred to the Estates Maintenance Department.
- See appendix D for information regarding Lithium Batteries.

(ii) Gas Appliances

- Gas appliances are to be connected to the main supply by a registered gas fitter. Rubber tubing and flexible hose is only to be used in controlled conditions i.e. laboratories etc.
- Gas ring burners are to stand on a firm, fireproof, non-heat-conducting surface. The area is to be clear of other combustible material and never to be left unattended during use.
- Gas heaters must be guarded at all times and never used to dry clothing or materials.
- When buildings or rooms are vacated, non-essential gas appliances should be turned off and where appropriate, the gas supply should be turned off at the same time.

(iii) Gas Leaks

In the event of a gas leak the following action must be taken:

- Do not use naked light or operate any electrical appliances including lights.
- Turn off the supply at the isolator and / or the main.
- Ventilate the building.
- Leave the room and if necessary, evacuate the building.
- Contact the Estates Maintenance Department immediately and notify them of the suspected gas leak.
- Before the gas is turned on at the main, a registered fitter must carry out a check.

5:04 Waste

(i) Refuse

The accumulation of rubbish and waste material is a serious fire hazard and should be kept to a minimum. Rubbish should be removed at the end of the working day to a safe location for collection or destruction.

(ii) Grass and Undergrowth

Grass and undergrowth should be kept short. Residual cuttings must be removed from wooden buildings and hazardous store areas to a distance beyond 10 metres.

(iii) Fires and Bonfires

- a. The incineration of rubbish will only be undertaken by Grounds and Gardens staff. It shall be carried out in the designated burning area, which is to be at a distance of more than 30 metres from any building, and 50 metres from storage areas. Burning is to be controlled and supervised at all times.
- b. A bonfire, firework display or barbeque may be held with the permission of the Head, Senior Deputy Head and /or Estates Director. A responsible adult will be designated to take charge and suitable firefighting appliances will be deployed at the designated site. This is always subject to a risk assessment being completed.

5:05 Smoking

In accordance with legislation all school sites are strictly **NON-SMOKING AREAS**.

5:06 Vehicle Parking

Only authorised parking bays are to be used. They should be sited so that they do not obstruct fire escapes, rights of way or access for emergency vehicles. Vehicles should not be parked within a distance of 30 metres of hazardous stores.

5:07 Communal School Areas

A fire check should be carried out when these areas are left for long periods

(i) Classrooms

Classrooms and library are to be checked prior to the end of the working day by the last member of staff to use the area. Lights and electrical equipment are to be turned off; windows and doors should be kept shut / locked.

(ii) Roof Spaces & luggage storage areas

Roof spaces are to be kept clean and dust free. In the event that they are used for storage of empty luggage, the rules for general storage apply. These areas must not be used as working spaces. These areas will be checked periodically by the Senior Deputy Head.

(iii) Furniture and soft furnishings

In accordance with National Fire Precautions all furniture and soft furnishing should be manufactured from flame retardant materials and fitting should conform to current safety regulations.

5.08 Kitchens

The principal fire threats are seen to be;

- Deep fat fryers
- Fat filters
- Unattended equipment
- Rubbish
- Gas leaks

The Catering Manager and deputies, whether the service is in-house or outsourced, are responsible for training staff in the use of all kitchen equipment they are called upon to use. They must teach the immediate action drills to be carried out by the kitchen staff in the event of a fire and gas leak.

Precautions

- Fryers are correctly filled and periodically emptied and cleaned
- Filter units of the above equipment should be cleaned periodically and changed as recommended by the manufacturer
- Rubbish is cleared to collection points
- Trained personnel are on duty when the kitchen is in use
- Faulty equipment or fittings should not be used but should be logged for repair

In the event of a kitchen fire, the following actions are to be carried out:

1. Turn off the source of heat to the equipment involved
2. Raise the alarm and make a quick attempt to put the fire out
3. In the event of a major fire, all incoming mains fuel services should be switched off.

Kitchen Staff should be aware of the position of all firefighting equipment in the kitchen, and have knowledge of how to operate this equipment. They should be aware of the position of all gas stopcocks, mains electrical switches and how to operate them.

5:09 Stores

(i) General

Storage areas are a fire hazard; in as much as the irregular or infrequent hours that they are visited prevent constant supervision. It is extremely important that “good housekeeping” practices are observed at all times in all stores:

(ii) Hazardous Stores

Hazardous material should be stored away from general stores.

Each store must be supplied with firefighting equipment that is compatible with the hazard.

Hazardous stores include;

- Fuel (petrol etc.)
- Oil based paint
- Oil
- Solvents
- Oxidising agents

- Acids
- Poisons and corrosives

These should all be stored in designated areas only; hazards must not be mixed. These areas must be properly marked with the nature of the hazard, and precautionary / treatment measures pertaining to the particular hazard must be available.

5:10 Fire equipment and ancillaries

(i) Alarms

The school is covered by an automatic alarm system that will activate when smoke or fume levels rise above normal. In addition there are alarm points which can be activated manually. These are Manual Call Points or “break glass” points, which are situated in most corridors. Both of these systems are linked into a bell alarm.

(ii) Appliances

There are, situated throughout the school, fire points that have pre-stationed fire appliances, they are:

- a. Extinguishers
- b. Fire blankets

Each piece of equipment has been specifically chosen to fight the most likely type of fire expected in the area. This equipment is only to be used for fighting fires. It must not be removed from the position in which it has been placed other than for use in firefighting. Extinguishers must not be used as door stops. When an appliance is used, or found to be defective, the location of that appliance is reported to the Lead Fire Officer, who will refill or replace the equipment.

Care must be taken that fire points are not obstructed at any time.

(iii) Fire Doors and Fire Escapes

These doors are specifically constructed to contain a fire or to assist in the speedy evacuation. They are not to be obstructed or wedged open and fire escapes are not to be used as normal access or entry points.

(iv) Water Supplies

Emergency water is available through the mains hydrant points. These are to be clearly marked with yellow paint. The locations of all hydrants are marked on the fire map kept at reception and the fire control point. Fire hydrants and the immediate surrounding area are not to be obstructed.

5:11 Fire Drill Practice

Fire practice drills will take place at least once during each school term and during long term lets which may occur, such as Summer Schools. The aim of these practises is to ensure that the drills response time and accuracy of these policy and procedures is continually monitored and updated. The Senior Deputy Head will decide term time fire practice periods and notify the Estates Maintenance Team as appropriate.

5:12 Weekly Sounder Checks

Weekly alarm and sounder checks must take place at designated times. The purpose of this operation is to check that all sounders are operational. If any person notices a bell / sounder which is not working report it as soon as possible to the following:

PPC/TP - Estates Manager - 07584 016038 e-mail mcrudge@priorparkschools.com

All Schools - Estates Director - 01225 437672 e-mail ttootill@priorparkschools.com

5:13 Holiday Periods

Arson attack against schools is common, partially when the school is not in use. It is therefore important to ensure that buildings are secure, all windows and internal doors are shut, and all locking doors are locked.

5:14 Contractors

- Contractors are to assess the fire safety risks arising from their works / activities and implement control measures in accordance with this policy.
- Co-operate with the school on all matters of fire safety and comply with all reasonable instructions relating to fire safety given by authorised members of the school.
- Ensure that they, and all staff falling under their control, have received appropriate information, instruction and training to enable them to comply with this policy and the school's emergency arrangements.
- A strict “hot works permit” system is operated by the school and managed by the Estates Manager. No works involving the use of naked flames or heat producing equipment shall take place without an authorised permit being in place. Details of the permit system are available from the Estates Manager.

APPENDIX A - ELECTRICAL INFORMATION

Fuse ratings for different loads

0 watts - 700 watts	3 amp
700 watts - 1.2 k/watts	5 amp
1.2 k/watts - 1.6 k/watts	7 amp
1.6 k/watts - 2.4 k/watts	10 amp
2.4 k/watts - 3.1 k/watts	13 amp

FOR THE SAKE OF YOUR LIFE AND THE LIFE OF YOUR EQUIPMENT: FIT THE CORRECT FUSE.

Common faults in electrical plugs

- I. Loose connection to earth, live and neutral pins
- II. Incorrect fuse fitted
- III. Use of insulation tape to repair exposed or chaffed wire
- IV. Cable-restraining device not properly used
- V. Damage to plug casings
- VI. Incorrect size or rating of cable used

APPENDIX B- LIST OF PERMITTED ELECTRICAL APPLIANCES FOR USE BY PUPILS/STAFF

- Adapter or remote extension (fused, BS1363A) one per student, 1 metre long
- Battery charger (for 1.5 volts cells)
- Laptop / Tablet / RLD
- iPod / Radio / Stereo
- Hair dryer / Curling tongs / Straighteners
- Electric Razor
- Mobile phone charger
- Table lamp (maximum two per room)

Note - care should be taken in the use, charging and storage of devices containing Lithium batteries. Devices should not be left unattended whilst charging and should be turned off and disconnected from mains power during the night - Refer to Appendix D.

LIST OF PROHIBITED ELECTRICAL APPLIANCES

- All non-fused, non-shrouded adapters or connectors
- All plugs which do not conform to British standard (three pin etc.)
- Boling/heating elements (one cup mini boilers)
- Coffee percolator or kettle
- Electric blankets
- Clothes iron
- Fans or fan heaters any heating appliance not issued by the School
- Light bulbs greater than 60 watts, not issued by the School
- Refrigerator
- Television
- Mains powered Fairy/LED lights (Battery operated fairy/LED lights are permitted with agreement from the HsM)
- Block adapters
- Rechargeable electric hover boards or similar devices
- Any items of electrical equipment older than 12 months that has not been PAT tested
- Hover board, Segway or iSwegway

OTHER PROHIBITED ITEMS

- Candles, joss sticks
- Incense or aromatic oil burners
- Any item which operates with a naked flame
- Any device using lighter fuel or compressed, flammable gas.

APPENDIX C- Fire Action Log

This form must be completed by the Lead Fire Officer/Fire Marshal

[LINK](#)

APPENDIX D_- GUIDANCE - E-Bikes, E-Scooters and Lithium-Ion batteries.

The lithium-ion batteries contained in e-bikes, e-scooters, laptops and handheld electronic equipment can cause fires if they are incorrectly charged and use. Whilst the risk of a fire occurring is very low, employees and students are instructed to comply with the PPS General Risk Assessment Charging, storing and riding an E-bike and follow the general safety guidance:

Charging

- The manufacturer's approved charger for the product must be used. If you spot any signs of wear and tear or damage with the existing charger, do not use it, but buy an official replacement charger for the product from a reputable seller.
- Do not charge battery packs if they have been dropped and damaged.
- Removable E-Bike and E-Scooter batteries and those from any hand-held equipment must not be charged or stored near combustible or flammable materials and should not be left unattended or charged overnight.
- The user must ensure the battery does not overcharge - check the manufacturer's instructions for charge times.
- Users charging must not overload socket outlets or use inappropriate extension leads (use un-coiled extensions and ensure the lead is suitably rated for what you are plugging into it).
- If you have concerns about any device or charger, please speak with a member of the ICT team or consult our Estates Team electrician.

Storage

- Designated location and facilities are provided for charging of e-bikes and e-scooters where in-situ charging is necessary (where batteries cannot be removed). Details of safe charging locations can be obtained from the Estates Maintenance Department.
- There should be no storing or charging of e-bikes and e-scooters on escape routes or in communal areas of any school building, except where designated. If there's a fire, it can affect people's ability to escape.
- The School's Fire Officer will consider the risks posed by e-bikes and e-scooters where they are charged or left in common areas such as means of escape, bike stores and designated charging areas. Specific advice will be provided to employees on the safe use, storage and charging of these products where general compliance with these recommendations is not possible.

APPENDIX E- The Paragon School Assembly Points and Actions

FIRE PROCEDURE

The Lead Fire Marshal is the Senior Deputy Head, the deputies are the Head, Deputy Head (Pastoral) and Deputy Head (Academic).

WHEN THE FIRE ALARM SOUNDS

All members of the school who are on school premises at the time of the fire emergency will assemble as follows:

Evacuate promptly and assemble as follows:

- Adults and children in Lyncombe House classrooms & offices, Music Lodge and Outdoor Learning in school grounds - assemble on the front lawn. Adults and children in Lyncombe House Hall - assemble on Play Area / lawn as directed.
- Adults and children in Frew House, Brand House or on Playground - assemble on Play Area.

A member of staff will be allocated as Gate Marshall, who will attend the main school gates to direct the Fire Brigade and any other vehicles trying to access the site e.g. deliveries, parents collecting children, minibuses etc.

(Please See Evacuation Plan & Assembly Points).

ALL STAFF

All staff are to ensure that buildings are fully evacuated in an orderly manner. Teachers are to stand with the class they are teaching / responsible for at the Assembly Point. All staff are to be acquainted with the Fire Procedure and Fire Notices.

Routine Fire Inspections

The Fire officer and Estates Manager should arrange for the school's maintenance team to carry out periodic inspections of fire doors, fire extinguishers, and other relevant fire prevention matters, together with regular servicing of alarms and emergency lighting. This should be done immediately before the beginning of each term.

School staff should ensure that daily housekeeping checks are carried out to ensure that all fire escape routes and corridors are clear and unlocked.

A list of all relevant fire information and layout plans must be kept in the Fire Cupboard located in the panel by the front doors of the Lyncombe House.

School rolls and names of adults who are currently on site which includes:

- A list of Teaching Staff
- Administration Staff
- Maintenance Staff
- Cleaners
- Catering Staff
- Groundsmen
- Volunteers
- Visitors

IN CASE OF ACTUAL FIRE

The duties of the Head and Senior Deputy Head, together with their designated staff fire marshals are:

1. To locate the fire/point of alarm activation.
2. To inform Southern Alarm if the fire alarm is a false alarm or if the fire brigade is required.
3. To instruct the Gate Marshall to attend the front gates to direct the fire brigade to the location of the fire.

4. To co-ordinate roll call of students and staff as accurately as possible

- Teachers to take the up-to-date Fire List. (Displayed next to primary exit in each classroom).
- Teachers to take class register. When all class members are accounted, teachers to raise hand to indicate class is accounted for. **If all members are not accounted for, do not raise hand.**
- In instances when all children are not accounted for, the DH will check with class teacher on the identity of missing child(ren) and their possible whereabouts. DH to liaise with Fire Marshalls to undertake sweep of location from which the class evacuated.
- Classes line up in silence in class order (facing Lyncombe House) on the Lawn or Play Area (as detailed above).
- Office, music, kitchen, support teachers and ancillary staff assemble on the front carpark.
- Receptionists deliver daily registers to the teacher responsible for each class.
- Teachers take registers.
- Director of Music / Head Chef report back to Head's PA / Head on peripatetic / catering staff.
- The Senior Deputy Head informs staff when it is safe for children and staff to return to school buildings.
- The Senior Deputy Head (As H & S Officer) reviews each fire drill, asking staff for observations and feedback with recommendations for further improvement.

Fire Evacuation Plan & Assembly Points

Lyncombe House	
Room	Exit Route
Attic	Down Main → Stairs → Front Door Lawn
Deputy Heads' Office	Down Main → Stairs → Front Door Lawn
5C	Down Main → Stairs → Front Door Lawn
5H	Down Main → Stairs Front → Door Lawn
5N	Exit via 6H → Main → Stairs Front Door → Lawn
Head's Office	Down Main → Stairs Front → Door Lawn
Marketing Manager's Office	Down Main → Stairs Front → Door Lawn
6H	Down Main → Stairs Front → Door Lawn
4S	External Classroom Door → Lawn
6S	Front Door → Lawn
6I	Front Door → Lawn
Library	Up Main Stairs → Front Door → Lawn
Learning Support	Side Exit → → Lawn / Play Area
Staff Room	Side Exit → Lawn (Via sloped path)
Pupils' toilets	Side Exit → Lawn / Play Area (Via sloped path)
Hall (Assemblies / Lunch)	Main Doors → Play Area (Yrs Squ – Y4) Main Doors → Lawn (Via sloped path) (Yrs 5 & 6)
Hall (lessons)	Main Doors → Play Area
Kitchen	Main Doors → Lawn (Via sloped path)

Music Lodge	
Music Room	Exit → Lodge Lawn
Practice Rooms (Peripatetic music lessons)**	Exit Lodge → Join class → Lawn / Play Area (Via Sloped Path)

Outdoor Learning	
Woods / outdoor areas	→ Lawn

Brand House – Assembly Point PLAY AREA	
3L	Stairs to Exit → Play Area
3FS	Classroom Exit → Play Area
4V	Classroom Exit → Play Area
Cloakroom Area	Exit to Right of Classroom 4V → Play Area

Frew House – Assembly Point PLAY AREA	
Sports Dept Office	Down Stairs → Play Area
Art Room	Down Stairs → Play Area
Pre-School Classroom	External → Classroom Play Area
1GM	Frew House → Exit Play Area
Children's Toilets	Frew House → Exit Play Area
Wellbeing Room	Frew House Exit → Play Area
2G	Frew House Exit → Play Area
2H	External Classroom Door → Play Area
1EM	External Classroom Door → Play Area
Reception G	External Classroom Door → Play Area
Reception T	External Classroom Door → Play Area

***Learning Support Lessons**

Children to be led to their classes by LS teacher to their class's Assembly Area. Register by Class teachers as usual.

****Perri Music Lessons**

Children to be escorted to the FAP to register with the child's own class