

# FIRE POLICY & EVACUATION PROCEDURE

## Prior Park College

<b>Policy Owner</b> PPS Estates Director	<b>Applies to</b> Prior Park College (PPC)	<b>Superseded documents</b> Fire Policy v4
<b>Associated documents</b> Risk Assessment Policy Health and Safety Policy Safeguarding Policy Fire Log Accident and Near Miss Policy	<b>Review frequency</b> Annually (unless the legislation/regulations update before this time)  <b>Implementation date</b> 24 March 2026	<b>Legal Framework</b> The Regulatory Reform (Fire Safety) Order HSE Guidance DfE Guidance ISI Regulations and Statutory Guidance

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

<b>Last reviewed by:</b>	Estates Manager (Mr M Crudge), Estates Director (Mr T Tootill) and Head of Compliance (Miss E Wickham) and PPC Fire Sub Committee
<b>Date last reviewed:</b>	January-February 2026
<b>Approved by Trustees:</b>	NA Approved by PPC H&S Committee and submitted to FAIR Committee 23 March 2026
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<b>Date for next approval:</b>	March 2027

## **Introduction**

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. The third school, 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, students, contractors and visitors within Prior Park College 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

## **SECTION ONE: INTRODUCTION**

### **1:01 The Aim**

The aim of 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 Head is ultimately responsible to the Department of Education and HM Home Office for the maintenance of the school premises to certification standard.

### **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 - 01225 437672 e-mail [ttootill@priorparkschools.com](mailto:ttootill@priorparkschools.com)
- Estates Manager - 07584 016038 e-mail [mcrudge@priorparkschools.com](mailto:mcrudge@priorparkschools.com)

### **1:04 Alarm system**

PPC 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 and white call point sign.

Upon hearing the alarm, you must follow the immediate action drill. 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.

For staff and students with impaired hearing, the alarm system is fitted with an SMS dialler which will notify the individual of an alarm activation as a text message via their smart phone. This facility is used in conjunction with other adjustments such as a buddy system and flashing alarm beacons where necessary.

For staff and students with a specific need (e.g. on crutches, medical need etc) a specific Risk Assessment is completed, and details are shared with specific individuals, for example but not limited to: Lead Nurse, Estates Director, Head of Compliance, Line Manager, HsM

## 1:05 Alarm settings (TIME A, B and C)

**At all times when the fire alarm sounds continuously everyone should immediately evacuate the building they are in and make their way to the designated assembly point for the specific time period A, B or C. The only exception would be for the school lesson bell, which is a very short duration ring of the fire alarm at specific time periods during the day.**

### **TIME A** means the following:

08.30am - 4.25pm Monday – Friday – Assembly Point on the Mansion Bank

### **TIME B** means the following:

7.00am – 08.30am and 4.25pm – 6.00pm Monday to Friday – Assembly Point on the Mansion Bank or directly outside their respective building.

### **TIME C** means the following:

6.00pm – 7.00am Monday – Friday and all day on Saturdays and Sundays. Overnight from 10pm – 7.00am the alarm will only ring in each respective boarding house if the source of the alarm activation is in that house. – Assembly points will be directly outside each boarding house or respective building.

**Time A:** The fire alarm will ring in all buildings across the site. The whole school evacuates and everyone assembles on the grass bank in front of the Mansion where a full roll call will be taken. Lead Fire Marshal/SLT/Estates staff on the fire WhatsApp group will receive an automated notification of an alarm activation. The source of the activation is investigated by the maintenance team.

### **IF A FIRE IS DISCOVERED THE EMERGENCY SERVICES SHOULD BE CALLED IMMEDIATELY.**

**Time B:** The fire alarm will ring in all building across the site. Anyone who is still at school evacuate and go to their designated assembly point. No roll call will be taken and re-entry to buildings will only be permitted once the alarm has been silenced. The Lead Fire Marshal/SLT/Estates staff on the Fire WhatsApp group will receive an automated notification of an alarm activation. The members of the Group will group will co-ordinate their approach and inspect the building and identify the detector that has been activated and carryout a sweep of the building to ensure everyone has evacuated. If the situation is safe, the alarm will be silenced and everyone across the site can re-enter the school buildings.

### **IF A FIRE IS DISCOVERED THE EMERGENCY SERVICES SHOULD BE CALLED IMMEDIATELY.**

**Time C:** The fire alarm will ring in all buildings across the site and until 10pm, the fire alarm will be activated as per Time B. All boarders and resident staff evacuate to their assembly points outside each boarding house.

At 10.00pm the alarms will turn over will only ring in the building where the fire detector has been activated and in all resident staff's accommodation.

For both situations, all staff on the Fire WhatsApp group will receive an automated notification of an alarm activation. The Resident Lead Fire Marshal and on-site maintenance technician will co-ordinate their approach and inspect the building where the alarm has been activated to establish the cause. All persons can re-enter the buildings when the alarm is silenced.

### **IF A FIRE IS DISCOVERED THE EMERGENCY SERVICES SHOULD BE CALLED IMMEDIATELY.**

### **1:06 The Fire panel and Fire control point**

The main fire panel is situated in the following location:

- In the corridor fire cupboard close to the Mansion reception
- Additional fire panels are situated in all buildings (including Boarding Houses)

### **1:07 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 the Estates Manager 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”.

## **SECTION TWO: ALARMS AND ACTIVATIONS**

### **2:01 Fire Marshals and Fire Team Personnel**

The Fire Marshal and Fire Team are responsible for:

- Ensuring the alarms are **not silenced** before either a false alarm has been raised, or verification of the fire has been made.
- Liaising with the SLT members who will be managing students and staff at assembly points, during time A.
- **Calling the fire brigade on 999, should the fire be verified.**
- The must complete the Fire Log (Microsoft Form)

#### **Time A: The Lead Fire Marshal and Fire Team will include:**

Estates Director  
Chief Operating Officer  
Estates Manager  
Estates Staff  
Headmaster  
SLT

#### **Time B: The Lead Fire Marshal and Fire Team will include:**

The on-duty SLT member  
Estates Technician, Maintenance and Residential Security  
Head of Boarding  
House Parents  
All Resident staff

#### **Time C: The Lead Fire Marshal and Fire Team will include:**

Estates Technician, Maintenance and Residential Security  
Head of Boarding  
House Parents  
All Resident staff

### **2:02 Alarm Activations**

***The alarm should not be silenced until the Lead Fire Marshal, and the Fire Team is sure that the school is safe.***

**Time A:** The fire alarm will ring in all buildings across the site, and all buildings must be evacuated.

If a 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 all panels (excluding the Pavilion) will indicate the location of the detector/MCP that has been activated.

The alarm will continue to sound until it is silenced and reset.

All areas of the school should be evacuated and all staff, students, visitors etc must be registered via a roll call at the fire assembly point(s). Unwell Boarders will be managed on a case-by-case basis by the H&WBC Team.

**Time B:** The fire alarm will ring in all buildings across the site, and all buildings must be evacuated.

- The Lead Fire Marshal (On-Duty SLT) will: Attend the main fire panel
- Two members of the Fire Team will: Attend the affected building - one will complete a sweep of the specific building; the other will check the fire activation point.

The alarm will continue to sound until it is silenced and reset.

Anyone who is still at school evacuate and go to their designated assembly point.

No roll call will be taken and re-entry to buildings will only be permitted once the alarm has been silenced.

**Time C:** The fire alarm will ring in all buildings across the site and until 10pm, the fire alarm will be activated as per Time B.

All boarders and resident staff evacuate to their assembly points outside each boarding house.

The alarm will continue to sound until it is silenced and reset.

At 10.00pm the alarms will turn over will only ring in the building where the fire detector has been activated and in all resident staff's accommodation.

For all Time C Alarm activations:

- The Lead Fire Marshal (House Parent and/or Estates Technician, Maintenance and Residential Security) will: Attend the main fire panel
- Two members of the Fire Team will: Attend the affected building- one will complete a sweep of the building; the other will check the fire activation point.

## **2:03 Fire Alarm and Evacuation Communications**

All of those noted above as the Lead Fire Marshal or who play a part in the Fire Team are part of a Fire Alarm WhatsApp. This allows for immediate and correct information to be passed amongst the whole Team.

## **2:04 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.

### **2:05 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.

### **2:06 Areas not covered by the main school alarm**

All occupied building within the school are covered by the respective main school alarm systems.

## **SECTION THREE: IN THE EVENT OF A FIRE/ALARM ACTIVATION**

### **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 to do so, and try 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
- At night and if safe to do so, ensure that the people in neighbouring rooms have heard the alarm.
- Evacuate the building or area immediately by the quickest and most direct route
- Report to your designated assembly point

### **3:03 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

### **3:04 Sports Fields and School Grounds**

In the event of a fire in the main school, on receiving an ‘alarm’ phone call from the Lead Fire Marshal or a member of the Fire team, all students, staff and visitors should report to their designated assembly points as normal.

### 3:05 Public Examinations Procedure

- See Exam's Fire Evacuation Procedure.

### 3:06 Assembly Points and Registration

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

#### Time A:

- Mansion Bank

*(Unwell boarders outside of the H&WBC for registering with the H&WBC Staff Team.*

All students must line up in House order, and a register will be taken by the HsM/Tutor.

Staff & Visitors	Roche	Fielding	English	Clifford	Burton	Arundell	Allen	Brownlow	Baines
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All staff and visitors will be registered by a Dept Head.

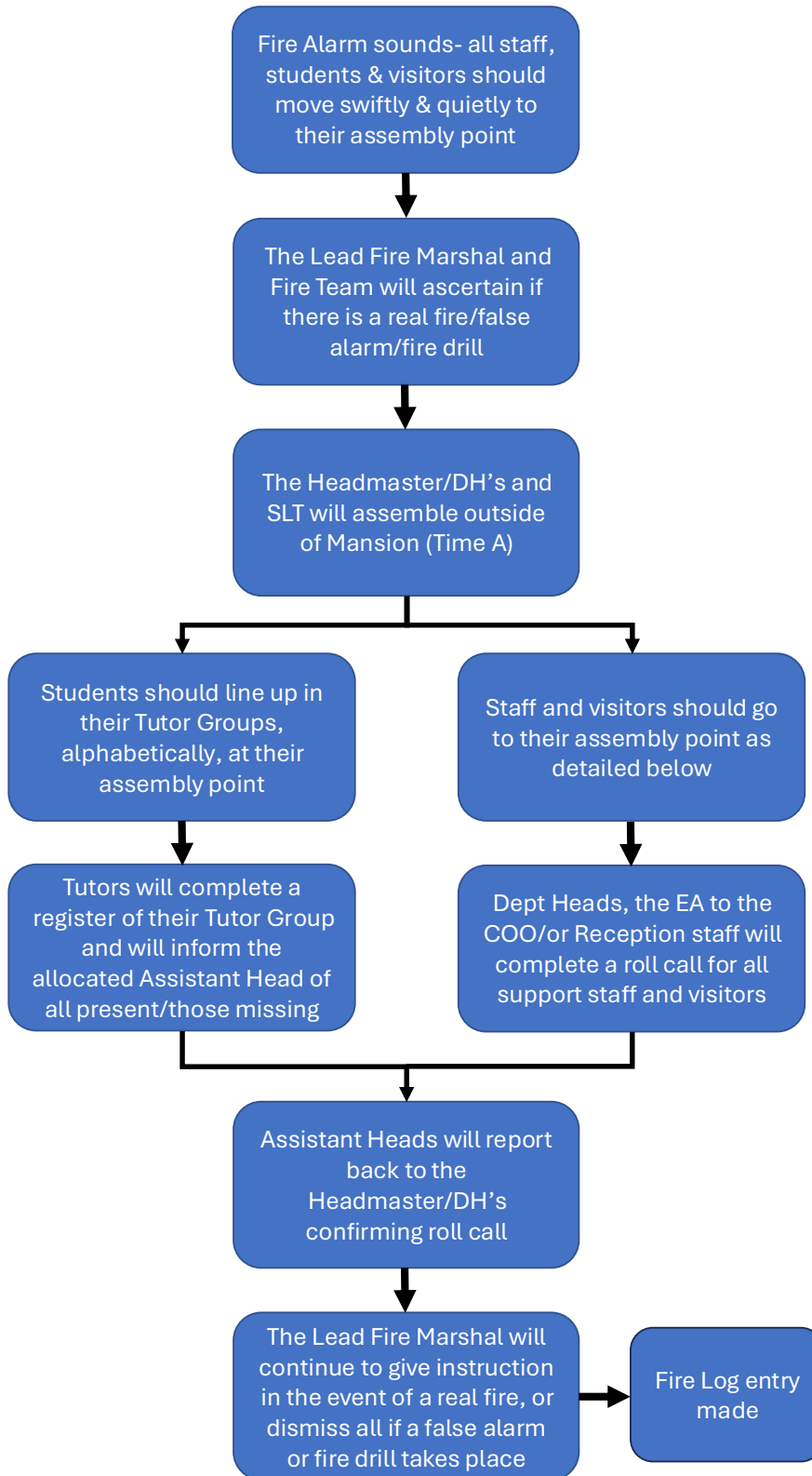
All visitors will be registered by the School Office staff.

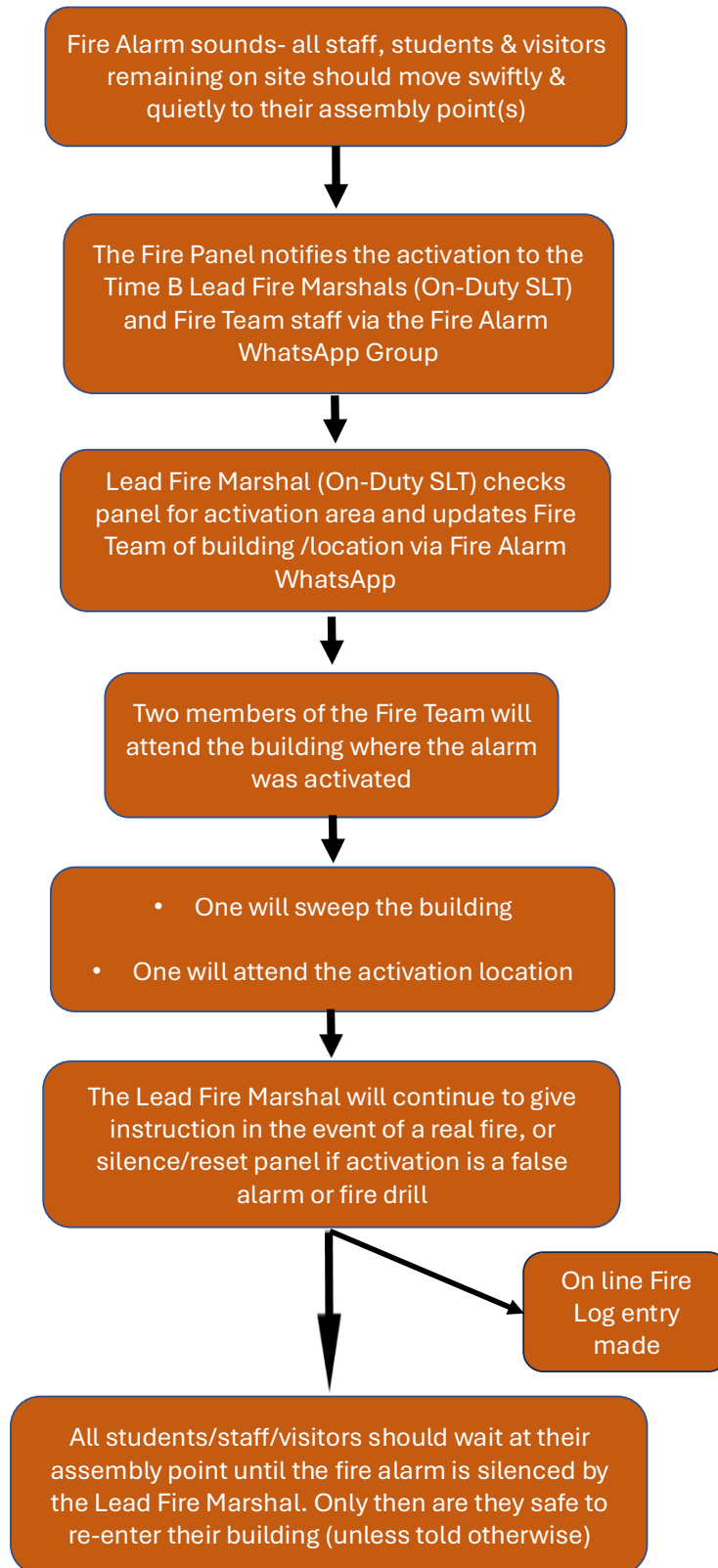
#### Time B and Time C:

- Only the building with an active alarm needs to be evacuated- attendees should make their way to the nearest fire assembly point
- St Paul's hardstanding outside the Boarding House
- St Mary's bank in front of the Priory/Priory Extension

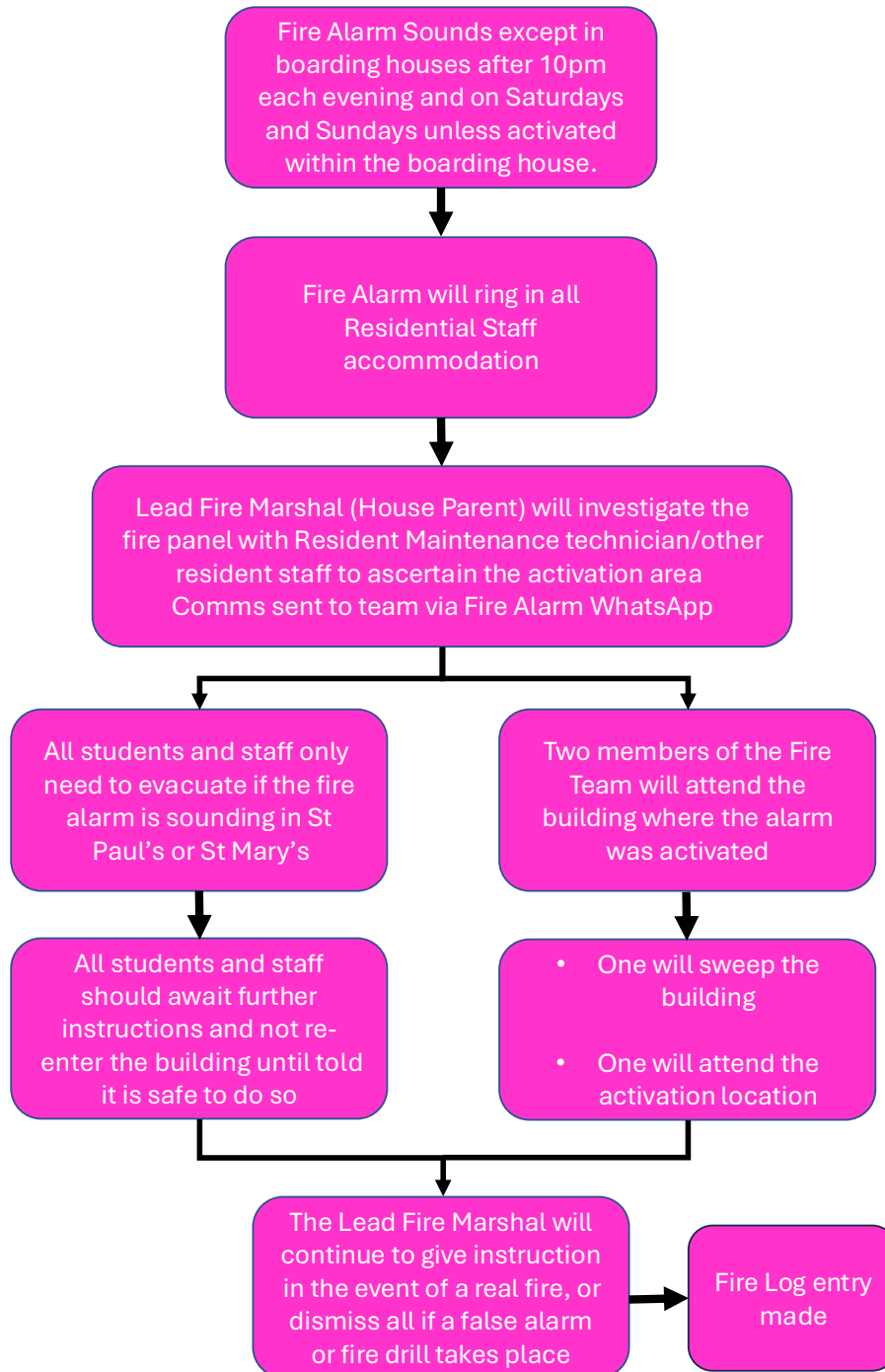
**3:13 Emergency Response Procedure summary chart**

**FIRE EVACUATION PROCEDURE- RESPONSIBILITIES - TIME A**



**FIRE EVACUATION PROCEDURE- RESPONSIBILITIES - TIME B**

**FIRE EVACUATION PROCEDURE- RESPONSIBILITIES - TIME C**



## **SECTION FOUR: NON-EMERGENCY ROLES AND RESPONSIBILITIES**

It is the responsibility of **all staff, students, and visitors (including Trustees)** to ensure they have signed out (and back in where applicable) to ensure the fire register remains a live updated document. Further information on this can be found in the Registration and Attendance Policy and the Staff Code of Conduct Policy.

### **4:01 Chief Operating Officer (COO)**

The COO is responsible for all matters pertaining to Health, Safety, Fire and Security within the School. They have delegated tasks and functions to members of staff, who represent them in official capacities. It is the duty of these delegated people to perform the task involved and advise the COO on matters pertaining to their offices.

### **4:02 Headmaster and Deputy Heads (and Assistant Heads)**

The Headmaster, Deputy Heads and Assistant Heads are responsible for ensuring all new staff receive appropriate fire induction. This induction training can be delegated by the Deputy Head to the Staff Induction Co-ordinator and/or Line Manager and incorporated into the overall Health and Safety induction for new staff.

### **4:03 Fire Officer (Estates Director & Estates Manager)**

The Fire Officer is a fire-trained member of staff who has been delegated by the Chair of Trustees/Chief Operating Officer. 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. Chairing the Fire sub-committee or delegating a suitable replacement chair.

### **4:04 Fire Sub-Committee**

The Fire Sub Committee is responsible for:

- a. Production of these policy and procedures
- b. Ensuring that these policy and procedures are reviewed and updated as required
- c. Reviewing and carrying out spot checks on all school premises to ensure procedures are correct and complied with.

### **4:05 Head of Boarding, House Parents and Residential staff**

Boarding House Parents and, in their absence, the duty staff member is responsible for:

- a. Fire precaution awareness of House members
- b. Promotion of good housekeeping, especially in their boarding house and with special attention made to
  - compliance with the permitted electrical items list (see appendix B)
  - adherence to legislation about smoking (PPC is a non-smoking site)
  - prevention of misuse of fire equipment
- c. Ensuring the House members understand fire policy and procedures and procedures
- d. Knowing the location of House members, i.e. at home, in the Health and Wellbeing Centre, trips, on the games field etc
- e. In the absence of the House Parent(s) the duty resident member of staff will automatically deputise.

#### **4:06 HODs, HsMs and HofBESS**

Heads of Department (HODs), Housemasters/mistresses (HsMs) and Heads of Business and Educational Support services and in their absence, the nominated deputies are responsible for:

- a. Basic Awareness Fire training of their staff
- b. Promotion of good housekeeping, especially in their classrooms and common area
- c. Adherence to legislation about smoking
- d. Knowing the location of their staff, as far as is practical
- e. Safe conduct of visitors to their assembly point in event of an emergency
- f. The Director of Sport is to ensure that the mobile telephone is carried by any of their staff who are taking students to areas outside the range of the audible alarm system.

#### **4:07 Headmasters EA or Delegated Person**

Is to ensure that a current and relevant fire registers are available at reception/in the workroom.

#### **4:08 All staff, visitors, contractors and agency personnel**

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

#### **4:09 School Reception Staff**

All visitors to 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.

#### **4:10 Staff Training**

All staff who have a role either as a Lead Fire Marshal or as part of the Fire Team will have specific Fire Safety training online with the National Training College, supplemented by face-to-face training and extinguisher training from external providers.

#### **4:11 Trustee Governance and Oversight**

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

Trustees provide governance and oversight by working with the Head of Compliance to complete an annual schedule of compliance activities, auditing the fire log, fire policy and evacuation procedure alongside all other Health and Safety matters. All reports including actions and recommendations are shared with the Local Governance Committee, COO, Headmaster and Estates Director via the Head of Compliance.

#### **4:12 External lettings and events**

Fire management of external lettings and events is managed by the Commercial Manager and his team of staff. In the event of an activation both resident staff and the resident maintenance technician will provide direct support and help to establish whether an alarm activation has been caused by a fire or a false alarm, as Time B and Time C procedures.

## **SECTION FIVE: FIRE PREVENTION**

### **5:01 Prevention**

The prevention of fire is of vital importance to all staff (paid and volunteer) and students of 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 read by new students and staff within 24 hours of arrival.

It is the responsibility of the individual to understand fully the contents of these policy and procedures 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 has 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**

#### **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.

### **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.

### **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.

### **Combustible Foam Insulation**

All contractors and maintenance staff undertaking works on school buildings should refer to or be made aware of (through induction) the presence of any potentially combustible insulation where they are planning to work (See location plan Appendix F). They must comply with the following strict requirements:

- Prior to starting work, all external contractors to site shall be made aware of the location of any building constructed using potentially combustible insulation across the school – see appendix E plan to FRA.
- Any building or engineering operations involving welding or cutting/grinding equipment, blow lamps, blow torches or similar equipment should not be used on or in immediate proximity to combustible insulation or composite insulated panels. Where the use of such equipment on or within the building is unavoidable it should not be completed within 2.0m of the materials unless they are:
  - i. Protected by non-combustible fire blankets, drapes or screens, and
  - ii. Subject to an authorised “hot works permit” issued by Prior Park Schools (unless undertaken by Prior Park’s own maintenance staff in accordance with documented safe hot working procedures/policy).
  - iii. A strict 60-minute post hot works fire watch period shall be implemented to ensure the risk from ignition and fire have been appropriately minimised.

### **5:04 Waste**

#### **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.

### **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.

### **Fires and Bonfires**

The incineration of rubbish must 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.

A bonfire, firework display or barbeque may be held with the permission of the Head. A responsible adult will be designated to take charge, and suitable firefighting appliances will be deployed at the designated site.

### **5:05 Smoking**

In accordance with legislation all school site is strictly **NO SMOKING**.

### **5:06 Vehicle Parking**

Only authorised parking areas 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 or within 10 metres of sleeping accommodation at night, as defined by the Hatched Road Markings in designated areas.

### **5:07 Boarding Houses**

#### **Sleeping Accommodation**

It is the responsibility of the Boarding House Parent to ensure that the following safety precautions are observed within the house:

- No smoking
- Corridors and fire escapes are clear of obstructions and potential trip hazards
- Refuse is not allowed to accumulate
- Good housekeeping practices are promoted
- Accommodation used for sleeping in should not be used for storage of any materials
- Ensure that safety practises with reference to electrical and gas appliances are observed
- Firefighting appliances are not to be misused, fire information signs are not defaced / removed, or the alarm system tampered with
- Roof space and luggage stores are clean and dust free
- Furniture is fire retardant
- Damaged fixtures and fittings or furniture is repaired or replaced
- Fire doors are not wedged open at any time
- Furniture and carpets do not obstruct doors of rooms or hinder rescue
- Drapes, blankets, flags or any other combustible material must not be hung from the ceiling or cover electrical switches or sockets
- Care is to be taken with heat output of light bulbs when permission is given to use paper lampshades
- Students will only sleep in rooms allotted for this purpose
- A duty manager must always be in the house if the kitchens are being used for cooking
- Cooking in sleeping accommodation is forbidden.

### **Roof Spaces and 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. ANY LUGGAGE STORED MUST BE EMPTY. Access to these areas must be restricted to responsible persons.

### **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 Communal School Areas**

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

### **Classrooms**

Classrooms, study areas, libraries and laboratory preparation rooms are to be checked prior and securing at 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.

### **Laboratories**

Science faculty staff must ensure that the below rules are followed

- Correct storage of hazardous chemicals
- Correct procedure for dealing with spillage
- Check gas and electrical appliances are turned off when not attended
- Chemicals are not taken from the laboratory area
- Access to storage rooms is limited to members of the science wing staff
- Students carrying out experiments with hazardous chemicals or apparatus are supervised.

### **Visual Arts and DT**

Staff must ensure that the below rules are followed

- Flammable substances, i.e. paints and solvents are to be stored in a lockable steel cupboard
- Access to flammable substances is to be limited to responsible staff
- No naked lights are to be used near the flammable storage area
- Care must be taken with regard to the accumulation of rubbish and dust, especially in areas where flammable substances are used or kilns operate
- Students using hazardous equipment or substances must be supervised
- All non-essential equipment is to be turned off when not in use.

### **Sports Centre**

Staff must ensure that the below rules are followed

- Equipment that is padded should conform to regulations
- Care is to be taken in the storage of hazardous chemicals
- Spectators are limited to the authorised seating
- Access to the complex should be supervised.

### **Combined Cadet Force**

Staff must ensure that the below rules are followed

- Fuel and explosives may be stored in limited quantities conforming to military regulations. These stores must be marked with the appropriate warning signs
- Access to store areas is limited to Cadet Force Instructors
- Cadets must be supervised.

## Theatre

The staff who are nominated as responsible for the Theatre must ensure that the below rules are followed

- All entry, exit points, corridors, ramps and gangways to which the audience have access must be clear at all times
- During performance / rehearsals all entry and exit doors must be unlocked
- Fire escape doors can only be secured with “push bar” operated locks
- All exit routes and stairs must be lit and have non-slip surfaces, stair treads should be conspicuous
- Floor coverings should be securely fastened and in good serviceable condition
- At all times when there are persons in the Theatre, there should be sufficient lighting to illuminate all escape routes
- A secondary lighting source is to be provided when an audience is present
- The number of persons permitted in the audience is limited to the number of fixed seats fitted
- Sitting or standing in the gangway is forbidden, except on the express wishes of the Head. However, escape routes must still remain clear
- No flammable substances are to be used in the Theatre building
- Loose electrical cable is permitted in the lighting room, but it must be kept short and off the floor
- All plugs are to be correctly fused
- Only authorised storerooms are to be used for costume and props
- No other area is to be used for storage i.e. vacant rooms, stairwells etc.
- The understage area is to be always kept in a clean and tidy condition.
- During any performance in this building there should be two nominated duty persons to assist and supervise the escape of the audience in an emergency
- At the beginning and end of every performance, the person in charge should check the auditorium and adjoining rooms for fire hazards
- When the Theatre is not in use, it is to be secured and entry restricted
- Scenery is to be dismantled and stored as soon as possible

## 5:09 Kitchens

The principle 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

The 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.

### **5:10 Health and Wellbeing Centre**

The Lead Nurse and H&WBC Staff Team are to ensure that the basic fire precautions are carried out, in the event of a fire. In the event of evacuation, if appropriate, it would be advisable for a quantity of first aid equipment to accompany the nursing staff to their temporary accommodation

### **5:11 Stores**

#### **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:

#### **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 i.e.

- 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.

### **5:12 Fire equipment and ancillaries**

#### **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.

#### **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 doorstops. When an appliance is used, or found to be defective, the location of that appliance is reported to the Fire Officer, who will refill or replace the equipment. Care must be taken that fire points are not obstructed at any time.

### **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.

### **Water Supplies**

Emergency water is available through the mains hydrant points. These are 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.

### **5:13 Fire Drill Practice**

Fire practice drills will take place at least once during each school term and during long term lets, such as Summer Schools. The aim of these practises is to ensure that the drills response time and accuracy of these policy and procedures and procedures is continually monitored and updated. The Headmaster, Deputy Head (Pastoral) will decide fire practise periods and notify the fire officer.

Fire drills shall also take place termly for boarding accommodation and these should be outside the normal school day, after lessons or overnight. Fire drills are appropriately logged, and such records inspected for the frequency, timing and effectiveness of fire drills. These drills should include occasional drills during the time when (most) boarders are asleep.

### **5:14 Weekly Sounder Checks**

Weekly alarm and sounder checks must take place at designated times in each school. The purpose of this operation is, with your help, to check that all sounders are operational. If you notice a bell / sounder which is not working report it as soon as possible to the following:

All Schools - Estates Director - 01225 437672 e-mail [ttootill@priorparkschools.com](mailto:ttootill@priorparkschools.com)

PPC– Estates Manager - 07584 016038 e-mail [mcrudge@priorparkschools.com](mailto:mcrudge@priorparkschools.com)

### **5:15 Holiday Periods**

All visitors are required to adhere to School Fire Policy and procedures. 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.

## 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 STUDENTS/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.)
- Boiling/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 ALARM INCIDENT REPORT**

**LINK** [Fire alarm log](#)

This form must be completed each time the fire alarm is activated, whether this is a drill or an activation or a fire.

## **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- FIRE EVACUATION PROCEDURE

**TIME A** means the following:

8.30am until 6.00pm Monday - Friday

**TIME B** means the following:

8.00am-8.30am and 4.25pm-6.00pm Monday to Friday

**TIME C** means the following:

6.00pm until 8.00am Monday – Friday, and all day on Saturday's and Sunday's

***The alarm should not be silenced until the Lead Fire Marshal, and the Fire Team is sure that the school is safe.***

**Time A:** The fire alarm will ring in all buildings.

If a 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 all panels (excluding the Pavilion) will indicate the location of the detector/MCP that has been activated.

The alarm will continue to sound until it is silenced and reset.

All areas of the school should be evacuation and all staff, students, visitors etc must be registered at the fire assembly point(s). Unwell Boarders will be managed on a case-by-case basis by the H&WBC Team.

**Time B:** The fire alarm will only ring in the building where the fire detector has been activated. The Main Fire Panel will bleep intermittently to alert the Lead Fire Marshal/SLT.

The alarm will continue to sound until it is silenced and reset.

Only the building with the fire alarm must be evacuated.

- The Lead Fire Marshal (On-Duty SLT) will: Attend the main fire panel
- Two members of the Fire Team will: Attend the affected building- one will complete a sweep of the building; the other will check the fire activation point.

**Time C:** Until 10.00pm, The fire alarm will only ring in the building where the fire detector has been activated. The Main Fire Panels will bleep intermittently to alert the Lead Fire Marshal/House Parents and Residential staff.

The alarm will continue to sound until it is silenced and reset.

Only the building with the fire alarm must be evacuated.

At 10.00pm the alarms will turn over will only ring in the building where the fire detector has been activated and in all resident staff's accommodation.

- The Lead Fire Marshal (House Parent and/or Estates Technician, Maintenance and Residential Security) will: Attend the main fire panel

- Two members of the Fire Team will: Attend the affected building- one will complete a sweep of the building; the other will check the fire activation point.

It is the responsibility of **all staff, students, and visitors (including Trustees)** to ensure they have signed out (and back in where applicable) to ensure the fire register remains a live updated document. Further information on this can be found in the Registration and Attendance Policy and the Staff Code of Conduct Policy.

### **Escape Routes**

Staff need to make themselves familiar with all exit routes from their normal place of work, and to ensure that they aid students and visitors to use these routes of escape during a drill/fire alarm.

### **Fire Assembly Points**

#### **Time A:**

- Mansion Bank

*(Unwell boarders outside of the H&WBC for registering with the H&WBC Staff Team.*

All students must line up in House order, and a register will be taken by the HsM/Tutor.

Staff & Visitors	Roche	Fielding	English	Clifford	Burton	Arundell	Allen	Brownlow	Baines
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All staff and visitors will be registered by a Dept Head.

All visitors will be registered by the School Office staff.

#### **Time B and Time C:**

- Only the building with an active alarm needs to be evacuated- attendees should make their way to the nearest fire assembly point
- St Paul's hardstanding outside the Boarding House
- St Mary's bank in front of the Priory/Priory Extension

## APPENDIX F- LOCATION OF POTENTIALLY COMBUSTIBLE INSULATION

