



St Christopher's the Hall School



Fire Safety Management Plan

Policy Owner: Chief Operating Officer (COO)

ISSR Reference: 12b Fire Procedures

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Next Review: Lent 2027

Version control information

Reason for Amendment	Role	Date	Main Changes
New template	Chief Operating Officer	Autumn 2025	Transfer to new template
Annual review	Chief Operating Officer	Spring 2026	Minor edits only No change to policy or procedure

Contents

1. Aims and introduction.....	4
2. Legislation and definitions	4
3. Key responsibilities	5
4. The premises.....	11
5. Competency and training	12
6. Practical fire safety arrangements	14
7. Active fire precautions.....	15
8. Fire risk assessment	16
9. Emergency planning	16
10. Maintenance and testing	20
11. Monitoring	20
12. Links with other policies.....	20
13. Appendices contents	20
Appendix A: Site plans	22
Appendix B: Fire and Disaster Emergency Evacuation Plan.....	30
Appendix C: Cause and Effect Matrix.....	40
Appendix D: Competing a Personal Emergency Evacuation Plan (PEEP).....	41
Appendix E: Completing a General Emergency Evacuation Plan (GEEP).....	44
Appendix F: Keyholders	48
Appendix G: Fire evacuation report	49
Appendix H: Maintenance and testing.....	50
Appendix I: References	53

1. Aims and introduction

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

St Christopher's the Hall School (the school) aims to:

- 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 Judicium Education, 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, Judicium Education.
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 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 record and remedial action.
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 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, Judicium Education.
Responsible person	As defined under the Regulatory Reform (Fire Safety) Order 2005, the individual accountable for fire safety within a building. This is the Chief Executive Officer of St Dunstan's Education Group.

3. Key responsibilities

The governors of St Dunstan's Education Group and the Chief Executive Officer 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 Chief Executive Officer. The governing body has a duty to:

- Ensure the Group complies with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005
- To review and approve annually each school's Fire Safety Management Plan
- 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 Plans 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 Chief Executive Officer, the Chief Operating Officer and the respective Heads of the schools accountable for fire safety performance.

The Health and Safety Link Governor oversees fire safety.

3.2 The Chief Executive Officer of St Dunstan's Education Group

The Chief Executive Officer (CEO), 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, and 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 St Christopher's the Hall of the School

The Head of St Christopher's the Hall of the School is responsible for implementing fire safety measures within their school. 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
- Chairing the school Health and Safety Committee and ensuring that fire safety matters are discussed
- Reporting fire safety issues or concerns to the Chief Operating Officer, or the CEO.

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 Group 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
- Reviewing the records and completeness of the Fire Safety Log Book
- 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 & 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 School Operations Manager and the Site Manager complete all fire safety related checks
- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Raising any concerns regarding fire safety performance with the COO.

3.7 School Operations Manager

The School Operations Manager 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
- 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, in conjunction with the Site Manager, all reports and paperwork received from contractors following testing and maintenance and scheduling any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook
- Acting as a key holder and contact for the alarm company
- Raising any concerns regarding fire safety performance with the COO.

3.8 Site Manager

The Site Manager 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
- 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 and 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 scheduling any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook
- Acting as a key holder and contact for the alarm company.

3.9 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 CEO 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 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 School Operations Manager, Head of Health and Safety, or the COO.

3.10 Pupils

All pupils are expected and required to:

- Not interfere with anything provided for fire safety, e.g. 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.

3.11 Contractors

Contractors working on-site must comply with fire safety requirements outlined in the Contractor Management Policy and the site induction that they 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 engagement manager
- Ensuring their risk assessments and method statements consider fire safety risk

- Ensuring flammable materials are stored and handled safely.

3.12 Hirers

Hirers are responsible for ensuring compliance with fire safety procedures during the hire period, in accordance with the 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 with the School Operations Manager and or Site Manager 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.

3.13 Competent person / health and safety consultant, Judicium Education

Health and safety consultants, Judicium Education, 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
- Providing an online portal with a range of fire safety advice and resources.

4. The premises

St Christopher's the Hall School is a co-educational independent school for pupils from 3 to 11

years located in Beckenham. in southeast London. It is situated just south of Beckenham town centre, along the A222 (Bromley Road), connecting Beckenham to Bromley.

The original school building is a Grade II listed Georgian property, constructed around 1750. It is a three-storey structure and includes an external stable block. In 2005, the building was extended to add music classrooms and a staff room. The Pre-School building dates back to the 1960s and was upgraded with an extension in 2019. In 2017, a contemporary two-storey extension was added to the site, providing eight modern classrooms and two lifts (one for goods) to facilitate movement between floors.

Smoking, either cigarette or vape, is not allowed in any building across the estate or anywhere within in the grounds.

The table below summarises the site and the fire alarm and emergency light arrangements. Site plans are provided in Appendix A.

<p>St Christopher's the Hall School, 49 Bromley Rd, Beckenham BR3 5PA</p> <p>Standard opening hours: Monday to Friday: 7am to 7pm</p> <p>Saturday and Sunday: Closed</p>	<p>Main School Building Heard Block PE Block Pre School / Reception Building</p>	<p>Fire Point 2 panel, with Fire Point 3 repeater panel. Due to the layout of the building, there are two panels.</p> <p>All panels are linked and will display a description of the location and the device were the alarm has been activated.</p> <p>Panel Locations Main Reception Foyer Heard Block, Ground Floor by lift.</p>	<p>There is emergency light coverage across the whole site.</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 autumn term Inset.

Specific staff will also be trained on additional responsibilities related to their role, for example the use of evacuation aids for those with mobility impairments.

Fire safety training for all staff includes:

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 during an evacuation</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>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 of pupils set out in Section 3.10, 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 fully considered 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 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
- 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 etc. which can facilitate the rapid spread of flames particularly in the case of an arson attack and affect evacuation of persons via their designated escape routes in the event of fire
 - Not have temporary signage installed
 - 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 Site Manager 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 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
- No alcohol consumption.

7. Active fire precautions

The school operates two linked fire alarm systems. The original Fire Point 2 series panel serves the Georgian three-storey building, while a Fire Point 3 series panel with six zones covers the newer buildings. Both panels are interconnected, so activation of either triggers a full site evacuation.

When an alarm is activated, the panel displays the affected building and floor. An LED screen identifies whether a call point or detector was triggered. Staff must confirm the location, zone, and the specific device activated.

To reset the system, both panels at main reception must be reset simultaneously, after which normal operation resumes.

See Appendix C 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, Judicum Education.

The fire risk assessment will ensure that:

- Fire hazards such as faulty electrical appliances, combustible materials, use of flammable substances or oxidising chemicals are identified
- 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 are detailed in Appendix B.

9.2 Fire drills

Fire drills will be conducted at least once a term. 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 School Operations Manager and discussed at the school's 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 registration process
- Sweep of the building review
- 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 a 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 provided in Appendix D.

9.4 General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place. 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 evacuation strategies are detailed in Appendix E.

9.5 Communication with the Fire Brigade

When alerted to the sounding of the fire alarm the monitoring company, as detailed in 9.5.2, are responsible for:

- **During normal hours:** contacting the key holders listed in Appendix E, to confirm

whether it is a real fire or false alarm. If a fire is confirmed, or there is not an immediate response from the key holder, the monitoring company will call the Fire Brigade. The Fire Brigade will be met by the School Operations Manager, or their nominated deputy

- **Out of hours:** calling the Fire Brigade immediately and contacting the key holders listed in Appendix H.

9.5.2 Monitoring companies

The fire alarm monitoring company is SMC Custodian Monitoring, Crocus Street, The Meadows, Nottingham, NG2 3EJ, T 0844 879 1701.

9.6 Contingency planning

Should there be a power-outage, 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 School Operations Manager 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
- Details of persons responsible for specific areas of the building and key contacts.

The School Leadership Team (SLT) will meet immediately to discuss what procedures need to be put in place. The Critical Incident Plan may need to be invoked. Procedures will vary depending on if the school is in operation and the extent and duration of the fault. For example, if the fire alarm system completely fails, nominated individuals will be responsible for specific building areas and alerting SLT to any potential need to sound the alarm. It may also be considered appropriate to close-down parts of the building, e.g. combining classes, to better manage those areas that need to be manually monitored. Consideration will also be given to limiting higher risk activities, e.g. large gatherings, cooking, use of naked flames and flammable chemicals. Walkie talkies will be used to ensure timely communication between the SLT and those nominated to monitor specific areas of the site.

10. Maintenance and testing

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

The School Operations Manager 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 and Head of Health and Safety annually. At every review, the policy will be approved by the Full Governing Body.

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.

There will also be an annual audit of all fire systems by the fire alarm service contractor to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

12. Links with other policies

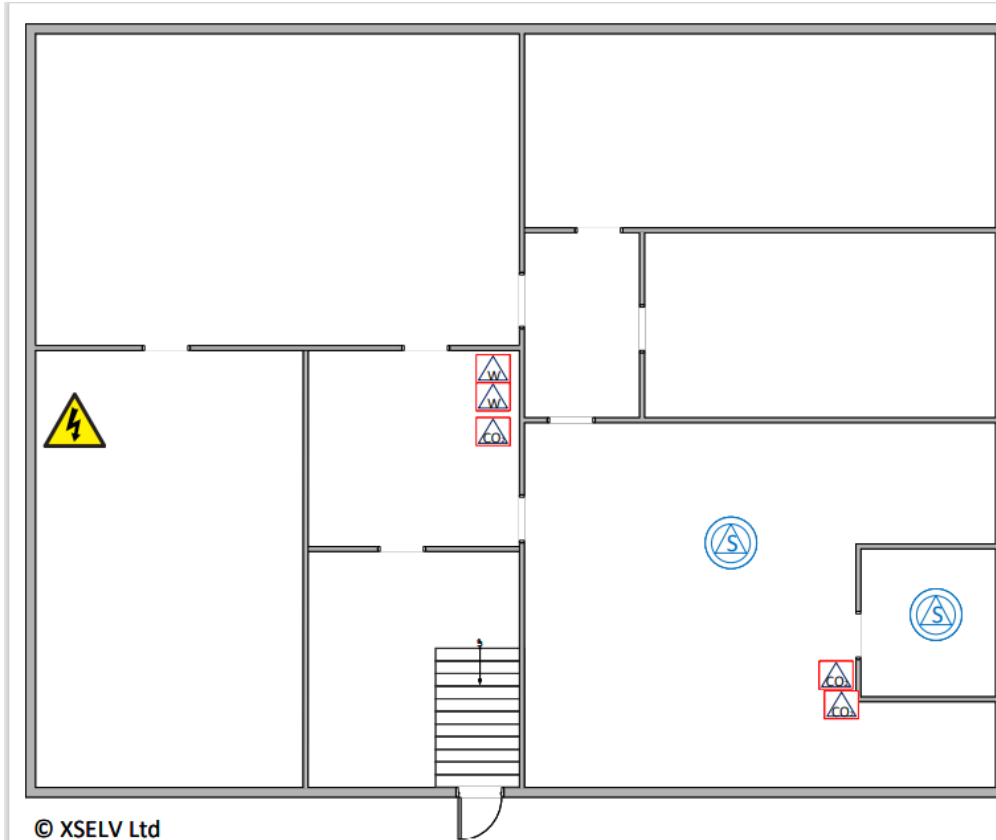
This Fire Safety Management Plan links to the following policies:

- Risk and Compliance Policy (Group)
- Critical Incident Plan (school)
- Fire and Disaster Emergency Evacuation Plan (school)
- Health and Safety Policy (Group)
- Lettings Policy (school)
- Lift Use Procedure (school)
- Lockdown & Shelter in Place Procedure (school)
- Management of Contractors Policy (school)
- Risk Assessment Policy (Group)

13. Appendices contents

Appendix A	Site Plans
Appendix B	Fire and Disaster Evacuation Procedure
Appendix C	Cause and Effect Matrix
Appendix D	Completing a PEEP
Appendix E	Completing a GEEP
Appendix F	Keyholders
Appendix G	Fire Evacuation Report
Appendix H	Maintenance and Testing:
Appendix I	References

Appendix A: Site plans



Notes
 This drawing should only be used for its original purpose and remains the property of XSELV Ltd. XSELV accepts no responsibility for this drawing if supplied to any party other than the original client.

This drawing, which is not in support of a fire risk assessment, depicts existing fire alarm, escape lighting systems and the provision of fire extinguishers as observed during a site visit but provision has not been checked against current regulations and standards. Physical checking of integrity or identification of compartmentation has not been carried out by XSELV.

v1.0 Final for issue
 v0.2 Updated following visit
 v0.1 Based on Client drawings

Revisions



**ST CHRISTOPHER'S
 THE HALL SCHOOL**

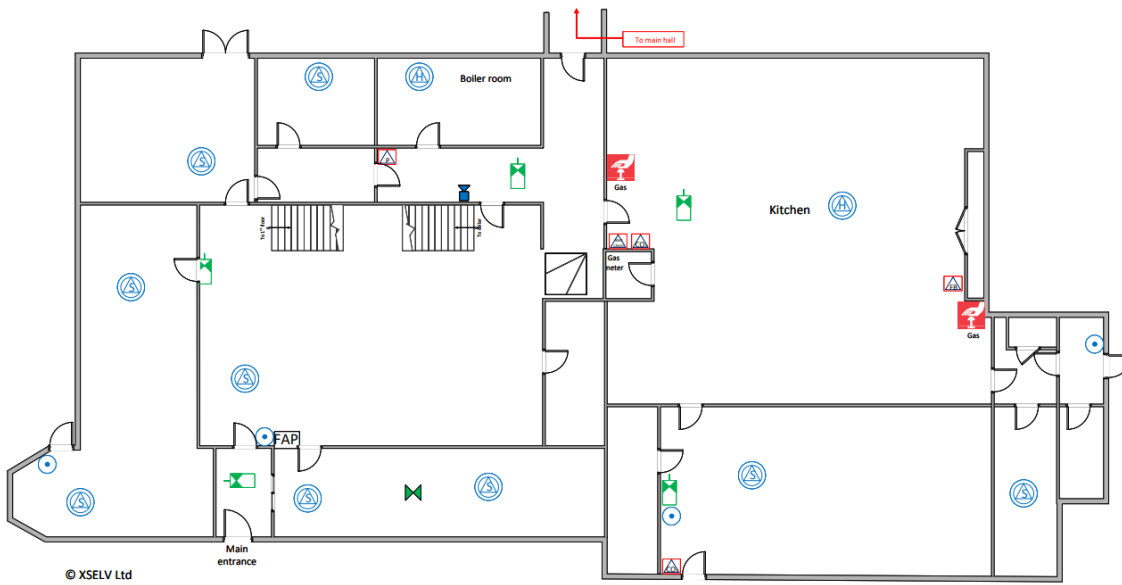
**OLD BUILDING
 BASEMENT**

DRAFT FIRE DRAWING

Survey date	Drawn	Checked
21-07-2025	JT	AS
Version	Date	
1.0	16-09-2025	



Registered Office:
 71-75 Shelton Street
 London
 WC2H 9JQ



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 This drawing, which is not a contract or a site assessment, depicts existing fire alarm, escape lighting systems and the placement of fire extinguishers as obtained during a site visit but provisions has not been checked against current regulations and standards. Physical checking of integrity or identification of signage/illumination has not been carried out by XSELV.

v1.0 Final for issue
 v0.2 Updated following visit
 v0.1 Based on Client drawings
 Name:

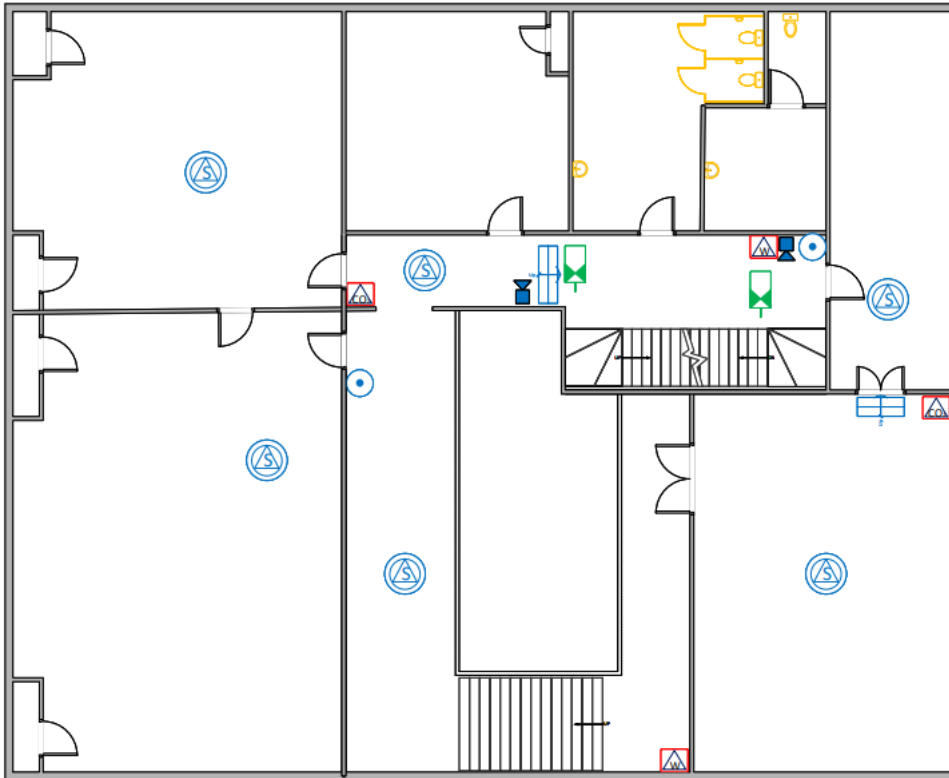


**ST CHRISTOPHER'S
 THE HALL SCHOOL**
 OLD BUILDING
 GROUND FLOOR

DRAFT FIRE DRAWING

Issued Date	Drawn	Checked
21-07-2025	JT	AS
Version	Scale	Date
1.0		16-09-2025

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v0.2 Updated following visit
v0.1 Based on Client drawings

Revisions



**ST CHRISTOPHER'S
THE HALL SCHOOL**

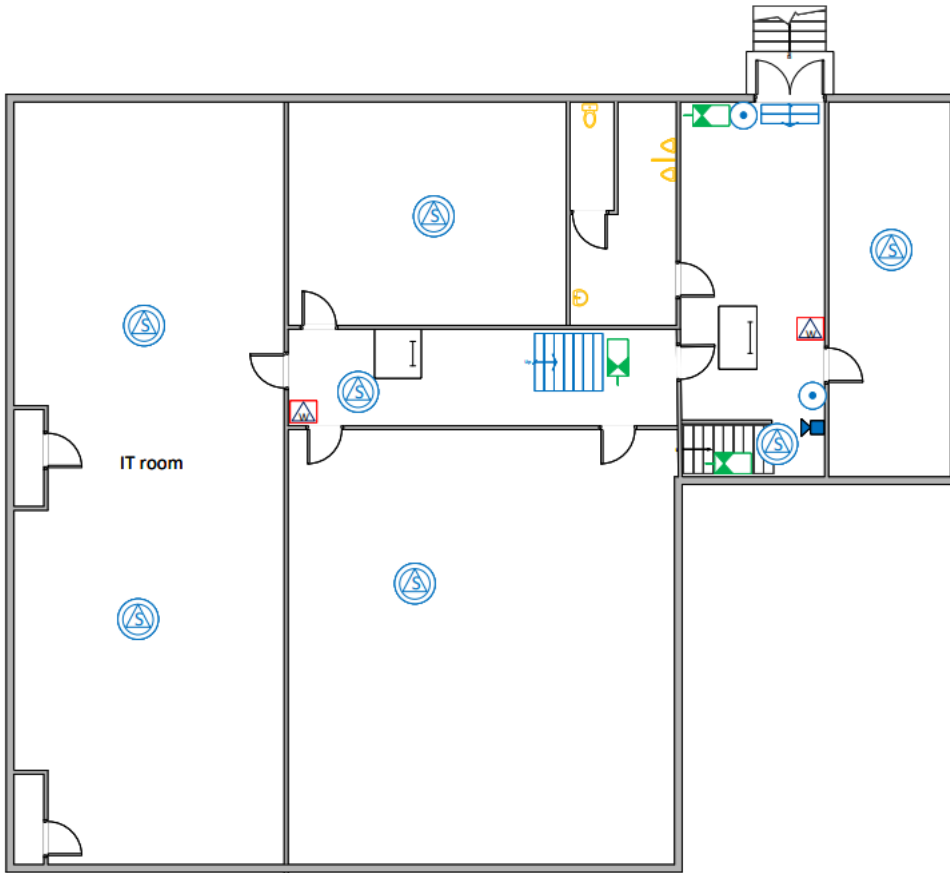
**OLD BUILDING
FIRST FLOOR**

DRAFT FIRE DRAWING

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**ST CHRISTOPHER'S
THE HALL SCHOOL**
**OLD BUILDING
SECOND FLOOR**

DRAFT FIRE DRAWING

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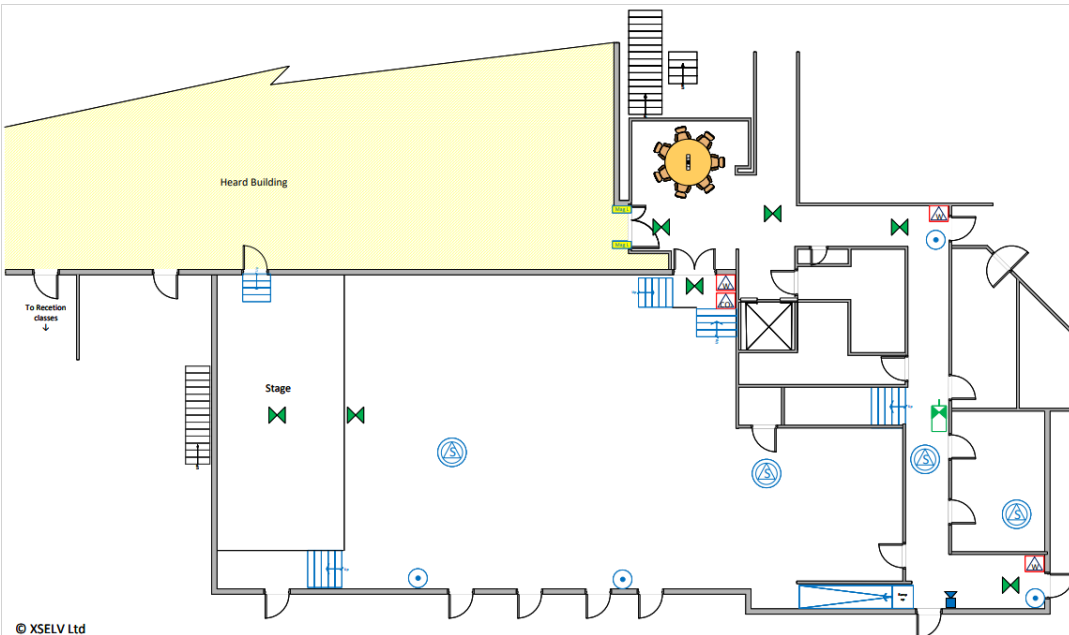
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THE HALL SCHOOL**
**MAIN HALL
GROUND FLOOR**

DRAFT FIRE DRAWING

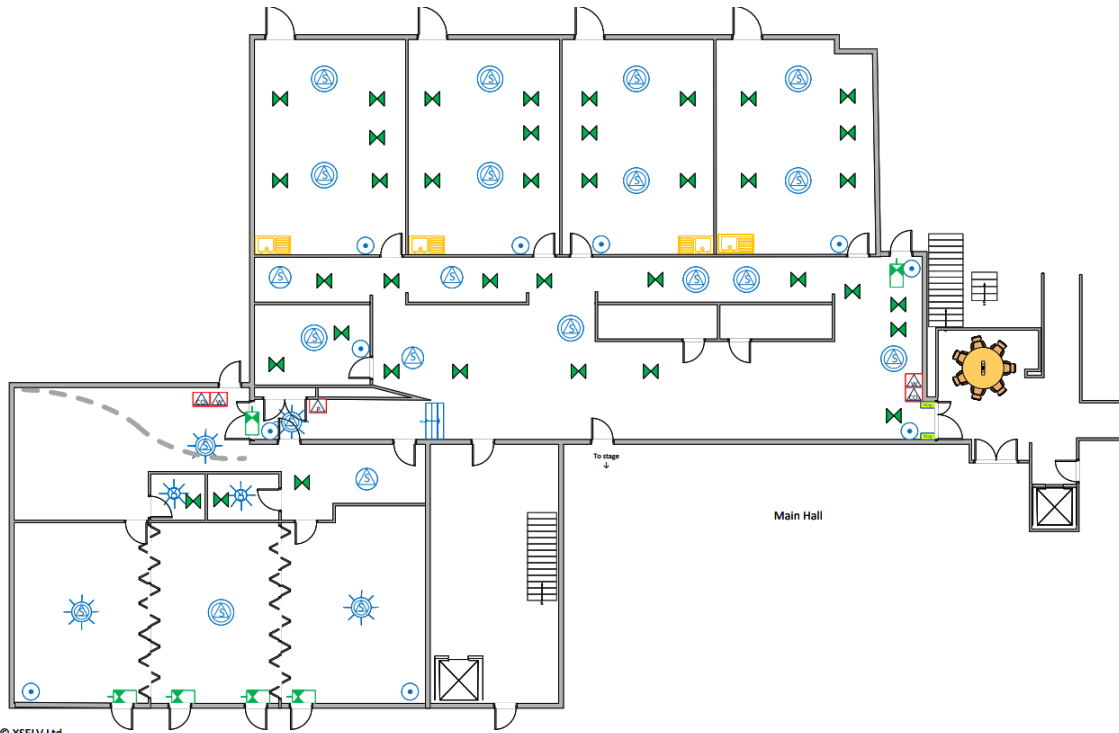
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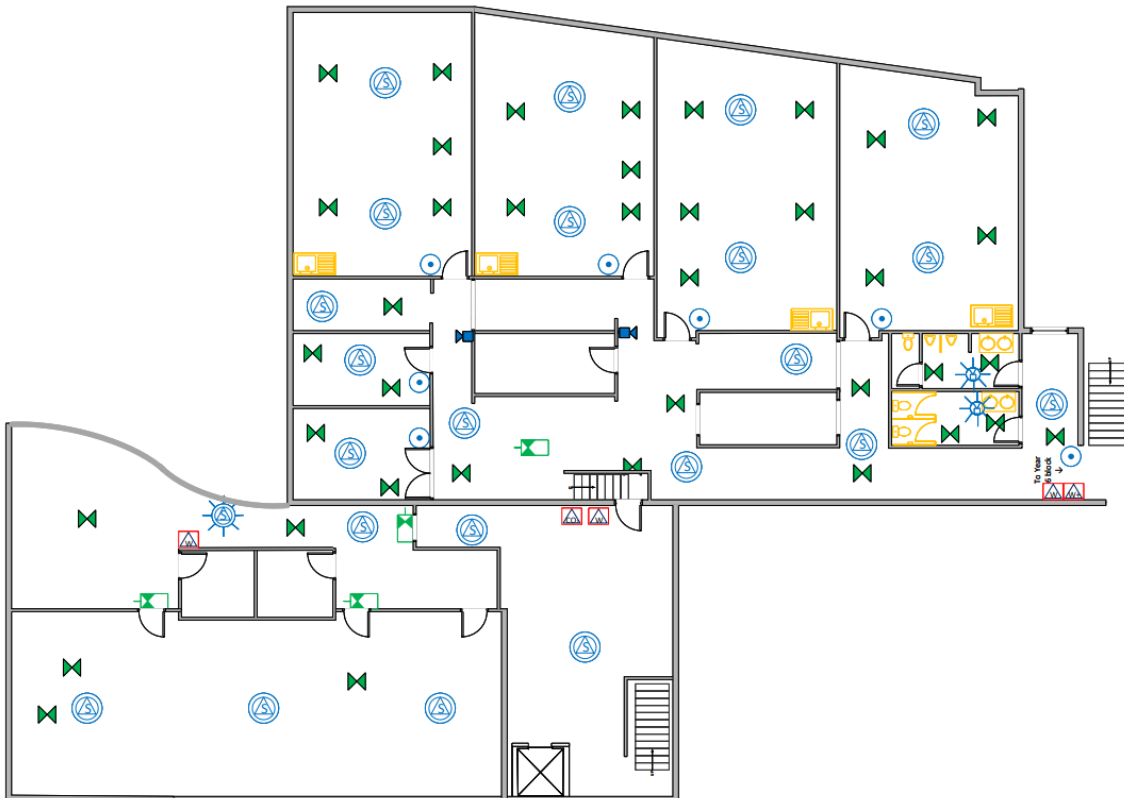
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THE HALL SCHOOL**

**HEARD BUILDING
GROUND FLOOR**

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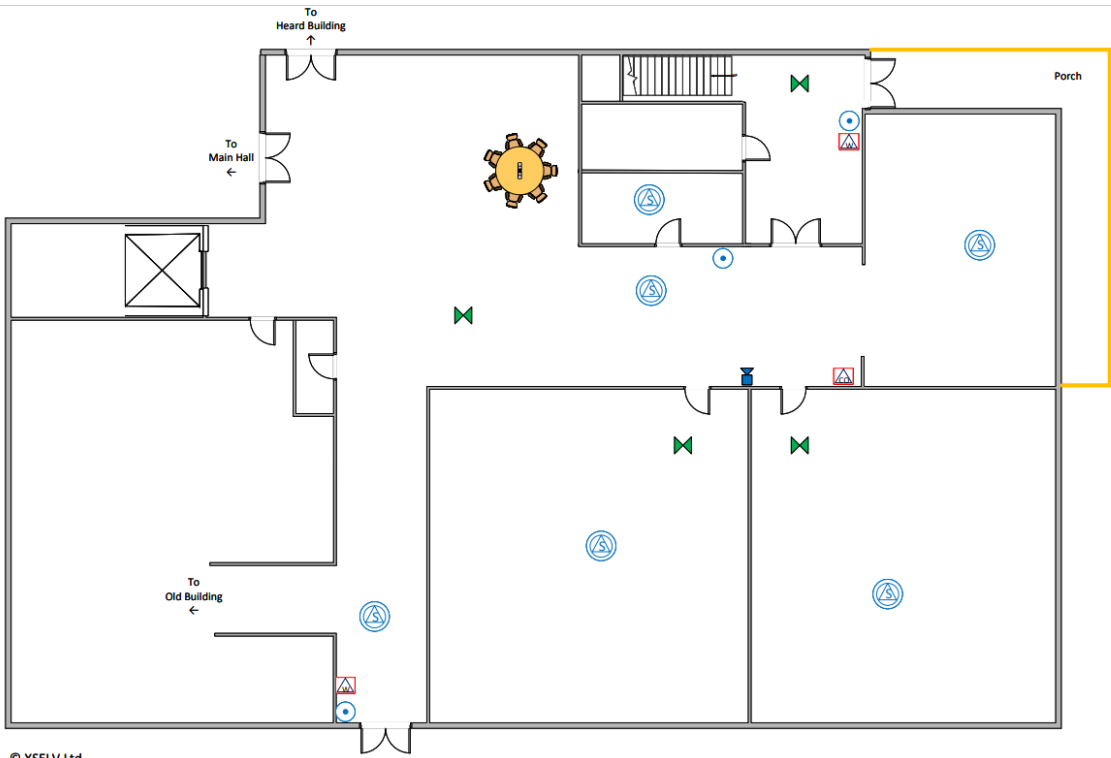
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THE HALL SCHOOL**

**HEARD BUILDING
FIRST FLOOR**

DRAFT FIRE DRAWING


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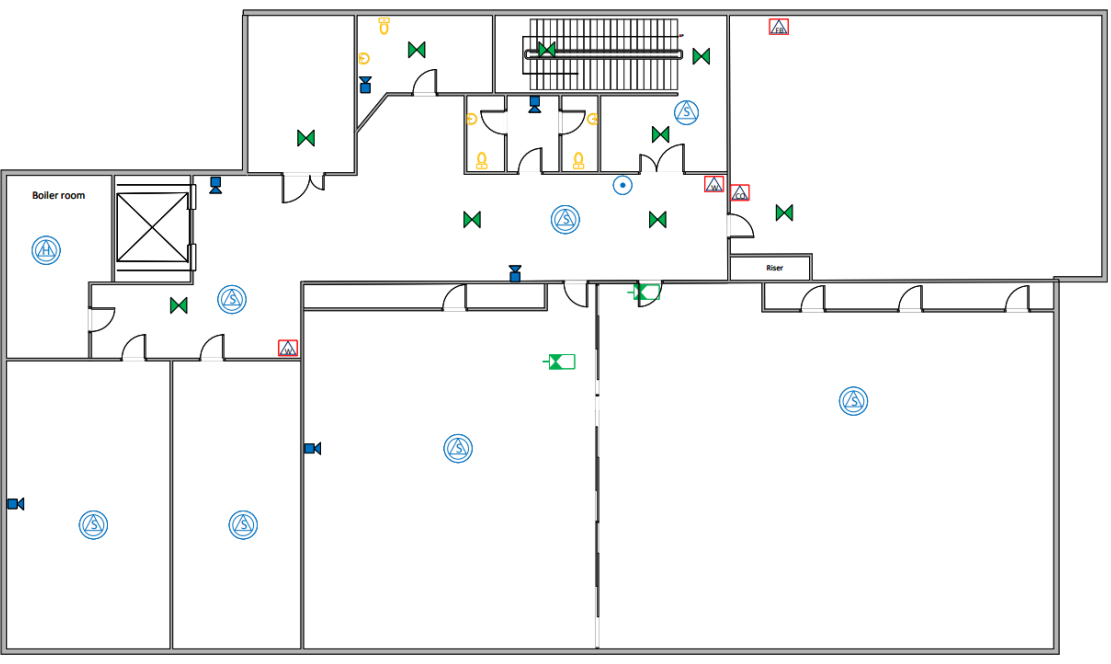

**ST CHRISTOPHER'S
 THE HALL SCHOOL**
YEAR 6 BLOCK
GROUND FLOOR

DRAFT FIRE DRAWING

Survey date	Drawn	Checked
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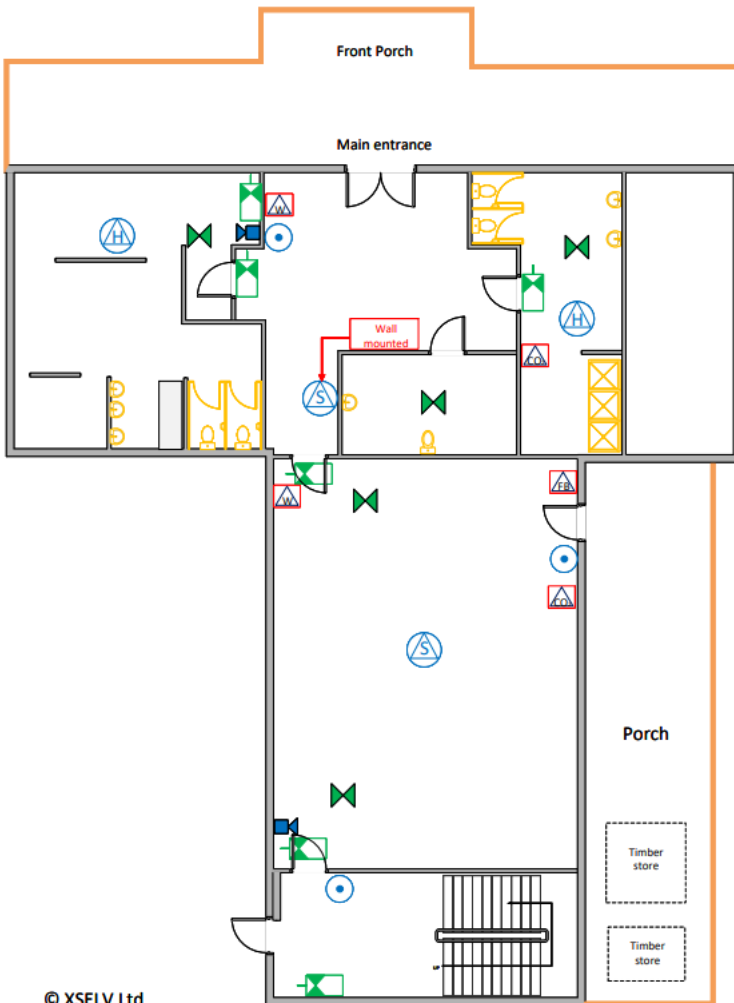

**ST CHRISTOPHER'S
 THE HALL SCHOOL**
YEAR 6 BLOCK
FIRST FLOOR

DRAFT FIRE DRAWING

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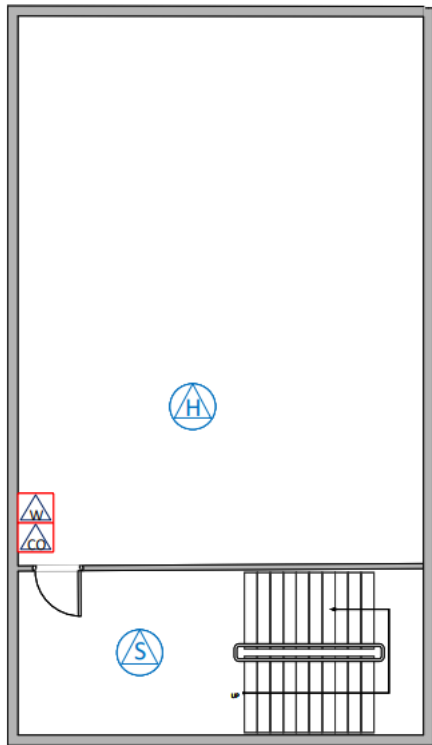
**SCAMPS/ARTS ROOM
GROUND FLOOR**

DRAFT FIRE DRAWING

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**ST CHRISTOPHER'S
THE HALL SCHOOL**

**SCAMPS/ARTS ROOM
TOP FLOOR**

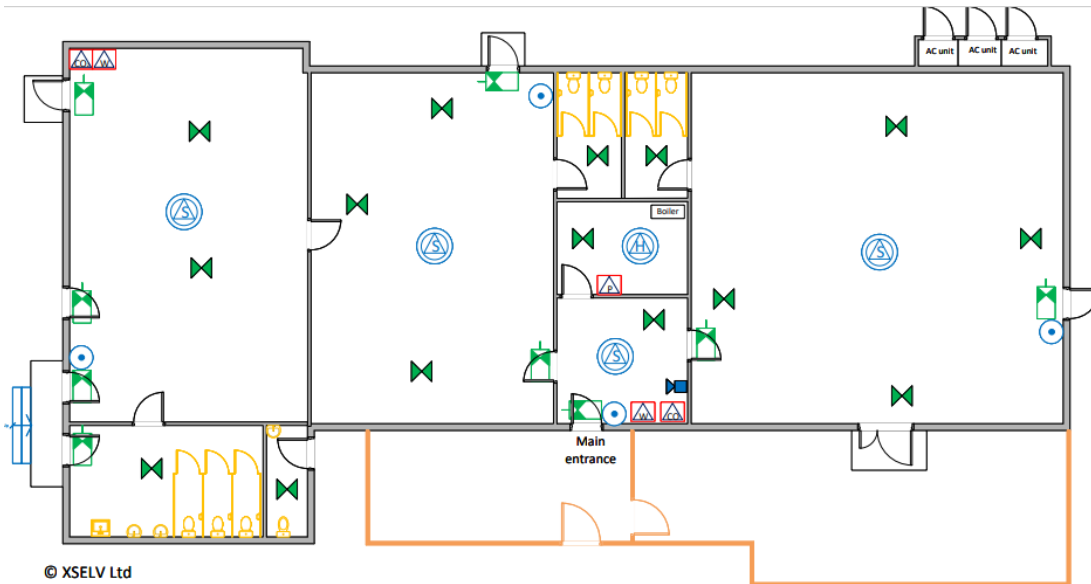
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**ST CHRISTOPHER'S
THE HALL SCHOOL**

**KINDERGARTEN
GROUND FLOOR**

DRAFT FIRE DRAWING

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Appendix B: Fire and Disaster Emergency Evacuation Plan

A. The school day

St Christopher's The Hall School	
Preschool	0830 – 1510
Reception	0815 – 1515
Years 1-2	0815 – 1520
Years 3-6	0815 – 1545

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: MUGA

	<p>Non-teaching staff, visitors & contractors – MUGA unless circumstances dictate otherwise</p> <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR HEAD (MR CARTER), OR PERSON ACTING ON THEIR BEHALF</p>
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to either staircase and use the Evacuation Chair to get them down safely and continue to the assembly point.
Registering at the Assembly Point	
Class Teachers	<ol style="list-style-type: none"> 1. Ensure fire pack and medical bags taken to Assembly point 2. All children to line up in year order by class 3. School office to produce absence report and clear with teacher 4. Mark on the sheet any known discrepancies (e.g. dental appointment) 5. If all children present, hold up green card. If anyone missing, hold up red card.
School Leadership Team	<ol style="list-style-type: none"> 1. Support initial lining up of all pupils 2. Report to School Operations Manager then assemble on the MUGA, unless circumstances dictate otherwise
Visiting Music Teachers (VMTs)	<ol style="list-style-type: none"> 1. Take pupil(s) to appropriate form group

	2. Report to School Operations Manager then assemble on the MUGA, unless circumstances dictate otherwise
All teaching and teaching support staff <u>not</u> registering pupils	Report to School Operations Manager then assemble on the MUGA, unless circumstances dictate otherwise
Professional Services Staff (all staff overseen by the School Operations Manager)	Report to School Operations Manager then assemble on the MUGA, unless circumstances dictate otherwise
Visitors	Report to School Operations Manager then assemble on the MUGA, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Head [Deput: Deputy Head]	<ol style="list-style-type: none"> 1. Make way to the school fields to co-ordinate registration of all pupils and all staff. 2. Note any registration discrepancies for pupils and staff accompanying pupils 3. Liaise with Operations Manager regarding staff / visitor /contractor registration status 4. Liaise with Site Manager via radio, regarding status of evacuation and incident 5. Confirm if / when the building can be re-entered
Operations Manager [Deput: Deputy Head]	<ol style="list-style-type: none"> 1. Take phone with Inventory Signin App 2. Make way to School field to co-ordinate registration of all staff and visitors 2. Note any registration discrepancies 3. Liaise with Head, via radio, regarding status of evacuation for staff / visitors / contractors
Site Manager [Deputy: Facilities Assistant]	<ol style="list-style-type: none"> 1. Go to fire panel in main lobby to ascertain location of incident and radio Operation Managers

	<ol style="list-style-type: none"> 2. Make way to car park to liaise with Fire Brigade 3. Communicate, via radio, with Head regarding status of evacuation 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation
Office staff	<ol style="list-style-type: none"> 1. Take fire pack (absence report and radio) to MUGA 2. Check class lists Vs absences with each Class Teacher 3. Report any discrepancies to Head of School
Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble on the school car park, unless circumstances dictate otherwise 4. The Catering Manager must communicate with Site Manager to confirm discrepancies / evacuation complete 5. Site Manager to radio Head of School to confirm catering discrepancies / evacuation complete

B. Before and after the main school day

St Christopher's The Hall School	
Munchkin Wraparound	0730 – 0815 & 1510 – 1800
Munchkin Sports	1515 – 1700

Sibling Club	1520 – 1540
External Clubs	1515 – 1700

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY followings nearest available escape route
Action to be taken on hearing fire alarm.	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: MUGA <p>Non-teaching staff, visitors & contractors – MUGA unless circumstances dictate otherwise</p> <p>See Appendix A for Assembly Point</p> <p>NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO</p>

	SO BY THE FIRE BRIGADE OR THE INCIDENT LEAD
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 1. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used. 2. Staff must take those requiring additional assistance to either staircase and use the Evacuation Chair to get them down safely and continue to the assembly point.
Registering at the Assembly Point	
Teaching and teaching support staff not registering pupils	Report to Incident Lead then assemble on the MUGA, unless circumstances dictate otherwise
Professional Services Staff (all staff overseen by the CFO and COO)	Report to Incident Lead then assemble on the MUGA, unless circumstances dictate otherwise
Visitors / Club leaders	Report to Incident Lead then assemble on the MUGA, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
Incident Lead (Most senior member of staff onsite as detailed on rota)	<ol style="list-style-type: none"> 1. Make way to the MUGA to co-ordinate registration of all pupils and staff 2. Confirm registration of Munchkins / Club coordinators 4. Liaise with Site Team if onsite regarding status of evacuation 5. Confirm if / when the building can be re-entered
Event Lead (e.g. for school assembly)	<ol style="list-style-type: none"> 1. Provide clear instructions to visitors on evacuation procedure and MUGA (Assembly Point)
Office staff	<ol style="list-style-type: none"> 1. Take fire pack (sign in/out lists and radio) to MUGA 2. Check lists with incident lead

	<ol style="list-style-type: none"> 3. Report discrepancies to Incident Lead
Munchkins and any club coordinators	<ol style="list-style-type: none"> 1. Take before / after school Munchkin register to the MUGA 2. Take register 3. Note any registration discrepancies to Incident Lead, or their nominated deputy
Catering Staff	<ol style="list-style-type: none"> 1. All catering staff follow instructions provided by Catering Manager 2. If it does not delay exit, close windows and turn off non-essential equipment and supplies 3. Assemble on the school car park, unless circumstances dictate otherwise 4. The Catering Manager must communicate with Incident Lead to confirm discrepancies / evacuation complete 2. All catering staff follow instructions provided by Catering Manager 3. If it does not delay exit, close windows and turn off non-essential equipment and supplies 6. Assemble on the school car park, unless circumstances dictate otherwise 7. The Catering Manager must communicate with Incident Lead to confirm discrepancies / evacuation complete
Site Manager / Operations Manager/ Facilities Assistant	<ol style="list-style-type: none"> 1. Go to fire panel in main lobby to ascertain location of incident and radio Operations Manager / Incident Lead 2. Make way to car park to liaise with Fire Brigade 3. Communicate, via radio, with Head regarding status of evacuation

	<ol style="list-style-type: none"> 4. Inform Fire Brigade when they arrive of location of incident and status of evacuation 5. Liaise with Fire Brigade
--	---

C. Out of hours, before 0740 and after 1800 Monday to Friday, weekends and school holidays

Initial actions	
Action to be taken on discovery of a fire	<ol style="list-style-type: none"> 1. Activate fire alarm (if not already sounding) using nearest alarm call point 2. Do not attempt to put out any fire unless it is blocking escape route 3. Leave room or area of fire IMMEDIATELY following nearest available escape route
Action to be taken on hearing fire alarm	<ol style="list-style-type: none"> 1. Follow instructions given 2. Leave all personal belongings behind 3. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 4. Lifts must not be used 5. Exit the building, in silence, using nearest safe exit 6. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 7. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 8. Assemble in silence on school field: MUGA 9. Non-teaching staff, visitors & contractors – MUGA unless circumstances dictate otherwise

	NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR INCIDENT LEAD
Evacuation for building users requiring additional assistance	<ol style="list-style-type: none"> 2. Staff should assist any building users that requires assistance to exit the building. Lifts must not be used. 3. Staff must take those requiring additional assistance to either staircase and use the Evacuation Chair to get them down safely and continue to the assembly point.
Registering at the Assembly Point	
All building users	Report to Incident Lead who will be located on the school field on MUGA, notifying them of any known discrepancies.
Instructions for staff with specific responsibilities	
Incident Lead (Anyone who is a Fire Marshall)	<ol style="list-style-type: none"> 1. Make way to the MUGA to co-ordinate registration of all building users 2. Confirm registration 3. Liaise with Site Team if onsite regarding status of evacuation 4. Confirm if / when the building can be re-entered <p>Incident Lead will be most senior staff member/ Estates Team or a Fire Marshall</p>
Event lead / external hirer	<ol style="list-style-type: none"> 1. Provide clear instructions to participants on evacuation procedure 2. Register participants and inform Incident Lead of any discrepancies
Site Manager / Operations Manager/ Facilities Assistant (If onsite, otherwise a Fire Marshall)	<ol style="list-style-type: none"> 1. Go to fire panel in main lobby to ascertain location of incident and radio Operations Manager 2. Make way to car park to liaise with Fire Brigade 3. Communicate, via radio, with Head regarding status of evacuation

	<ol style="list-style-type: none">4. Inform Fire Brigade when they arrive of location of incident and status of evacuation5. Liaise with Fire Brigade
--	--

Appendix C: Cause and Effect Matrix

St Christopher's Cause & Effect Matrix for The Fire Alarm System



St Dunstons College - STEM	Indicate On Panel	Access Control Panels	Signalling Device	Lift Signal To Ground Lift And Open Doors	Sounders (School Wide)	Beacon (WC Upper Heard Block)	Door Holds (Lower and Upper Heard Block)
Call Points	X	X	X	X	X	X	X
Smoke Detectors	X	X	X	X	X	X	X
Panel Evac	X						
Indication From Heard Panel	X	X	X	X	X	X	X
Kitchen Fire Suppression System	N/A						

Appendix D: Competing a Personal Emergency Evacuation Plan (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, the First Aid Coordinator in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff member, 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 aim will always be to facilitate independent escape wherever possible. The school 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 school does not have any refuge areas designated, individuals will be aided to evacuate the building, evacuation chairs are positioned within the building that could be used within an evacuation.

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

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 onto 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 and 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 and gates
- Arrangements when there is a guide dog.

Figure 1: Personal Emergency Evacuation Plan (Questionnaire)

Personal Emergency Evacuation Plan Questionnaire			
Name of person being assessed			
Name of assessor			
Date of assessment			
Hearing impairment			
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)?			
Visual impairment			
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?			
Mobility impairment			
Are you able to leave the building without assistance?	Yes	No	N/A
Are you able to move quickly in the event of an emergency?			
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?			
Cognitive impairment			
Are you confident that you will understand what is happening in an emergency? The risks? That you may need to make choices and	Yes	No	N/A
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			
Are you able to say how long it may take you to evacuate the building?			
If "Yes" give approximate time			
Other considerations			
Are there any other factors we may need to consider to ensure that you are provided with the appropriate assistance for evacuation in the event of an emergency?	Yes	No	N/A
If "Yes" give details			
General information - Staff Only			
Are you aware of specific staff training for the designated staff required to assist you to evacuate?	Yes	No	N/A
Have the emergency evacuation procedures for this building been shared with you?			
Are you confident that you understand the instructions?			
Would a personal copy of the evacuation plan be beneficial for you?			
Are the signs that indicate the emergency exits and routes clear enough?			
Are you confident that you are able to raise the alarm if you discovered a fire?			
Staff to consider for holiday periods and after school events	Do you work outside your normal hours?	Are there occasions where you may be late starting?	
If "Yes" give details			
Any additional notes			

Figure 2: Personal Emergency Evacuation Plan (Action Plan)

Personal Emergency Evacuation Plan	
<p>This Action Plan has been developed & last updated with the assistance of GSA Support Group (specification where appropriate) who will provide their additional help when evacuating in the event of an emergency. Staff must be aware of the location of any fellow employee or student with a PEP in their area.</p>	
Name (Employee or Student):	
Student	Year Group / Year Group
	Gender
	Room
	Priority Items
Employee	Current Role
	Working Location
	Current Hours worked
	Leave Working (required, specific dates)
<p>In the event of a fire or other emergency requiring evacuation of the premises, the arrangements below will be required to assist in evacuation in the event of an emergency.</p>	
<p>Method of warning / Evacuation the building</p>	
<p>Working fire alarm system <input checked="" type="checkbox"/></p>	
<p>Visual alarm system <input type="checkbox"/></p>	
<p>Page alarm <input type="checkbox"/></p>	
<p>Other <input type="checkbox"/></p>	
<p>Give names of notification of an emergency evacuation (if applicable)</p>	
<p>Verbally, alongside alarm, by class teacher / year group tutor.</p>	
<p>Designated assistance to evacuate will be given by (The following people have been designated to give assistance upon an evacuation)</p>	
Name	Name
Contact details	Contact details
Department	Department
<p>Alternative Route (E.g. Leave by the closest exit and make your way to the assembly point)</p>	
<p>Side route(s):</p> <p>Follow the routes advised on the exit routes in each classroom</p>	
<p>Describe the most pertinent of assistance required (include postures, methods of payment)</p>	
<ul style="list-style-type: none"> • Identifying exit route(s), exit signage for surface illumination • Alerting that the fire alarm is sounding • To unblocking exit of wheelchair • Assistance downstairs e.g. handrail, pending area, supervision • Additional equipment 	<p>Exit Route(s) for year group (leave to communicate to ensure (TEXT: NAME) is safe)</p> <p>Year group leave to ensure that (TEXT: NAME) AND WHAT HAS BEEN PUT IN PLACE)</p>
<p>Training provided (include orientation, where appropriate)</p>	
<p>Person:</p> <p>Emergency Evacuation Procedures, raising alarm, fire exits</p>	<p>(TEXT: NAME) has been chosen the routinely a competent person</p>
<p>Training provided (include orientation, where appropriate)</p>	
<p>Staff/Contractor:</p> <p>Fire requirements</p> <p>Students to be taken to attached to this plan (use of e.g. Evac Chair)</p>	<p>(TEXT: NAME) (E.g. name PUT IN PLACE)</p> <p>Evac chairs are situated in the head block and staff working in this area have been trained in the safe use, safe System of Work (attached for this piece of equipment)</p>
<p>Details of any other relevant information</p> <ul style="list-style-type: none"> • Ability to close doors independently if discovered a fire • Ability to self-evacuate from wheelchair e.g., to make to fire chair • Any potential effect of using aid or vehicle to benefit • Ability to work <u>independently</u> • Ability to transfer onto an isolation independently • Any other additional considerations 	
<p>Review frequency of Plan</p>	
<p>This must be reviewed <u>annually</u> from the date of the Plan and immediately if there is any significant change in either the condition of the person or premises.</p> <p>Please check our Medical Evacuation and the individual cases to see if a previous PEP has been completed</p>	
<p>Sign Off</p> <p>I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:</p> <p>Signed: _____ Date: _____</p> <p>For Students: This PEP will be stored with the Firework / Evacuation through the Medical Evacuation platform.</p>	

Appendix E: 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 school 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 at the school Reception, may be adapted depending on the requirement of the visitor.

Figure 1: GEEP – mobility impairment



GEEP – Mobility impairment	
Name of person	
Reason for visit	
Time of visit	
Location	Hall
Member of staff hosting	
All parts of the building that you are required to access are:	
Hall	
On this level, evacuation routes are signed and alternate exits are through:	
Exit via double doors, turn right the exit is at the end of the corridor, this leads out to ground level Exit via double doors, turn left, then right the exit door leads out to ground level	
Our fire alarm is:	
Sounders throughout the building	
Floors on upper levels are accessible by:	
Stairs only, Emergency evacuation is by means of stairs or evac chair can be used	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation from the Hall, all exits are suitable as they exit onto ground level	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation if necessary, e.g., negotiating steps or providing an alternative route on the same level	
Assistance will be provided	
If you have difficulty in opening our fire doors or manoeuvring out of the Hall	
If you are in the 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	
You will be directed via a route that does not require stairs for evacuation, evacuation chair can be used also	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Moving down the steps on your bottom 3. Walking down the stairs using handrails 4. Evacuating in an evacuation chair 	

Figure 2: GEEP – visual impairment



GEEP – Visual impairment	
Name of person	
Reason for visit	
Time of visit	
Location	Hall
Member of staff hosting	
All parts of the building that you are required to access are:	
Hall	
On this level, evacuation routes are signed and alternate exits are through:	
Exit via double doors, turn right the exit is at the end of the corridor, this leads out to ground level Exit via double doors, turn left, then right the exit door leads out to ground level	
Our fire alarm is:	
Sounders throughout the building	
Floors on upper levels are accessible by:	
Stairs only, Emergency evacuation is by means of stairs or evac chair can be used	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation from the Hall	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors or manoeuvring out of the Hall	
If you are in the Hall and the normal evacuation route is not available	
Your assistant will take you to an alternative exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
You will be directed via a route that does not require stairs for evacuation, evacuation chair can be used also	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Walking down the stairs using handrails 	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out	
If you need assistance with your dog	
Please ask and this will be provided	

Figure 3: GEEP – hearing impairment



GEEP – Hearing impairment	
Name of person	
Reason for visit	
Time of visit	
Location	Hall
Member of staff hosting	
All parts of the building that you are required to access are:	
Hall	
On this level, evacuation routes are signed and alternate exits are through:	
Exit via double doors, turn right the exit is at the end of the corridor, this leads out to ground level Exit via double doors, turn left, then right the exit door leads out to ground level	
Our fire alarm is:	
Sounders throughout the building, your nominated person will inform you that the Fire Alarm has been activated and assist you in evacuating the Hall	
Floors on upper levels are accessible by:	
Stairs only, Emergency evacuation is by means of stairs or evac chair can be used	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and provide you with written instructions regarding normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if required	
The activity/meeting organiser or their nominated person	
Will ensure that you have evacuated the building in an emergency	

Figure 4: GEEP – cognitive impairment



GEEP – Cognitive impairment	
Name of person	
Reason for visit	
Time of visit	
Location	Hall
Member of staff hosting	
All parts of the building that you are required to access are:	
Hall	
On this level, evacuation routes are signed and alternate exits are through:	
Exit via double doors, turn right the exit is at the end of the corridor, this leads out to ground level Exit via double doors, turn left, then right the exit door leads out to ground level	
Our fire alarm is:	
Sounders throughout the building, your nominated person will inform you that the Fire Alarm has been activated and assist you in evacuating the Hall	
Floors on upper levels are accessible by:	
Stairs only, Emergency evacuation is by means of stairs or evac chair can be used	
The activity/meeting organiser or their nominated person	
Will assist you with your orientation and brief you on normal and alternative evacuation routes	
The activity/meeting organiser will nominate someone	
To assist/accompany you in the event of evacuation, if necessary, e.g., negotiating steps	
Assistance will be provided	
If you have difficulty in opening our fire doors or manoeuvring out of the Hall	
If you are in the Hall and the normal evacuation route is not available	
Your assistant will take you the alternative marked exit	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Your assistant will help you evacuate down the stairs	
If you are unable to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
<ol style="list-style-type: none"> 1. Making your own way down the stairs slowly 2. Walking down the stairs using handrails 	
If it would be beneficial	
A large print version of any information/instructions can be provided or these can be read out	

Appendix F: Keyholders

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

Name	Position
Paul Davies	Site Premises Officer
Sarah Nilsson	School Operations Manager

Appendix G: Fire evacuation report

**St Christophers The Hall School
Fire Evacuation**

All Clear at:



SITE LOCATION: School Site

Date:

ACTIVATION

Time of Activation	<input type="text"/>
Activation Point	<input type="text"/>
Activation Reason	<input type="text"/>
Activation By	<input type="text"/>

EVACUATION

Evacuation Start Time	<input type="text"/>
Time roll call completed	<input type="text"/>
Buildings evacuated time	<input type="text"/>
Number of pupils	<input type="text"/>
Number of staff	<input type="text"/>
Number of visitors	<input type="text"/>

FEEDBACK / OBSERVATIONS

(Comment on the below)

Participation:
Any bottle necks:
PEEPS:
Any exits blocked?

Any other relevant comments:

FOLLOW UP ACTIONS

(List findings that need urgent action)

Completed By:

Reviewed By:

REVIEW MEETING DATE:	<input type="text"/>
ACTIONS FROM MEETING:	<input type="text"/>

Fire Drill Action Plan

Date of evacuation:



Ref	Significant Finding	Details of remedial action	Target date	Lead	Completion of remedial actions	Date of completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Appendix H: Maintenance and testing

Monthly		
External fire escapes	Check for stability, lack of slippery residue, general ease of use	Site Premises Officer
Emergency and escape lighting systems	A failure of the supply to the normal lighting should be simulated once a month, during which all luminaires and exit signs should be inspected to determine whether they are functioning correctly. Any luminaires or exit signs that do not function correctly should be repaired or replaced.	Site Premises Officer
	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.	Site Premises Officer
Gaseous extinguishing systems (Kitchen)	A check should be carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorised to do so, and in particular that new employees have been instructed in their use.	Site Premises Officer
Doors on hold-open devices	The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	Site Premises Officer
Emergency and panic escape doors	The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked once a month for ease of operation and opening of the door. Weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.	Site Premises Officer

Daily	Checks to be carried out and action to be taken	Action by
Fire detection and fire alarm systems	a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken	Site Premises Officer
	b) any fault recorded the previous day has received attention	
Emergency and escape lighting systems	a) every lamp is lit if the system is maintained or every indicator LED is lit if non-maintained;	Site Premises Officer
	b) any fault found is logged and the appropriate action(s) taken	
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily	Site Premises Officer
Weekly		
Fire detection and fire alarm systems	The alarm system should be triggered by the operation of a different break glass unit each week and a check made that the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used.	Site Premises Officer
Gaseous extinguishing systems (Kitchen)	a) any pressure gauges are functioning correctly;	Site Premises Officer
	b) all operating controls are both properly set and accessible	Site Premises Officer
	c) all indicators are functioning correctly	Site Premises Officer
	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	Site Premises Officer
	e) the fire risk and its enclosure have not changed	Site Premises Officer
	f) the quantity of extinguishing medium is correct.	Site Premises Officer

Six Monthly		
Fire detection and fire alarm systems		Site Premises Officer
Extinguishing systems	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Site Premises Officer
Emergency and escape lighting systems		Site Premises Officer
Fire doors		Site Premises Officer
	a) heat-activated seals and smoke seals are undamaged	
	b) door leaves are not structurally damaged or excessively bowed or deformed	
	c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing	
	d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.	
Fire mains	Inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition.	Site Premises Officer
Yearly		
Fire detection and fire alarm systems	Annual inspections and performance tests to be carried out, any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	External Approved Contractor
Self-contained luminaires with sealed batteries, if more than 3 years old		
Firefighting equipment		

Appendix I: 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