FIRE SAFETY AND EMERGENCY EVACUATION POLICY

WHOLE SCHOOL
INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Regulatory, Compliance & Governance Group
Date last formally approved by the Governors :	Spring Term 2026
Date policy became effective :	November 2009

Period of Review:	Annually
Next Review Date :	Spring Term 2027

Person responsible for implementation and monitoring :	**Director of Operational Services** Safety, Health, Environment and Fire Advisor Estates Manager
Other relevant policies :	● Health and Safety (Both Schools) ● Security Policy ● First Aid Policy (Both Schools) ● Crisis Management Plan (Both Schools)

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1.FIRE SAFETY

1.1 INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of Felsted School ("the School"), in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at the School are designed to help our community to respond calmly and effectively should fire break out in one of our buildings.

1.2 FIRE SAFETY MANAGER

The Director of Operational Services is the designated School Fire Safety Manager (supported by the Estates Manager, Safety, Health, Environment and Fire (SHEF) Advisor and trained Fire Marshals) and is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) is given clear instructions on where they should go in the event of fire.
- Records are kept of the fire safety training given to staff.
- Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage and emergency lighting.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when new buildings are acquired or when there has been a significant incident
- Records are kept of all fire evacuation practices, including overnight practice evacuations from boarding accommodation.
- Records for the installation and maintenance of fire prevention systems and equipment are kept.

2.FIRE SAFETY PROCEDURES

2.1 EMERGENCY EVACUATION FOR ALL STAFF

- If you discover a fire, activate the fire alarm by breaking the glass in the nearest fire alarm call point.
- As soon as the alarm is sounded, leave the building in an orderly manner, walk, do not run. All staff, pupils and visitors must leave the building whenever an unscheduled alarm sounds.
- Follow the designated fire evacuation route to the nearest available safe exit.
- If you are responsible for a class or pupils, ensure they leave quietly with you.
- Follow the designated fire evacuation route to the nearest available safe exit.
- If possible, assist anyone at a Fire Refuge Point, on a landing or elsewhere if they need your support to continue the evacuation.
- Do NOT attempt to fight the fire unless you have specific training in firefighting.
- Do not use a lift if the alarm is sounding.
- If you are trapped in smoke, stay close to the floor where the air may be cleaner and cover your nose and mouth with a wet cloth if possible.
- If a door feels hot, do not open it, as it probably means that there is a fire on the other side. Do not touch the door handle, always first check for heat on the handle by quickly brushing the back of your hand against it.
- Assemble at the relevant Fire Assembly Point.
- Never go back for any possessions or for any reason.

Once outside

- Stay outside and do not allow anyone to re-enter the building.
- All staff are responsible for the following:
    - Call 999 Fire Services (and Ambulance Services as appropriate)
    - Call the School Emergency number ext 500 (01371 822500)
- Roll-call is immediately taken by the members of staff responsible for pupils (HM or teaching staff) or the Fire Marshal for staff and visitors.
- Account for all occupants of the building; relay names and information about the possible location of anyone missing to the Fire and Emergency Services as soon as possible. If a senior member of staff is present, they should collect the information so that the Fire and Emergency Services have one point of contact.
- Inform Senior Leadership Team

Follow up:

- HMs, Fire Marshals and teaching staff involved in an evacuation (including drills) are to pass a completed Fire Evacuation Report (by email) to hands@felsted.org. within 48 hours of the evacuation.

Your response is vital

- Remain quiet and support Senior Staff in carrying out an accurate role call as quickly as possible. Stay together and do not wander off
- Move calmly to a further place of safety if instructed to do so.

The Fire Evacuation Procedure attached to this Policy is located at key points in all buildings.

2.2 BRIEFING NEW STAFF AND PUPILS

It is the responsibility of the HoD/LM to ensure that all new staff are conversant with the schools fire safety and emergency evacuation policy and procedures on day one of their employment, including locations of escape routes, emergency exit doors and evacuation assembly points relevant to their place(s) of work. It is the responsibility of the HoD/LM to ensure that all new staff are conversant with these points.

It is the responsibility of the HoD/LM to book new staff members onto a health and safety induction training and Fire Awareness Training via the SHEF advisor on hands@felsted.org.

During their Health & Safety Induction and Fire Awareness Training staff are instructed on school fire safety and emergency evacuation issues, current procedures and control measures.

All new students to Felsted School are instructed on the School's emergency evacuation procedures and with particular emphasis placed on their respective House. All students participate in a fire safety evacuation walk through as part of their induction within their first week and this is recorded on House Risk Assessments.
Fire action notices are displayed on the walls of classrooms, sleeping accommodation and in all escape routes. All new staff are shown how to activate the fire alarms if they discover a fire and regular refresher training is also carried out.

No one should attempt to use a fire extinguisher unless they have been trained in its use.

2.3 VISITORS AND CONTRACTORS

All visitors are required to sign in and out at Reception. All contractors are required to sign in and out at the Works Department. All are issued with a visitor's badge which should be worn at all times when on school property. They are made aware of the emergency evacuation procedure, and the assembly point relevant to their visit

When large numbers of visitors are at the School (for open days, plays, concerts, exhibitions etc) a brief announcement is to be made prior to the event advising visitors of the location of the emergency exits that they should use in the event the fire alarm should sound during the event..

2.4 Personal Emergency Evacuation Plan (PEEP)

In the event that either staff, pupils or visitors have specific access needs, then a one-to-one PEEP assessment is carried out and recorded.

For pupils, the PEEP is completed by their relevant Housemaster/mistress (Senior) or Head of Phase (Prep) with assistance from the SHEF Advisor if necessary, and a copy of the PEEP is passed to the students' teachers, held on their pupil file and forwarded to hands@felsted.org.

A temporary or short-term PEEP should be reviewed at least every two weeks (i.e after one teaching cycle) or after a significant change to ensure it captures all relevant details. Permanent or long-term PEEPS should be reviewed, as a minimum, once a term.

Staff PEEPs are to be completed by the Line Manager of the member of staff concerned and are to be reviewed every two weeks or after a significant change.

2.5 TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion whenever an alarm sounds as per section 2.1 of this policy.

Heads of Departments are responsible for ensuring their staff are aware of the fire evacuation process and are to ensure their staff undergo an annual fire evacuation practice within their working area.

2.6 FIRE MARSHALS

Staff with pastoral responsibilities are trained as Fire Marshals and are deemed "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Staff with pastoral responsibilities include Residential Tutors and staff on overnight medical duties.

They are competent in the use of fire extinguishers, are capable of extinguishing small fires, receive regular refresher training and staff new to the role receive training as part of their induction. They have some knowledge of fire prevention and can identify possible fire hazards to prevent fire from occurring.

In the event of a fire alarm sounding, they are to conduct a basic internal building search/sweep of their area of responsibility to ensure, as far as is practical, that all occupants have evacuated and are accounted for.

2.7 HOUSEPARENTS/ HOUSE MASTER/MISTRESS (HM)

In addition to evacuation the HM is responsible for:

- Carrying out at least one overnight Fire Evacuation Practice every term and one daytime evacuation annually and passing relevant reports to the SHEF Advisor.
- Ensuring that all house personnel and students know the location of fire alarm call points.
- Ensuring that all fire escape routes and exits, in their area of responsibility, are always kept clear and free from obstruction

- Ensuring the use of any escape routes in the event of a fire, including those that run through staff accommodation
- In association with the SHEF Advisor, ensuring that notices are correctly sited and that the Fire Safety and Emergency Evacuation Plan is properly distributed and understood by all.
- Where a PEEP is necessary, devising the PEEP, in discussion with the student concerned, informing them on how it will be implemented, implementing any actions that may arise from it and submitting a copy to the SHEF Advisor.

2.8 STAFF/VISITORS AND STUDENTS

Staff must co-operate with the employer or other authorised persons to enable legal obligations to be fulfilled in respect of fire safety measures.

No one should maliciously interfere or knowingly allow others to interfere with a fire alarm system, fire extinguisher or equipment (in either school premises or in school vehicles) or block escape routes and/or fire exits.

Other than in respect of notified tests, all staff, students and visitors must follow the fire evacuation procedures.

A 'Fire Evacuation Procedure - Action to take upon hearing a fire alarm guidance document is provided to all staff on a termly basis.

2.9 FIRE PRACTICES

At least one daytime fire evacuation practice is held in all buildings annually. In addition, overnight fire evacuation practices for Boarding Houses are held once a term. Fire evacuation practices are held during residential lettings (including Summer School and LEAP). These practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in boarding houses, help to ensure that the school is safely evacuated in the event of a fire. Findings from fire evacuation practice reports are recorded and actions taken as necessary.

2.10 FIRE SAFETY & PREVENTION MEASURES

The following measures are in place:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in classrooms, sleeping accommodation, corridors and stairwells.
- Fire extinguishers and smoke/heat detectors are in every building in accordance with the Fire Service recommendations.
- Fire Alarm systems can be manually activated by breaking the glass cover of a Manual Call Point and the alarm systems are automatically activated when smoke/heat builds up beyond safe levels
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closers that are activated by the fire alarms are fitted on corridor doors in various buildings.
- The Fire Alarm Master Panel for the alarm system is in the Main Entrance in most buildings and shows the location of a fire. Repeater panels are installed adjacent to staff accommodation in all Boarding Houses.
- Alarms sound in all parts of the building. In some areas (Grignon Hall and the BKA) they are supplemented by visual and verbal alarms (red flashing lights with vocal sounders).
- It is the responsibility of all staff to keep fire routes and exits clear at all times.

- The SHEF Advisor carries out regular inspections of escape routes.
- The alarm system is tested weekly and serviced annually by an approved contractor.
- Emergency lighting is tested at three monthly intervals, and a three-hour discharge test is carried out annually.
- Fire extinguishers are serviced annually by an approved contractor.
- Records of all tests are kept in the Works Dept Office.
- Plans showing the location of gas and electricity shut off points are displayed in the Emergency Information Folder located next to the fire alarm panel in most buildings.
- Kitchens and cook holes are fitted with either heat detectors, smoke detectors or combined units.

Electrical Safety

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing is undertaken by trained school staff. Records of all tests are kept in the Works Department Office.
- Non-essential electronic equipment should be switched off at the end of every day.
- The Catering Staff should check that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing systems are tested annually by a specialist contractor. Records of all tests are kept in the Works Dept Office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Works Dept Office.
- Gas Supply safety interlocks are fitted to kitchen ventilation systems and to Boarding House heating system controls and these isolate gas supplies in the event the Fire Alarm system is activated.
- All kitchen equipment should be switched off at the end of the day.

Safe Storage

- Dangerous substances, including flammable materials, used in teaching, maintenance or other operations are locked in flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a secure, fire-resistant store located within a lockable room. The building alarm is monitored on a 24/7 basis by an external company.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings and disposed of appropriately.
- Combustible materials used in teaching, maintenance or other operations are stored in flame-proof cupboards.

2.11 LETTING OR HIRING THE SCHOOL

The hirer is issued with a copy of the School's Fire Evacuation Procedure, and the Lettings Agreement includes the third party's responsibilities for Fire Safety during the letting.

3. FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO) and has been inspected by the Fire Service. The most recent visit was carried out in October 2025.

Fire Safety Inspections are carried out annually in all buildings by the Estates Manager in conjunction with the SHEF Advisor.

Fire Risk assessments are reviewed annually or more frequently if significant changes are made to the interior of buildings, if new buildings are added to the School's portfolio or there has been a significant incident.

Copies of Felsted School's Fire Risk assessments and Fire Safety Inspections are available for all staff, together with this policy. Any comments or suggestions for improvement can be directed to the Estates Manager.

4. EMERGENCY EVACUATION IN RESPONSE TO A KNOWN OR UNKNOWN THREAT

Threats

The success or failure of an evacuation rests on the co-operation of staff, students and any visitors.

- Any threats received by staff must be logged and details immediately passed to the Head/Estates Manager.
- The Head/Estates Manager will assess the threat, consider if the Crisis Management Plan should be implemented, agree to any follow-on actions and/or contact emergency services as required. The Crisis Management Plan may be instigated at any point.
- If a search is considered necessary, a search of the site should be carried out to determine the nature and location of the threat. The Head (or his deputy) will decide if the site should be evacuated.
- Action should be taken to prevent anyone unwittingly entering the building after an evacuation. Areas to consider are car parks and side or rear entrance doors. These areas should not be blocked in case emergency services require access.
- All details of threats, regardless of the outcome, must be logged and the log maintained by the Estates Manager.

Security Searches - Procedure

The aim of the search is to seek potential hazards, such as fire risks, suspicious packages etc, and to ensure that the site has been fully secured i.e. windows and doors closed and locked.

- Any search performed should include all work rooms and offices, toilet facilities and cloakrooms, staff restrooms, reception areas, stairs and car parks.
- Where the location of the threat is not known, then the responsibility for area searches needs to be agreed with the managers and safety representatives for all areas. Where contractors are on site, then they must be included.
- If a suspicious item is found, then the Head/Estates Manager must be informed immediately.

- Suspicious items must not be touched or moved by search staff and the immediate area must be cleared of all personnel. As the location may be the scene of a crime, any witnesses or staff who worked in the area must be identified and this information given to the emergency services. Nothing in the area should be disturbed, as vital evidence may be lost.
- Any advice or directions given by the police, fire brigade or others in a position of authority must be followed.

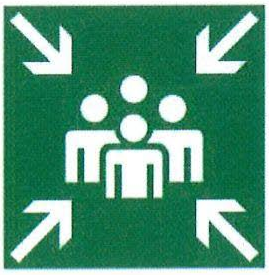
Fire Evacuation Procedure

If you discover a fire, activate the fire alarm

On hearing the fire alarm

Evacuate building by the nearest and safest exit to the fire assembly point

Grassed area at front of LRH (to left of road crossing) - S



Evacuation instructions in the event of the fire alarm sounding:

1. If it is a fire **Dial 999** and give location (see below)
2. Call 01371 822 **500** to notify Works Dept/Security
3. **Take register** (pupils, staff, visitors), keep grouped together at Assembly Point
4. No one to leave area or re-enter building until authorised by the Emergency Services or Works Dept/Security

Location: LRH - Felsted Senior School: CM6 3LL

What3Words: drain.velocity.waking

Security 01371 822500 (24 hours)