ROSEMEAD PREPARATORY SCHOOL & NURSERY
DULWICH

PART OF
ST DUNSTAN'S EDUCATION GROUP

FIRE SAFETY MANAGEMENT PLAN

Policy Owner:	Chief Operating Officer (COO)
ISSR Reference:	Part 3 – Welfare, Health and Safety of Pupils
Date of review:	Spring 2026
Approved by:	Group Board
Date of next review	Spring 2027

Version control information

Reason for Amendment	Role	Date	Main Changes
Annual review	Chief Operating Officer	Lent 2025	Transfer to new template
Interim review	Chief Operating Officer	Trinity 2025	Review of roles and responsibilities Update to fire alarm specification
Annual review	Chief Operating Officer	Spring 2026	Minor edits only No changes to policy or procedure
Interim review	Head of Health & Safety and Head of Operations	Summer 2026	Alignment across the buildings

1. Aims

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

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

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

2. Legislation and definitions

2.1 Legislation

This policy is based on advice from health and safety consultants XSELV/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, XSELV/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 equipment	Devices and systems installed to prevent or respond to fire incidents, including fire alarms, extinguishers, emergency lighting and sprinkler systems.
Fire safety management plan	A formal document outlining procedures, responsibilities and measures implemented to prevent, manage, and respond to fire-related risks in a building or premises.
Fire safety logbook	A record keeping document used to track and monitor fire safety procedures, inspections, and maintenance activities. It includes logs for fire drills, alarm tests, equipment inspections, maintenance records and remedial action.
Fire risk assessment	A systematic process used to identify potential fire hazards, evaluate risks, and establish measures to minimise or eliminate risks. The fire risk assessment is conducted by a competent person, health and safety consultant, XSELV/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 St Dunstan's Education Group Board (the 'Group Board') and the Chief Executive Officer of St Dunstan's Education Group are committed to meeting the duties placed upon them by the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

3.1 St Dunstan's Education Group Board

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

- Ensure the school complies with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005
- To review and approve the Fire Safety Management annually
- Ensure there is adequate resource for implementation, maintenance and continual improvement of the Fire Safety Management Plan
- Receive annual reports on the effectiveness of the Fire Safety Management and the associated fire risk assessments
- Ensure adequate resources are provided to implement and maintain effective fire systems and procedures
- Support investment in fire safety infrastructure, such as alarm systems, emergency lighting and fire doors
- Hold the Chief Executive Officer, the Chief Operating Officer and the respective Heads of the schools accountable for fire safety performance.

The Group Board will appoint one member who oversees Health and Safety including Fire Safety.

3.2 Chief Executive Officer

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, means of escape and emergency exits are in place and kept clear
- Suitable systems of maintenance for all areas are carried out by competent persons to ensure that they are in an efficient state, working order and in good repair
- Emergency procedures are in place and are regularly tested by the carrying out of fire drills, at least once a term, with a sufficient number of competent persons, suitably informed and trained, to assist with the evacuation
- Information, instruction and training regarding fire safety is included in staff induction, signage is displayed in prominent places and refresher training is provided
- Clear and relevant information has been provided to all staff and other building users regarding the hazards and risks to them as identified in the fire risk assessment, about the measures taken to prevent fires and how these measures will protect them, if a fire breaks out
- Clear and relevant information is provided to parent/carers regarding the fire risk assessment and the measures in place to protect from fire
- The presence of any dangerous substances and the risks this presents to relevant persons from fire have been considered
- Contacts with the emergency services are established and a suitable means of contacting them and providing them with any relevant information about dangerous substances is in place.

3.3 Head of Rosemead Preparatory School and Nursery

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

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

3.4 Chief Operating Officer

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

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

3.5 Head of Health and Safety

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

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

3.6 Head of School Operations

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

- Assisting with the development and review of the Fire Safety Management Plan
- Ensuring competent contractors are appointed in accordance with the Contractor Management Policy
- Managing and updating the Premises Information Box at the Rosemead Preparatory School and Elmcourt site
- Coordinating day-to-day management of fire safety checks and maintenance. For example, checks of fire doors, emergency lighting, firefighting equipment and weekly emergency lighting fire alarm tests
- Coordinating the response during a fire alarm activation
- Ensuring that housekeeping standards are maintained, and escape routes are kept clear at all times
- Reviewing all reports and paperwork received from contractors following testing and maintenance and schedules any remedial action, where required
- Maintaining all fire safety records in the Fire Safety Logbook for both sites
- Acting as a key holder and contact for the alarm companies at both sites
- Raising any concerns regarding fire safety performance with the COO.

3.7 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 the Head of the school and their nominated deputies to always maintain fire safety and not do anything that will place themselves or other persons at risk from fire
- Attending fire safety inductions and relevant training sessions
- Familiarising themselves with how to sound the alarm, evacuate and assemble
- Participating positively in fire drills
- Reporting any identified failings in fire precautions using the correct defect reporting procedure to ensure remedial action is taken
- Having completed Fire Safety Awareness Training, assume the role of a Fire Warden, which includes:

- Checking that their designated areas are clear during evacuations
- Assisting pupils and visitors with following fire evacuation procedures
- Assisting individuals requiring additional support, such as those with Personal Emergency Evacuation Plans (PEEPs)
- Reporting fire incidents and unsafe practices to the Head of Health and Safety or the COO.

3.8 Pupils

All pupils are expected and required to:

- Not interfere with anything provided for fire safety. For example, not setting off the fire alarm as a false alarm, discharging a fire extinguisher, blocking a fire exit route, etc.
- Follow all instructions given during a fire evacuation in a controlled, quiet manner
- Report any defects noted in anything provided for fire safety.

3.9 Contractors

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

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

3.10 Hirers

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

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

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

3.11 Competent person / health and safety consultant, XSELV/Judicium Education

Health and safety consultants, XSELV/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.

4. The premises

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

Rosemead Preparatory School and Nursery occupies its principal premises at 70 Thurlow Park Road, at the intersection with Lancaster Avenue. The School also utilises the Elmcourt building at 40a Thurlow Park Road (South Circular Road) for Estates operations only. These two sites are separated by approximately 400 metres. Outdoor sporting activities take

place at the Rosendale Sports Fields on Rosendale Road, located approximately a 10-minute walk from the Preparatory School building.

The Rosemead Preparatory School building dates from 1865, acquired by Thurlow Educational Trust in the 1970s and has undergone various alterations and additions over the years, most recently a third-floor extension. The Elmcourt building was originally St Cuthbert's Presbyterian Church, built in 1901, deconsecrated in the 1990s, acquired by Thurlow Educational Trust in 2005 and converted to its current layout in 2017. The only building that includes a lift is the Elmcourt building. Smoking, either cigarette or vape, is not allowed in any of the school buildings, or anywhere within the grounds.

The table below summarises the two sites and their respective fire alarm and emergency light arrangements. Site plans are provided in Appendix A.

Rosemead Prep School & Nursey, 70 and 40a Thurlow Park Road, Dulwich, London. SE21 8HZ Standard opening hours: Monday to Friday: 7am to 7pm	Rosemead Preparatory School at 70 Thurlow Park Road Elmcourt at 40a Thurlow Park Road External play areas at Rosemead Preparatory School	Rosemead Preparatory School: Artius Fire System BS5839 Elmcourt: MxPro EN54-2.	There is emergency light coverage across both sites

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

	Specific staff roles and responsibilities Testing and maintenance requirements.

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

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

6. Practical fire safety arrangements

As part of a holistic fire safety management system, in addition to the management action outlined in this Fire Safety Management Plan, considerations of passive and active fire precautions are essential and have been taken by the school.

6.1 Passive fire precautions

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. These passive fire precautions include:

- Locations of fire doors and escape routes that consider the needs of pupils, staff, people with disabilities, contractors, the public, etc. This includes the division of areas by fire doors, compartmentation of escape stairs and areas of higher fire risk such as kitchens and plantrooms
- Deep fat frying, expect by the catering team, is prohibited
- Building services such as gas and electricity are located in appropriate safe and secure locations
- There is clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Equality Act 2010
- Fire action notices are prominently located to inform people of the action to be taken in the event of fire are prominently located
- Protected areas such as stairwells, escape routes and external walkways, dead end corridors and foyers are actively managed. These areas must:
    - Remain free of combustible materials, storage, fixtures and fittings

- Have fire rated notice boards which meet the requirements of BS 476-1 (Class 0)
- Have enclosed notice boards rather than open, cloth materials or pin boards which can facilitate the rapid spread of flames particularly in the case of an arson attack and affect evacuation of persons via their designated escape routes in the event of fire
- Not have temporary signage installed
- Not have any sources of ignition and any furnishings, display cabinets etc. must be flame retardant.

Robust monitoring of escape routes and corridors by the estates team is carried out when the premises are opened each morning. Responsibility for keeping these areas clear is included in staff and pupil inductions.

A Permit to Work procedure, as detailed in the Contractor Management Policy, is in place for hot works

A robust Fire Safety Logbook is maintained with complete records of testing, maintenance, changes of the fire safety systems including all remedial action.

6.2 Catering and cleaning contractors

The contracts with the catering and cleaning contractors include:

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

6.3 Visitors and contractors

All contractors and visitors are expected to comply with:

- Information provided regarding the action to take if they discover a fire, or if they hear the fire alarm sounding
- The Contractor Management Policy, including obtaining a Permit to Work for any hot work process, entry into confined spaces or plant rooms and any works that

may impact the fire alarm system.

6.4 Hirers

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

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

7. Active fire precautions

7.1 Rosemead Preparatory School building

Rosemead Preparatory School building has one fire alarm system installed, MxPro EN54-2. When a Rosemead Preparatory School fire call point is activated, the system will display the call point number along with its location. The fire alarm will sound and the building's fire doors automatically close.

See Appendix D for the Cause-and-Effect Matrix.

7.2 Elmcourt building

Elmcourt. building has one fire alarm system installed – Artius Fire System BS5839.

In the event of the panel being activated by a fire call point and / or a direct activation at the panel, the fire alarm will sound and the building's fire doors automatically close. In the event of the panel being activated, an LED light will display against Zones 1-7 to inform staff of the location.

See Appendix D for the Cause-and-Effect Matrix.

8. Fire risk assessment

A fire risk assessment will be carried out annually or sooner if there is a significant change in the structure of building, activities or users of the building by a competent person(s). This service is currently provided by health and safety consultants, XSELV/Judicium Education.

The fire risk assessment will ensure that:

- Fire hazards are identified such as faulty electrical appliances, combustible materials, use of flammable substances or oxidising chemicals
- Persons at risk are identified including staff, pupils, visitors, contractors with consideration given to those who may require assistance with being alerted to fire, or when evacuating
- All risks are evaluated, and remedial action is taken to eliminate or reduce the risk
- Fire safety training fire evacuation procedures are reviewed to identify gaps and action required.

9. Emergency planning

9.1 Emergency evacuation plan

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

9.2 Fire drills

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

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

All fire drills are monitored with feedback provided immediately. The drills are recorded by the Head of Health and Safety and discussed at the 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 roll
- Sweep of the building process
- Simulation of the fire alarm being faulty
- Witnessed by an independent observer.

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

- Date/time
- Type of drill (false alarm, planned drill etc.)
- Evacuation time / building clear times
- Time all accounted for
- Time of reoccupation of building
- Number of staff, pupils, visitors
- Observations
- Remedial actions

Appendix I details the fire evacuation report proforma.

9.3 Personal Emergency Evacuation Plan (PEEP)

The school acknowledges its responsibility to ensure that a means of escape is provided for all building users, including those who may have a disability. This may include occupants who are in one of the ten following groups, as identified in the government publication *Means of Escape for Disabled People* which is endorsed by the Disability Rights Commission:

- Electric wheelchair user
- Wheelchair user
- Mobility impaired person
- Asthma and other breathing/health issues
- Visually impaired person
- Hearing impaired person
- Dyslexic/orientation disorders
- Learning difficulty/autism
- Mental health problems
- Dexterity problems.

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a Personal Emergency Evacuation Plan (PEEP) will be completed. In the case of pupils, the First Aid Coordinator in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of staff members, People

Operations in consultation with the staff member and their line manager will prepare the PEEP. The PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The PEEP will identify:

- The specific needs of the individual
- Staff responsibilities
- Staff training requirements
- Requirement for specific evacuation equipment/aid
- Specific evacuation routes where appropriate
- Refuge areas and specific evacuation procedures.

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

9.4 General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place for both sites. These are used for occasional visitors who may require assistance to evacuate in the event of an emergency. Examples of evacuation strategies that may be adopted includes mobility impairment, visual impairment, hearing impairment and cognitive impairment. These are detailed in Appendix G.

9.5 Communication with the Fire Brigade

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

- 0700 – 1800 (i.e. during normal hours) the Head of School Operations / Duty Manager to confirm whether it is a real fire or false alarm. If a fire is confirmed, or the Head of School Operations / Duty Manager does not respond, the monitoring company call the Fire Brigade. The Fire Brigade is met by the Head of School Operations or the Duty Manager.
- 1800 – 0700 (i.e. out of normal hours) calling the Fire Brigade immediately and contacting the key holders listed in Appendix H. The Fire Brigade is met by the on-call Duty Manager.

9.6 Monitoring company

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

9.7 Contingency planning

Should there be a power-outage at either building, the fire alarm system batteries will ensure the system continues to operate for 24 hours in standby and thirty minutes in alarm. The batteries are serviced annually and replaced every three years.

In the event that the fire alarm system fails/is faulty whilst the site is in operation, the Head of School Operations will inform all building users of the issue. This will be via email and will include:

- An explanation of the issue and a reminder of fire safety and evacuation procedures
- A request to monitor emails for updates and ensure pupils and visitors understand the change in method for reporting a fire
- A request to use the manual method of shouting 'fire-fire, evacuate immediately' should the alarm need to be raised
- A request to dial 999 should a fire be identified
- The details of persons responsible for specific areas of the building and key contacts
- The Head of School Operations will also inform the COO via email and / or mobile

The senior leadership team will meet immediately to discuss what procedures need to be put in place. Procedures will vary depending on if the school is in operation and the extent and duration of the fault. For example, if the fire alarm system completely fails, nominated individuals will be responsible for specific building areas and alerting the senior leadership team to any potential need to sound the alarm. It may also be considered appropriate to close-down parts of the building (e.g. combining classes) to better manage those areas that need to be manually monitored. Walkie talkies will be used to ensure timely communication between the senior leadership team and those nominated to monitor specific areas of the site. The incident will trigger the school's activation of the Critical Incident Plan.

On discovering a fire:

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

10. Maintenance and testing

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

The Head of School Operations will be responsible for ensuring the appointments are scheduled, paperwork received and reviewed, and remedial action taken, where required.

11. Monitoring

This policy will be formally reviewed by the COO annually. At every review, the policy will be approved by the Group board.

Active reviews by the Head of the Health and Safety will take place quarterly. Reactive reviews will take place following any fire safety event occurring and a review will also be undertaken following a fire, changes to the premises' construction and facilities, new procedures, new equipment, new materials, changes to staff numbers, changes in key personnel, or notable changes to the pupil roll.

12. Links with other policies

This Fire Safety Management Plan links to the following policies:

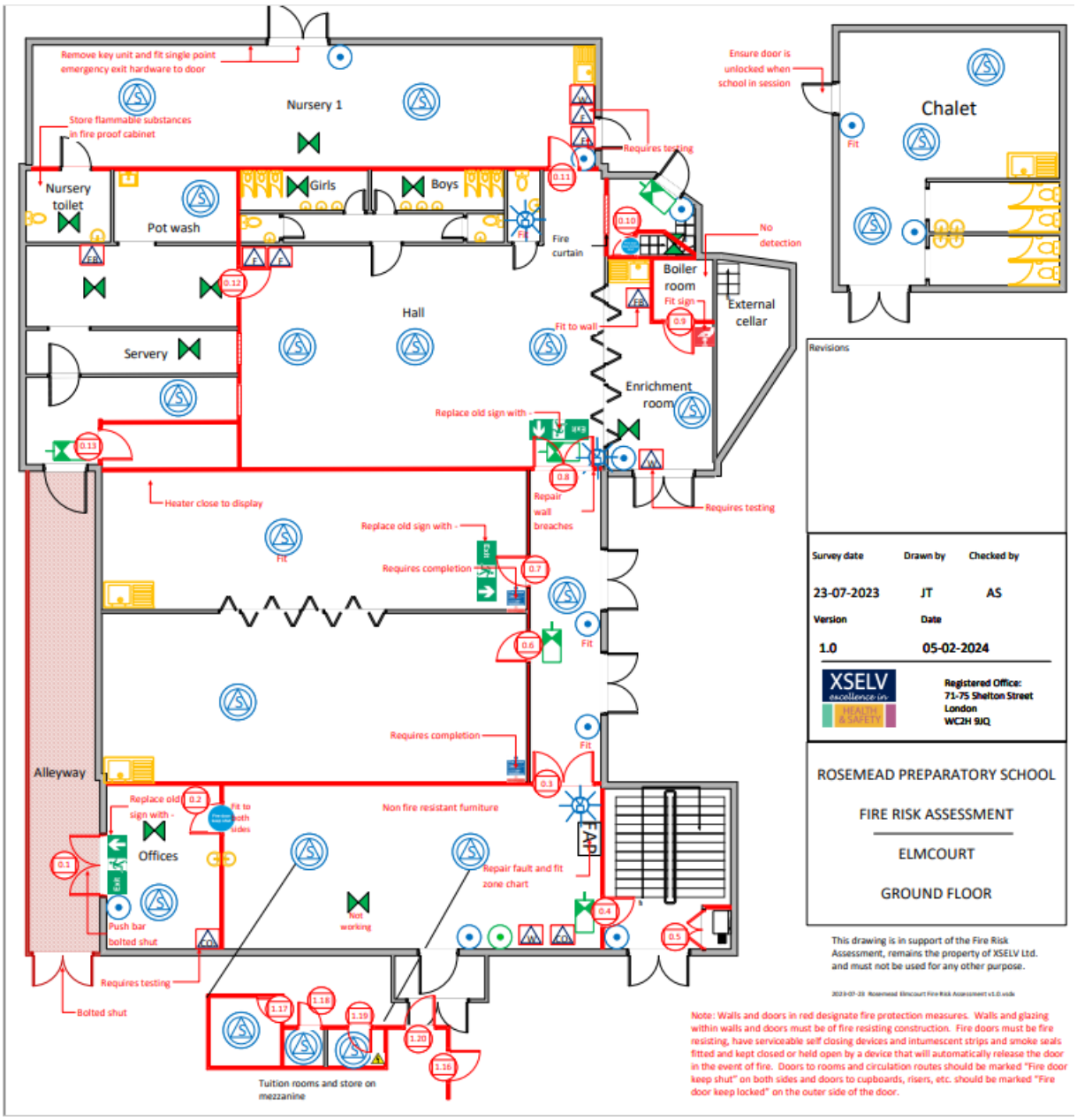
- Critical Incident Plan (school)
- Fire and Disaster Emergency Evacuation Plan (school)
- Health and Safety Policy (Group)
- Lettings Policy (school
- Lockdown & Shelter in Place Procedure (school)
- Management of Contractors (school)
- Risk Assessment Policy (Group)

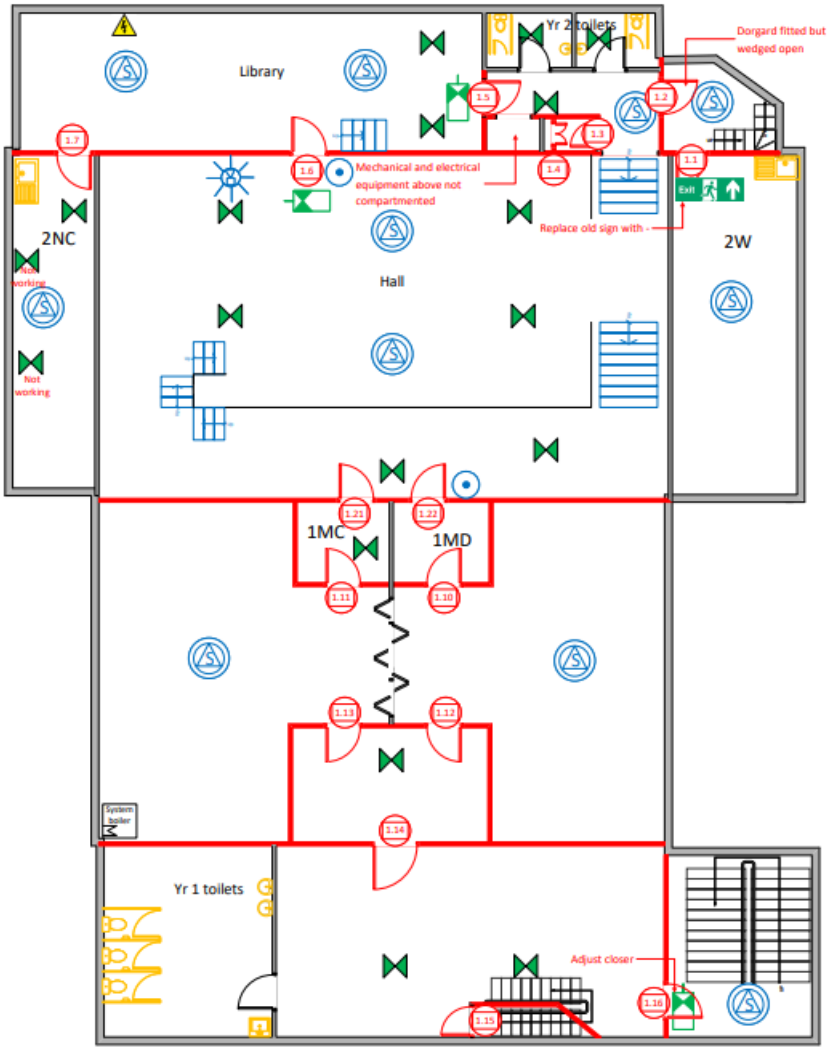
13. Appendices contents

Appendix A	Site plans
Appendix B	Fire and Disaster Evacuation Procedure – Rosemead Preparatory School
Appendix C	Fire and Disaster Evacuation Procedure – Elmcourt
Appendix D	Cause and Effect Matrix – Rosemead Preparatory School
Appendix E	Cause and Effect Matrix – Elmcourt
Appendix F	Completing a PEEP
Appendix G	Completing a GEEP
Appendix H	Keyholders
Appendix I	Fire Evacuation Report
Appendix J	Maintenance and Testing – Rosemead Preparatory School
Appendix K	Maintenance and Testing – Elmcourt
Appendix L	References

Appendix A: Site plans

Elmcourt





Revisions

Survey date	Drawn by	Checked by
23-07-2023	JT	AS
Version	**Date**	
1.0	05-02-2024	

XSELV excellence in HEALTH & SAFETY

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

ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

ELMCOURT

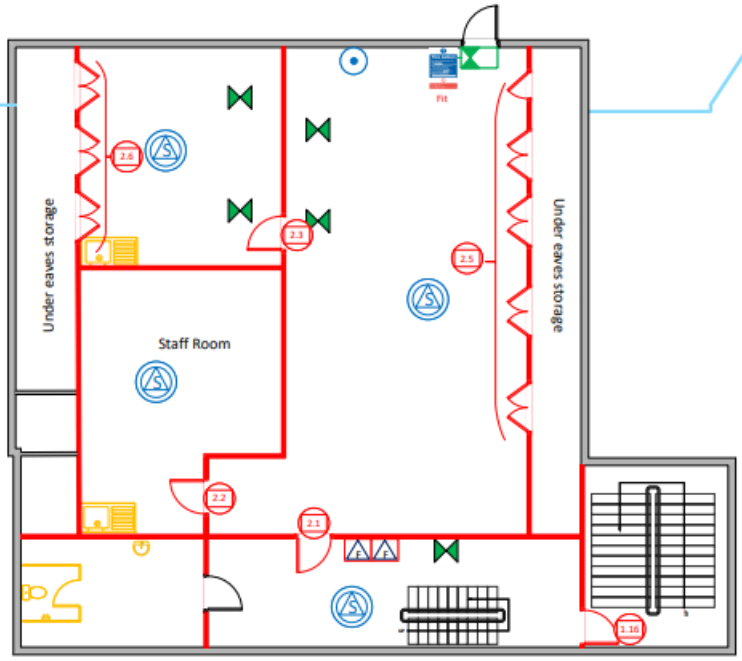
FIRST FLOOR

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

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

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

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



Revisions

Survey date	Drawn by	Checked by
23-07-2023	JT	AS
Version	**Date**	
1.0	05-02-2024	

XSELV excellence in HEALTH & SAFETY

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

ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

ELMCOURT

SECOND FLOOR

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

Schematic diagram key

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

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

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

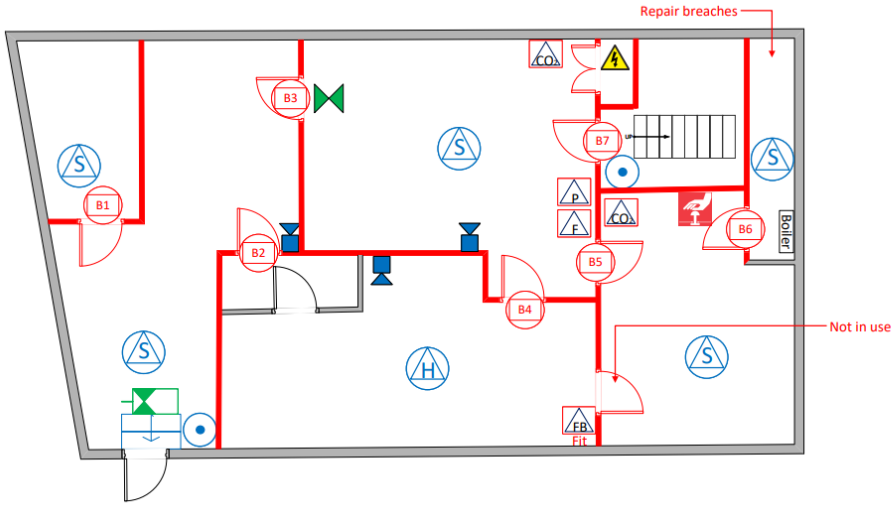
Signage requiring fitting

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

Note: not all signs are required at each establishment

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

Rosemead Preparatory School



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

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

Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

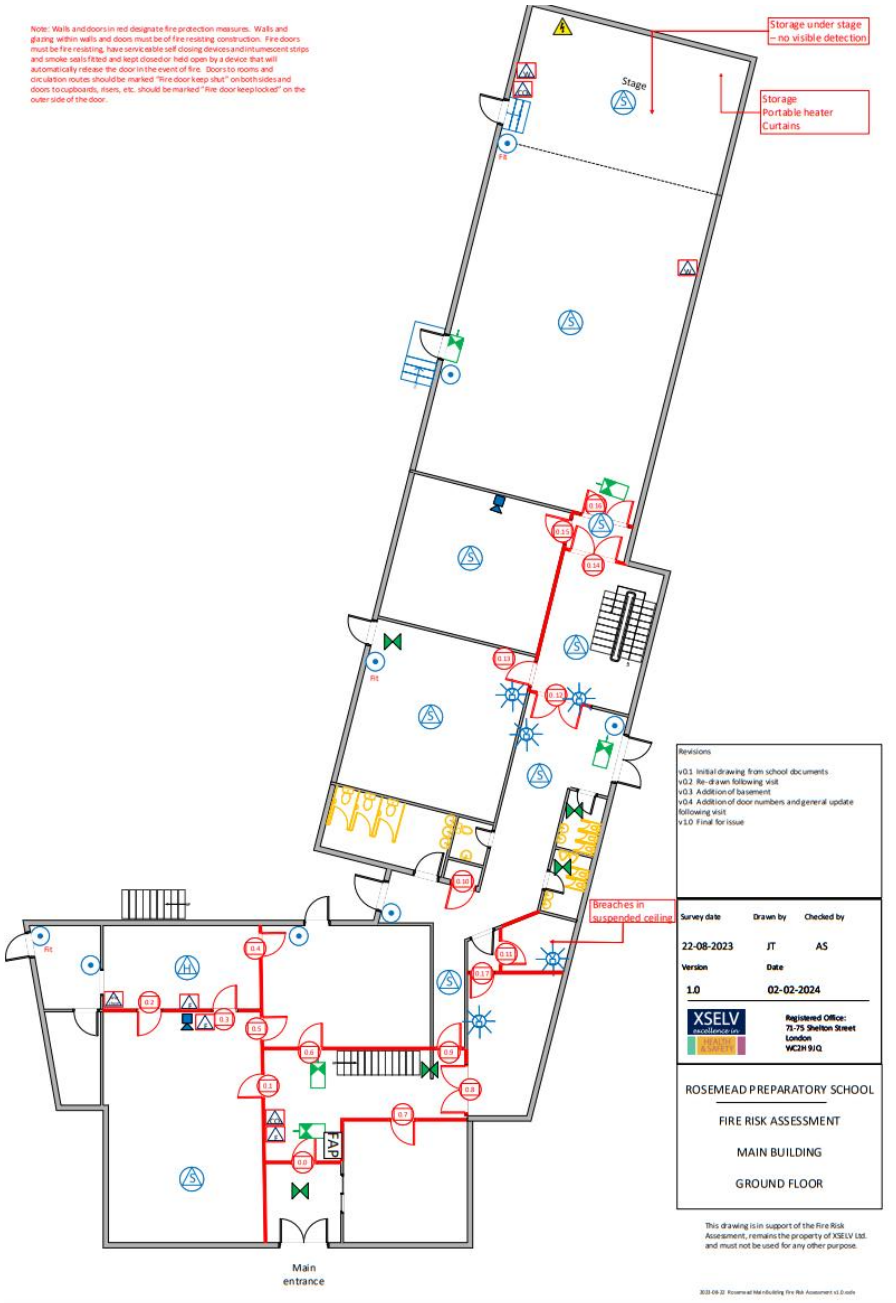
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING

BASEMENT

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



Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

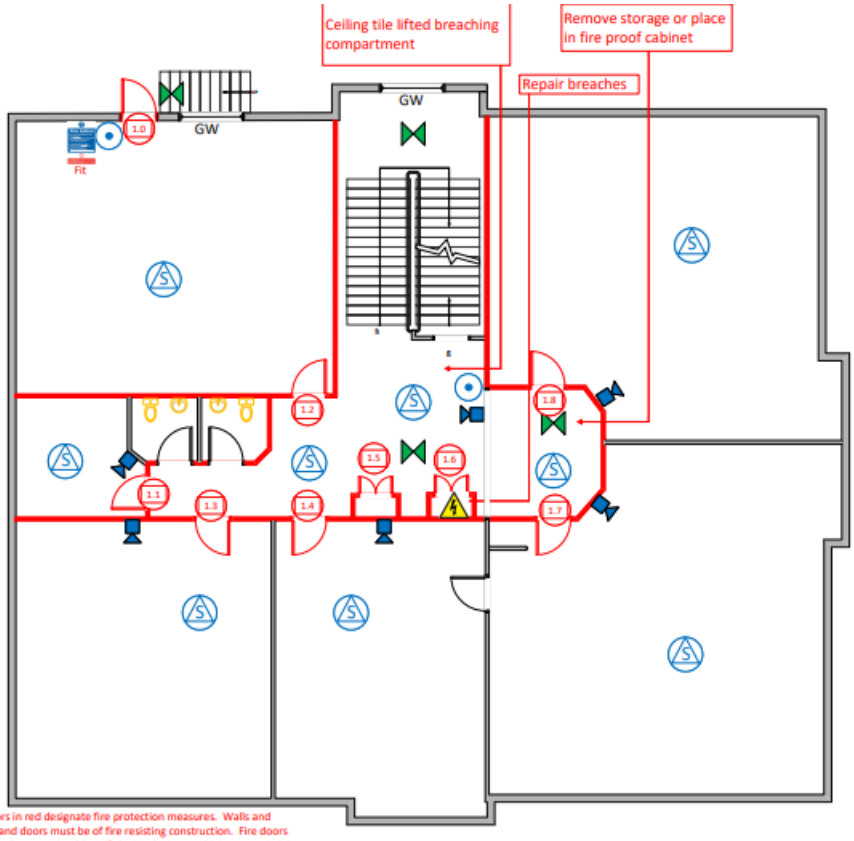
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING

GROUND FLOOR

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



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

Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

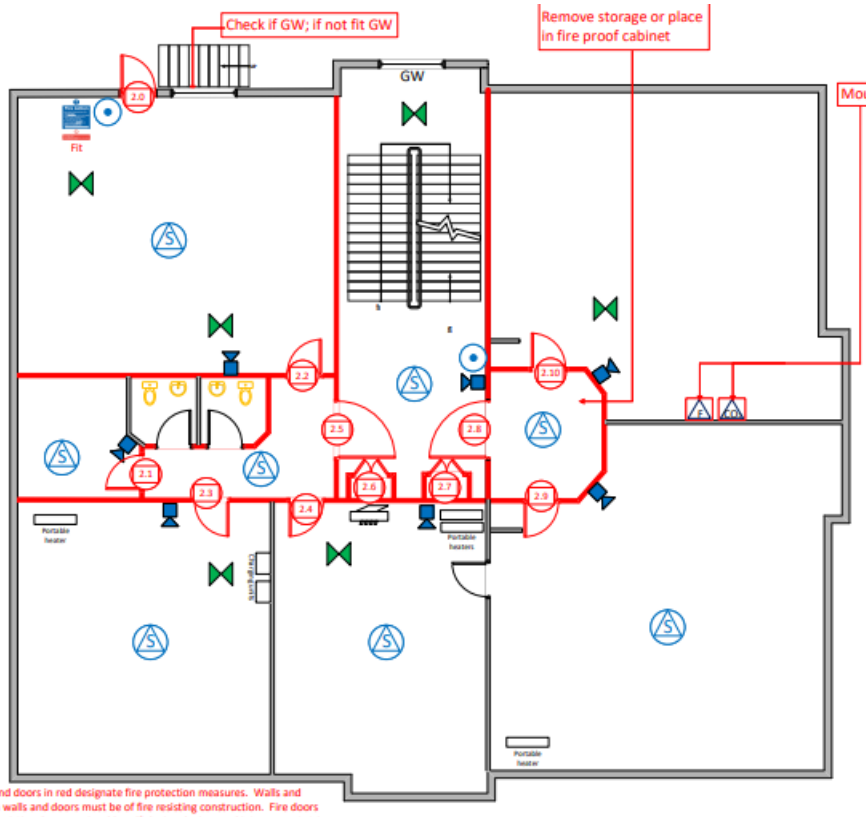
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING

FIRST FLOOR

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



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

Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

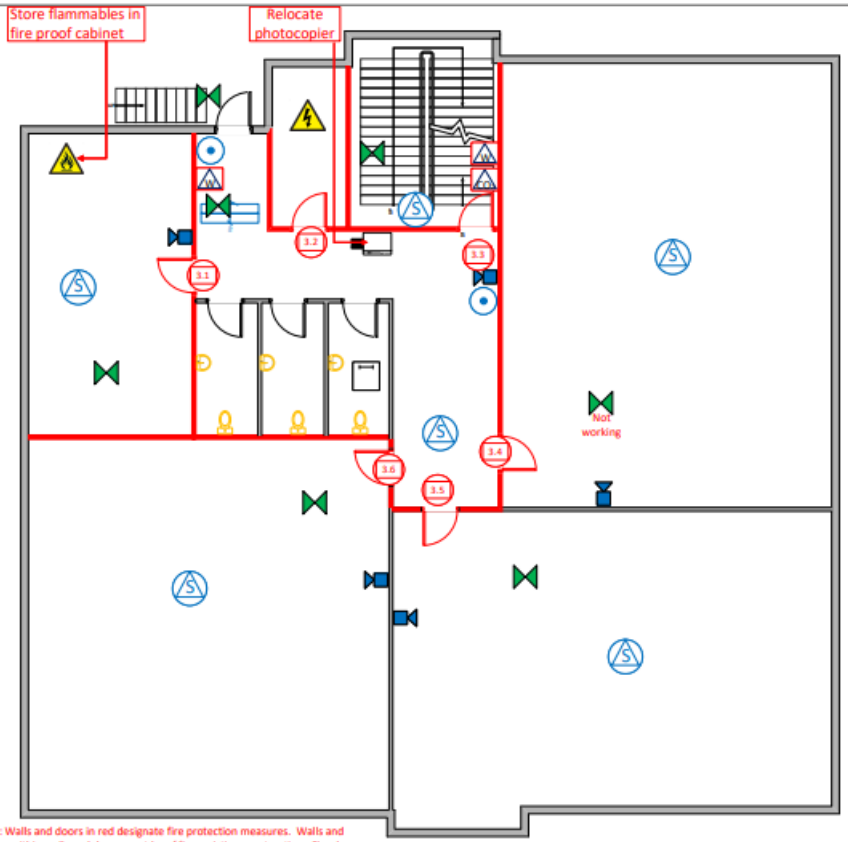
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING

SECOND FLOOR

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



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

Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

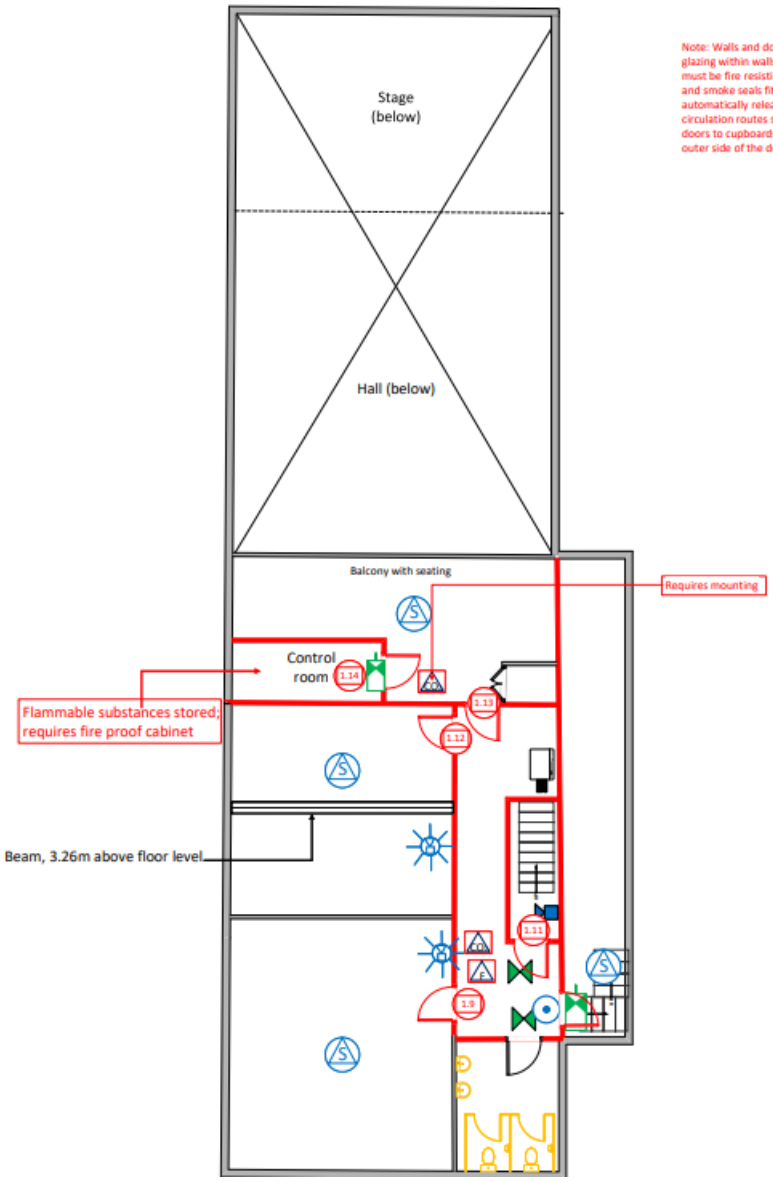
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING

THIRD FLOOR

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



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

Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

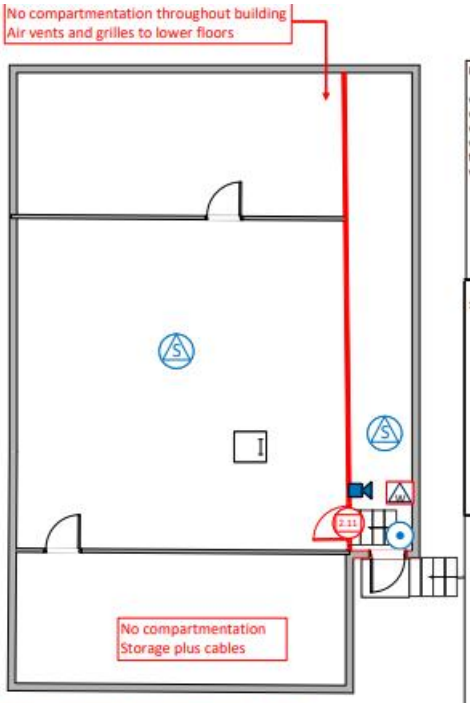
ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING WEST WING

FIRST FLOOR

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



Revisions

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

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

XSELV excellence in HEALTH & SAFETY

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

ROSEMEAD PREPARATORY SCHOOL

FIRE RISK ASSESSMENT

MAIN BUILDING WEST WING

SECOND FLOOR

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

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

Schematic diagram key

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

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

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

Signage requiring fitting

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

Note: not all signs are required at each establishment

XSELV excellence in HEALTH & SAFETY
Registered Office:
71-75 Shelton Street
London
WC2H 9JQ

Appendix B: Fire and Disaster Emergency Evacuation Plan Rosemead Preparatory School building (70 Thurow Park Road)

A. The Main School Day

Rosemead Preparatory School	
All year groups	0830 – 1530

Initial actions	
Action to be taken on discovery of a fire	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	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. Exit the building, in silence, using nearest safe exit 5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence on school playground -along the fence above the ramp. Each class stays together under instructions from their teacher. 8. Non-teaching staff, visitors & contractors – next to playground toilets, unless circumstances dictate otherwise **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OR PERSON ACTING ON THEIR BEHALF**

Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are to be evacuated using a PEEP must be reported to the Deputy Heads. Staff or visitors who are to be evacuated using a GEEP must be reported to the Head of School Operations.
Registering at the Assembly Point	
Instructions for the Head or person acting on their behalf	1. Collect fire registers from School Office staff 2. Distribute registers to Form Teachers 3. Collect in checked registers from Form Teachers 4. Note any discrepancies and inform Senior Deputy Head and Head of School Operations, including noting absence / presence of TAs overseeing registration of their section
SLT	1. Support initial lining up of Form Groups 2. Then assemble outside playground toilets, unless circumstances dictate otherwise
Visiting Peripatetic Teachers (VPTs) – music, drama, gym etc	1. Take pupil(s) to appropriate form group 2. Then assemble outside playground toilets, unless circumstances dictate otherwise
Visitors	Report to the assembly point next to the playground toilets, unless circumstances dictate otherwise
Instructions for staff with specific responsibilities	
The Head	1. Login to security system app and take to playground to manage teaching staff and pupil registration 2. Stand in centre of playground, clearly visible, to receive the “all present” or any discrepancies from Form Teachers and School Office Staff 3. Inform Head of School Operations, via radio if necessary, that registration complete 4. Head of School Operations to confirm when / if building can be entered

Senior Deputy Head & Deputy Head Academic	1. Carry out 'sweep' duties on Years 4-6 floors, including toilets and the basement and all music rooms 2. Make way to playground to report findings of sweep ("all clear") and assist with registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
IT Manager & Yr3 TA	1. Carry out 'sweep' duties on Year Three floor, including Main Hall, Library, Art Room and toilets 2. Make way to playground to report findings of sweep ("all clear") and assist with registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
Head of School Operations	1. Go to fire panel at main reception to ascertain location of incident and inform SLT 2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with SLT regarding status of evacuation
School Office staff	1. Login to security system app and take to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take iPad with SignIn app to manage visitor registration 3. Stand at assembly point next to playground toilets and register visitors, non-teaching staff, VPTs and Catering Team

	4. Report the "all present" or any discrepancies to the Head
Catering Staff	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 next to the playground toilets with admin staff etc, unless circumstances dictate otherwise 4. The Catering Manager to report the "all present" or any discrepancies to the office staff liaising with the Head

B. Before and after the main school day

Rosemead Preparatory School	
Morning	
Breakfast club	0700 – 0830
Enrichment classes, music and other clubs	0745 – 0845
Afternoon	
Enrichment classes, music and other clubs	1535 – 1730
After school club	1535 – 1800

Initial actions	
Action to be taken on discovery of a fire	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.	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. Exit the building, in silence, using nearest safe exit

	5. If a pupil is not in a classroom when the alarm sounds, they must leave the building by the nearest safe exit 6. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 7. Assemble in silence on school playground - each class / club stays together under instructions from their teacher / club leader 8. Non-teaching staff, visitors & contractors – assemble in front of playground toilets, unless circumstances dictate otherwise **See Appendix A for Assembly Point** **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OR PERSON ACTING ON THEIR BEHALF**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) 3. Pupils who are to be evacuated using a PEEP must be reported to the Deputy Heads. Staff or visitors who are to be evacuated using a GEEP must be reported to the Head of School Operations.
Registering at the Assembly Point	
Teaching, including VPTs and teaching support staff registering pupils	Assemble on the playground 'grassy area'
Teaching, including VPTs and teaching support staff <u>not</u> registering pupils	Assemble outside playground toilets, unless circumstances dictate otherwise

Admin & operations staff and catering team	Assemble outside playground toilets, unless circumstances dictate otherwise
Visitors & contractors	Assemble outside playground toilets, unless circumstances dictate otherwise

Instructions for staff with specific responsibilities	
Head or the person acting on their behalf, ie Senior Deputy Head or Deputy Head Academic	1. Make way to playground 2. Collect fire registers from school office staff, enrichment / club leaders 3. Note any registration discrepancies 4. Liaise with Senior Deputy Head, or their nominated deputy regarding status of evacuation
Head of School Operations or the person acting on their behalf, i.e. Deputy Heads, Site Manager or Breakfast Club Leader	1. Go to fire panel at main reception to ascertain location of incident and inform SLT, via radio? 2. Ensure pupils and visitors attempting to enter the building should be asked to wait off site until end of incident 3. Inform Fire Brigade when they arrive of location of incident and status of evacuation 4. Communicate with SLT regarding status of evacuation
Senior Deputy Head, or the person acting on their behalf	1. Carry out 'sweep' duties on Years 4-6 floors, including toilets, the basement and all music rooms 2. Make way to playground to report findings of sweep ("all clear") and assist with registration of pupils and those assembling outside playground toilets 3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
Deputy Head Academic, or the person acting on their behalf	1. Carry out 'sweep' duties on Year 3 floor, including Main Hall, Library, Art Room and toilets 2. Make way to playground to report findings of sweep ("all clear") and assist co-ordinate registration of pupils and those assembling outside playground toilets

	3. Note any registration discrepancies for pupils and staff accompanying pupils 4. Liaise with the Head regarding staff / visitor /contractor registration status 5. Liaise with Head when / if the building can be re-entered
School Office staff	1. Login to security system app and take to playground to manage non-teaching staff, VPTs and Catering Team registration 2. Take iPad with SignIn app to manage visitor registration 3. Stand at assembly point next to playground toilets and register visitors, non-teaching staff, VPTs and Catering Team 4. Report the "all present" or any discrepancies to the Head
Catering Staff	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 next to the playground toilets with admin staff etc, unless circumstances dictate otherwise 4. The Catering Manager to report the "all present" or any discrepancies to the office staff liaising with the Head

C. Out of Hours
(Individuals on-site are staff, teaching & non-teaching, and cleaners)

Initial actions	
Action to be taken on discovery of a fire	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	1. Leave all personal belongings behind 2. If it does not delay exit, close windows and turn off non-essential equipment and power supplies 3. Lifts must not be used

	4. Exit the building, in silence, using nearest safe exit
Action to be taken after exiting the building	1. Make way to <u>outside</u> main entrance to meet Fire Brigade or alarm monitoring service 2. Inform Head of School Operations, or on call Duty Manager via mobile. 3. Cleaning Co personnel to inform their line manager 4. The activation of the fire alarm will automatically call the Fire Brigade. There is no requirement to call 999 unless other emergency services are also required. **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE. OR, IF THE ALARM MONITORING SERVICE CONFIRM IT IS A FALSE ALARM**

Appendix C: Fire and disaster emergency evacuation plan Elmcourt building (40a Thurlow Park Road)

A. The Elmcourt Building – normal operations

Elmcourt	
Staff, Contractors & Visitors	07:00-19:00

Initial actions	
Action to be taken on discovery of a fire	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	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. Exit the building, in silence, using nearest safe exit 5. All staff, having completed mandatory fire safety training, must carry out fire marshal duties as they exit building 6. Visitor & contractors to assemble outside the front of the building **NO ONE IS TO RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE BRIGADE OR THE HEAD OF Operations OR PERSON ACTING ON THEIR BEHALF**
Evacuation for building users requiring additional assistance	1. Staff should assist any building users that require assistance to exit the building. 2. Staff must take those requiring additional assistance by following the evacuation procedures outlined in the Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP)

Appendix D: Cause and effect matrix Rosemead Preparatory School

Rosemead School Cause & Effect Matrix for Alarm System

Rosemead School: PREP BUILDING	Indicates on Alarm Panel	Access Control Doors Released	Monitoring Station (Banhams) Notified (unless suspended*)	Sounders (All Floors)	Beacons (locations?)	Door Holds (All Floors)
Call point activation	X	X	X	X	X	X
Smoke / heat detectors	X	X	X	X	X	X
Panel evacuation	X	X	X	X	X	X
Kichen isolation switch activated	X	X				
Plant room isolation switch activated	X	X				
Fire alarm fault condition	X		X			
Weekly test operation/fire drills	X	X		X	X	X
Panel Location: Main Reception (adjacent to inside entrance door)						

Appendix E: Cause and effect matrix Elmcourt building

Rosemead School Cause & Effect Matrix for Alarm System

Rosemead School: PRE-PREP BUILDING	Indicates on Alarm Panel	Access Control Doors Released	Monitoring Station (Banhams) Notified (unless suspended*)	Sounders (All Floors)	Beacons (locations?)	Door Holds (All Floors)
Call point activation	X	X	X	X	X	X
Smoke / heat detectors	X	X	X	X	X	X
Panel evacuation	X	X	X	X	X	X
Kichen isolation switch activated	X	X				
Plant room isolation switch activated	X	X				
Fire alarm fault condition	X		X			
Weekly test operation/fire drills	X	X		X	X	X
Panel Location: Main Reception (adjacent to entrance to Reception Class hallway door)						

Appendix F: Completing a PEEP

For any pupil, member of staff or regular visitor who may require additional protective measures for fire safety, a PEEP will be completed. In the case of pupils, Rosemead's First Aid Co-Ordinator and Head of Pre-Prep in liaison with the pupil and relevant teachers and the parent/carer will prepare the PEEP. In the case of a staff member, the Head of People Operations in consultation with the staff member and their line manager will prepare the PEEP. PEEP will be kept under review and updated should there be any change to the condition, working area, or the method of work.

The aim will always be to facilitate independent escape wherever possible. Rosemead will ensure that staff involved in the discussion regarding the plan are able to negotiate in a sensitive and discerning manner and do not make assumptions about the abilities of the person or make them feel under pressure to do more physically than they would be able to achieve.

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

A person will not be left in a refuge point and regular planned practices will be undertaken to assist with the familiarity with evacuating.

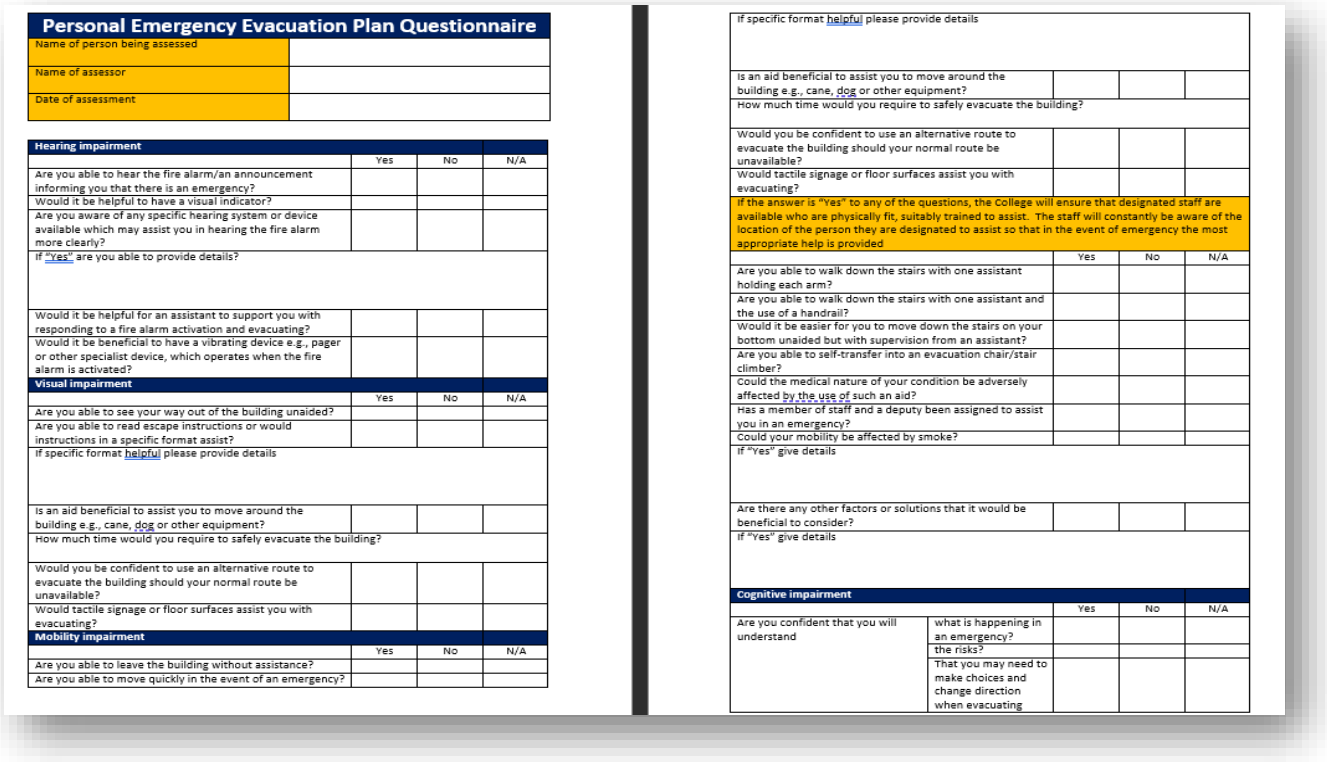
The procedure for completing a PEEP will start with the completion of the PEEP Questionnaire in figure 1 below. This will then help to formulate the PEEP Action Plan in figure 2.

This process will ensure that consideration has been given to:

- the ability of the person to transfer on-to an evacuation chair – self transfer or wheelchair with collapsible side;
- the availability of safe, clear unobstructed routes – steps, stairs, doors, gates that may be encountered on route;
- the ability of the person to manage stairs slowly or shuffle down the stairs;
- the requirement for short rest periods, more time for decision making;
- if more time is required, requesting the person to wait until the main flow of people have passed to ensure their own safety and the safety of others;
- the requirement for flashing lights or vibrating pager devices– may assist with alerting persons with hearing impairments;
- the requirement for tactile information, instructions in braille or large print or audio signals/instructions;
- the need for contrasted or textured floor coverings;
- provision of good orientation facilities e.g., colour coding of escape routes;
- the requirement to read instructions to help make them clearer or provide in an alternative medium e.g., photographic or video;
- assistance required to open doors/gates; and

- arrangements when there is a guide dog.

Figure 1: Personal Emergency Evacuation Plan (PEEP) questionnaire



Personal Emergency Evacuation Plan Questionnaire

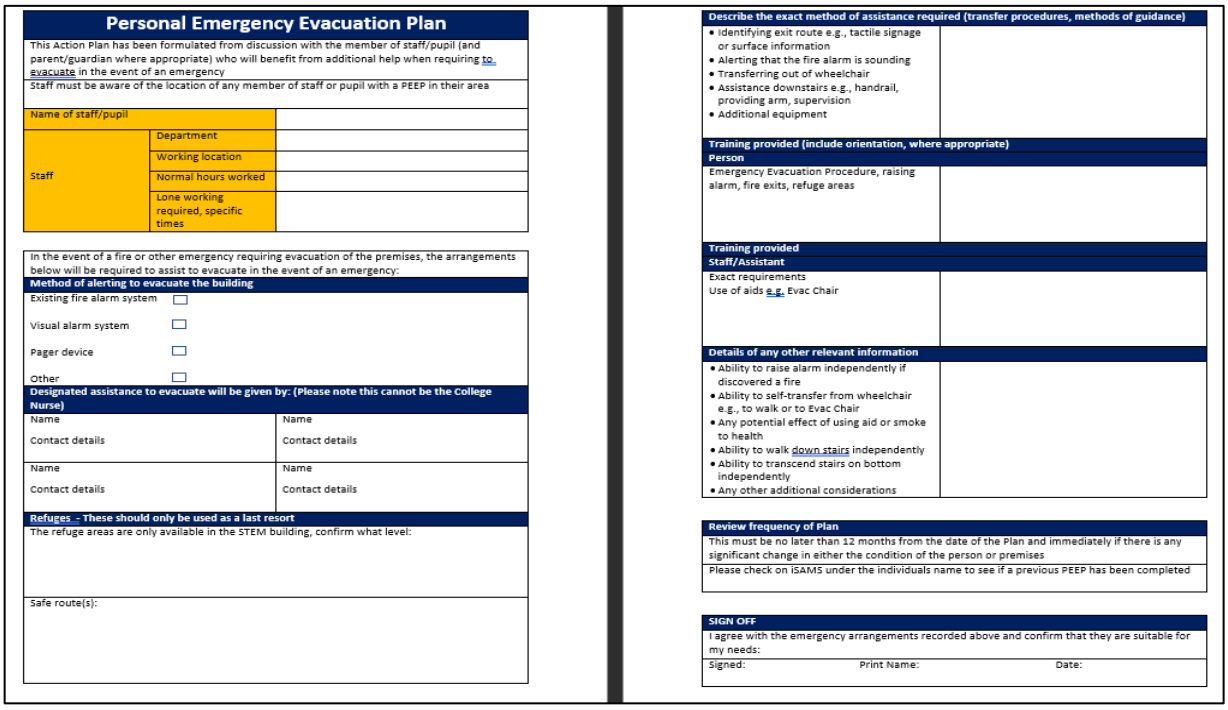
Name of person being assessed	
Name of assessor	
Date of assessment	

Hearing impairment			
	Yes	No	N/A
Are you able to hear the fire alarm/an announcement informing you that there is an emergency?			
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			
	Yes	No	N/A
Are you able to see your way out of the building unaided?			
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			
	Yes	No	N/A
Are you able to leave the building without assistance?			
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?			
If the answer is "Yes" to any of the questions, the College will ensure that designated staff are available who are physically fit, suitably trained to assist. The staff will constantly be aware of the location of the person they are designated to assist so that in the event of emergency the most appropriate help is provided			
	Yes	No	N/A
Are you able to walk down the stairs with one assistant holding each arm?			
Are you able to walk down the stairs with one assistant and the use of a handrail?			
Would it be easier for you to move down the stairs on your bottom unaided but with supervision from an assistant?			
Are you able to self-transfer into an evacuation chair/stair climber?			
Could the medical nature of your condition be adversely affected by the use of such an aid?			
Has a member of staff and a deputy been assigned to assist you in an emergency?			
Could your mobility be affected by smoke?			
If "Yes" give details			
Are there any other factors or solutions that it would be beneficial to consider?			
If "Yes" give details			

Cognitive impairment				
		Yes	No	N/A
Are you confident that you will understand	what is happening in an emergency?			
	the risks?			
	That you may need to make choices and change direction when evacuating			

Figure Two: Personal Emergency Evacuation Plan action plan



Personal Emergency Evacuation Plan

This Action Plan has been formulated from discussion with the member of staff/pupil (and parent/guardian where appropriate) who will benefit from additional help when requiring to evacuate in the event of an emergency

Staff must be aware of the location of any member of staff or pupil with a PEEP in their area

Name of staff/pupil		
Staff	Department	
	Working location	
	Normal hours worked	
	Lone working required, specific times	

In the event of a fire or other emergency requiring evacuation of the premises, the arrangements below will be required to assist to evacuate in the event of an emergency:

Method of alerting to evacuate the building

Existing fire alarm system ☐

Visual alarm system ☐

Pager device ☐

Other ☐

Designated assistance to evacuate will be given by: (Please note this cannot be the College Nurse)

Name Contact details	Name Contact details
Name Contact details	Name Contact details

Refuges - These should only be used as a last resort

The refuge areas are only available in the STEM building, confirm what level:

Safe route(s):

Describe the exact method of assistance required (transfer procedures, methods of guidance)

- Identifying exit route e.g., tactile signage or surface information
- Alerting that the fire alarm is sounding
- Transferring out of wheelchair
- Assistance downstairs e.g., handrail, providing arm, supervision
- Additional equipment

Training provided (include orientation, where appropriate)

Person

Emergency Evacuation Procedure, raising alarm, fire exits, refuge areas

Training provided

Staff/Assistant

Exact requirements
Use of aids e.g. Evac Chair

Details of any other relevant information

- Ability to raise alarm independently if discovered a fire
- Ability to self-transfer from wheelchair e.g., to walk or to Evac Chair
- Any potential effect of using aid or smoke to health
- Ability to walk down stairs independently
- Ability to transcend stairs on bottom independently
- Any other additional considerations

Review frequency of Plan

This must be no later than 12 months from the date of the Plan and immediately if there is any significant change in either the condition of the person or premises

Please check on iSAMS under the individuals name to see if a previous PEEP has been completed

SIGN OFF

I agree with the emergency arrangements recorded above and confirm that they are suitable for my needs:

Signed: Print Name: Date:

Appendix G: Completing a General Emergency Evacuation Plan (GEEP)

A General Emergency Evacuation Plan (GEEP) is in place to assist with ensuring the safe evacuation of visitors to the College for whom the school may not have prior knowledge regarding number of persons and the assistance they may require.

The school will ensure there is a process in place to enable all persons to be able to declare they may require assistance and inform them that there are procedures in place and trained staff to help them when evacuating in the event of an emergency.

One of the following GEEPs, Figures 1 to 4, kept the school receptions, may be adapted depending on the requirement of the visitor.

Figure 1: GEEP – mobility impairment

GEEP – Mobility impairment	
Name of person	
Reason for visit	
Time of visit	
Location	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
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	
If you are in the Main Hall and the normal evacuation route is not available	
You will be able to use the alternative marked exit.	
If you are on an upper floor/level and you are unable to negotiate the steps unaided	
Please make your way to the stairwell refuge area and assistance will be provided.	
If you are able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
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	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
The activity/meeting organiser or their nominated person	
Will brief you on routes for evacuation on the level	
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	
If you are in the Main 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 able to use the steps to evacuate unaided, please advise your host which option would be preferential for you:	
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	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
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	
Member of staff hosting	
All parts of the building that you are required to access are:	
On this level, evacuation routes are signed and alternate exits are through:	
Our fire alarm is:	
Sounders and strobes with flashing lights in hall/toilet cubicles	
Floors on upper levels are accessible by:	
A lift which is not an evacuation lift. Must not be used to evacuate in the case of fire. Emergency evacuation is by means of stairs	
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	
If you are in the Main 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	
Please make your way to the stairwell refuge area and assistance will be provided	
If you are able to use the steps to evacuate unaided please advise your host which option would be preferential for you:	
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 H: Keyholders

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

Rosemead Preparatory School - 70 Thurlow Park Road

0700 – 1900

Name	Position
Elijah Ikumonisan	Facilities Assistant
Mark Bacon	Head of School Operations
Chris Woodward	Head
Andrew Soong	Head of School Digital Services

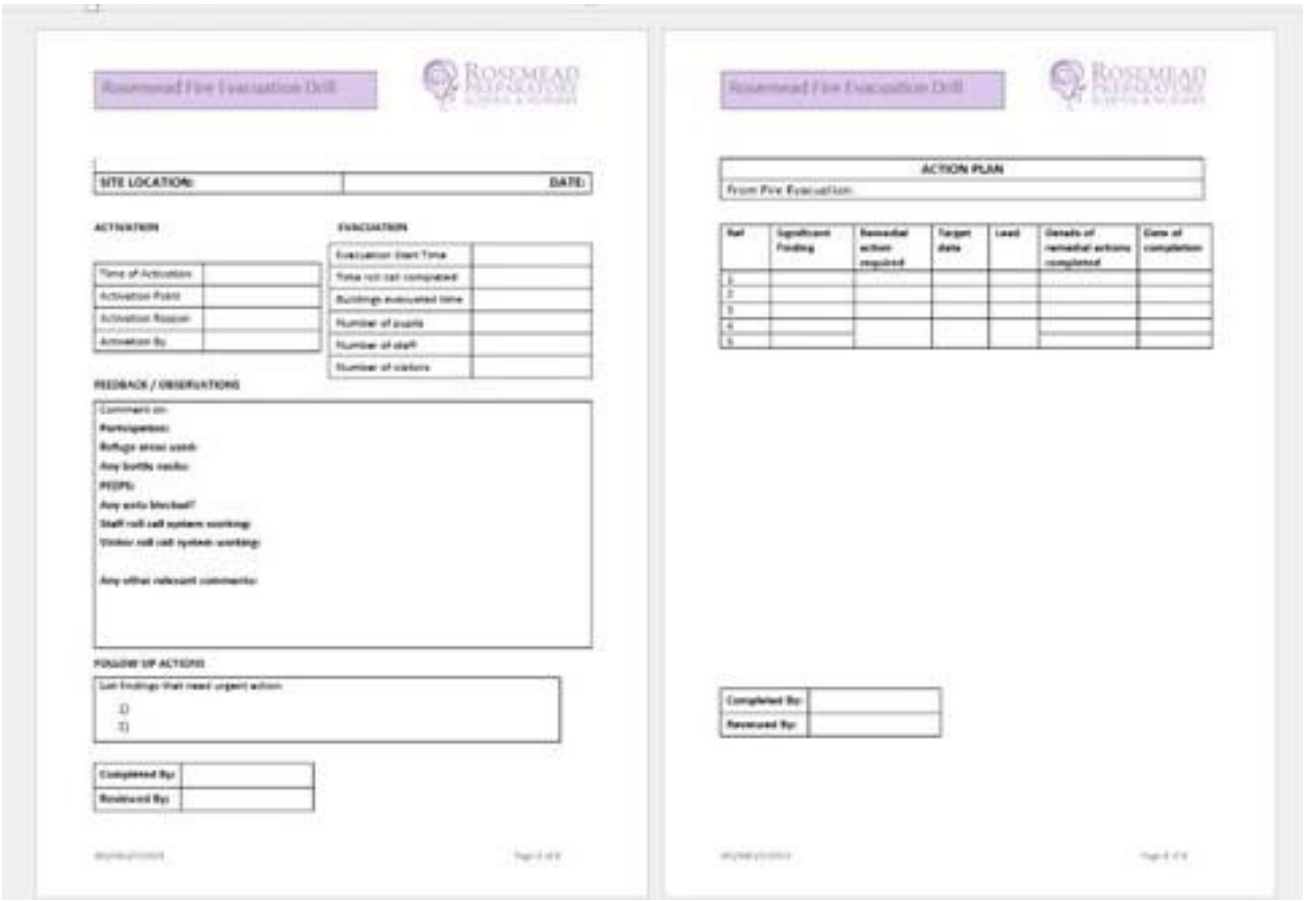
1900 – 0700

Name	Position
Banham Security	Who will then notify one of the below should there be a confirmed fire
Elijah Ikumonisan	Facilities Assistant
Andrew Soong	IT Manager
Chris Woodward	Head
Mark Bacon	Head of School Operations

Rosemead Elmcourt: 40a Thurlow Park Road

24hrsName	Position
Elijah Ikumonisan	Facilities Assistant
Chris Woodward	Head
Mark Bacon	Head of School Operations
Andrew Soong	Head of School Digital Services

Appendix I: Fire evacuation report



Rosemead Fire Evacuation Drill

SITE LOCATION: DATE:

ACTIVATION

Time of Activation	
Activation Point	
Activation Reason	
Activation By	

EVACUATION

Evacuation Start Time	
Time roll call completed	
Buildings evacuated time	
Number of pupils	
Number of staff	
Number of visitors	

FEEDBACK / OBSERVATIONS

Comment on:
Participation:
Refuge areas used:
Any bottle necks:
PEEPs:
Any exits blocked?
Staff roll call system working:
Visitor roll call system working:

Any other relevant comments:

FOLLOW UP ACTIONS

List findings that need urgent action:

1)
2)

Completed By:	
Reviewed By:	

Rosemead Fire Evacuation Drill

ACTION PLAN

From Fire Evacuation

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

Completed By:	
Reviewed By:	

Appendix J: Maintenance and testing

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; b) any fault recorded the previous day has received attention	Site Manager & Head of School Operations
Emergency and escape lighting systems	a) every lamp is lit if the system is maintained or every indicator LED is lit if non-maintained; b) any fault found is logged and the appropriate action(s) taken	Site Manager & Head of School Operations
Fire door automatic release mechanisms	All doors that are held open by automatic release mechanisms should be released daily	Site Manager & Head of School Operations
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 Manager
Gaseous extinguishing systems (Kitchen)	a) any pressure gauges are functioning correctly; b) all operating controls are both properly set and accessible; c) all indicators are functioning correctly; d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; e) the fire risk and its enclosure have not changed; f) the quantity of extinguishing medium is correct.	Site Manager

Smoke control systems for means of escape	Actuation of the system should be simulated once a week.	Site Manager
Monthly		
External fire escapes	Check for stability, lack of slippery residue, general ease of use	Site Manager & Head of Operations
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. After restoring the supply to the normal lighting, it should be ensured that indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored.	Head of School Operations
Automatic opening doors and shutters	The operation of fail-safe mechanisms should be tested once a month, by simulating failure of the mains power supply. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.	Site Manager & Head of School Operations
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 Manager & Head of School Operations
Six monthly		
Fire detection and fire alarm systems	Any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained.	Head of School Operations Banham Ltd

Extinguishing systems **Emergency and escape lighting systems**		
Fire doors	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.	Head of School Operations
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.	Head of School Operations
Yearly		
Fire detection and fire alarm systems **Self-contained luminaires with sealed batteries, if more than 3 years old** **Smoke ventilators and smoke control systems** **Fire dampers**	Annual inspections and performance tests to be carried out, any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Head of School Operations Banham Ltd

Firefighting equipment		

Appendix K: References

REFERENCES
The Regulatory Reform (Fire Safety) Order 2005 SI 2005 No. 1541
BS 9999:2017 *Incorporating Corrigendum No. 1* 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