



PRESTFELDE

FIRE SAFETY
POLICY

Reviewed Autumn 2018

Next Review Autumn 2019 by Bursar/Dep Hd Pastoral/ Governors

1.1 INTRODUCTION

The priority in fire safety is to minimise the risk to life and to reduce injury by: maintaining the physical fire safety of the school; ensuring that staff, pupils and visitors do not add to the fire risk; safe evacuation of buildings if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help the school community to respond calmly and effectively in the event that fire breaks out in one of the buildings.

1.2 THE HEAD'S RESPONSIBILITIES

The Head has overall responsibility for ensuring that statutory requirements of the new Fire Safety Regulations - April 2006 and introduced October 2006, are adhered to. The Head's duties under these regulations are:

- Provide appropriate fire safety and detection equipment, alarms, emergency routes and exits and ensure that they are well maintained
- Provide comprehensive and relevant information and where necessary instruction and training for employees on fire risks. The measures taken to prevent fires and how those measures will protect them from a fire. This should be provided when they start working and at appropriate times thereafter including when they are exposed to any new or increased risk
- Inform non-employees about the relevant risks and provide them with information about fire safety details and details of the 'competent person'
- Consult with staff about nominating persons to carry out particular fire safety roles and about proposals for improving fire safety precautions
- Provide the employer of any person from outside the organisation who works in the premises with information on the risks to their employees. This will include supply teachers
- Provide a suitable means of contacting the emergency services and provide them with appropriate information about any dangerous substances at work
- Provide training for staff in fire safety matters

It is an offence not to comply with any of these duties

The Head is responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:

- The action to be taken on hearing a fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and the location of alarm points;
- The location and use of firefighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;

- Appreciation of the importance of fire doors and the need to close all doors and windows.

In addition he/she will ensure that suitable numbers and types of firefighting equipment are provided and regularly maintained in all areas of the school.

The Head will ensure that fire equipment and safety checks will be made at regular intervals on:

- Firefighting equipment
- Fire call points
- Emergency notices
- Fire alarm systems
- Emergency lighting
- Fire drills

A Risk assessment of fire procedures and fire hazards on the school site will take place at regular intervals as required by the Fire Safety Regulations 2006 and records will be kept in the Estate Manager's Office.

1.3 SCHOOL FIRE SAFETY MANAGER

The Bursar has been designated by the Head as the School Fire Safety Manager. Supported by the Deputy Head Pastoral, he/she is responsible for ensuring that:

- The fire safety policy is kept under regular review by the SMT and governors.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils (teachers and pupils records being the responsibility of the Deputy Head Pastoral under induction arrangements).
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.

- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- At least one trained Fire Marshal is provided in every building and boarding house. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

1.4 EMERGENCY EVACUATION (See also Appendix 2)

All staff and pupils, contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest, safe exit.
2. On hearing the fire alarm or other warning, leave the building by the nearest, safe exit.
3. If you are responsible for a class, lead pupils from the building in a quiet, orderly manner. Do not run. Make your way to your designated Fire Assembly Point (FAP) – Highfield Drive.
4. If you are teaching a class and have a register, take your register with you; otherwise, your register will be delivered to you at the FAP. Do not take anything else with you or allow the pupils to take anything.
5. Shut doors and windows behind you.
6. The school office will summon the emergency services if the alarm sounds or, if shut, senior staff member to use mobile phone.
7. Take the register of your class as soon as possible on reaching the FAP.
8. Immediately report anyone who is missing to the most senior member of staff present who will act as the FAP marshal, who will inform the emergency services. **On no account should anyone return to any building until given permission by the emergency services.**
9. Remain at the FAP with your pupils until the all clear is given or a move to alternative accommodation is agreed with the Fire Service.

1.5 BRIEFING STAFF AND PUPILS

- All staff (teaching and non-teaching) and all pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Prestfelde by line managers and form tutors respectively and annually thereafter: the location of emergency exits and escape routes and FAPs are shown.

- Emergency evacuation notices are displayed in all rooms and at all fire exit points from buildings and are shown to everyone.
- All staff members are shown how to activate the fire alarms if they see or smell a fire.
- The safe evacuation by staff and pupils is the priority; protecting property comes second. Nobody should attempt to fight a fire at the expense of their own, or anyone else's safety.
- All members of staff receive frequent fire safety refresher training.
- Members of the support staff and Fire Marshalls/Wardens receive training in the use of fire extinguishers. Nobody should attempt to use a fire extinguisher before having been trained in its use.

1.6 SUMMONING THE FIRE BRIGADE

- The school office is responsible for calling the emergency services between 8.00am and 6.00pm during weekdays in term time and between 9.00am and 3.00pm during holidays, apart from the Christmas and Easter closedowns. During these hours, an adult runner from an affected building (unless Prestfelde House) should inform the school office for them to contact the emergency services. Fire Marshalls must ensure the telephone call is made using available mobile phones if necessary (Head, Deputies, Bursar, Estate Manager, Head Groundsman, etc). All walkie-talkies should be on and the Estate Manager will control traffic during working hours with the Deputy Head Pastoral responsible out of hours.
- Outside normal school operating hours, the emergency services are summoned by the Deputy Head Pastoral or other on-site staff (unless warned of a planned fire practice).
- The master panel, which shows the location of all the alarm call points in Prestfelde Boarding House, is located opposite to the school office. The school office is always given advance warning of fire practices.
- If the alarm goes off for any other reason, the staff have standing instructions to summon the emergency services at once.

1.7 VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the school office. Visitors are made aware of the emergency evacuation notice (see above) and are shown the way to the FAP. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc, a brief announcement is made advising them of the location of the emergency exits and FAP that should be used in the event of the alarms sounding.

1.8 DISABLED STAFF, PUPILS OR VISITORS

One-to-one induction on fire safety will be provided for disabled pupils and their carers, and for disabled members of staff and visitors. All relevant staff will be notified of disabled pupils or staff to assist as appropriate. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him/her to the assembly point.

1.9 TEACHING STAFF⁴

Teaching staff and/or classroom teaching assistants are responsible for escorting their pupils safely out of the building, quietly and in an orderly fashion. They are responsible for conducting a head count and then roll-call on arrival at the FAP and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the FAP marshal. It is the responsibility of the FAP marshal to ensure that this information is passed to the emergency services as soon as they arrive.

On no account should anyone return to an evacuated building.

1.10 FIRE DRILLS

The school will carry out regular fire drills for the different areas of the school that are:

- Main teaching block (Senior School)
- Art/CDT
- Middle School
- Prestfelde House
- Little Prestfelde
- Music School
- Dining Room
- Dovey Block
- Chapel/Theatre
- Swimming Pool
- Gymnasium
- Cookery School/ Drama Building

Fire drills will also be carried out in Beckbury, Highfield and Prestfelde House as appropriate at the start of any holiday course involving children being accommodated in those areas.

'Gappers' will receive a walk-through evacuation for their accommodation.

The Fire Service require that only the building in which the fire has been detected must be evacuated and fire drills will reflect this.

Automatic fire alarms are located in the Blackburn Chapel and Theatre, Beckbury, Prestfelde and Highfield houses, the Music School, Little Prestfelde, Art and CDT, the Middle School, the Dovey Centre, the swimming pool and the Middle School

multipurpose classroom. The gymnasium has an alarm bell.

Fire drills will be carried out AT LEAST ONCE A YEAR (ideally once a term) - boarding house once a term - or more as required and may be a straight-forward evacuation or an educational drill. Drills will be varied with certain exits being blocked on occasions. Fire drills will be timed and a roll call taken by the form teacher. The Estates Manager will point out good and bad points regarding the evacuation.

A Log Book recording all fire drills will be kept by the Estates Manager.

All staff will be aware of the fire procedures for the areas in which they work.

All areas must have a FIRE DRILL NOTICE which details evacuation procedure and assembly point.

Staff will be given fire safety training related to the risks which might be faced in the event of a fire at Prestfelde and the appropriate action to be taken.

1.11 FIRE PREVENTION MEASURES

The following fire prevention measures are in place at Prestfelde:

- There are generally at least two escape routes from every part of all buildings
- 1st floor Classroom Block only has one means of escape down the main stairwell. This is within legal requirements, however the corridor and stairwell must be kept clear of any obstacles, loose paper displays etc. in order to aid escape.
- Fire Action Notices are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and automatic smoke/heat detectors are located in every building.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the Prestfelde House alarm system is located opposite the school office and shows the location of a fire in the boarding house.
- Standalone alarms sound in the affected building only.
- Fire routes and exits are kept clear at all times. The maintenance and cleaning managers are jointly responsible for unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits, checking that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- The fire alarm system is maintained to BS5839, Part 1:2002, for periodic or annual inspection and test.
- The maintenance manager carries out weekly testing all fire alarms, and records all tests and defects. An ISO9001 certified/BAFE approved contractor carries out:
 - Monthly checks of fire doors and emergency lights.
 - Six monthly check of fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
 - Records of all tests are kept by the maintenance manager.

- Fire retardant spray is provided to treat all wall displays in corridors, theatre scenery, stage curtains and props. Additionally, flammable wall displays must not exceed 2.4 m (8 ft) in length and there must be at least a 1m clear gap between wall displays, and at doorways. Loose paper wall displays are not permitted in stair well areas.
- Floor plan drawings of all buildings are available from the estate manager and these also show gas and electricity services details.
- The kitchen fire alarm is set to accept heat only during school operating times.
- The School has current electrical test certificates for all buildings and uses NICEIC qualified electrical engineers to inspect and maintain electrical installations.
- Electrical equipment in school must have a PAT safety sticker and plugs must not be overloaded. The school's electrical wiring must be subject to a regular safety inspection. Concerns should form part of the risk assessment.
- Staff using portable electrical equipment will carry out a visual safety check for loose wiring, cracked plugs etc. Any doubt, do not use. All electrical equipment brought into the boarding house must be PAT tested before use
- Records of all tests are kept by the Estates' Manager.
- The heads of science and CDT check that all scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards should be set to switch off automatically every evening and during holidays and weekends.
- The catering manager checks that all kitchen equipment is switched off at the end of the day.
- All lightning protection and earthing conforms to BS 6651-1999; it is tested annually records kept by the estates manager.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe registered engineers. Records of all tests are kept by the Estates manager.
- The head of science checks both laboratories daily to ensure that the central gas supply is turned off.
- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from buildings in the rubbish compound.
- Combustible materials such as cardboard boxes and packaging materials must not be kept around the school unless they are required; for example those in which items have been delivered, being used for making scenery in the school play or for art and craft purposes. When such materials are not in use they should be disposed of or kept in a designated storage area.
- Rubbish should not be allowed to collect in hidden areas.
- The stationary cupboard must always be securely locked.
- Boiler rooms must always be kept clean, clear and locked.
- Prestfelde is a no smoking area.
- It is the responsibility of all staff to help with site security to reduce the threat of arson: be observant and challenge strangers on site.

1.12 LETTING OR HIRING THE SCHOOL

Standard contractual terms used for letting and hiring of school facilities cover fire safety and specify that the hirer should certify having read and understood the school's fire safety policy and procedures. An out-of-hours staff member will be contactable when the school is let or hired for an outside function or event.

1.13 FIRE RISK ASSESSMENT

- The school's fire risk assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically, risk assessments identify:
 - The hazard,
 - The people at risk,
 - The measures to evaluate, remove, reduce and protect from the risk,
 - The measures needed to record, plan, inform, instruct and train people in risk reduction or removal,
 - The arrangements for reviewing the assessment.
- All risk assessments follow a standard format for evaluating risk.
- Generic risk assessments are used for classrooms; individual assessments are used for corridors, stairs, kitchens, laboratories, workshops, etc.
- A professional fire risk assessment is updated every 3 years, and more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- A copy of the school's fire risk assessments is available from the school Estates' Manager; this policy document is available on the school intranet. and employees' attention is brought to any hazards found in the assessment.
- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular assessments will be made by staff, including the Fire Marshals and Estates Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.
- All heads of department and Fire Marshalls should ensure that they and their department read the sections that are relevant to them.

THIS POLICY ALSO APPLIES TO THE EYFS.

1.14 FIRE EVACUATION PROCEDURES

General

- The school does not have an integrated fire alarm system, so these procedures rely on good organisation and communication to ensure safe and timely reaction to a fire alarm being raised.
- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest, safe exit.
- On hearing the fire alarm or other warning, leave the building by the nearest, safe exit.
- If safe to do so, shut doors and windows behind you.

School Office Staff

- On hearing a fire alarm, identify the building concerned and send runners to all other school buildings, to notify occupants of the fire and instruct them to remain in the building unless and until instructed otherwise.
- Ensure that playground and sports supervisors are informed of the fire alarm, en route between buildings.
- Summon the emergency services.
- Send class registers to the FAP.
- Ensure that a member of staff is positioned to meet and give directions to the emergency services.

Teachers and Classroom Teaching Assistants

- If you are responsible for a class, lead pupils from the building in a quiet, orderly manner. Do not run. Make your way to your designated Fire Assembly Point (FAP).
- If you have a register, take it with you; otherwise, your register will be delivered to you at the FAP. Do not take anything else with you or allow the pupils to take anything.
- Take the register of your class as soon as possible on reaching the FAP.

- Immediately report anyone who is missing to the FAP marshal, who will inform the emergency services. **On no account should anyone return to any building until given permission by the supervising marshal (Deputy Head Pastoral).**
- Remain at the FAP with your pupils until the all clear is given.

Playground and Sports Supervisors

- On hearing or being informed of a fire alarm, lead all pupils to the FAP.
- Ensure that the area is swept so that no pupils remain, unsupervised in the grounds.
- Either take the register of the pupils under your supervision or ensure that they join their form/class group to be registered by the appropriate member of staff.
- Immediately report anyone who is missing to the FAP marshal, who will inform the emergency services.
- Remain at the FAP with your pupils until the all clear is given.

Fire Marshals

- The school H&S Officer (bursar) has overall responsibility for fire safety policy and procedures.
- The Deputy Head Pastoral is the supervising fire marshal with overall responsibility for ensuring safe and effective implementation of fire evacuation procedures (deputy is Deputy Head Academic).
- The Deputy Head Academic is the FAP marshal with responsibility for ensuring that all evacuated staff and pupils are accounted for and any unexplained absences reported to the emergency services (deputy is Head).
- Heads of Senior and Middle Schools, Head of Little Prestfelde, Heads of Sport, Music and Art, are responsible for appointing marshals and deputies for their respective buildings. Building fire marshals are responsible for clearing buildings after evacuation and reporting to the supervising fire marshal (Deputy head Pastoral).
- Fire Marshals will be trained in:-
 - (a) emergency evacuation procedures;
 - (b) use of fire extinguishers; emergency procedures; and
 - (c) how to spot fire hazards.

- **The Fire Marshalls/Wardens for 2018 / 2019 are:**



FIRE WARDENS	ALLOCATED BUILDING
Andy Knowles	Bursary / Dovey Centre
Charlotte Davies	Bursary / Dovey Centre
Jane Richards	Little Prestfelde
Sophie Richards	Little Prestfelde
Georgina Senatore	Little Prestfelde
Cath Morgan	Middle School
Helen Brittleton	Middle School
Holly Keogh-Jones	Senior School
Tony Anstey	Senior School
Helen Allen	Art / CDT Block
Gonzalo Arias-Lopez	Art / CDT Block / Workshop
Mike Haswell	Prestfelde House / Boarding / Chapel / Pool
Sue Southall	Boarding
Mark Blomfield	Grounds / Highfield House
Lisa Eyre	Cookery School
Nev Speake	Music School / Cookery School / Workshop
Jeremy Lund	Music School
Steve Walton	Beckbury House / Workshop
Pauline Paddock	Beckbury House
Steve Coxhill	Kitchen

Fire Wardens must ensure all buildings / areas are covered especially where a nominated fire warden is absent.

Summary Procedure

- **Raise the alarm**
- **With your class leave the room quietly**
- **Do not delay leaving the room to collect anything**
- **Close doors and windows if possible**
- **Walk to the nearest free exit.**
- **Do not talk or run**
- **Listen carefully to instructions from the teacher in charge, teacher on duty or fire officer.**
- **If an exit is blocked go to the nearest safe exit.**
- **Assemble at the appropriate assembly point and wait quietly until a roll-call is taken.**
- **Senior member of staff to ensure Fire Service have been called.**
- **The School Office staff must also ensure the Fire Service have been called in the event of any fire at the school.**

SEE ALSO:

APPENDIX 1 [FIRE EMERGENCY EVACUATION PROCEDURES](#)

References:

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools. (www.isi.net).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)

F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)

G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

H: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

(Revised Autumn 2018)

APPENDIX 01 –

FIRE EVACUATION PROCEDURES (Updated Autumn 2018)

IF YOU DISCOVER A FIRE RAISE THE ALARM!!!

ART/CDT BLOCK

IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the Art room will be via the external fire escape at the rear of the building. If this exit is a problem the main staircase will be used.
- 3) From the CDT room exit will be via the double fire door in the CDT room towards the tennis courts. If this exit is a problem, the main front door will be used.
- 4) Doors and windows should be closed where it is safe to do so
- 5) Assembly will be on the primary Assembly Point – adjacent to lamp-post Highfield Drive - using class registers.
- 6) When pupils are made safe, the Heads of Art and CDT are to ensure the Fire Services are called.

BECKBURY HOUSE BOARDING (HOLIDAY COURSES)

IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL
- 2) On the evening of their arrival for the holiday course, or as soon as possible thereafter, each group will be given a fire drill, with evacuation from their dormitories
- 3) From the first floor, exit is via the main staircase with exit routes through the front doors to the courtyard (via Girl's Changing Room or corridor). If these exits are a problem, the rear door (with glass-bolt) can be used.
- 4) If the main staircase is blocked the rear (smaller) staircase can be used with exit via the emergency exit door at the bottom of the staircase.
- 5) From the ground floor, exit is through the Court-yard exits or rear (break glass) door.
- 6) From the rear Learning Support area (if used) exit can be onto Beckbury lawn through the fire door, or into the corridor and through the rear (break glass) door.
- 7) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken

- 8) The tutor in charge of the holiday group will call the Fire Service, and inform Mrs Paddock, Resident on-Site or, in her absence, the Bursar or Estates Manager.

BECKBURY HOUSE GIRLS CHANGING/UPSTAIRS FLAT IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL
- 2) From the first floor, exit is via the main staircase with exit routes through the front doors to the courtyard (via Girl's Changing Room or corridor). If these exits are a problem, the rear door (with glass-bolt) can be used.
- 3) If the main staircase is blocked the rear (smaller) staircase can be used with exit via the emergency exit door at the bottom of the staircase.
- 4) From the ground floor, exit is through the Court-yard exits or rear (break glass) door.
- 5) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken. When pupils are safe the senior member of staff present will call the Fire Service

BECKBURY HOUSE LEARNING SUPPORT IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL
- 2) From the rear Learning Support area exit can be onto Beckbury lawn through the fire door, or into the corridor and through the rear (break glass) door.
- 3) From the Learning Support Office, exit is through Domestic Science on to Beckbury Lawn. If this is not possible, then into the corridor and through the Court-yard exits.
- 4) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken. When pupils are safe the senior member of staff present will call the Fire Service.

BECKBURY HOUSE DOMESTIC SCIENCE IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL
- 2) From the main Domestic Science room exit is immediately onto Beckbury lawn through the fire door. In the unlikely event that this is not possible, exit will be into the corridor and through the first fire exit into the Court-yard.
- 3) From the Kitchen, exit is into the corridor and through the Court-yard exits. If this is not possible then into the main Domestic Science room and exit onto Beckbury Lawn.
- 4) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken. When pupils are safe the senior member of staff present will call the Fire Service.

BECKBURY HOUSE GROUND-FLOOR FLAT IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL
- 2) Exit is via the front door Beckbury courtyard. If this exit is a problem, the emergency-exit from Domestic Science onto Beckbury lawn can be used.
- 3) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken. The senior member of staff present will call the Fire Service.

BLACKBURN CHAPEL AND THEATRE (BC&T)

Staff must ensure doors and the side gate to the front car park are unlocked when the BC&T is in use and all locked when the building is no longer in use..

IN THE EVENT OF A FIRE

- 1) Raising the alarm - To raise the alarm when discovering a fire in the BC&T press the nearest Fire Call Point alarm.
- 2) Response to the alarm – The reaction, dependent on location of fire, will be at the discretion of the senior member of staff present to ensure the nearest and most appropriate fire exits are used. The three exits are the main entrance doors, the exit to the right of the organ and the double door exit from the Loake (Green/Contemplation) Room (note only the right side of the double-doors should be opened). The Senior Member of Staff present must ensure that the whole building is evacuated including the toilets and storeroom on the mezzanine floor (if seats are out).
- 3) The assembly point is the primary Assembly Area – adjacent to lamp-post Highfield Drive - where a roll call will be taken. The senior member of staff present will call the Fire Service.
If required, Registers can be collected from the office for the roll call.

BLACKBURN CHAPEL AND THEATRE (BC&T) – SCHOOL EVENING PERFORMANCES

When the audience are seated the safety officer will give a front of house speech:

- a. No smoking
- b. Indicate 3 fire door escape routes
- c. Assembly is the primary Assembly Area – adjacent to lamp-post Highfield Drive.

IN THE EVENT OF A FIRE – AS PER NORMAL BC&T USE PLUS:

- 1) The safety officer/front of house will ensure the building is clear, and inform the Fire Service and Head. The Head (or senior member of staff present) will ensure that the gates are open for the emergency services. The safety officer/front of house will switch

on the tennis court floodlights (switch immediately hard left side next to fire panel on entering the CDT block).

BLACKBURN CHAPEL AND THEATRE (BC&T) – EXTERNAL USE

The person hiring the building must ensure doors and the side gate to the front car park are unlocked when the BC&T is in use and all locked when the building is no longer in use.

IN THE EVENT OF A FIRE

- 1) Raising the alarm - To raise the alarm when discovering a fire in the BC&T press the nearest Fire Call Point alarm.
- 2) Response to the alarm – The reaction, dependent on location of fire, will be at the discretion of the responsible person in charge present to ensure the nearest and most appropriate fire exits are used. The three exits are the main entrance doors, the exit to the right of the organ and the double door exit from the Loake (Green/Contemplation) Room (note only the right side of the double-doors should be opened). The responsible person present must ensure that the whole building is evacuated including the toilets and storeroom on the mezzanine floor (if seats are out).
- 3) The assembly point for external use is the front car park furthest away from the Chapel - where a roll call will be taken. The senior person present (whether of the school or a separate organisation) must ensure the Fire Service are alerted. If there is time the school office can be alerted during school hours on 01743 245400. Out of school-hours, the Estates Manager should be called on 07407 733861. Alternatively, the Prestfelde House master or resident in the bungalow can be alerted, by ringing their respective front doors (House Master's door just to the right of the main house door).

DINING ROOM/PRESTFELDE HOUSE

IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous SIREN
- 2) The TEACHER ON DUTY in the dining room will direct the pupils to the two fire exits in the dining room. The kitchen fire exit may be used as an alternative. Teachers in the dining room will assemble the pupils on the primary Assembly Area – adjacent to lamp-post Highfield Drive.
- 3) The teacher on duty, following the clearing of pupils from the dining hall, will clear the changing rooms, sending all children in that area to the Assembly Area. The teacher on duty will then ensure the Fire Service has been called.
- 4) The senior member of staff in the kitchen will act as kitchen fire warden and ensure that kitchen appliances are turned off (Gas Fire Watch installed) and windows/doors shut (if it is safe to do so) and kitchen staff exit through one of the two fire exits from the kitchen. The dining room exits can be used as an alternative.
- 5) The senior matron on duty on middle floor of Prestfelde House will, if it is safe to do so, check that the middle and upper floors of Prestfelde House are clear, then exit via the Fire Exit and assemble at the primary Assembly Area

- 6) All staff and pupils from the dining room and Prestfelde House will assemble on the primary Assembly Area – adjacent to lamp-post Highfield Drive.

DOVEY BLOCK (BURSARY, IT SUITE, LIBRARY, AND CLASSICS) IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous SIREN
- 2) UPPER FLOOR
The Bursar or, in his/her absence, Senior Accounts' Staff on duty will ensure the upper floor offices and classroom are evacuated. The escape route for the offices and Classics room is down the main stairs and exit through the main front door. If there is congestion the side door can also be used
- 3) GROUND FLOOR
The computer room and Library can be evacuated through the main front door. If there is congestion the side door can also be used. The Bursar or, in his/her absence, Senior Accounts' Staff on duty will ensure the ground floor is evacuated on their way out from the building.
- 4) Assembly will be on the primary Assembly Point – adjacent to lamp-post Highfield Drive - using class registers for the library, Classics/Latin and ICT. The Bursar or Senior Accounts' Staff on duty will check that the office staff present have evacuated the building.
- 5) Doors and windows should be closed where it is safe to do so
- 6) The senior member of staff present should ensure the Fire Service has been called – the Bursar or Senior Accounts' Staff must ensure this call has been made.

GYMNASIUM IN THE EVENT OF A FIRE

LESSONS

- 1) Raising the alarm - To raise the alarm when discovering a fire in the gym the alarm call 'FIRE' is shouted and the hand alarm-bell rung.
- 2) From the changing rooms the class will exit through the changing-room door
- 3) From the gymnasium the class will use one of the 3 fire exits, at the discretion of the teacher in charge.
- 4) Assembly will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive. The member of staff in charge will use the class register for roll call.
- 5) The member of staff in charge will ensure the Fire Service have been alerted, through the front office if appropriate.

GYMNASIUM - EVENING PERFORMANCES IN THE EVENT OF A FIRE

- 2) When the audience are seated the safety officer will give a front of house speech:
 - a. No smoking
 - b. Indicate 3 fire door escape routes
 - c. Assembly is the primary Assembly Area – adjacent to lamp-post Highfield Drive.
- 3) The safety officer/front of house will ensure the building is clear, and inform the Fire Service and Head. The Head (or senior member of staff present) will ensure that the gates are open for the emergency services. The safety officer/front of house will switch on the tennis court floodlights (switch immediately hard left side next to fire panel on entering the CDT block).

HIGHFIELD HOUSE BOARDING (HOLIDAY COURSES)

- 1) The fire alarm is a continuous BELL
- 2) On the evening of their arrival for the holiday course or as soon as possible thereafter each group will be given a fire drill, with evacuation from their dormitories.
- 3) From the first floor, exit will be via the main stairs and through the fire door ahead at the bottom of the staircase. In the event of the main staircase being blocked the alternative route is through the Head's (or other occupant of Highfield House) private accommodation which is on the left at the end of the landing. At the bottom of the stairs if the fire door is blocked exit can be made through the rear of the building
- 4) From the ground floor, exit is made through the front fire exit at the bottom of the stairs. If the fire door is blocked exit can be made through the rear of the building
- 5) From the kitchen, the kitchen door will be used in an emergency.
- 6) The senior member of staff present will ring the Fire Service on hearing the alarm.
- 7) The initial assembly area is on the car park area opposite Highfield House. If not appropriate, the primary Assembly Area – adjacent to lamp-post Highfield Drive – should be used.

LITTLE PRESTFELDE IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous SIREN
- 2) Exit from the building is by the double fire exit door situated in each classroom, changing room or library.
- 3) Where the class is in the indoor play area, they will not re-enter the building but use the rear gates (which must be unbolted when the area is in use) to exit the Little Prestfelde area. The senior member of staff present should use their discretion on exiting this area dependent on the location of the fire.

- 4) In case children are in the toilet when the alarm sounds, having checked the nursery and disabled toilets, the Fire Marshall or other directed teaching assistant, on duty in Nursery will exit the building via the Little Prestfelde toilet/changing room entrance and take any children in that area to the primary assembly area. The Head of Nursery will take the nursery children to the Assembly Area. The staff toilet next to Year 2 will be checked by the senior member of staff in Year 2.
- 5) Doors and windows should be closed where it is safe to do so.
- 6) Years 1 and 2 will exit onto the road parallel to the building (without crossing fence rails). Nursery and Reception will stick to the path towards Highfield Drive.
- 7) Assembly and roll call (using class registers) will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive.
- 8) The senior member of staff present will ensure the Fire Service has been alerted.

MAIN TEACHING BLOCK – SENIOR SCHOOL BUILDING IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous SIREN.
- 2) UPPER FLOOR - When the SIREN sounds pupils from the upper floor will exit down the main stairs and use the fire exit directly in front of them. Staff present are to ensure the toilets at the top of the stairs are cleared. There is no alternate exit.
- 3) LOWER FLOOR – All classrooms use the fire exit directly opposite the main staircase. In the event of congestion, the side door in the entrance hall can also be used.
- 4) LABORATORY BELL AND BANKS – Exit from these rooms will be as appropriate dependent on fire location. Exits can be through the respective rear doors leading to the Middle School courtyard, through the exits to Beckbury Courtyard, or for the Banks lab through the senior school corridor to the main entrance. Teachers must ensure the Fire Watch cut off is activated (although is linked to fire alarm).
- 5) COMMONROOM – Head of Senior School will ensure staff changing area and work room are clear and exit towards Middle School courtyard.
- 6) Prior to exiting the building ensure that door and windows are closed, but only close windows if there is time to do so.
- 7) Assembly and roll call (using class registers) will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive.
- 8) Subject teachers are responsible for ensuring their class has exited the building. The mark book will be used for registration. If the evacuation is before Chapel the form tutor will be Responsible for their class and use the morning register for roll call.
- 9) The senior member of staff present will ensure the Fire Service has been alerted.

MIDDLE SCHOOL IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous SIREN
- 2) Years 3 and 4 will exit through the main door at the front of the building.
- 3) Alternatives:
Sliding doors should not be used unless no other escape route is available.
In the event of the main fire door being obstructed years 3 and 4 may use:
 - i. the changing room doors
 - ii. or one of the sliding doors if that provides a safer alternative
 - iii. For year 4: fire exits in the Year 5 rooms
- 4) For classes in the Year 5 rooms they will exit using the double fire doors situated in those rooms. They then proceed through the gap between the Bell Lab and Middle School and make their way to the assembly area
- 5) Doors and windows should be closed where it is safe to do so.
- 6) Classes will assemble on the primary Assembly Area – adjacent to lamp-post Highfield Drive.
- 7) For years 3-5 form tutors will take a roll call using the class register.
- 8) The senior member of staff present will ensure the Fire Service has been alerted.

COOKERY/DRAMA SCHOOL

- 1) The fire alarm is a continuous SIREN.
- 2) Pupils in the rooms will exit straight out of the outside exits from the relevant room.
- 3) Doors and windows should be closed where it is safe to do so.
- 4) The senior member of staff within the building must, where safe to do so, check the toilet/store rooms and other rooms prior to vacating the building.
- 5) Assembly and roll call (using class registers) will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive. Class teachers using their subject register for roll call and peripatetic staff ensuring their charges are evacuated safely.
- 6) The senior member of staff present will ensure the Fire Service has been alerted.

MUSIC SCHOOL

- 1) The fire alarm is a continuous SIREN.
- 2) Pupils in the music practice rooms will exit through the front fire door.
- 3) Pupils in the main music room will exit through one of the double fire doors located within that room.
- 4) From the keyboard/music computer room or drum room the side fire-door facing the adventure playground will be used.
- 5) Doors and windows should be closed where it is safe to do so.
- 6) The senior member of staff within the building must, where safe to do so, check toilets and other rooms prior to vacating the building.
- 7) Assembly and roll call (using class registers) will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive. Class teachers using their subject register for roll call and peripatetic staff ensuring their charges are evacuated safely.
- 8) The senior member of staff present will ensure the Fire Service has been alerted.

PRESTFELDE BOARDING HOUSE IN THE EVENT OF A FIRE

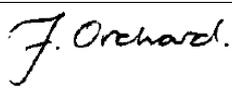
- 1) The fire alarm is a continuous BELL. The alarm will activate the automatic fire doors
- 2) Boarders will, if appropriate, put on slippers and dressing gowns and exit via the Concrete staircase.
- 3) Matron will check both floors (1st and 2nd) on the way to exiting to the concrete fire exit. Housemaster to assist as appropriate.
- 4) In the event of access to the central staircase being blocked, the front staircase can be used exiting via the 'Harry-Potter' door to the rear of Prestfelde House.
- 5) Assembly will be on the primary Assembly Area – adjacent to lamp-post Highfield Drive. The Boarding roll call will be taken.
- 6) The senior member of staff present will ensure the Fire Service has been alerted.
- 7) In the event of adverse weather conditions the boarders will be moved into the gymnasium.
- 8) A member of the house staff (with all staff living on site available to assist) will go to the main gate to wait for the Fire Service.

**SWIMMING POOL
IN THE EVENT OF A FIRE**

- 1) Raising the alarm - To raise the alarm when discovering a fire in the swimming pool the alarm call 'FIRE' is shouted and the hand-bell used.
- 2) From the changing rooms exit through the main entrance.
- 3) From the swimming pool, exit through the emergency door at the corner of the pool by the first aid station. The senior member of staff present will ensure the Fire Service has been alerted – if appropriate, the emergency telephone in the pool area can be used to dial 9 (outside line) then 999. If there is time the school office can be alerted ringing 9 245400.
- 4) Assembly will be in the gymnasium with the back-up of the primary Assembly. Roll call will be taken using class registers.

**SWIMMING GROUPS - EVENING
IN THE EVENT OF A FIRE**

- 1) Raising the alarm - To raise the alarm when discovering a fire in the swimming pool the alarm call 'FIRE' is shouted and the hand-bell used.
- 2) From the changing rooms exit through the main entrance.
- 3) From the swimming pool exit through the emergency door at the corner of the pool by the first aid station.
- 4) Assembly will be in the front car park area for roll call. The senior person present (whether of the school or a separate organisation) must ensure the Fire Service are alerted. If appropriate, the emergency telephone in the pool area can be used to dial 9 (outside line) then 999. If there is time the school office can be alerted during school hours ringing 9 245400. Out of school-hours, the Estates Manager should be called on 07407 733861. Alternatively, the Prestfelde House master or resident in the bungalow can be alerted, by ringing their respective front doors (House Master's door just to the right of the main house door).

APPROVED DATE	September, 2018		
REVIEW DATE	September, 2019		
SIGNED HEAD		PRINT NAME	Fiona Orchard
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Stuart Hay