



FOREST SCHOOL

Fire Policy

Whole School including EYFS and residential premises

v1.2

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1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety (regulations 2022 and section 156 of the Building Safety Act 2022 and other education specific guidance.

3 Guidance

The School has in place procedures for:

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.
- This document is informed by the following:
 - Regulatory Reform Fire Safety Order 2005
 - “BB 100 Design and Managing Against the Risk of Fire in Schools”
 - Department for Communities and Local Government Publications – “fire safety risk assessment for educational premises”.

This policy should be read in conjunction with;

Health and Safety Policy

Critical Incident Plan

HS005 Fire Prevention

Fire Risk Assessments

4 Fire Safety Management Plan

- 4.1 Forest School accepts its responsibilities under the regulatory Reform (Fire Safety) Order 2005 (RRFSO). In support of this and following best practice, we will follow the management plan detailed below:
- 4.2 **Fire Risk Assessments.** All premises will be subject to a fire safety risk assessment to identify, evaluate and assess all sources of fire hazard including dangerous substances. These are recorded and stored on the shared drive for all staff to see. Fire Risk Assessments are reviewed periodically, but at least once a year and/or upon significant change.
- 4.3 Appropriate controls and precautions will be introduced to remove or reduce the fire risk to people and property. This will especially relate to supervision, science laboratories, cleaning cupboards, maintenance workshops and groundsman sheds where there is a higher risk of fire due to hazardous/flammable substances or hot works (list not exhaustive). Fire prevention procedures, per department, is located within the Health & Safety Manual section HS005.
- 4.4 A fire evacuation procedure will be in place for all uses of the premises, taking into account the various connotations of use and times. Evacuation notices are available in every classroom within the School.

- 4.5 Appropriate fire-fighting equipment and facilities will be provided in each of its buildings following controls highlighted within the risk assessments.
- 4.6 Please refer to appendix C for those responsible for implementation of the Fire Management Plan.
- 4.7 Forest School will provide appropriate training for all staff as required in fire prevention, evacuation procedures and fighting fires (where the safety of pupils, staff or visitors will not be compromised).
- 4.8 We will organise fire and emergency evacuations, drills and tests within the premises at least once per school term. This will be recorded within the fire logbook held with the H&S Office
- 4.9 We will routinely inspect and maintain all fire detection systems, fire-fighting equipment and emergency lighting in line with the recommendations set within the relevant legislation or British standards.

5 Emergency Procedures

- 5.1 Written emergency procedures will be provided (appendices). These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 5.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the fire evacuation point depending on location. An example notice is included at Appendix 1 to this guidance
- 5.3 There must be adequate means of escape for all occupants of the School premises. These means of escape will be clearly signposted with pictograms.
- 5.4 The means of escape will be regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.
- 5.5 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion via the nearest available exit. They are responsible for conducting a register on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar, Warden or Health & Safety and Compliance Director. It is the responsibility of Bursar, Warden or Health & Safety and Compliance Director to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 5.6 Fire drills will be held every term at the School or upon change to the evacuation procedure.
- 6.7 Fire wardens have been appointed to assist with the investigation and evacuation in the event of a fire or alarm activation.

6 Summoning the Fire Brigade

- 6.1 If a fire is seen by any member of staff, they are instructed to call 999 without delay and activate the nearest call point.
- 6.2 The Reception is manned between 7.00am and 6.00pm during weekdays throughout the year in term-time, and between 8.00am and 2.00pm during the holidays apart from the Bank holidays. A Security Guard is on site, from 6.00pm to 6.00am. The master panel showing the location of all the alarm call points on the networked alarm system in all school buildings, is located in Reception. If the alarm goes off for any other reason, the estates staff or security staff have instructions to investigate the alarm and then call the emergency services if required.
- 6.3 Estates team or a member of the Security Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/she has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).
- 6.4 During the operational hours of the Leisure Centre or School function, the on-shift Duty Manager, Event Lead, Nominated Fire Warden will ensure any alarm is responded to and emergency services called immediately if unable to investigate the alarm.

7 Visitors and Contractors

- 7.1 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation procedures by the Receptionist and are issued the evacuation procedure in writing.
- 7.2 For events with large numbers of attendees, such as open day and concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.
- 7.3 Contractors will be issued the contractors manual/flyer detailing safe systems of work, evacuation procedures, action upon hearing the alarm and actions upon discovery of a fire.

8 Disabled Staff, children and visitors

- 8.1 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils, there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / Maintenance when notified. Example arrangements are included at Appendix 2 to this guidance.
- 8.2 Evacuation chairs are located within the Martin Centre, Dining Hall, Prep School and Leisure Centre should there be a requirement to evacuate disabled visitors, in immediate danger, from the 1st floor or above.

9 Competency of the Risk Assessor

- 9.1 The Risk Assessor for any building will have knowledge and experience of the principles of fire safety and of carrying out a sufficient risk assessment. The competent person will be Wayne Bishop Health & Safety and Compliance Director, FPA Advanced Fire Risk

Assessor, Nebosh Fire & Risk, Management, AIFSM, Tier 2 IFSM Registered Fire Risk Assessor who has received sufficient training, and has sufficient experience and knowledge to carry out the role.

- 9.2 The Risk Assessor has an understanding of fire hazards, fire risks and relevant factors associated with occupants at special risk and a full understanding of fire legislation. He will be familiar with the building use and surroundings of Forest School.
- 9.3 Once every three years, the school retains the services of a qualified fire engineer to check and scrutinise the fire risk assessments, make recommendations and audit the process since the last visit. This was last completed in January 2020.
- 9.4 Where a building is undergoing significant changes, the School will appoint a fire engineer to ensure the building changes include a fire strategy suitable for its purpose.
- 9.5 Where new activities, work practices or change of use requires changes beyond the fire risk assessors competency, he will seek advice and guidance from more suitably qualified personnel

10 Fire Prevention and Protection Measures

We have the following fire prevention and protections measures in place at the school:

- Fire risk assessments are completed per building, current controls evaluated and additional controls implemented where required in lines with the Hierarchy of Controls within the Fire Safety Reform Order 2005.
- Escape Routes and Emergency Exits are kept clear of obstructions and sources of ignition or combustible materials.
- Fire notices, fire-fighting equipment signs and evacuation signs are displayed in prominent areas.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors, are located in buildings in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the Reception Building and shows the location of a fire. Repeater panels can be found in the Main Building, Gilderdale Building, Estates office, Science Block and the Leisure Centre.
- Keeping fire routes and exits clear at all times. The Security Guard is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing of the fire alarm system is conducted weekly and recorded. This is the responsibility of the Estates Manager who also arranges for an ISO9001 certified or BAFE approved contractor to carry out any repairs or additions noted during the testing procedure:
- A four-monthly professional check on the fire detection and warning system

- An annual service of sounders, smoke/heat detectors, emergency lighting, and fire extinguishers/blankets by an ISO9001 certified or BAFE approved contractor.
- The Health & Safety and Compliance Director Regularly inspect areas where there is a potential source of ignition and ensures no flammable or dangerous substances are stored nearby;
- The Health & Safety and Compliance Director regularly visually inspects escape routes, stairwells, lighting to ensure all patrons have a safe means of escape.
- Heads of Department, completes termly inspections within their department. This includes fire prevention and protection measures.
- Trained Fire Wardens regularly check buildings for fire hazards and will correct or report to the Health and Safety & Compliance Director. Fire Wardens also have responsibility for raising awareness of fire prevention and have the authority to instruct staff to remove hazards where appropriate.
- The Kiln is only used by competent persons, not fired over a weekend, maintained by an external company and is well-ventilated to prevent the build-up off heat.

11 Fire Compartmentation

- 11.1 A full site compartmentation survey was carried out January 2019. The survey is now part of a phased programme to reinstall passive fire protection where breached. These works (unless minor) will be conducted by an external company that specialises in compartmentation.
- 11.2 Any further planned alterations to compartmentation which includes cabling must be discussed first with the Health and Safety & Compliance Director to ensure the passive fire detection is not breached or can be repaired to the same fire rating as designed.
- 11.3 Fire doors are the subject of regular inspections and maintenance by the Estates Team. Where work is more specialised an external contractor is used to replace or retrofit fire doors in conjunction with Fire Door Standards BS476 and BS821.

12 Electrical Safety

- 12.1 The School has current electrical test certificates for its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations
- 12.2 Regular portable appliance testing takes place. A suitably trained and competent person completes this at least annually under the guidance of the Health and Safety & Compliance Director
- 12.3 Records of all tests are kept in the Estates Team and/or on the shared network.
- 12.4 The Catering Manager checks that all kitchen equipment is switched off at the end of the day.
- 12.5 The Estates Team operates a Permit-to-Work Scheme for any electrical work conducted within our facilities.

13 Gas Safety

- 13.1 All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by *Gas Safe* registered engineers. Records of all tests are kept in the Estates Office.
- 13.2 Landlord's gas safety certificates are held for all school domestic accommodation.
- 13.3 All kitchen equipment is switched off at the end of service.
- 13.4 All laboratory preparation rooms are checked daily to ensure that the central gas supply is turned off.
- 13.5 All gas taps within Science and gas appliances within Food Technology rooms are checked annually by a competent Gas Safe engineer.

14 Safe Storage

- 14.1 We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- 14.2 Weapons (no ammunition kept on site) used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an MoD monitored alarm and is fire resistant.
- 14.3 Storage areas are locked from unauthorised access

15 Dangerous Substances

- 15.1 Dangerous substances are eliminated where possible or swapped for a less hazardous substance.
- 15.2 Minimal quantities are kept on site and away from sources of ignition.
- 15.3 Where the use of dangerous substance is required, training is given to staff on the safe storage, transport, handling and use.
- 15.4 CoSHH risk assessments are completed per dangerous substance and are reviewed periodically by the competent person.
- 15.5 Dangerous substances are stored in approved CoSHH cabinets or storage rooms within adequate ventilation and away from sources of ignition.

16 Sources of Radiation (Physics Dept, Science Building)

- 16.1 If upon a fire alarm activation any source of radiation is out of the safe, the Competent Person using or supervising the use of the sources will secure them as per the local rules.
- 16.2 If this happens to be within a classroom, the Lab door will be locked via the key. This key will be taken to the Fire Warden leading the evacuation.
- 16.3 The Fire Warden will be informed of the source, quantity and Lab room number to allow the fire brigade to be given precise information if required.

17 Rubbish and Combustible Materials

- 17.1 Flammable rubbish and waste materials are stored away from buildings in the secured rubbish compound. All waste is collected three times a week by external waste removal contractors.
- 17.2 Flammable materials used in teaching, catering, maintenance, grounds and caretaking are stored in flameproof cupboards.

18 Letting or Hiring of School Buildings

- 18.1 Our standard contractual terms used for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. The Events Manager, security guard or appropriate designated staff member is always on duty when the school is let or hired for an outside function or event.

19 Evacuation Procedure

- 19.1 Forest School will have an up-to-date and relevant evacuation procedure in place for staff, students, visitors and contractors.
- 19.2 All new members of staff will be trained in the procedure upon arrival and refreshed at least once per year either through drills, test and refresher training.
- 19.3 Copies of the procedure can be found on the staff intranet. Evacuation notices can be found in all classrooms.
- 19.4 The procedures will take in to account the diverse nature of the School and will consider the commercial elements of the Dining Hall, Leisure Centre, sporting fixtures and any other uses that require safety instructions.
- 19.5 In the event of a fire affecting the whole school, arrangements are in place to move staff, pupils, visitors and vulnerable groups to St Peters Church and Community Centre (Prep) and Christ Church, Wanstead (Senior) as detailed within the Critical Incident Plan on the intranet.

20 Fire Training and Drills

- 20.1 Instructions on the School's fire safety procedures, fire prevention and fire fighting training will be given to staff either upon induction or during the School's InSeT days throughout the year. This will include routine refresher training, at least every three years and drills, at least one per term.
- 20.2 Drills will be staged in conjunction with the SLT to ensure practical arrangements can be managed. On occasions, drills will include shutting off escape routes for the purpose's of learning as well as out of hours. Any lessons learnt will be included with any review of the procedure.

21 Fire Training – staff and pupils

- 21.1 Staff will be informed of:

- 21.1.1 action to take if they discover a fire, including how to activate the fire alarm;
- 21.1.2 action to take on hearing the alarm, including location and use of exits and escape routes; and
- 21.1.3 action to take in the event of a bomb alert.
- 21.1.4 fire prevention measures and prevention of fire spread measures

21.2 Pupils will be informed of exits and escape routes

21.3 Fire Wardens will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures;
- how to spot and remove fire hazards;
- Management of passive and active fire protection systems

22 Fire Detection

22.1 Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

23 Fire Alarm

- 23.1 Each of the School premises has an adequate means of raising the alarm and sounders in the event of fire.
- 23.2 The fire alarm system in each location will be tested weekly with the date and time recorded. This is managed by the Estates Team. The alarm will be activated using a different activator point each week, where this is practicable.
- 23.3 The fire alarm system will be serviced every six months by an external competent contractor (e.g. ISO 9001 or BAFE)
- 23.4 The fire alarm is fitted with a time delay. This allows the Estates Team to investigate the activation before the bells sound. This reduces false alarms and allows for better control. The delay is overridden by activation of a call point of a 'double-knock' where two devices are activated. The delay is set for three minutes.
- 23.5 Records of these tests and servicing are maintained in a fire log book held by the Estates Team and/or upon the shared ADMIN drive.

24 Emergency Lighting

- 24.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 24.2 Where emergency lighting is generator-powered, the lighting will be tested monthly by way of simulated mains failure.
- 24.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.

24.4 Records of testing and servicing of emergency lights will be maintained by the Estates Team.

25 Record Keeping

25.1 The Estates Department will maintain a fire safety log book on the shared ADMIN drive. The log book will contain the details and frequency of all fire safety inspections and training, to include:

25.1.1 Fire drills

25.1.2 Fire safety training

25.1.3 Fire alarm tests

25.1.4 Maintenance, testing and installation/commissioning certificate for the fire alarm detection and warning system.

25.1.5 Emergency lighting tests

25.1.6 Records of inspections of escape routes

25.1.7 Maintenance, testing and installation certificates of fire-fighting equipment

25.1.8 Estates, Leisure Centre Duty Managers, event staff and porters are all trained in Fire Warden procedures, to ensure safe and effective leadership during an evacuation or incident.

26 Responsibilities

26.1 Warden

26.1.1 Identify necessary resources to take remedial action to appropriately reduce the risks as identified in the Fire Risk Assessment.

26.1.2 Ensure that all staff have been trained in fire prevention and emergency procedures, this includes refresher training.

26.1.3 Liaise with the Bursar in relation to School (non-teaching) staff and physical fire protection. This should include warning systems, fire-fighting equipment with the safety of all staff, pupils, visitors and contractors as priority (this list is not exhaustive).

26.2 Bursar

26.2.1 Liaise with the Health & Safety and Compliance Director to ensure appropriate fire risk assessments have been completed for all areas, that they are regularly reviewed and relevant control measures put in place.

26.2.2 Arrange for the implementation of required improvements, either management or physical modifications to the building or the fire safety of the building following the fire risk assessment, including the appointment of fire wardens.

26.2.3 Consider appropriate fire precautions and prevention measures for the buildings in relation to its use and occupancy and the consequences of misuse and trespass, i.e. arson control.

26.2.4 Develop and maintain fire evacuation procedures for the site. These will include what to do in the event of a fire, coordinating alerts to all persons, safe evacuation, calling the emergency services and following the Critical Incident Plan should the incident cause School closure.

- 26.2.5 Coordinate personal evacuation plans for those who are disabled, vulnerable or have special needs. This will involve allocating safe areas of refuge without assistance and ensuring there is an evacuation plan to get them out should the fire spread.
- 26.2.6 Provide suitable and sufficient escape routes which are properly marked and kept clear at all times to enable prompt and timely evacuation.
- 26.2.7 Provide appropriate fire-fighting equipment, to be available at all times, along with correct signs showing the location of non-automatic systems and call points. All staff shall receive information on the selection and use of the correct fire-fighting equipment provided.
- 26.2.8 Arrange for regular, proactive and preventative maintenance of all fire safety equipment on the premises.
- 26.2.9 Maintain appropriate records pertaining to fire safety (paragraph 10 applies).
- 26.2.10 Enforce the School's no smoking policy. As found on the intranet under Facilities

26.3 Health & Safety and Compliance Director

- 26.3.1 Coordinate the fire risk assessment process for all school premises
- 26.3.2 The fire risk assessments will be reviewed annually or earlier upon significant change to the building or their usage.
- 26.3.3 Ensure the fire risk assessment recommendations are passed to the relevant member of staff to action i.e. Faulty fire door to Estates, more detection required to the Bursar, Lock away flammable substances to the Department Head.

26.4 Estates Manager

- 26.4.1 Ensure that a specific risk assessment has been completed for any planned works and that appropriate health and safety precautions for fire prevention are in place, i.e. hot work permits.
- 26.4.2 Ensure a method statement and risk assessment is obtained from the contractor carrying out any work (prior to commencement) and that it is reviewed by a competent person prior to work starting. For work, which may increase the fire loading of the building, this review will be in conjunction with the Health and Safety Representative and consultants.
- 26.4.3 Ensure all work on or to a building complies with the relevant buildings standards and legislation.
- 26.4.4 Ensure the Bursar, Warden and Health & Safety and Compliance Director are aware of any works that are planned that are likely to change the risk status as identified in the risk assessment so it can be updated and further controls implemented, if required.

26.5 External Fire, Health & Safety Consultants

- 26.5.1 Provide appropriate advice, training and support to the school leadership team upon request. To conduct an audit of our facilities, training, documentation and make recommendations to reduce the risk of fire or fire spread.

26.6 Fire Wardens

- 26.6.1 Trained and appointed Fire Wardens have been issued with job descriptions laying out their roles and responsibilities. This includes;

- 26.6.2 Assisting the Estates Manager and SLT in the event of an evacuation
- 26.6.3 Regularly checking buildings for fire hazards and taking appropriate action to rectify.
- 26.6.4 Raise staff awareness of fire prevention and protection measures
- 26.6.5 Report any concerns to the Health and Safety & Compliance Director.

26.7 All employees will:

- 26.5.2 Be obliged without delay, to notify their line manager if they are concerned about any aspect of fire safety, whether of a personal or work nature.
- 26.5.3 Comply with all fire and related safe working precautions and signs, procedures/instructions provided by the School to protect persons from injury by fire, or in evacuation, or to meet the need for rescue.
- 26.5.4 Bring to the immediate attention of their line manager, or other person in authority, any defects in precautions/fire equipment or difficulty with complying with the fire evacuation procedure.
- 26.5.5 Not interfere with anything provided in the interests of fire safety.
- 26.5.6 Draw the presence, meaning and importance of the premises evacuation procedure to any person or persons whom they may have special duty of care, i.e. visitors, clients, etc.
- 26.5.7 Comply with the building fire evacuation procedures.
- 26.5.8 Keep all designated and signed fire exit routes, refuges and assembly areas free from obstructions and close fire and smoke control doors when they are not directly supervised and in use.
- 26.5.9 Co-operate with and follow the instruction given by the fire marshals.
- 26.5.10 Comply with the School's no smoking policy. As found on the intranet under Facilities

27 Fire Risk Assessment

- 27.1 The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). Specifically, it identifies:
 - 27.1.1 The hazards (Oxygen, Fuel, Ignition)
 - 27.1.2 The people at risk
 - 27.1.3 The measures to evaluate, remove, reduce and protect from the risk
 - 27.1.4 The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
 - 27.1.5 The arrangements for reviewing the assessment
- 27.2 All risk assessments are documented in full (including all the findings and the fire safety arrangements).
- 27.3 The Health & Safety and Compliance Director, Wayne Bishop has been trained in fire risk assessments including complex buildings, and has conducted risk assessments of all buildings within the School site. We update the assessment every year, more frequently if significant changes are made to the interior of buildings, or new buildings are added. These risk assessments are part of the Schools audit process by external Health & Safety Consultants, inspected and reviewed on a regular basis.

27.4 In addition, the School has appointed a fire engineer to assist/review the fire risk assessments and will, once every three years audit our fire risk assessment to complement the School's internal process and ensure fire safety arrangements are suitable and sufficient.

27.5 Copies of the School's fire risk assessments are stored electronically, together with this document. All Heads of Departments should ensure that they and their department staff read the sections that are relevant to them.

27.6 The Health and Safety & Compliance Director consults with the London Fire Brigade on a regular basis to arrange orientation visits or to review the fire safety arrangements on site.

28.0 FIRE RISK ASSESSMENTS – SCHOOL PROPERTIES

28.1 The School has appointed Brian Marshal, of Emtom Fire Safety Ltd, company No 11580072. Contact details in appendix C.

Fire door information is provided to tenants within properties that have more than one household within by the Clerk to the Governors (7 Oakhurst, College Place, 2 Oxley)

The health and Safety & Compliance Director will conduct periodic fire-related surveys of the properties above and report back to the Bursar and Clerk to the Governors.

28.2 All findings will be reported to the Estates Manager or Clerk to the Governors if tenants need to be informed or any changes.

Guidance on Fire Safety, Procedures and Risk Assessment Policy

A Legal Requirement, an ISI Reporting Standard,

An OFSTED Reporting Standard for Boarding Schools and EYFS settings

References:

C: Part II of the Regulatory Reform (Fire Safety Order) 2005

D: [Fire Safety in New and existing school buildings](#)

E: “[Fire Safety Risk Assessment for Educational Premises](#)” and “Fire Safety Risk Assessment: Sleeping Accommodation,” DCLG publications (www.communities.gov.uk)

28 Appendices

Appendix 1



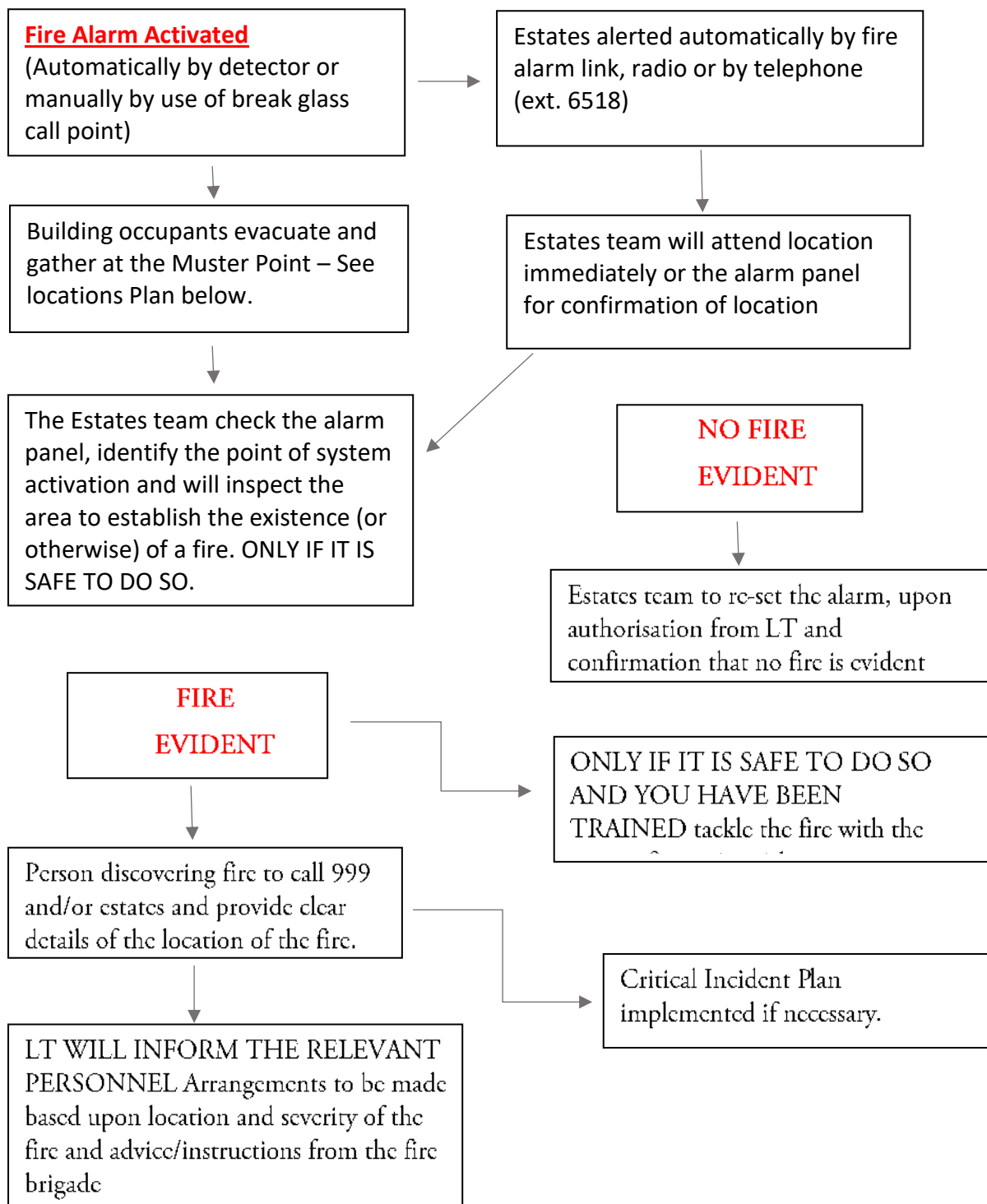
28.1 Appendix A

Evacuation Responsibilities

Titles	Roles
Receptionist	Lock down Reception, escort visitors to muster point. Prevent any entry to School. Call Fire Brigade if directed.
Estates Team	Upon activation, make way to panel to establish the location. If not obvious, make their way to location in twos, to examine if it's an actual fire or false alarm. If an actual fire, call 999, inform LT, tackle fire if safe and trained to do so. Sweep that building if safe to do so.
Teaching Staff	Ensure evacuation of class and surrounding areas to the muster point via the nearest fire exit. Closing doors and windows where possible.
Critical Management Team	Set up at the muster point. Gather information, ensure fire brigade has been called if required. Establish CMT if required. Investigate Stage 2 evacuation if needed. Liaise with the fire and rescue service.
Support Staff	Evacuate to muster point, assisting children along the route.
Laboratory Technicians	Ensure experiments are safe and rooms secure. Evacuate to muster point, assisting children along the route.

Leisure Centre Staff	Follow EAP. Sweep the building for visitors not familiar with the activation. Lifeguards – line children up by rear fire exit of main pool and await further instructions from the Duty Manager or SLT
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Fire Alarm Activation Procedure in Occupied Buildings



REGISTRATION OF PUPILS

Pupils will line up as shown on the Fire Drill map distributed by the Health and Safety & Compliance Director. Link on School Intranet: Senior School, Information for Staff <http://webserver.forest.org.uk/senior-school/information-for-staff/fire-evacuation-muster-points> Please note the target time for completion of registration at the fire drill of four minutes.

- Lower School Tutors and Head of Lower School to muster by Gilderdale.
- Middle School Tutors, HoH and Head of Middle School to muster with Middle School by the Warden's Garden.
- Sixth Form Tutors and Head of Sixth Form to muster with Sixth Form by the Sports Hall.

The fire registers will have two laminated cards attached to them. This is card System for a fast visual check.

There will be two cards – one green, one red. These cards are to be held up from your fire drill position as soon as possible by the LS Tutor/MS HoH/a House Tutor once registers have been checked:

GREEN - Form/House Groups checked and accounted for

RED - Form/House Groups checked and pupil/s missing and unaccounted for

If a red card is held up meaning there are pupil/s unaccounted for, LEL or the Lower School Tutor/Middle School HM should immediately make contact with Kim Wolstenholme or Elena Ruiz Rull who will have up to date absence lists printed as the fire alarm sounded, as well as an ipad for access to ISAMS, and will be able to quickly check if the pupil is absent or has signed out.

REGISTRATION OF STAFF

Lower School Tutors will be registered by Jenna Prior at the LS muster point.

Middle School - Tutors and HoHs of BOYS will be registered by Sharon Woolston at the MS muster point.

Middle School – Tutors and HoHs of GIRLS will be registered by Satnam Panscar at the MS muster point.

Sixth Form – Tutors will be registered by Emma Cambell and Christine Numm at the SF muster point.

Heads of House are registered by Gemma Manning

Senior School staff who are NOT a Tutor or HoH should muster and register with Antonette Joannou at the MS muster point and should stand by the Whitmore Tree close to where the Middle School girls are mustering.

Support staff (Non-teaching) – will be registered by the Chief Accountant between the Pre-Prep Playground and Wardens Garden.

Please may we remind all Part Time staff that they must sign in and out at the School Office at all times.

Staff unaccounted for should be referred to School Office who will have the signing in/out sheets and cover sheet.

All cards and registers must be returned to the Administrator/School Office following a fire alarm.

28.3 Appendix B

Disabled Staff, Pupils or Visitors

We have a specialist fire safety one-to-one induction for disabled pupils and their carers and for disabled members of staff.

Designated staff and carers of disabled pupils are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the upper landings of buildings where access to upper levels is possible through lifts but lifts cannot be used in the event of an activation. Currently this is the Dining Hall, Martin Centre, Prep School and Sylvestrian Leisure Centre.

The Martin Centre, Prep School and Sylvestrian Leisure Centre have designated temporary refuge points for disabled visitors and pupils upon the upper levels.

28.4 Appendix C

FIRE SAFETY MANAGEMENT PLAN

	RESPONSIBLE PERSON	POSITION
FIRE SAFETY PLAN PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY	DIANE COOMBS	BURSAR
FIRE RISK ASSESSMENT - SCHOOL PREMISES PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW	WAYNE BISHOP (production, in conjunction with Heads of Department) DIANE COOMBS (REVIEW)	HEALTH & SAFETY AND COMPLIANCE DIRECTOR BURSAR
FIRE RISK ASSESSMENTS – RESIDENTIAL PREMISES WHERE TWO OR MORE OCCUPANTS RESIDE	Brian Marshall Grad. IFE Emtom Fire Safety Ltd Tel 07765403100 email emtom@sky.com Company No. 11580072 Reporting to WAYNE BISHOP	
MAINTENANCE PROGRAMME MAINTENANCE OF FIRE SAFETY PROVISIONS FIRE ALARM EMERGENCY LIGHTING FIREFIGHTING EQUIPMENT ESCAPE ROUTES FIRE SAFETY SIGNS/NOTICES FIRE DOORS	WAYNE BISHOP (COMPLIANCE) JASON STALLEY (IMPLEMENTATION, REMEDIAL WORKS)	HEALTH & SAFETY AND COMPLIANCE DIRECTOR ESTATES MANAGER
EMERGENCY ACTION PLAN PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW	WAYNE BISHOP (COMPLIANCE) MARCUS CLIFF HODGES (REVIEW)	HEALTH & SAFETY AND COMPLIANCE DIRECTOR WARDEN
STAFF TRAINING PERSON RESPONSIBLE FOR: FIRE SAFETY TRAINING OF ALL STAFF	WAYNE BISHOP (ARRANGEMENTS) MARCUS CLIFF HODGES (ENFORCEMENT TEACHING STAFF)	HEALTH & SAFETY AND COMPLIANCE DIRECTOR

IMPLEMENTING FIRE DRILLS	DIANE COOMBS (ENFORCEMENT NON-TEACHING) DIANE COOMBS	BURSAR BURSAR
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Fire Alarm Activation Record

Date.....
activation.....

Time of

Time to muster.....

Time all accounted

Problems/challenges

		accounted for Y/N	
Prep School	Head of Prep School		
Lower School	Head of Section		
Middle School	Head of Section		
Sixth Form	Head of Section		
Teaching Staff	School Office		
Non-teaching Staff	Chief Accountant		
Contractors	Estates Administrator		
Visitors/Governors	Receptionist		
Leisure Centre Staff	SLC Manager		

- Has the affected building been swept by the Estates Team?
- Only silence the alarms if the activation has been caused by error or faulty device.
- Has the fire brigade been called if the cause of the activation cannot be established or if a fire is evident?
- Do NOT silence the alarms if the fire brigade have been called. Set up Critical Incident Team. Refer to Critical Incident Plan

