

NP10.2 Fire Safety Policy and Procedures

This policy applies to the whole school including EYFS at Newton Prep

Contents

1	Introduction	3
2	Fire Risk Assessments	3
3	Fire Safety Measures	3
4	Other Safety Checks	4
5	Fire Safety Procedures	5
6	Fire Alarm System	5
7	Responsibilities	7
7.1	Proprietor and Head	7
7.2	Bursar	7
7.3	Facilities Manager – School Fire Safety Manager	7
7.4	School Keepers	9
7.5	Fire Marshals	9
7.6	Heads of Department	9
7.7	Disabled Staff	9
7.8	Teaching Staff	10
7.9	Administrative Staff	10
7.10	Catering Contractor	10
7.11	Cleaning Contractor	11
7.12	All Staff and Pupils	11
8	Fire Practices (Drills)	11
9	Training and Instruction	11
10	Fire Evacuation Procedure for Staff, Pupils and Visitors	12
11	Fire Evacuation Procedure during working hours	13
12	Fire Evacuation Procedure outside working hours	14
13	Fire Exits/Protected Routes	14
14	Persons with impaired mobility	15
15	Visitors and Contractors	15
16	Letting and hiring of the School	15

17	Clearing the building	15
18	Liaison with Emergency Services	16
19	Summoning the Fire and Rescue Service	16
20	Review and Update Process	16
	Appendices	17
	Appendix A - Upper School Evacuation Routes	17
	Appendix B - Lower School Evacuation Routes	19
	Appendix C - Assembly Point Plan and Checking Procedure	20
	Appendix D - Plan of School Compound, Access Gates and Evacuation Routes	22
	Appendix E - List of Fire Marshals & Responsibilities	23
	Appendix F - Responsibilities of Other Administrative Staff	24
	Appendix G - Safe Refuge Locations	26
	Appendix H - Forms	27

1 Introduction

Newton Prep (the School) is very aware of the importance of fire safety. For this reason, the Fire Safety Policy has been formulated to comply with legal obligations to pupils, staff and visitors under the 'Regulatory Reform (Fire Safety) Order 2005'. These include the provision of a safe place of work where fire safety risks are minimised, and are subject to annual, independent verification. Due to its importance, this Fire Safety Policy also forms part of the School's overall Health and Safety Policy. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. The Fire Safety Policy, procedures and risk assessments at Newton Prep are designed to help our community to respond calmly and effectively in the event of fire.

The Bursar will keep staff informed of any changes that are made to the fire safety procedures and as a result of the outcome of the annual check of Fire Risk Assessments. These procedures for fire prevention and safety require all staff to take reasonable care in carrying out their duties and to be vigilant. We will also ensure that all visitors to the premises are aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, the fire safety procedures.

This policy has been prepared with reference to Fire Safety Risk Assessment – Educational Premises (<https://assets.publishing.service.gov.uk/media/5a79a9b9e5274a684690b2f7/fsra-educational-premises.pdf>).

2 Fire Risk Assessments

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- 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

Newton Prep has a professional fire risk assessment which is updated at least every three years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. In the years between the professional fire risk assessment the risk assessment is updated by the Bursar to account for any changes in numbers or minor changes in the use of buildings.

Copies of the School's fire risk assessments are on the School's shared drive for all staff to read, together with this document.

3 Fire Safety Measures

All of the School's buildings are provided with a sufficient number and type of escape routes:

- Fire action notices and evacuation signs are displayed at appropriate locations throughout the school.
- Fire extinguishers of the appropriate type are located throughout the School.
- All stairs, passages and emergency exits are illuminated by emergency escape lighting.
- Fire resisting self-closing doors, some of which are activated by the operation of the fire alarm system, are provided to protect escape staircases and sub-divide corridors.
- The master panel for the alarm system is located by the external door outside the HR Office and shows the location of a fire and is fitted with an uninterrupted power supply.
- Alarms sound in all parts of the relevant building.
- Fire routes and exits are kept clear at all times.
- Relevant checks of all fire alarms, fire doors and emergency lighting are carried out by the Facilities Team.
- There is no smoking or vaping on the premises.
- Trained staff may attempt to control small fires using a fire extinguisher but no member of staff should put themselves at risk.

4 Other Safety Checks

Fixed Wire Testing.

- The School has an up-to-date electrical test certificate for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.

Portable Appliance Testing

- Portable appliance testing is carried out annually. Records of all tests are kept in the school shared drive.

Equipment

- The Science Teaching Assistant checks that all scientific equipment is switched off at the end of the school day.
- The Executive Chef checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the school shared drive.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the school shared drive.
- All kitchen equipment is switched off at the end of service by the Executive Chef.

- The gas supply in all laboratories is switched off at the end of each day by the Science Teaching Assistant.

Safe Storage

- Solvents and other volatile flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.

5 Fire Safety Procedures

Fire action notices are displayed on the walls of all rooms occupied by 5 or more persons adjacent to all fire alarm call points, and the School ensures that all staff know what they look like, and where they should go on hearing the fire alarm. The safe evacuation of all pupils and staff is the priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

The School provides appropriate fire awareness training to all staff. Specialised fire awareness training, including the basic use of portable fire extinguishers, is periodically provided to fire marshals and key staff who are located in the more vulnerable areas of the School, such as Science Laboratories and the Art Department. No one should attempt to use a portable fire extinguisher unless they have been trained in its use.

6 Fire Alarm System

The School is protected by one alarm system and a basic outline of the system is set out below. The fire alarm system is serviced twice per year under a service contract.

The information set out below is for information only and the Facilities Team are responsible for operating the fire alarm system.

The location of the panels:

There are four sited as follows:

1. Main Panel. In the Lower School Playground entrance lobby by the HR office;
2. In the main School Reception area behind the Reception desk;
3. At the top of the East staircase near rooms 109 and 110;
4. In the entrance hallway of the Music block.

The three basic modes of the system are as follows:

1. **Normal monitoring mode.** Indicated by a CONSTANT GREEN LIGHT on the panel.

2. **Faulty panel or sensor.** Indicated by a FLASHING YELLOW LIGHT on the panel AND AN INTERMITTENT BUZZER NOISE EMITTING FROM THE PANEL. NB. This is not a fire alarm. It is a fault in the system and there is no need to evacuate the building. Notify the FM or Bursar or in his absence the ICT Tech.
3. **FIRE ALARM requiring Immediate Evacuation.** Indicated by a RED FLASHING LIGHT AND THE FIRE ALARM SOUNDING (VERY LOUDLY)

Link to the Fire and Rescue Service

The fire alarm system is monitored externally via a service agreement. This monitoring service alerts the Fire Service and the external keyholding service.

Isolation of the alarm system to permit use of smoke generators

When the fire alarm needs isolating to permit the use of smoke generators the Head of Drama requests the isolation from the Facilities Manager.

Precaution Isolation of part of the system is only permitted when the Head of Drama has completed the risk assessment for the specific activity. They are likely to consider the following:

- The issue of clear instructions on when the alarm is isolated before the event.
- To check that it is isolated before the event
- The issue of clear instructions on when the alarm is to be reconnected.
- To check that it is reconnected after the event.
- To ensure that suitable fire extinguishers are in place in the performance area and that trained personnel are present to operate them.
- That all staff are warned that the alarms around the performance area are isolated and that if they detect a fire the alarm must be raised using a convenient call point.

Additionally:

- The whole building may not be isolated.
- The alarm will not normally be isolated during school hours.

For the duration of a silenced alarm, an appointed Duty Fire Marshal must be present and in radio contact with the Duty School Keeper.

When a smoke generator is used in the Auditorium smoke detectors are turned off for the minimum required time and Fire Marshals patrol the area. Staff are made aware that the alarm has been isolated in that area.

7 Responsibilities

7.1 Proprietor and Head

The Proprietor and the Head are ultimately responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. Some of this responsibility has been delegated to senior members of staff.

7.2 Bursar

The Bursar is responsible for:

- Ensuring that fire risk assessments are undertaken and regularly reviewed. Any recommendations made are reviewed by management and implemented if appropriate. They will be formally reviewed by an external fire safety consultant every three years or as recommended by the most recent report. Any changes to the fabric of the school or procedures will be considered in relation to fire safety.
- Ensuring an Emergency Evacuation Plan is in place and that fire evacuation drills at the school are undertaken regularly, once a term.
- Consulting with and managing the implementation of any recommendations made by the Fire and Rescue Service and independent Fire Safety Adviser.
- Reporting on fire safety-related matters to the Proprietor, the Head and the Health and Safety Committee as appropriate.
- Nominating sufficient staff to undertake the role of a Fire Marshal in consultation with the Head and Facilities Manager (the Head Fire Marshal). Conducting Fire Marshal training where appropriate.
- Ensuring that the Fire Marshal list is kept up-to-date.
- Ensuring that suitable provisions are made should a Fire Marshal and their deputies not be present during working hours.
- Ensuring that appropriate fire safety training is provided for all members of staff.
- Keeping accurate Training records of all relevant staff members.
- Providing appropriate information to the 'Responsible Person' of any third party who hires any part of the premises.

7.3 Facilities Manager – School Fire Safety Manager

The Facilities Manager is the designated School Fire Safety Manager ('responsible person'), who is responsible for:

- Ensuring that an Emergency Evacuation Plan is in place and fire evacuation practices/ drills are undertaken regularly at the School. This will be done in conjunction with the Head and Bursar.
- The implementation of any appropriate recommendations by the Fire and Rescue Service and independent Fire Safety Adviser in conjunction with the Bursar.

- Ensuring that fire safety related matters are included in any workplace inspections and risk assessments undertaken in their areas.
- Risk assessing and advising on specific fire-related hazards during events. In conjunction with the Bursar, advising the responsible staff well before the event of the fire safety implications of events organised in the school and confirming agreement to the use of specific fire-related hazards (eg stage smoke ('haze') during a Drama performance) and ensuring that a written risk assessment is in place.
- Ensuring sufficient fire action notices and fire evacuation signage throughout the site.
- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, evacuation chairs, portable fire extinguishers, emergency escape lighting and signage, is provided and undertaken in accordance with the relevant British Standard.
- Testing of fire alarms in all School buildings weekly (using a different call point on each successive occasion) including fire doors. Different zones are checked on a rota, ensuring that all zones are checked every 4 weeks.
- An annual service of alarms, smoke detectors and fire extinguishers.
- The routine 'in house' testing of the emergency escape lighting – monthly function test.
- Annual checks on the emergency escape lighting.
- Arrangements for an ISO9001 certified/BAFE approved contractor to carry out at least six-monthly professional checks on fire detection and warning equipment.
- Ensuring that easily verifiable and accurate records are kept with regard to the testing and maintenance of all fire safety related equipment.
- Undertaking room audits, which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices. This will be carried out with the Bursar.
- Ensuring that an up-to-date Emergency Services On-Site Information Pack is maintained and kept readily available at by all fire alarm panels, for use by the Fire and Rescue Service.
- During a Fire or practice/drill, the Facilities Team will investigate the alarm using the fire alarm panel.
- Ensuring that all evacuation chairs are sufficiently maintained.
- Alerting the Fire and Rescue Service if there is a fire and there is a delay in the alert by the monitoring service.
- Ensuring that adequate access to all parts of the School is maintained for the Fire and Rescue Service.
- Liaising with the Facilities Team and informing them of the information displayed on the fire panel.
- Acting as the Head Fire Marshal during a fire practice/drill coordinating the response of key personnel. The role of Head Fire Marshal is coordinate with the Fire and Rescue Service and relay information from the Incident Controller.
- Noting evacuation time of the fire practice/drill and general observations for improvement. Seek feedback from participants and ensure that any necessary remedial action is taken promptly.
- Ensuring that no-one re-enters the buildings until instructed to do so.
- Ensuring that easily verifiable and accurate records are kept of fire practices/drills and evacuation times and any remedial actions taken.

7.4 School Keepers

School Keepers are responsible for:

- Overseeing the use of evacuation Chairs and escorting staff, pupils or visitors by the evacuation chairs if it is safe to do so.
- Ensuring that escape routes are kept clear of obstructions at all times.
- Identifying the location of the fire using the alarm panel and reporting it to the Facilities Manager by walkie-talkie.
- Diverting all personnel away from that location under the direction of the Facilities Manager.

7.5 Fire Marshals

The role of a Fire Marshal is to check their delegated areas of responsibility are clear of all personnel in the event of a fire evacuation. They should not have other specific duties (such as looking after certain children) in the event of a fire or another emergency. Once the area is clear, the Fire Marshal should go to the assembly point and report to the Bursar that they have completed their check of the area.

It is the responsibility of the Fire Marshal and the designated deputies to ensure that one person is onsite at all times during working hours. If that is not possible it must be reported to the Bursar.

Fire Marshals receive regular refresher training. Appendix E shows a list of all Fire Marshals and the areas for which they are responsible. The list is regularly updated as required.

The Fire Marshals will ensure that the premises are evacuated and report that their area is clear to the Bursar.

7.6 Heads of Department

Heads of Department and Lower School Heads of Year are responsible for:

- Making their staff and pupils aware of any potential fire hazards and emergency procedures.
- Consulting with the Bursar and Facilities Manager with regard to any proposed changes in the use of a particular area or room or the introduction of new processes or equipment, so as to ensure that it does not conflict with the fire safety risk assessment and guidance.

7.7 Disabled Staff

Staff who disabled (on a permanent or temporary basis) are responsible for informing the School or their Line Manager of any disability which may affect their ability to evacuate the premises in the event of a fire or other emergency.

Relevant Heads of Year and Line Managers are responsible, in consultation with the Bursar and Facilities Manager, for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for each individual member of staff, pupil or visitor who would need special arrangements to enable them to evacuate the premises in the event of an emergency.

7.8 Teaching Staff

All teachers are responsible for:

- Evacuating their class in the event of a fire alarm.
- Ensuring that their classroom is kept free from hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom has been suitably maintained.
- Reporting any hazards to the Facilities Team.
- Ensuring that new pupils are suitably trained in evacuation procedures (for example show them the signage) and confirming the location of the Assembly Point.
- Controlling their class during the whole evacuation process, including at the assembly point, ensuring that no pupils leave the assembly point or re-enter the buildings before the Head Fire Marshal announces it is safe to do so.
- Class Teachers are specifically responsible for informing the Facilities Manager, Bursar and Head of Year of any pupil in their class who is temporarily or permanently disabled and for liaising with the Bursar and Facilities Manager to put in place a PEEP for the pupil.

7.9 Administrative Staff

All admin staff are responsible for:

- Evacuating their offices or place of work in the event of a fire alarm.
- Ensuring that their office or place of work is kept free from hazards which may block escape routes.
- Ensuring that all electrical equipment used within the office or place of work has been suitably maintained.
- Reporting any hazards to the Facilities Team.

7.10 Catering Contractor

The Catering Contractor is responsible for:

- Evacuating the kitchen and storerooms in the event of a fire alarm.
- Ensuring that the kitchen and storerooms are kept free from hazards which may block escape routes.
- Ensuring that all electrical and gas equipment used within the kitchen has been suitably maintained.
- Keeping a record of all staff on the site at any point in time.
- Providing a copy of their Health and Safety Procedures to the Bursar.

- Reporting any hazards to the Facilities Team.

7.11 Cleaning Contractor

The Cleaning Contractor is responsible for:

- Evacuating the buildings in the event of a fire alarm.
- Ensuring that the cleaning equipment is correctly stored at the end of the shift to avoid blocking escape routes.
- Ensuring that all electrical equipment has been suitably maintained.
- Keeping a record of all staff on the site at any point in time and accounting for those staff in the event of an evacuation.
- Providing a copy of their Health and Safety Procedures to the Bursar.
- Reporting any hazards to the Facilities Team.

7.12 All Staff and Pupils

All staff and pupils must take care not to put themselves or others at risk, to follow instructions and report any weaknesses in the fire safety arrangements. Everyone has a duty to ensure that the premises are safe from fire and its effects and not to damage or deliberately misuse any fire safety related equipment or facilities.

- Do not put yourself at unnecessary risk whilst carrying out these duties.
- Do not use any lifts.
- Remember that accurate information can be as important as quick reaction in helping to save lives.

8 Fire Practices (Drills)

We hold three fire practices each year, one in each term. This, combined with a programme of inducting new staff with emergency evacuation procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

9 Training and Instruction

Training and instruction will be provided as follows:

- Induction training for new members of staff on the actions to be taken on discovering a fire or on hearing the fire alarm will be given by the Bursar. This will usually be on the first day for

staff, if not they will be given a verbal briefing informing them of the Assembly Point in the interim. New staff will also be required to complete online fire safety training via Smartlog.

- The Bursar, Facilities Manager, Facilities Team, Fire Marshals and their deputies and any other staff members with specific responsibilities will be provided with specific fire safety training. This will be organised by the Bursar.
- Nominated members of staff (usually Fire Marshals) will be provided with training in the safe use of portable fire extinguishers. Only staff trained in the use of fire extinguishers should attempt to tackle a fire using one and nobody should put themselves at risk.
- All members of staff will be provided with information in relation to fire safety at the School. Such information will include, but is not restricted to, the specific risks identified in the fire risk assessment, the applicable fire safety control measures in place and the identities of all those with fire safety responsibilities, including details of who to contact in an emergency.
- All members of staff will receive annual refresher training and/or specific updated training if the fire risk to them changes e.g. such as those introduced to new or different work practices or equipment. This will be organised by the Bursar.
- Easily verifiable training records will be maintained by the Bursar.
- The Bursar will be responsible for providing appropriate training and information to the 'Responsible Person' of any third party who hires any part of the premises. The licence holder will undertake to provide fire safety training for third party events covered by the premises licence.
- Fire alarm activations will be fully investigated and logged by the Facilities Manager with any subsequent recommendations implemented and recorded.

10 Fire Evacuation Procedure for Staff, Pupils and Visitors

- The fire alarm is a very loud continuous buzzing sound.

On hearing an alarm:

- All personnel are to immediately evacuate the building using the nearest safe exit in accordance with the instructions and training provided.
- With the exception of handbags, personal possessions should be left where they are.
- Staff should check that their classroom/office is clear and close all doors behind them.
- All personnel are to assemble on the All-Weather Pitch until the cause of the alarm is established and the all-clear given by the Fire and Rescue Service.
- If the cause is a real fire, personnel will be told to remain in the assembly area until informed otherwise.

11 Fire Evacuation Procedure during term-time working hours

The ability of the occupants of a building to evacuate in the case of fire is a fundamental aspect of fire safety. In the case of fire, or indeed any other emergency, people should be able to turn away from the hazard and escape to the open air or other place of safety.

This section describes the procedures for evacuating buildings in the event of a fire alarm. The evacuation procedure differs, depending on the time of day.

The day is split as follows:

- a. Term-time Working Hours (0700 to 1830 hours Monday to Friday in School term-time and when a School event is in progress).
- b. Evenings, Weekends and School holidays (the remainder of the time).

Fire Evacuation Procedure DURING Term-time Working Hours

These hours are: 0700 to 1830 hours Monday to Friday during term-time

When the fire alarm sounds:

- Staff, pupils and visitors immediately evacuate the building and make their way to the assembly area (see Appendices A-D).
- The Facilities Manager will radio the School Keepers and instruct one of them to identify the location of the fire from the main alarm panel. He will instruct the School Keepers to direct occupants away from that area.
- The Facilities Manager will then assume the role of Chief Fire Marshal liaising with the School Keepers, Incident Controller (usually the Head) and the Bursar to ensure that the building is cleared.
- Immediately upon arrival at the assembly area registers will be taken of all pupils and staff (procedure in Appendix C).
- The Fire Marshals will check their areas of the building and report to the Bursar.
- The Incident Controller will record the presence of all pupils and staff and that the building is clear. If any person is unaccounted for or an area of the building is not checked clear this must be recorded and the information passed to the Chief Fire Marshall who will inform the Fire and Rescue Service.
- The Fire and Rescue Service will be called automatically by monitoring service (linked to the alarm) and upon arrival the Chief Fire Marshal will inform them of the location of the fire and any persons suspected of remaining in the building.
- When the all-clear is given by the Fire and Rescue Service the Incident Controller will instruct staff and pupils that it is safe to return into the building.
- If the alarm was false then the alarm should be reset by the Facilities Manager and the incident recorded in the fire log.

If a School event is in progress:

- 12 Pupils, staff and visitors will immediately evacuate the building and make their way to the assembly point (the AWP).
- 13 Duty Fire Marshals will clear the area of the event and then make their way to the AWP.
- 14 A member of the SLT present will assume the role of Incident Controller and liaise with the Duty School Keeper who will assume the role of Chief Fire Marshal (liaising with the Fire and Rescue Service).
- 15 The SLT member will inform the Head and Bursar as soon as practicable.

16 Fire Evacuation Procedure outside term-time working hours

These hours are: (1830 to 0700 hours Monday to Friday, all Weekends and all times in School holidays)

When the fire alarm sounds:

- All staff will evacuate the buildings and assemble in the Lower School playground to the north side of the School.
- The Duty School Keeper will unlock the gate onto Battersea Park Road. This allows escape from the playground if necessary.
- The Duty School Keeper will call the Facilities Manager to inform him of the alarm.
- The Facilities Manager will inform the Head and the Bursar.

Nobody is to reenter the building until the all-clear has been given by the Fire and Rescue Service.

- If the alarm was false then the alarm should be reset by the Duty School Keeper and the incident recorded in the fire log.

17 Fire Exits/Protected Routes

Escape routes are indicated by appropriate fire exit signage where necessary. The majority of escape routes are protected by fire resisting construction and fire doors. Their aim is to protect people for the length of time it takes them to exit the building.

Other points to note include:

- Keep fire routes and exits clear at all times.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes. The closing of these doors must not be impeded (eg by pupils' bags).
- All stairs, passages and emergency exits are illuminated by emergency lighting.

18 Persons with impaired mobility

In an emergency situation, persons with impaired mobility (permanent or temporary) will have been provided with an assistant. The assistant will have been introduced to the person they have been paired with. The responsibility of the assistant is to help the mobility impaired person to evacuate the buildings and escort them to the assembly area. This will be achieved by adopting the procedures set out in the Personal Emergency Evacuation Plan (PEEP).

Safe refuge points are located on every floor, with signs advising of their location (usually in a stairwell). See Appendix G for locations. Safe refuge points must only be used by people who have been briefed in advance and are therefore known to school staff.

19 Visitors and Contractors

All visitors are required to sign in at Reception, where they are issued with a visitor/contractor badge. This should be worn at all times whilst on school property. While on site, visitors are always supervised by a member of staff.

They are made aware of the emergency evacuation procedures on arrival through the Emergency Evacuation Notice.

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 that they should use in the event of the alarms sounding and where they should assemble.

20 Letting and hiring of the School

The School's standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures.

21 Clearing the building

Once the alarm sounds and evacuation is underway, staff should check that no one remains in their classroom/office. Once they have left the building no one will be permitted to return inside. For this reason, checking that classrooms and offices are clear is very important.

Fire Marshals will check their areas of responsibility and should include toilets, showers and changing rooms. Once the check is complete, the Fire Marshals will report to the Bursar confirming that their area of responsibility is clear of all personnel.

22 Liaison with Emergency Services

Upon the arrival of the Fire and Rescue Service the Head Fire Marshal will:

- Direct them to the main fire panel (outside the HR Office);
- Pass them the plans of the building (stored by every fire panel);
- Inform them of any persons suspected of being inside the building and their location, any areas not checked as clear.

The Fire and Rescue Service will take over responsibility for the emergency situation when they are on site.

23 Summoning the Fire and Rescue Service

The Fire and Rescue Service will automatically be called by the monitoring service if the alarm sounds. In the event the response is delayed, the Facilities Manager will summon them.

If any other emergency services are required the Facilities Manager will summon them or instruct the Bursar to do so.

Accessing the Policy: This policy is also available in various formats to allow everyone to access it e.g. hard copy, enlarged print version, braille etc. Please contact the Bursar to request a copy of this policy in an alternative form.

24 Review and Update Process

Last update	September 2025
Next update	September 2026

Appendices

Appendix A - Upper School Evacuation Routes

- **Use both sides of the staircases when exiting the building (ie two parallel descending streams of people).**
- **All routes are subject to there not being an actual fire blocking them.**
- **Use both gates to enter the All-Weather Pitch (AWP).**

Main Building (Edwardian Building)

In order to ensure the flow of people is, where possible, in one direction, all Upper School children in the main (Edwardian) building with the exception of the Year 4 classrooms, Art Studios and Room 16 should head to the East Staircase. They should then exit via the doors at the bottom of the stairs and enter the Upper School Playground via the alley adjacent to the SLT meeting room. They should then make their way to the AWP via the Undercroft.

Year 4 classrooms, Art Studios and Room 32 should use the West Staircase (overlooking St Mary's School) and exit via the doors at the bottom of the stairs, and make their way onto Lockington Road via the reception outdoor play space. They should then make their way to the AWP.

The keys to open the gate onto Lockington Road and the gate from Lockington Road onto the AWP are located (2 identical sets):

1. On the hook inside the blue door onto the LS Playground (near HR Office)
2. In the key safe to the left of the gate onto Lockington Road

The person leading pupils down Lockington Road must have the AWP key in their hand.

Maths, English and Humanities Block

Maths classrooms should exit via the Dining Hall onto the balcony and to the AWP.

English classrooms should exit the building by the main, central stairs and exit the building onto the courtyards. They should then make their way onto the AWP.

Humanities classrooms should evacuate via the gym staircase then through the Dining Hall onto the balcony and to the AWP.

Gyms and Sports Hall

The Equipment Gym and Undercroft Gym should be evacuated via the fire exit between the two gyms. They should then make their way to the AWP via the alley between the main building and the Lower School building.

The Sports Hall should be evacuated via the exits into the central corridor and then straight out of the exit to the AWP.

Auditorium

For an event in the Auditorium, spectators should exit using the Gym staircase and exit the building onto the courtyards. They should then make their way onto the AWP.

Music Block

All classes should exit using the main music staircase in the building (alongside the lift on the AWP side of the building) and make their way to the AWP by the most direct route.

For an event in the Recital Hall, spectators should exit using the main music staircase in the building (alongside the lift on the AWP side of the building) and make their way to the AWP by the most direct route.

Year 3

Year 3, Room 98 and the Lower School Library should use the East Staircase of the Lower School block and walk down to the First Floor, then exit through the Dining Room onto the balcony and down the external stairs onto the AWP.

In the event of a bottleneck, Year 3 should use the staircase by Lockington Road and walk down to the First Floor, then exit through the dining room via the balcony onto the AWP.

Appendix B - Lower School Evacuation Routes

- Use both sides of the staircases when exiting the building (ie two parallel descending streams of people).
- All routes are subject to there not being an actual fire blocking them.
- Use both gates to enter the AWP.

Nursery

All of Nursery should exit via the external classroom doors onto the Courtyard area and head south between the Lower School building and the Undercroft onto the AWP.

Years 1 & 2

Year 1 leave via the fire exit into the Undercroft and then proceed to the AWP. If there is congestion or the routes are blocked alternative routes are through the Lower School Hall or through the Nursery classrooms onto the Apple Courtyard, through the Undercroft onto the AWP.

Year 2 (plus any staff or pupils working in the first floor office spaces/art room/resource room) leave the building by the East Stairs exit of the Lower School building (exiting by the Undercroft) and out onto the AWP. If this exit is blocked those on the first floor should walk through the Dining Room and exit via the balcony and external stairs onto the AWP. Anyone working in the Data Manager / Assistant Head Lower School / Head of Year offices on the first floor should exit as above for Year 2.

Reception

Room 14 and Room 17 should exit via their external classroom doors onto the front playground and out of the West Gate, down Lockington Road to the AWP. Room 15 and Room 16 should exit via their external classroom doors onto the Apple Courtyard and go south between the Lower School building and Undercroft to the AWP. (If either route is blocked the classes should cross the Reception Corridor and exit from the other side of the building).

Lower School Hall

Any pupils using the LS Hall leave via the double doors from the Hall to the Courtyard and out past the Undercroft to the AWP (if blocked exit via the East Stairs exit in the Lower School building by the Undercroft).

Medical Room

Medical Room staff and pupils exit via their own doorway at the top of the ramp and proceed to the AWP.

Main Reception

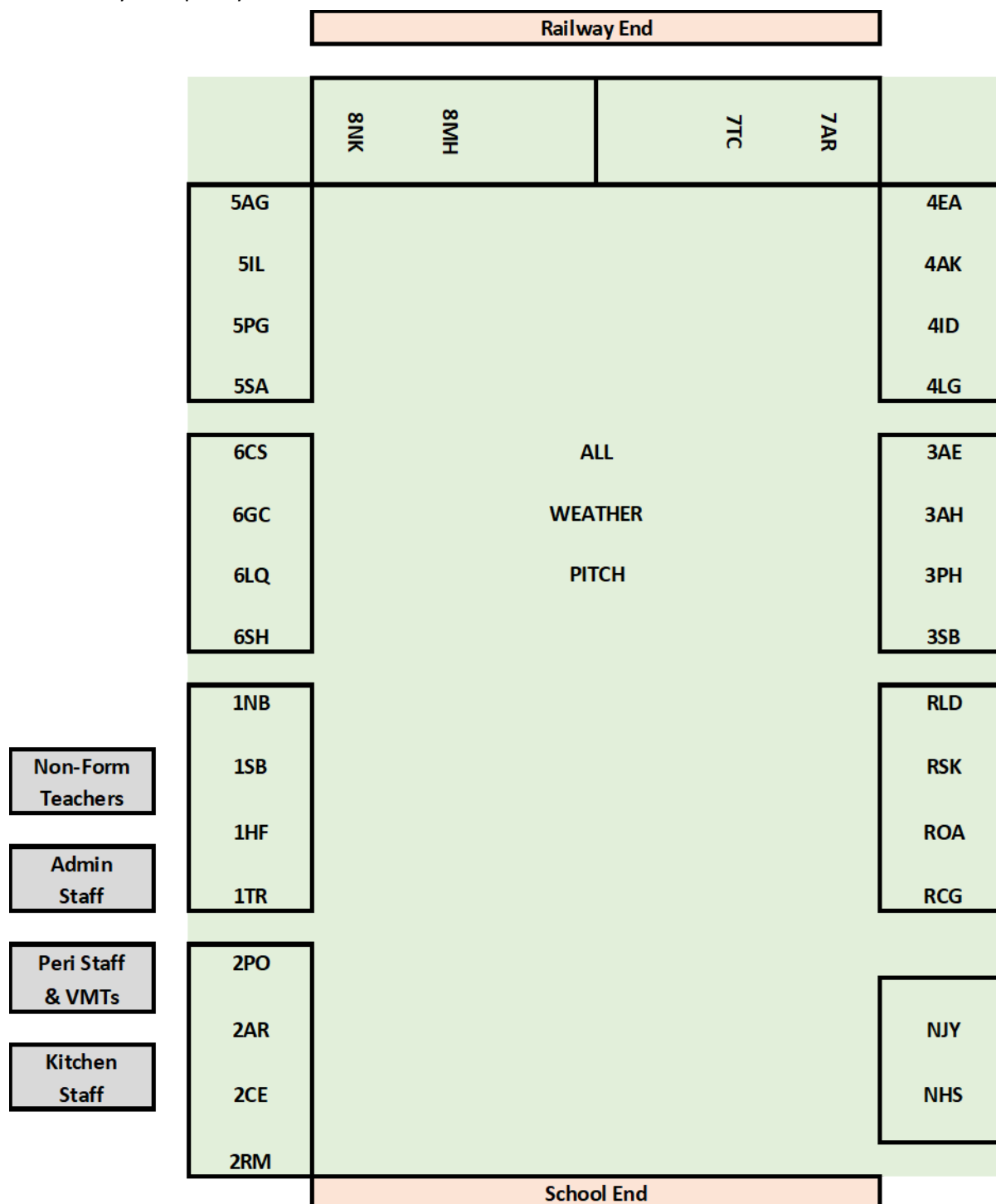
The Receptionist should exit directly onto the Apple Courtyard and proceed to the AWP.

Appendix C - Assembly Point Plan and Checking Procedure

Assembly Point - All Weather Pitch

Forms should assemble on the All Weather Pitch in the order shown on the diagram below.

- Form teachers and lower school teaching assistants should remain with their classes.
- Admin staff and teaching staff who are not form teachers should assemble on the netball practice area as indicated. All staff should remain calm and still to allow those checking to do so easily and quickly.



Checking Present at Assembly Point

Once at the Assembly Point the following procedure will occur.

1. Class registers will be passed to Form Tutors via the following route:
 - a. School Office Administrator passes registers to appropriate Deputy Head
 - b. Deputy Head passes appropriate registers to Heads of Year
 - c. Heads of Year pass appropriate registers to Form Teachers
2. Form Teachers check that all pupils are present. The following procedure is then followed:
 - a. When the check is complete the Form Teacher will raise an arm to indicate all pupils in their Form are present.
 - b. HoY will raise their arm when all Form Teachers in their year have indicated complete forms. HoY will return completed registers to relevant Deputy Head.
 - c. Relevant Deputy Head will inform the Head that all pupils in their section are present.
 - d. Head will record the information on the checklist.
3. Staff and visitor sign in sheets for the relevant sets of staff will be distributed as follows:
 - a. School Office Administrator passes sheets to the people detailed in the table below
 - b. School Office Administrator passes one full set of sign in sheets to the Head
4. Relevant individuals named below will check that all staff are present and report to the Head.

Who is being checked as present?	Who is checking that they are present?	
	Primary	Reserve
Lower School Pupils	Form Teachers, HoYs and Deputy Head Lower School	Deputy Head Teaching and Learning (Phoebe Graham)
Upper School Pupils	Form Teachers, HoYs and Deputy Heads Upper School	Deputy Head Teaching and Learning (Phoebe Graham)
Teaching Staff (form teachers)	Deputy Heads	Deputy Head Teaching and Learning (Phoebe Graham)
Teaching Staff (non-form teachers)	Data Manager (Jack McInroy)	School Office Coordinator (Sera Jiminez)
Admin Staff	Head's PA (Julie Alger)	School Office Coordinator (Sera Jiminez)
Activity Peris	Receptionist (Pauline Nieszwiec)	School Office Administrator (Candice Mather)
VMTs	Music & Drama Administrator (Michelle Sharpe)	School Office Administrator (Candice Mather)
All Visitors, including visiting professionals	Receptionist (Pauline Nieszwiec)	School Office Administrator (Candice Mather)
Kitchen Staff	Claire Keegan	Eileen Bensouda

Appendix D - Plan of School Compound, Access Gates and Evacuation Routes



Appendix E - List of Fire Marshals & Responsibilities

1. List of Fire Marshals

One School keeper supported by the following staff:

Area	Fire Marshal 1	Fire Marshal 2
Lower School Ground Floor	Assistant Head LS Rachel Bowen	Year 1 Teaching Assistant Danuella Northover
Lower School First Floor	Year 2 Teaching Assistant Joanna Maciaszek	Compliance & Ops Manager Damian Machaliwa
Lower School Second Floor	Y3 Teaching Assistant Anna Gates	Y3 Teaching Assistant Melanie Hill
Main entrance reception (plus oversight of School visitors)	Receptionist Pauline Nieszwiec	Duty Receptionist
Gymnasia, Sports Hall & mezzanine floor	PE & Games Teacher Joanne Hurley	Head of Games Ben Hudson
Music School Department	Music & Drama Administrator Michele Sharpe	Head of Choirs, Ensembles & Performance Fraser Harrington
Edwardian – 3 rd floor including Art / Geography / History / MFL / PER / Multi-space	Art Teaching Assistant Mia Davies	Head of Art Louise Bowen-Thomas
Edwardian – 2 nd floor, including English corridor	Science Teaching Assistant Karolina Slavikova	Year 4 Teaching Assistant Maria Goncalves
Edwardian – 1 st floor, including Maths corridor	Finance Office Manager Val Pitcairn	Accounts Assistant Jo Rose
Edwardian – Ground Floor including Reception corridor and staff room	Digital Assistant Shriya Sant	Events Coordinator Emma-Louise King
Edwardian – Dining room & kitchen	IFG Claire Keegan	IFG Executive Chef Eileen Bensouda
Edwardian - Gate onto Lockington Road	HR Assistant Susan Douglas	First person to gate

Duties:

1. Fire Marshals will check that their designated area of the school is clear of people.
2. After checking each room they should close the door.
3. They should then proceed to the Assembly Area (AWP) and report that their area is clear to the Bursar.
4. A Fire Marshal should only give one instruction to leave to a person remaining in the building. If that person does not leave the Fire Marshal should move on and make a report to the Bursar.

Appendix F - Responsibilities of Other Administrative Staff

Item	Item	Location of item	Collected by	In the absence of person responsible
1.	Form Registers for day (pass to Deputy Heads) Blank registers for current term	School Office	School Office Administrator (Nisreene Akhrif + Candice Mather)	School Office Coordinator (Sera Jiminez)
2.	Print out of evacuation list from Sign In App grouped by Evacuation point Pass staff lists to person responsible for checking each group on AWP. Pass pupil sign in/out lists to Deputy Heads on AWP.	School Office	School Office Administrator (Nisreene Akhrif + Candice Mather)	School Office Coordinator (Sera Jiminez)
3.	Emergency grab bag 1 containing: Parent contact details, iPad for access to electronic Sign-In App	Data Manager's Office	Data Manager (Jack McInroy)	Bursar (Simon Broxham)
4.	Emergency grab bag 2 Containing: Walkie-talkie, megaphone, Head's checklist, class lists, parent contact list, floor plans.	FM Office (In grab bag)	FM (Gerald Hearn)	HR Manager (Charlotte Layly)
5.	Keys for gates onto Lockington Road from LS Courtyard and AWP from Lockington Road Unlock gates	1. Hook beside fire alarm cabinet outside HR Office 2. Spare in key safe to left of Lockington Road gate. To open: - pull down clear switch - enter 1489 (any order) - pull down silver switch Pass keys to person leading pupils down Lockington Rd	HR Assistant (Susan Douglas)	Reception Teacher

Appendix G - Safe Refuge Locations

Safe refuges are located at the following points:

Edwardian Building

- First Floor - main staircase landing
- Second Floor - main staircase landing
- Third Floor - main staircase landing

Lower School

- First Floor - undercroft staircase landing
- Second Floor - undercroft staircase landing

Music Block

- First Floor - back staircase landing
- Second Floor - back staircase landing
- Third Floor - back staircase landing

Appendix H - Forms

FIRE MARSHAL CHECKLIST

Area	Fire Marshal	Back-up	Area Clear	Comments
Lower School Ground Floor	Rachel Bowen	Sonia Sedda		
Lower School First Floor	Joanna Maciaszek	Damian Machaliwa		
Lower School Second Floor	Anna Gates	Melanie Hill		
Main entrance reception (plus oversight of School visitors)	Pauline Nieszwiec	Duty Receptionist		
Gymnasia, Sports Hall & mezzanine floor	Joanne Hurley	Ben Hudson		
Music Department	Michelle Sharpe	Fraser Harrington		
Edwardian – 3 rd floor including Art / Humanities / MFL / PER / Multi-space	Mia Davies	Louise Bowen-Thomas		
Edwardian – 2 nd floor, including English corridor	Karolina Slavikova	Maria Goncalves		
Edwardian – 1 st floor, including Maths corridor	Val Pitcairn	Joanne Rose		
Edwardian – Ground Floor including Reception corridor and staff room	Shriya Sant	Emma-Louise King		
Edwardian – Dining room & kitchen	Claire Keegan	Eileen Bensouda		

INCIDENT CONTROLLER CHECKLIST

Item	Responsible Person	Back-up	Check	Comments
Upper School Pupils (Year 6-8)	Sarah Hales	Phoebe Graham		
Upper School Pupils (Year 3-5)	Peter Archdale	Phoebe Graham		
Lower School Pupils (Year N-2)	Wendy Smith	Phoebe Graham		
Upper School Form Staff (Year 6-8)	Sarah Hales	Phoebe Graham		
Upper School Form Staff (Year 3-5)	Peter Archdale	Phoebe Graham		
Lower School Form Staff (Year N-2)	Belinda Clothier	Phoebe Graham		
Teachers - non-form tutors	Jack McInroy	Sera Jiminez		
Admin Staff	Julie Alger	Candice Mather		
Activity Peris	Pauline Nieszwiec	Candice Mather		
VMTs	Michelle Sharpe	Candice Mather		
Visitors (including Supply Teachers)	Pauline Nieszwiec	Candice Mather		
Kitchen staff	Claire Keegan	Eileen Bensouda		
School buildings clear	Simon Broxham	Phoebe Graham		

Personal Emergency Evacuation Assessment and Plan (PEEP)

This form is designed to be filled in by a pupil's Class Tutor when the pupil in his/her care requires special assistance with evacuating the building in case of an emergency. On completion the pupil's Tutor should return the form to the Bursar who will ensure that the necessary copies are made and distributed as indicated on the back page.

Why is this form important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995, and Disability Discrimination Act 2005 place duties on Newton Prep School to implement effective arrangements for access and emergency evacuation for employees, pupils and visitors. As the Class Teacher of a pupil who requires special assistance with evacuating the building in an emergency, you are asked to complete this form, with the assistance of the Bursar and Facilities Manager, on behalf of the pupil so that any particular needs are established and can be planned for. Any detail you provide will be handled in confidence and stored only with the necessary parties required to ensure the pupil's safety and that of others.

Pupil Name:

D.O.B.:

Class Teacher:

Date of this assessment:

Please tick which of the areas in school the pupil normally attends during the week

Edwardian Building
Art Studio
Lower School Block
Music Block
Dining Hall
Sport Halls

☐
☐
☐
☐
☐
☐

B. Please answer the following questions on behalf of the pupil in your form

1. Does the pupil have problems reading and identifying the emergency exit signs and evacuation routes to the emergency exits?

Yes ☐

No ☐

2. Does the pupil have any problems hearing the fire alarm when in the school building?

Yes ☐

No ☐

3. Would the pupil experience any problems raising the alarm if they discovered a fire?

Yes ☐

No ☐

4. Does the pupil need assistance to evacuate the building in an emergency?

Yes ☐

No ☐

5. Is the pupil likely to experience difficulties in travelling to the nearest emergency exit for a safe and timely evacuation?

Yes ☐

No ☐

6. Does the pupil have difficulties using the stairs?

Yes ☐

No ☐

7. Is the pupil dependent on a wheelchair for mobility?

Yes ☐

No ☐

If you have ticked "Yes" to any of the above, then please complete the Personal Emergency Evacuation Plan below

This form is confidential when completed.

Personal Emergency Evacuation Plan

This form should be completed for a pupil who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail provided will be handled in confidence and stored only with the necessary parties required to ensure the pupil's safety and that of others. The Bursar will then, on receipt of the completed form, distribute it to:

- The Pupil's Class Teacher
- The relevant Deputy Head
- The School Nurse
- The Facilities Manager
- Subject Teachers
- The Pupil's parents

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or the pupil concerned)

A. ALARM SYSTEM

1. The pupil is able / unable to raise the alarm (delete as appropriate).

If the pupil is unable to raise the alarm independently, please detail the alternative procedures.

2. The pupil is able / unable to hear the existing audible alarm system (delete as appropriate)

If the pupil is unable to hear the alarm when it sounds, please detail the alternative procedure

B. EVACUATION PROCEDURE (step by step account starting when the alarm is raised and finishing on final exit)

Please detail below and special assistance that the pupil requires that will allow them to safely evacuate the building. Any designated helper(s) should be named and their role(s) made clear. If this includes teachers please refer to them by name and ensure that they are fully briefed on the evacuation procedures.

C. SPECIFIC EQUIPMENT REQUIRED AND ITS LOCATION

The pupil and all designated helpers are aware of the emergency evacuation procedures and I believe them to be appropriate to the needs identified above:

Class Teacher's Signature:

Date:

Pupil's Name (please print):

Assessor Signature:

Date:

Copies to:

- The Pupil's Class Teacher
- The relevant Deputy Head
- The School Nurse
- The Facilities Manager
- Subject Teachers
- Pupil's parents