

Fire safety policy (Including Fire Emergency Plan)

Action	Policy to be reviewed as required and at least annually		
	Committee	Date	Completed
Review	Health & Safety Committee	18 January 2017	✓
Reported	Finance & Estates	7 March 2017	✓
Approved	Board of Governors	22 March 2017	✓

To be published on the following:	
Staff Portal	✓
School website	✓

CONTENTS

Fire safety policy	1
1. Introduction	3
2. Responsibilities	3
3. Fire evacuation procedures	4
4. Fire safety measures	5
5. Safety information records	6
Fire emergency plan	7
1. The purpose of the emergency plan	7
2. Procedures for the main school site	7
3. Emergency evacuation before 08.30 or after 16.00 or, out of school term	9
4. Emergency evacuation procedures for auxiliary school premises	10
5. Arrangement for external hirers	11
Appendix 1 Fire evacuation assembly point - Brook Green	12
Appendix 2 Staff responsibilities upon the sounding of the fire alarm	14
Appendix 3 Fire alarm checklist inc. checklist of school area during school hours 08.30-16.00	16
Appendix 4 Public performance announcement for after school events	18
Appendix 5 Emergency evacuation procedures and fire safety for external hirers	19
Appendix 6 Radio procedure guidelines	21

1. Introduction

The Board of Governors takes seriously its responsibility to promote fire safety at St Paul's Girls' School (the School) and to ensure that appropriate systems and procedures are in place to comply with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

This policy and Fire Emergency Plan sets out the School's procedures for providing a safe place to work and learn where fire safety risks are minimised. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School. This policy, the process of risk assessment and the Fire Emergency plan are designed to inform and help staff, pupils and visitors to respond calmly and effectively in the event that fire breaks out on site.

2. Responsibilities

The Board of Governors and High Mistress

The Board of Governors is ultimately responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. The High Mistress is responsible to the Governors for the implementation of the Fire safety policy and Fire Emergency Plan and for ensuring that adequate resources are available. Senior members of staff have been assigned responsibilities to carry out the measures required by the RRFSO as follows:

The Director of Operations is responsible for:

- Ensuring a suitable and sufficient fire risk assessment is undertaken.
- Ensuring that a suitable fire emergency plan is in place and understood.
- Ensuring that general fire precautions are put in place to ensure, so far as reasonably practicable, the safety of all staff and pupils and to take such general fire precautions as may reasonably be required to ensure the premises are safe for visitors and contractors.
- Ensuring that appropriate fire safety equipment, fire detection equipment, alarms, emergency routes and exits are provided.
- Consulting with colleagues about nominating persons to carry out particular fire safety roles and about proposals for improving fire safety precautions.
- Providing external hirers using facilities on the School site the relevant information on the emergency fire evacuation procedures.

The Estate Manager is responsible for:

- Ensuring that appropriate training is in place for those with specific fire safety roles (eg fire marshals).
- Reporting any deficiencies in fire safety to the Director of Operations.
- Ensuring that other staff are aware of how to operate the fire alarm system and of the relevant information that would need to be provided to the fire and rescue service in an emergency.
- Conducting fire safety awareness training for new staff.

The Maintenance Manager has delegated responsibility for:

- Carrying out routine testing of the fire alarms and detection equipment.
- Arranging for an approved contractor to carry out checks on the fire alarms, fire detection equipment, emergency escape lighting and fire extinguishers.
- Carrying out appropriate checks to ensure fire escape routes and fire exit doors are clear and operating correctly.
- Keeping the fire and rescue emergency file up to date

The Deputy Head, Director of School is responsible for:

- Liaising with the Director of Operations on fire safety procedures and required updates for staff and pupils.
- Arranging fire drills once a term to test the efficiency of evacuations.
- Coordinating roll call procedures at the fire evacuation assembly point (see Fire Emergency Plan Part 1).

Fire Marshals

Fire marshals assist with the evacuation of buildings. Fire marshals receive refresher training arranged at three yearly intervals or as required due to changes in the organisation or procedures. The Estate Manager will monitor the adequacy of fire marshal provision.

All staff (including peripatetic staff and volunteers)

Through training and the annual health and safety induction booklet, all staff are reminded that;

- they must familiarise themselves with the Fire emergency plan at Part 1;
- fire fighting equipment must not be tampered with or removed under any circumstances; interfering with safety equipment is a criminal offence under S.8 of the Health and Safety at Work etc. Act 1974;
- wherever practicable, electrical equipment should be switched off and disconnected from the power supply when it is not in use;
- fire exit routes must remain free from obstruction at all times and fire doors and exits must not be either locked or propped open;
- smoking is not permitted anywhere within the School's buildings or at any site which is under the control of the School (the only exception may be designated smoking areas within construction sites as agreed by the Estate Manager);
- personal and all newly purchased school electrical equipment should not be used on the premises unless it has been authorized (and PAT tested) by the Maintenance Manager;
- all waste materials must be placed in metal bins or other designated receptacles provided;
- all workplaces should be kept tidy and free from combustible waste at all times.

3. Fire evacuation procedures

All staff are required to read and familiarise themselves with the **Fire emergency plan at Part 1** as well as the procedures set out in the health and safety induction booklet and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to all staff at the start of each academic year and new staff receive fire safety training. The School's Health and Safety Induction Booklet containing fire safety information is also issued to staff every year.

Main school premises fire alarm system

The main school site is fitted with an automatic fire alarm system. The main control panel is located in the reception office. Smoke detectors are provided throughout the school and are regularly tested by specialist external contractors. Manual tests of the fire alarm are conducted every Tuesday at 07.30.

Fire alarm systems are also in place at the swimming pool. (see Part 1, Fire emergency plan).

Fire drills

The Deputy Head, Director of School arranges at least one fire drill each term to ensure that staff and pupils remain familiar with procedures and for those with responsibilities to test the plan and put in place procedures to remedy any inadequacies. The Director of Operations keeps a record of fire drills and monitors any required actions.

Visitors, contractors and those unfamiliar with the school site

Visitors and contractors are required to sign in at reception where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly area. Contractors working during school holidays are given instruction on escape routes and the location of the assembly point. The information is also printed on the contractor's card issued to all contractors on arrival.

An announcement is made at the start of events that involve a large number of visitors to advise of the nearest fire exits and the assembly point (see Fire emergency plan at Part 1).

Personal Emergency Evacuation Plans (PEEPs)

Staff: Disabled staff or staff who may have a temporary impairment affecting their mobility must inform their manager.

Pupils: Tutors should make the Head of Year aware of any pupil who may need special arrangements to enable them to evacuate the premises.

Relevant managers and Heads of Years must inform the Learning Support Coordinator (who will consult with the nurse and Senior Caretaker as required) and will put a PEEP in place for each individual who may need special arrangements to enable them to evacuate the premises in the event of a fire or other emergency. PEEPs are kept by the Learning Support Co-ordinator and copied to the relevant teacher/buddy, Business Directorate, Senior Caretaker and front office.

The Receptionist or duty concierge ensures that a generic PEEP, which can be adapted, is in place for visitors who require assistance.

Evacuation of disabled persons

Disabled persons must be evacuated to a place of safety.

Evac-chairs should be used to evacuate disabled persons but only if necessary. Site staff are aware of evac chair locations. All site staff and relevant members of staff have been trained in their use.

External hirers

External hirers are briefed on fire safety procedures and the emergency evacuation plan. They are responsible for ensuring that they have enough personnel on site to manage an emergency evacuation. The duty caretaker ensures that any event set up does not interfere with fire escape routes or access to fire doors.

4. Fire safety measures

Annual fire risk assessment

The School employs a suitably qualified external assessor to undertake a fire risk assessment to identify hazards, people at risk and the measures to evaluate, remove, reduce and or protect from the risk. The assessment is carried out at least annually and on any significant change affecting the School's premises. The Director of Operations ensures that the appropriate actions recommended by the fire risk assessment are undertaken and reports this to the Health and Safety Committee. The Governors' Finance and Estates Committee receive the summary and a review of actions.

Emergency lighting

Emergency lighting, where installed, is routinely tested in-house by the maintenance team. Records of all tests and maintenance activities are kept by the Maintenance Manager.

Fire escape routes

These include all fire escape corridors and staircases. They must be kept clear at all times. Any member of staff finding a fire escape route blocked or obstructed should report it immediately to the Senior Caretaker or a member of the site staff. Under no circumstances should flammable substances or combustible materials be stored in an escape corridor or in an escape stairway.

Fire doors and exits

These are fitted throughout the interior of the premises and are designed to protect evacuation routes by impeding the spread of flames and smoke. All fire doors are suitably marked and should be kept shut and clear of obstruction at all times. Unless they are retained by an automatic mechanism which will release the door in the event of a fire, they should never be kept open nor wedged or propped open (this is an offence under HSWA s.8).

Any person who finds a fire door blocked or locked should report it immediately to the Senior Caretaker or a member of the site staff.

Fire Equipment/Extinguishers

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis. Training in the use of extinguishers will be given as appropriate. All staff are instructed never to take

unnecessary risks and only to use an extinguisher if they have been trained how to use it, they feel confident, and it is safe to do so. Staff may have to use an extinguisher if they find that their escape route is blocked by fire.

Permits to disable automatic fire detection

The Maintenance Manager (or Estate Manager in his absence) reviews any request to disable the automatic fire detector for an area of the main school site (eg for theatre productions). A permit is issued stating mitigating actions and signed by the member of staff in charge of the area/event.

Hot works permits

The Maintenance Manager (or Estate Manager in his absence) issues hot works permits to contractors. Permits include a checklist of safety measures that need to be put in place before works can commence.

PAT testing

Portable appliance testing is undertaken by the maintenance staff or contractors and in accordance with the School's Health and Safety policy (HSI 005).

Flammable and hazardous materials

The use of flammable or hazardous substances at the School is restricted, in so far as is possible, to designated areas at the School such as workshops or science laboratories and in accordance with the School's Health and Safety policy (HSI 003).

Rubbish and combustible materials

Rubbish is stored out of buildings in a designated area until collection. Staff are reminded about good housekeeping practices via the Health and Safety Induction booklet. Site staff undertake regular checks of rooms.

5. Safety information records

Termly health and safety monitoring checklist

The termly health and safety checklist acts as a formal system of internal inspection to supplement the formal annual external audit. All checklists are held by the Director of Operations.

Fire evacuation record

A record of all fire evacuations, including drills, detailing evacuation times and comments is kept by the Director of Operations.

On site information pack

An information pack for the fire and rescue service including school plans is kept by the fire panel in the Front Office.

PAT testing

Records of PAT testing are held by the Maintenance Manager.

Availability of this policy

This policy may be downloaded from our website <http://www.spgs.org/school-policies/> or is available on request from the Business Directorate, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 605 4881)

Fire emergency plan

(The plan is an appendix of the School's Fire safety policy published on the School's website and staff Portal)

1. The purpose of the emergency plan

This document sets out the St Paul's Girls' School fire emergency plan and details the action to be taken in the event of a fire, the evacuation procedure and the system for assembly and registration. The purpose of the plan is therefore to:

- Ensure that people on our premises know what to do if there is a fire.
- Ensure that the premises are safely evacuated.

All staff (including temporary staff) and volunteers should familiarise themselves with the procedures which are also summarised in the health and safety induction booklet and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to staff. Temporary staff, contractors and volunteers are briefed on core fire safety procedures when they start.

2. Procedures for the main school site

Warning people of a fire

The main school site is fitted with an automatic fire alarm system which is tested every Tuesday morning. The alarm sounds throughout the buildings.

Raising the alarm on discovering a fire

Anyone who discovers a fire should raise the alarm by operating a break-glass fire alarm call point. These are located on evacuation routes and are usually adjacent to a fire exit.

The front office will summon the fire and rescue service unless the member of site team in charge of monitoring the fire panel when the alarm is activated advises within two minutes that it is a false alarm. It is the policy of the fire and rescue service only to respond once a fire has either been confirmed or there is a reasonable suspicion that there is a fire (eg a smell of smoke).

The Estate Manager or a member of the site team will be stationed at the front of the school to meet the fire services and will provide them with the on-site information pack.

Evacuation of premises

On hearing the alarm, everyone should use their nearest exit to proceed to the fire assembly point which is Brook Green opposite the main school building. If the assembly point is not accessible for any reason, fire marshals will direct staff and pupils to the alternative assembly point on Brook Green (see diagram at Appendix 1).

Staff should direct pupils to leave the building in an orderly manner (ie no running and in silence) and should leave the room last, closing the door and windows without putting themselves at risk. Staff should be vigilant and check where practical that evacuation of the area in which they are, is being carried out.

The priority of staff is the safe evacuation of pupils.

Fire evacuation routes

Evacuation routes are identified by fire exit signs and routes are protected against fire by fire doors. Staff are instructed to keep fire evacuation routes clear.

Action during a fire

Staff should contain the spread of smoke and fire by closing doors and windows, where there is no risk to their own safety. Staff should only attempt to fight the fire if it is necessary to escape and if it is safe to do so.

Stopping or isolating machines/power supplies in the event of fire

In the event of a fire or on hearing the fire alarm the following actions should be taken by staff working in specific areas:

- **Science** staff should turn off all gas supplies within the science laboratories.
- **D&T, theatre and maintenance** technicians should stop welding and stop workshop machines.
- **Catering** staff should turn off cooking equipment (the gas supply to the main kitchen is linked to the fire alarm and will automatically turn off).

Evacuation of disabled persons

Disabled persons must be evacuated to a place of safety in accordance with their Personal Emergency Evacuation Plan (PEEP). They cannot be left in refuges to await the arrival of the emergency services. Evac-chairs should be used if necessary to evacuate disabled persons from upper floors. Site staff and relevant members of staff have been trained in their use. Staff or pupils who are temporarily on crutches are to be assisted by members of staff and fellow pupils as appropriate.

Instruction for medical staff

If medical staff require assistance in vacating a person with restricted mobility, they should seek help on the radio to the Director of Operations who will make the necessary arrangements.

Assembly point and roll call

All staff and pupils should go to the assembly point on Brook Green (identified in Appendix 1), taking care when crossing the road and following any instructions from the traffic marshals who will be stationed outside the school. At the assembly point members of staff responsible for checking each area will undertake a roll call. **Once this has been completed, the results should be communicated immediately to the Deputy Head Director of School or in his absence the Assistant Head Director of Pastoral Care who will be standing in a prominent position and wearing a high- vis jacket.** The Deputy Head Director of School's principal responsibility at this stage will be to ensure that everyone on site is accounted for.

Information about a fire

All staff who have any information about a fire (eg location) or about any person who is unable to evacuate, should tell the first person they see with a radio (usually also wearing a high vis jacket) and also repeat the information to the Director of Operations (or in her absence either the Director of Resources or the PA to the Director of Operations) who will be standing on the pavement by the main school gates.

Staff signing- out books

The Director of Studies checks these books, and the daily cover sheet, to account for any absent staff. It is therefore **crucial** that teaching staff inform the cover administrator if they are going to be absent from school, even if they do not require cover.

Instructions for all tutors

Tutors should instruct pupils to line up in their form within their year group line at the assembly point (see the diagram at Appendix 1). Form tutors should collect a paper register from the School Administrator. Once they have checked their form, they should report to the appropriate Head of Year and hand him/her their registers. If a Head of Year is absent, the Deputy Head of Year will take on this role. Tutors should stay with their form, standing at the front of the form line maintaining silence.

Instructions for Heads of Year

All Heads of Year should check the signing in and out sheets for any girls who have arrived in school or left since the last registration. These will have been brought out by the School Administrator. **Heads of Year should make a note of girls and tutors who are unaccounted for and report these directly to the Deputy Head Director of School, or in his absence the Assistant Head Director of Pastoral Care.**

Instructions for teaching staff who are not tutors (including part-time staff)

All teaching staff who are not tutors, including the High Mistress, should report to the **Director of Studies.**

Instructions for non-teaching staff

Certain support and site staff perform specific tasks such as checking areas of the site are clear and acting as traffic marshals to facilitate staff crossing to Brook Green, and as directed in the document **staff responsibilities upon sounding of the fire alarm (Appendix 2)**. We use radio communication and in accordance with the document **Radio Procedure Guidelines (Appendix 6)**. The Director of Operations will stand on the pavement by the main school gates and wear a high vis jacket.

Responsibilities for reporting groups of non-teaching staff, including technicians, are detailed in the document fire evacuation checklist for non-teaching staff which is kept up to date by the PA to the Directors of Operations & Resources. Staff with responsibility for accounting for colleagues in their area **should report to the HR Manager or in her absence, the School Accountant.**

Instructions for peripatetic music staff

Peripatetic staff should be vigilant when evacuating from the music practice rooms and check where practical that evacuation is being carried out. Peripatetic staff should report to the Music Department Manager, (or in her absence, to a member of the music department staff).

Instruction for sports coaches

Sports coaches are required to sign in at reception. On hearing the fire alarm they should vacate the premises and proceed to the assembly point where they should report to the Receptionist who will check them off against the sign in book.

Instructions for Heads of Year, the Director of Studies, the School Accountant and the Music Department Manager

All should report to the Deputy Head, Director of School, or in his absence the Assistant Head, Director of Pastoral Care, when they have completed the check for all those for whom they are responsible.

Visitors and contractors

All visitors and contractors are required to sign in at reception where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly point. At the assembly point, the Receptionist will check them off against the sign in book. Contractors are given instruction on escape routes and the location of the assembly point. The information is also printed on the contractor's card issued to all contractors on arrival.

All clear

No one is to return to the school buildings before cleared to do so by the Deputy Head, Director of School acting on confirmation received by the Director of Operations (or in her absence, the Director of Resources) that the buildings are safe and that the fire alarm has been re-set. The School will be re-occupied in an orderly fashion as directed by the Deputy Head, Director of School.

If premises are evacuated for a fire, they should not be re-entered until the fire and rescue service has advised that it is safe to do so.

3. Emergency evacuation before 8.30 or after 16.00 or out of school term

In the event of the fire alarm sounding before or after school hours or during the holiday, all staff should be especially vigilant and check where practical that evacuation of the area in which they are, is being carried out. All persons in the school should assemble at the assembly point on Brook Green.

For large after school events (for example those hosted in the Singing Hall and the Great Hall) and where the number of visitors make it not possible for a member of staff to personally escort visitors out of the building, the member of staff in charge will make an announcement prior to the start of the event, informing visitors of the nearest escape routes and the location of the assembly point (see Appendix 4 public performance announcement for after school events). Where events do not have formal announcements (for example, parents evening and art shows), on hearing the fire alarm ALL staff must usher and direct visitors to the nearest exit.

The duty caretaker will:

- Locate the zone in the school which has triggered the alarm and, if necessary, summon the fire services. If possible the duty caretaker will sweep the area/building concerned.

- Update the member of staff on late duty - either advising that there is no fire and that the buildings can be re-entered or that the evacuation remains in place.
- Wait for the arrival of the fire and rescue service at the front of the school.
- Report the situation to the Estate Manager if she is not already aware **who will inform the Director of Operations if there is a suspected fire.**
- Inform the Director of Operations of the evacuation the next working day if there was no fire.

From 17.00 during term time, the duty concierge will:

- Liaise with the duty caretaker as required.

Members of staff in charge of after- school activities will:

- Assist pupils and visitors with the safe crossing of the road
- Escort all pupils and visitors taking part in their own activity to the assembly point on Brook Green.
- Check that the area they have been using has been cleared of pupils and visitors (eg the Singing Hall).
- Report to the member of staff on late duty.

The member of staff on late duty (until 18.00) will:

- Go to the assembly point on Brook Green, ensuring that any pupils not accompanied by another member of staff are supervised.
- If there is a fire or if the fire and rescue service have attended the premises, the member of staff on late duty will send girls home.
- If the duty caretaker confirms that it is safe to return to the school buildings, the member of staff on late duty will give the instruction to pupils and member of staff assembled.

All cleaners and other member of staff working in school will:

- Evacuate the buildings by the nearest exit and assemble at the assembly point on Brook Green.
- Cleaners should report to the duty caretaker.

During the school holidays, staff are required to sign in/out at reception and the staff signing in book will be taken out by the Receptionist or the member of staff covering reception.

4. Evacuation procedures for auxiliary school premises

Pavilion – currently under construction

Swimming pool

The swimming pool is fitted with an automatic fire alarm system which is tested every Monday afternoon. If the fire alarm sounds, the caretakers and Maintenance Manager will receive an automatic telephone call advising them.

The duty caretaker will proceed immediately to the swimming pool to sweep the building if possible and will call the fire and rescue service if there is good reason to believe there is a fire. He will keep the Estate Manager informed who will inform the Director of Operations.

The duty caretakers will await the arrival of the fire and rescue service. If out of hours and in the event of a fire the duty caretaker will inform the Estate Manager by telephone who will inform the Director of Operations.

Evacuation of premises

There are two fire exits (front door and rear door). These are shown on a plan located in the pool reception area. Fire action notices are also displayed.

The fire assembly point is on the pavement in Luxemburg Gardens outside Bute House Preparatory School.

The teacher(s) present will:

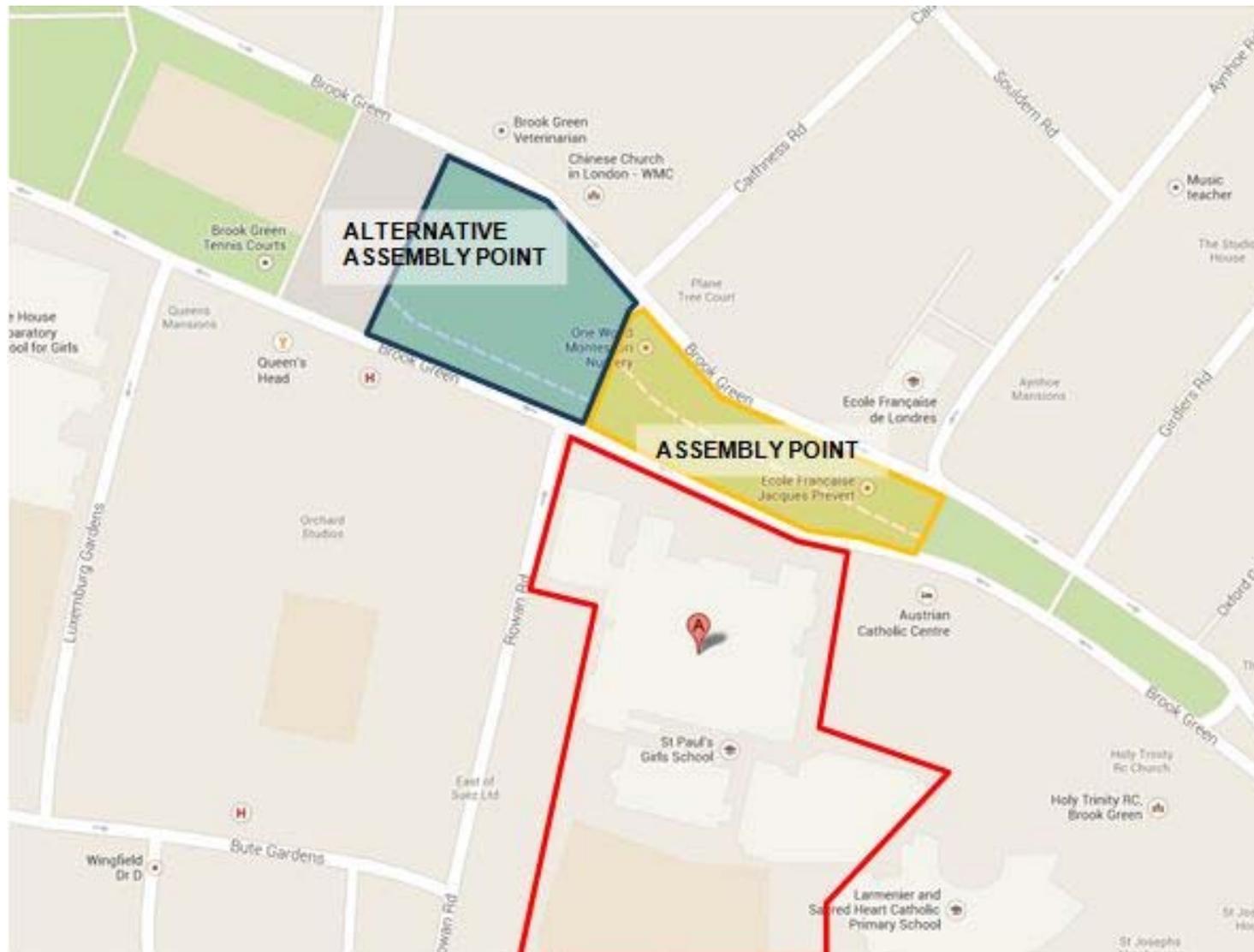
- Ensure that all pupils evacuate the premises.
- Take the roll call at the assembly point.

No one is to return to the building before cleared to do so by the duty caretaker who will liaise with the fire and rescue service.

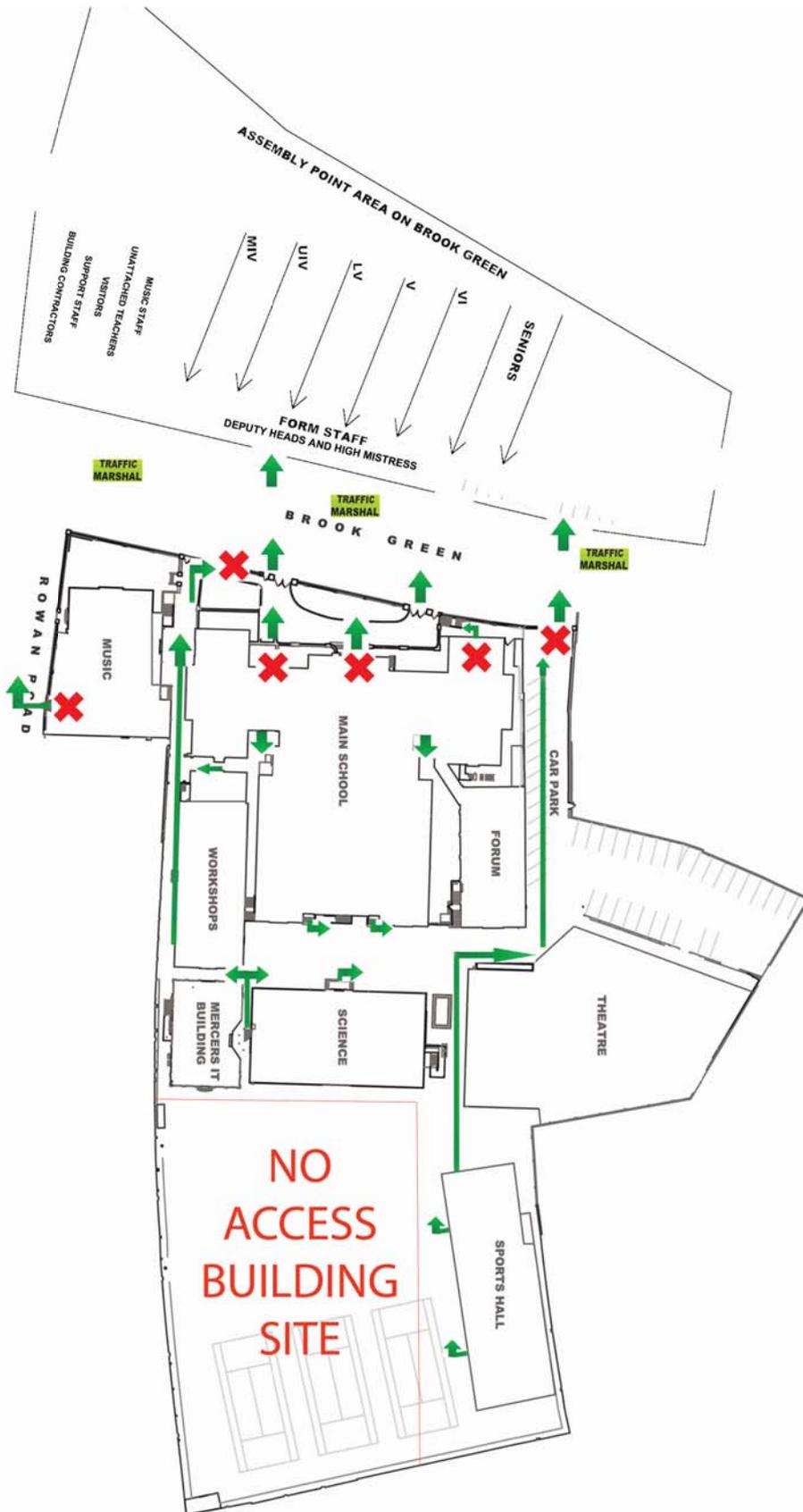
5. Arrangements for external hirers

External hirers are required to follow the School's health and safety procedures, including fire safety procedures while on school premises. Hirers are given the document **Emergency evacuation procedures and fire safety for external hirers (Appendix 5)** when lettings agreements are issued. The member of staff in charge of the event (or the duty caretaker) briefs the hirer on arrival and ensures they are clear on emergency evacuation plans and their responsibilities.

Fire evacuation assembly point – Brook Green



✗ Exit points to Brook Green



STAFF RESPONSIBILITIES UPON THE SOUNDING OF THE FIRE ALARM

NO.	NOMINATED PERSON	SUBSTITUTE FOR NOMINATED PERSON [second substitute]	DUTIES ON THE SOUNDING OF THE ALARM
1	Site team ("Control" & "Panel") (Caretakers/Maintenance/Grounds/Concierge /Estate Manager) <ul style="list-style-type: none"> All members of site team respond to alarms; Most senior Caretaker to panel all the rest to location of alarm 		<ul style="list-style-type: none"> Finds source of fire from the alarm panel in the school office. Checks and if possible sweeps the building where alarm is triggered to confirm it is clear of people and determine if real fire or false alarm. Instructs the Receptionist/or person at the panel to call the fire and rescue service in the event of a fire or suspected fire. Radios the Director of Operations (Green) to advise location of fire/or false alarm. Meets the fire and rescue service on arrival or under instruction of Green silences alarms If false alarm, switches main doors and gates to manual prior to staff and pupils re-entering the building
2	Director of Operations ("Green")	Director of Resources [PA to Directors of Operations & Resources]	<ul style="list-style-type: none"> Waits on the pavement by main school gate and communicates with site team whilst other nominated staff report to him/her that buildings are clear. Once all buildings are clear, advises member of the site team at the fire alarm panel to turn off alarm. Gives all clear to Director of School or in his absence, the Assistant Deputy Head that pupils/staff may re-enter the school [and acts on any direction from the fire and rescue service].
3	ROAD TRAFFIC MARSHALS: <ul style="list-style-type: none"> PA to Director of Pastoral Care Reprographics Technician PA to Deputy Head, Director of Studies Exams officer Music technician HR Administrator / Officer 		<ul style="list-style-type: none"> Act as traffic marshal - helping pupils safely cross the road and to be stationed at key designated points
4	School Receptionist	School Administrator	<ul style="list-style-type: none"> On hearing the alarm, radios the site team with details from the fire alarm panel and remains, if safe to do so, until relieved by site staff (most senior caretaker on duty). Calls fire and rescue service. Switches telephone exchange to "unable to answer at present" message. Takes out the visitor signing in/out book (and reports to the Director of School). Reports front office area cleared to Director of Operations on the pavement by the main school gates.
5	School Administrator	PA to Deputy Head - Director of School	<ul style="list-style-type: none"> Takes out emergency registers and daily pupil reports and distributes to tutors. Takes out pupil late and signing out sheets and distributes them to Heads of Year.
6	PA to Deputy Head - Director of Studies	PA to Deputy Head - Director of School	<ul style="list-style-type: none"> Takes out list of teaching staff who are not tutors, list of part time staff and the daily cover sheet and gives them to the Deputy Head, Director of Studies.
7	Admissions Officer	PA to Deputy Head - Director of School	<ul style="list-style-type: none"> Takes out staff signing out books (and gives them to Deputy Head, Director of Studies), loudhailer from school office and high vis jackets for HOYs

NO.	NOMINATED PERSON	SUBSTITUTE FOR NOMINATED PERSON [second substitute]	DUTIES ON THE SOUNDING OF THE ALARM <i>Staff sweeping areas should still report to the Director of Operations if they have not been able to check their area and provide any information (ie; area/room not in use).</i>
7	Admissions Officer	PA to Deputy Head - Director of School	<ul style="list-style-type: none"> • Takes out staff signing out books (and gives them to Deputy Head, Director of Studies), loudhailer from school office and high vis jackets for HOYs
8	Design workshop	Design workshop technician	<ul style="list-style-type: none"> • Checks the DT block if in use • Reports area cleared to Director of Operations on the pavement by the main school gates.
9	Assistant Catering Manager	Cleaning Manager	<ul style="list-style-type: none"> • Checks the ground floor concourse including locker rooms and toilets • Reports area cleared to Director of Operations on the pavement by the main school gates.
10	Music department manager	Music teacher - academic	<ul style="list-style-type: none"> • Checks the Music block including the Singing Hall and percussion room • Reports area cleared to Director of Operations on the pavement by the main school gates.
11	Director of Art	Art technician	<ul style="list-style-type: none"> • Main block - top floor (art) • Reports area cleared to Director of Operations on the pavement by the main school gates.
12	Senior Librarian	Librarian	<ul style="list-style-type: none"> • Main block - ground floor, Great Hall, libraries and Marble • Reports area cleared to Director of Operations on the pavement by the main school gates.
13	PA to Director of Senior School	Deputy Director of Senior School	<ul style="list-style-type: none"> • Forum - upstairs and downstairs • Reports area cleared to Director of Operations on the pavement by the main school gates.
14	General Services Manager	Catering Manager	<ul style="list-style-type: none"> • Checks the kitchen, dining room, seminar room, wash-up room, salad prep room and kitchen offices and rest room. • Reports area cleared to Director of Operations on the pavement by the main school gates.
15	Database Manager	IT Technician	<ul style="list-style-type: none"> • Checks the sports block. • Reports area cleared to Director of Operations on the pavement by the main school gates.
16	Network Manager	IT Technician	<ul style="list-style-type: none"> • Checks the Mercers' building. • Reports area cleared to Director of Operations on the pavement by the main school gates.
17	Laboratory Manager TERM TIME ONLY	Physics Technician	<ul style="list-style-type: none"> • Checks the science block (term time only). • Reports area cleared to Director of Operations on the pavement by the main school gates.
18	Senior Finance Officer	PA to Directors of Operations & Resources	<ul style="list-style-type: none"> • Checks top floor of theatre block. • Reports area cleared to Director of Operations on the pavement by the main school gates.
19	Finance Officer	PA to Directors of Operations & Resources	<ul style="list-style-type: none"> • Checks first floor of theatre block. • Reports area cleared to Director of Operations on the pavement by the main school gates.
20	Theatre Manager	Drama department administrator	<ul style="list-style-type: none"> • Checks ground floor of theatre block. • Reports area cleared to Director of Operations on the pavement by the main school gates.
21	HR Manager	School Accountant	<ul style="list-style-type: none"> • Stands to the left of the assembly point and completes the non-teaching staff checklist. • Reports all non-teaching personnel out of building to the Director of School on the pavement by the main school gates.

Fire alarm checklist

Date:		Time alarm sounds:	
Length of time to evacuate:		Time all-clear given to Dir of Operations:	
Is this a drill?	YES / NO		

ACTION	TIME	WHO
Confirmation of false alarm		
Confirmation that fire rescue services have been called		
Confirmation that building/ area where alarm triggered has been swept		

ALARM HAS TO BE RE- SET BEFORE ANYONE CAN RE- ENTER

PROMPT - radio site staff and instruct to be at gates / door before girls dismissed

COMMENTS / ACTIONS RAISED - GENERAL

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COMMENTS / ACTIONS RAISED - SITE TEAM

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Person completing the form:

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Fire alarm checklist of school area during school hours 08.30- 16.00

AREA	WHO	YES	ANY COMMENTS
Reception and school office	School receptionist <i>(School administrator)</i>		
HM's rooms	High Mistress's assistant <i>(PA to deputy head – director of school)</i>		
Kitchen, dining room, seminar room etc.	General services manager <i>(Catering manager)</i>		
Sports hall	Database manager <i>(IT technician)</i>		
Mercers' building	Network manager <i>(IT technician)</i>		
Science block <i>Term- time only</i>	Laboratory manager <i>(Physics technician)</i>		
Top floor theatre block	Senior finance officer <i>(PA to Directors of Ops & Resources)</i>		
First floor theatre block	Finance officer <i>(PA to Directors of Ops & Resources)</i>		
Ground floor theatre block	Theatre manager <i>(Drama department administrator)</i>		
Building site (behind Science block)	8Build – site manager		
DT block	Teacher or technician		
Ground floor concourse including locker rooms and toilets	Assistant Catering Manager <i>(Cleaning Manager)</i>		
Music block incl. Singing Hall and percussion room	Music department manager <i>(Music teacher – academic)</i>		
Main block – top floor (art) and 1 st floor (classrooms off balcony area)	Director of Art or technician		
Main block – ground floor: Great hall and adjacent classrooms, libraries, and marble	Librarians		
Forum – upstairs, downstairs & staffrooms x4	PA to Director of Senior School <i>(Deputy Dir. of Senior School)</i>		

ALARM HAS TO BE RE-SET BEFORE ANYONE CAN RE-ENTER

PROMPT – radio site staff and instruct to be at gates / door before girls dismissed



Public performance announcement for after school events

To comply with the School's fire emergency evacuation plan, staff organising any public event on site are required to give the following emergency evacuation guidelines:

- Inform visitors what the fire alarm sounds like (an intermittent sound).
- Instruct visitors of the need to evacuate calmly via the nearest fire exit in the event of the alarm sounding.
- Indicate the location of the nearest fire exits.
- Instruct visitors to take care when crossing the road to Brook Green.
- Explain where the assembly point is (on Brook Green, opposite the main building) and how to get there.
- Instruct visitors not to enter/re-enter a school building until the duty caretaker has advised that it is safe to do so.

Staff hosting an event are responsible for managing their event and any subsequent evacuation. This must include the sweeping of the premises to ensure that the areas they have been using have been evacuated.



EMERGENCY EVACUATION PROCEDURES AND FIRE SAFETY FOR EXTERNAL HIRERS

In compliance with The Regulatory Reform (Fire Safety) Order 2005 and the St Paul's Girls' School Health and Safety policy and Fire Safety policy

On arrival at the premises or on first use of the facilities (for longer term hirer), the member of staff in charge will brief the event organiser and specifically:

- 1) Advise whether there are any planned fire drills.
- 2) Inform the event organiser what the fire alarm sounds like, an intermittent sound.
- 3) Indicate the nearest fire exits for the space being used and remind the organiser that there should be no obstructions to these exits.
- 4) Explain where the assembly point is and how to get there:
 - main school site – Brook Green, opposite the main building
 - swimming pool – Luxemburg gardens outside Bute House school.

External hirer's responsibilities

As per the Terms of Hire, external hirers are responsible for all their visitors and must comply with the School's policy and procedures for health and safety, fire and emergency procedures, and must ensure that visitors understand these procedures.

The event organiser is therefore required to:

- 1) Observe any instruction given by the duty caretaker/member of staff in charge on the day.
- 2) At the start of the event (or the first session if a longer term hirer) brief all visitors/participants as follows:
 - anyone who discovers a fire should raise the alarm (there are fire alarm call points located throughout the school);
 - how to recognise the sound of the fire alarm and that everyone will need to evacuate if the fire alarm sounds;
 - location of nearest fire exits and location of the assembly point;
 - advise visitors that no one should re-enter the building until the duty caretaker has confirmed it is safe to do so.
- 3) Ensure that all visitors leave the building in the event of an emergency evacuation. This includes managing visitors crossing the road to Brook Green and sweeping the premises to ensure that the area(s) in use have been cleared, if it is safe to do so. The hirer must have sufficient personnel managing the event to carry out these tasks.

The duty caretaker will contact fire emergency services.

- 4) At the assembly point, confirm with the duty caretaker/staff in charge that the area has been cleared.

SPECIFIC FIRE EVACUATION DETAILS – SWIMMING POOL

- The fire alarm panel is located by the front entrance door. There are two fire exits (front door and rear door). These are shown on a plan located in the pool reception area.
- The fire evacuation point is on the pavement in Luxemburg Gardens outside Bute House School.
- The member of teaching/coaching staff present at the pool is responsible for roll call. **The duty caretaker will contact fire and rescue service and any other emergency service as necessary.** If it is safe to do so, the duty caretaker will sweep the building.
- No-one is to return to the building before cleared to do so by the duty caretaker who will have received the all clear by the fire and rescue service.

Contact numbers

If using a School telephone, dial 9 for an outside line

Police/Fire/Ambulance 999
Hammersmith police (if not an emergency) 101

Internal school contacts

Internal extension numbers are highlighted in bold.

- Main switchboard - 020 7603 **2288** - (emergency service out of hours)
- Business directorate - 020 7605 **4881** (manned throughout the year during office hours)
- Caretakers - 020 7605 4830 (out of office hours) / 07702 545384 / 07889 092793
- Maintenance department - 020 7605 **4865** (during office hours)
- Reception - 020 7603 2288 or dial 0 if using an internal line. Reception will be able to contact the Caretakers or Maintenance department in an emergency

Radio Procedure Guidelines

All users of the radios should be aware that content can be monitored at any time by the government licensing authority. Therefore any abuse of usage could mean our licence being revoked. Similarly at any time, you can assume that radio communications could be overheard by staff, visitors and pupils.

Currently the following groups have radios:

- Channel 1 - Front office, Maintenance, Grounds, Caretakers, Estate Manager, PA to the Directors of Operations & Resources, Catering/Cleaning, Nurse and MCS (Pavilion contractor)
- Channel 1 - only when there is an incident/fire alarm - as above and below plus, High mistress/HMPA, road traffic marshals, 'Green' (person in charge of accounting for staff and pupils assembled on brook Green), Director of School.
- Channel 2 - IT department
- Channel 3 - 8Build (New Building contractor)
- Channel 4 to 10 - currently unallocated

General rules include: no swearing/abusive language and, for school business use only.

All messages should be clear, concise and follow the following format:

- A) A conversation to a specific person
- 1) "*Your name*" calling "*person's name*" eg: "Geraldine calling Howard"
 - 2) Wait until that person responds
eg: "Go ahead Geraldine" or "yes" or similar to acknowledge the call
 - 3) Then relay your message
 - 4) No need to end conversation with 'out'; the conversation will naturally conclude or a simple 'thanks' is fine.
- B) A conversation requesting a 'team' i.e. maintenance, caretakers, 8Build
- 1) "*Your name*" calling "*the team*" with a VERY brief reason (so the most suitable/available person can respond)
eg: "Geraldine calling caretakers - a locker requires opening"
"Geraldine calling maintenance - delivery for you"
"Front office calling 8Build there is a delivery being sent to your gates"
 - 2) Wait until a person responds
eg: "Go ahead Geraldine" or "yes Danny here" or similar to acknowledge the call
- 3 & 4 as (A) above

Emergency procedures

During a fire or incident alarm, the 'key persons' with designated responsibilities may change depending on who is in school/their location at the time and the type of emergency. Therefore 'codenames' have been established so it is clear who is in charge and their role.

All radio chatter should be kept to a minimum to keep the airwaves free for essential communications. Due to it being very difficult to hear with the alarms going off, important messages should be repeated 2 or 3 times and then 'key people' acknowledge it has been heard. For example:

Reception - "Fire alarm in warning, displaying kitchens detector 23, I repeat fire alarm in warning, displaying kitchen detector 23, I repeat fire alarm in warning, displaying kitchen 23". Maintenance - "received and on way to investigate."

“Control to Green, I can confirm it is a false alarm, I can confirm it is a false alarm.” “Green to control, message received it is a false alarm”

“Control to panel, I can confirm it is a real fire, I can confirm it is a real fire. Call the fire brigade” “panel to control, message received” later “panel to control, I confirm the fire brigade has been called, I confirm the fire brigade has been called”.

During fire alarm - Key people/Codenames

Codenames	Person most likely to be	Duty
Control	Estate Manager/Maintenance Manager/Member of maintenance team/caretaker	To go to the source of the alarm/fire to determine if it is a real fire or false alarm and, if possible, sweep this building. Control reports the status to Green and instructs Panel to call the fire brigade.
Green (Brook Green)	Director of Operations or Director of Resources or most senior member of school or most senior person in charge of ‘event’ (out of hours)	Ensuring all staff, pupils & visitors are accounted for and kept on Brook Green. If false alarm, informing Panel when the alarms can be silenced.
Panel	Most senior caretaker on duty or concierge	To help identify the location of the detector that has gone off/report to control. Call fire brigade (if not already done) or silence alarms. Gather emergency information pack and await/direct fire brigade to scene of fire Check/Confirm if any PEEPs in place/action
Road Traffic Marshals	Various allocated staff	Ensure traffic is stopped and directing pupils safely across to Brook Green

During ‘incident’ alarm - Key people/Codenames

Codenames	Person most likely to be	Duty
Control	Director of School	Take overall control of the situation and issue instructions
Site	Maintenance, caretakers, grounds and Estate Manager. The most senior/suitable placed person will deem themselves in charge of the ‘site team’ and identify themselves to ‘control’	To lock gates/perimeters. Monitor CCTV and news. Walk external areas (if safe) to ensure everyone is ‘staying put’

Note: To use the radio press and hold the button on the LH side of the radio. Pause before you speak or else the beginning of the message will not be transmitted. Once your message is complete, release the button and wait for response.

Updates to: All radio users & fire safety policy/fire emergency plan as Appendix 6.