

# Fire safety policy

## (Including Fire Emergency Plan)

Action	Policy to be reviewed as required and at least annually		
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Approved	Board of Governors	26 March 2019	✓

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School website	✓

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## CONTENTS

### **Fire safety policy**

- |    |                            |   |
|----|----------------------------|---|
| 1. | Introduction               | 3 |
| 2. | Responsibilities           | 3 |
| 3. | Fire evacuation procedures | 4 |
| 4. | Fire safety measures       | 5 |
| 5. | Safety information records | 6 |

### **Fire emergency plan**

- |    |   |    |
|----|---|----|
| 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 | 10 |
| 4. | Emergency evacuation procedures for auxiliary school premises           | 11 |
| 5. | Arrangement for external hirers   | 12 |

Appendix 1 Fire evacuation assembly point - Brook Green 13

Appendix 2 Staff responsibilities upon the sounding of the fire alarm 15

Appendix 3 Fire alarm checklist inc. checklist of school area during school hours 17  
08.30-16.00

Appendix 4 Emergency evacuation procedures and fire safety for external hirers 19

Appendix 5 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 site 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.
- With the Director of Operations, devising appropriate fire safety awareness training for 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 Senior Deputy and Director of Studies ("the Senior Deputy")** is responsible for:

- Liaising with the Director of Operations on fire safety procedures and ensuring that required updates for staff and pupils are communicated.
- 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 / Stewards**

The site team, designated staff in higher risk areas or those that are responsible for large events receive fire marshal training. Refresher training is 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.

### **Staff with responsibilities during an evacuation**

Nominated staff have specific responsibilities in the event of an evacuation including sweeping buildings and reporting to the responsible person at the assembly point. Duties are outlined in the Fire Emergency Plan (see Appendix 2).

### **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 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, the fire awareness training notes for staff, 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.

### **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 tested in accordance with the regulations. 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 **Senior Deputy** 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.

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). Staff acting as fire stewards are stationed at appropriate exits and assist with evacuation.

#### **Personal Emergency Evacuation Plans (PEEPs)**

**Staff:** Disabled staff or staff who may have a temporary impairment must inform HR. The HR Manager will initiate the PEEP procedure.

**Pupils:** For temporary impairment (eg broken leg) tutors should make the school nurse aware of any pupil who may need special arrangements to enable them to evacuate the premises. The school nurse will initiate the PEEP procedure. For permanent impairment, the Learning Support Coordinator should be consulted and will initiate the PEEP procedure. The tutor should inform the school nurse or the Learning Support Coordinator if the nature of the impairment changes.

PEEPs are kept by the school nurse (temporary - pupil), Learning Support Coordinator (permanent - pupil) and HR Manager (staff). Copies are given to the Senior Caretaker and Front office (pupils only).

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. 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 from the fire risk assessor.

#### **Emergency lighting**

Emergency lighting 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**

### **Records of site checks**

The site team conduct regular checks of the premises and log any actions required. This process acts as a form of internal inspection. The Maintenance Manager monitors the process.

### **Fire evacuation record**

A record of all fire evacuations, including drills, detailing evacuation times and actions required to remedy any deficiencies 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 and kept up to date by the Maintenance Manager.

### **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 and fire awareness training notes are available on the Staff Portal. 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 most senior caretaker on site 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, traffic 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 it is safe to do so, 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.
- **Art, 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 and in accordance with the person's PEEP. 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 / fellow pupils as appropriate and in accordance with their PEEP.

### **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 Senior Deputy and Director of Studies ("the Senior Deputy") or in his absence the Director of Pastoral Care who will be standing in a prominent position and wearing a high-vis jacket.** The Senior Deputy's principal responsibility at this stage will be to ensure that everyone on site is accounted for.

A member of the PE department at the main school site will act as the liaison between the relevant Heads of Year and the teachers at the sports field, pool or external facility. Pupils and teachers will be told that an evacuation is in progress and therefore will stay on those sites until the all clear has been given.

### **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 Bursar 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 Pastoral Care (or in her absence, the Director of Co-Curriculum) 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 PA to the Director of Pastoral Care or in her absence, the PA to the **Senior Deputy**. 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, a nominated member of the year team 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 PA to the Director of Pastoral Care. **Heads of Year should make a note of girls and tutors who are unaccounted for and report these directly to the Senior Deputy, or in his absence the Director of Pastoral Care.**

### **Instructions for other SMT members and 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 Pastoral Care** (or in her absence, the Director of Co-Curriculum).

### **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 Bursar & Directors of Operations. 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.

### **Instruction for LAMDA coaches**

On hearing the fire alarm they should vacate the premises and proceed to the assembly point where they should report to the Theatre Manager (or in his absence the Drama department administrator) who will check them off and report to the HR Manager / School Accountant.

### **Instructions for Heads of Year, the Director of Pastoral Care, the HR Manager and the Music Department Manager**

All should report to the **Senior Deputy**, or in his absence the 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.

### **All clear**

No one is to return to the school buildings before cleared to do so by the **Senior Deputy** acting on confirmation received by the Director of Operations (or in her absence, the Bursar or, PA to Bursar & Directors of Operations) 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 **Senior Deputy**.

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, it is essential that all staff evacuate quickly and where it is safe to do so, check surrounding spaces as they leave ensuring that all are evacuating. All persons in the school should assemble at the assembly point on Brook Green and report to the person in charge at the assembly point (either a member of SMT or a Head of Year on late duty - the person in charge will be wearing a high vis jacket and will have a radio).

#### **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 liaise with the duty concierge to sweep the area/building concerned.
- Update the member of staff in charge at the assembly point - 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 in charge at the assembly point.

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

- Ensure that they have the duty radio and wear a high vis jacket.
- If the first person outside, help girls, staff, visitors to cross the road safely by stopping the traffic.
- Radio the person at the fire panel (usually the duty caretaker) confirming that they are at the assembly point.
- Ensure 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, staff and visitors home as instructed by the person in charge at the fire panel.
- If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to pupils, visitors and 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 cleaning shift leader who would then 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.

#### **Events on site (with external visitors and/or out of the normal school day)**

When planning an event, staff must consider fire safety management and consult the following documents which are available on the staff portal:

- Event management guidance
- Event fire safety checklist
- Capacity and fire steward requirements
- Public performance announcement guidance for events (or use pre-recorded messages)

The above documents provide further information and guidance on venue capacities, fire steward requirements and an event fire checklist for use by the organiser or the member of staff allocated to be the 'lead fire person' for the event.

#### **4. Evacuation procedures for auxiliary school premises**

##### **Pavilion**

The Pavilion is fitted with an automatic fire alarm system which is tested every Tuesday morning (people in the building are informed when the test is about to be undertaken). If the fire alarm sounds, the caretakers and Maintenance Manager will receive an automatic telephone call advising them.

##### **The teacher(s) present will:**

- Ensure that all pupils evacuate the premises and if it is safe to do so, sweep the building as they leave. **If there is a fire, the teacher / coach in charge should ring 999 and ask for the fire and rescue service. The school site postcodes are printed with the staff passes.**
- Take the roll call at the assembly point.
- Call the school reception if during school hours or out of hours, the duty caretaker if they haven't attended.

##### **A member of site team will:**

- Go to the Pavilion on notification of the alarm being triggered.
- Sweep the building if it is safe to do so and call the fire and rescue service if there is a suspected fire and they have not been called.
- Await the arrival of the fire and rescue service
- As soon as possible, keep the Estate Manager informed who will inform the Director of Operations.

##### **Evacuation of premises**

**The fire assembly point is on the playing fields beside netball court 2 fence.** Emergency exit out of the field if needed is via the gate on Shepherds Bush Road (key in break glass box by the gate).

Fire plans showing emergency exit routes are displayed in the building.

No one is to return to the building before cleared to do so by the attending member of site team who will liaise with the fire and rescue service.

##### **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 teacher(s) present will:**

- Ensure that all pupils evacuate the premises and if it is safe to do so, sweep the building as they leave. **If there is a fire, the teacher / coach in charge should ring 999 and ask for the fire and rescue service. The school site postcodes are printed with the staff passes.**
- Take the roll call at the assembly point.
- Call the school reception if during school hours or out of hours, the duty caretaker if they haven't attended.

##### **A member of site team will:**

- Go to the pool on notification of the alarm being triggered.

- Sweep the building if it is safe to do so and call the fire and rescue service if there is a suspected fire and they have not been called.
- Await the arrival of the fire and rescue service
- As soon as possible, keep the Estate Manager informed who will inform the Director of Operations.

### **Evacuation of premises**

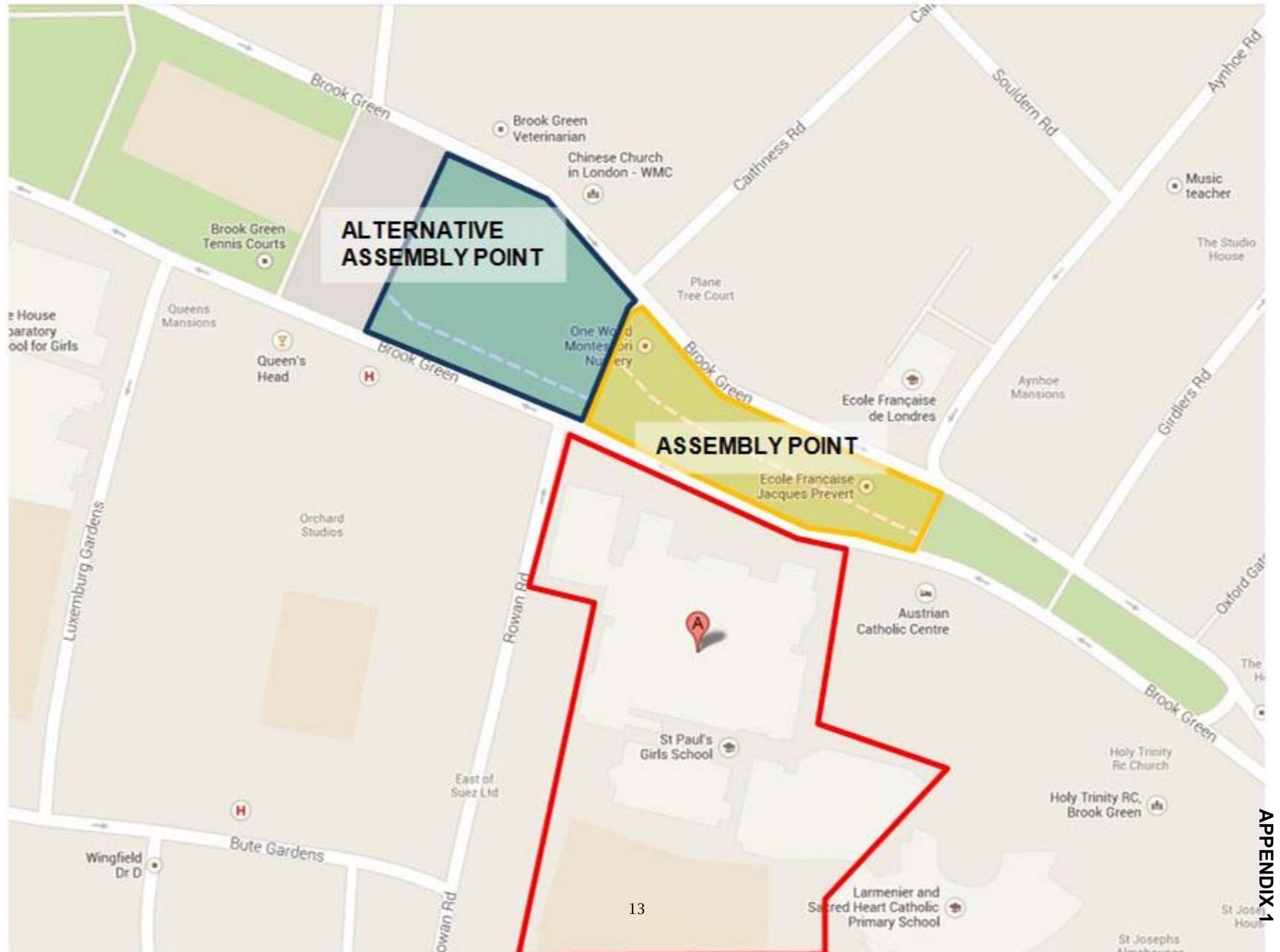
There are three fire exits (front door and two sides door). These are shown on a plan located in the pool reception area. Fire action notices are also displayed.

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

No one is to return to the building before cleared to do so by the attending member of site team 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.



**ALTERNATIVE  
ASSEMBLY POINT**

**ASSEMBLY POINT**





**X** Exit points to Brook Green

## STAFF RESPONSIBILITIES UPON THE SOUNDING OF THE FIRE ALARM – DURING SCHOOL HOURS

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"> <li>All members of site team respond to alarms; Most senior Caretaker to panel all the rest to location of alarm</li> </ul>		<ul style="list-style-type: none"> <li>Finds source of fire from the alarm panel in the school office.</li> <li>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.</li> <li>Instructs the Receptionist/or person at the panel to call the fire and rescue service in the event of a fire or suspected fire.</li> <li>Radios the Director of Operations (“Green”) to advise location of fire/or false alarm.</li> <li>Meets the fire and rescue service on arrival or under instruction of Green silences alarms</li> <li>If false alarm, switches main doors and gates to manual prior to staff and pupils re-entering the building</li> </ul>
2	Director of Operations (“Green”)	Bursar [PA to Bursar & Director of Operations]	<ul style="list-style-type: none"> <li>Waits on the pavement by main school gate and communicates with site team whilst other nominated staff report that buildings are clear.</li> <li>Once all buildings are clear, advises member of the site team at the fire alarm panel to turn off alarm.</li> <li>Gives all clear to Senior Deputy or in his absence, the Director of Pastoral Care that pupils/staff may re-enter the school [and acts on any direction from the fire and rescue service].</li> </ul>
3	ROAD TRAFFIC MARSHALS: <ul style="list-style-type: none"> <li>Reprographics Technician</li> <li>PA to Director of Studies &amp; Curriculum administrator</li> <li>Exams officer (<i>not during exam time</i>)</li> <li>Finance clerk</li> <li>Communications Assistant</li> </ul>		<ul style="list-style-type: none"> <li>Act as traffic marshal – helping pupils safely cross the road and to be stationed at key designated points</li> </ul>
4	School Receptionist	School Receptionist and Registration officer	<ul style="list-style-type: none"> <li>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).</li> <li>Calls fire and rescue service if there is a fire.</li> <li>Switches telephone exchange to “unable to answer at present” message.</li> <li>Takes out the visitor signing in/out book (and reports to the Senior Deputy).</li> <li>Reports front office area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
5	PA to Deputy Head – Director of Pastoral Care	School Receptionist and Registration officer	<ul style="list-style-type: none"> <li>Takes out emergency registers and daily pupil reports and distributes to tutors.</li> <li>Takes out pupil late and signing out sheets and distributes them to Heads of Year.</li> <li>Takes out ‘live’ pupil PEEP forms to relevant Head of Year and to notify Director of Operations/Green if pupil has not evacuated.</li> </ul>
6	Head of Admissions	High Mistress Assistant	<ul style="list-style-type: none"> <li>Takes out list of teaching staff who are <b>not</b> tutors, list of part time staff and the daily cover sheet and gives them to the Director of Pastoral Care.</li> </ul>

NO.	NOMINATED PERSON	SUBSTITUTE FOR NOMINATED PERSON [second substitute]	DUTIES ON THE SOUNDING OF THE ALARM <ul style="list-style-type: none"> <li>• <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></li> </ul>
7	Head of Admissions	High Mistress Assistant	<ul style="list-style-type: none"> <li>• Takes out staff signing out books (and gives them to Director of Pastoral Care), loudhailer from school office and high vis jackets for HOYs (and gives them to Senior Deputy).</li> </ul>
8	Design workshop	Design workshop technician	<ul style="list-style-type: none"> <li>• Checks the DT block <u>if in use</u></li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
9	Assistant Catering Manager	Cleaning Manager	<ul style="list-style-type: none"> <li>• Checks the ground floor concourse including locker rooms and toilets</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
10	Music department manager	Music teacher - academic	<ul style="list-style-type: none"> <li>• Checks the Music block including the Singing Hall and percussion room</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
11	Director of Art	Art technician	<ul style="list-style-type: none"> <li>• Main block - top floor (art)</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
12	Art teacher	Art technician	<ul style="list-style-type: none"> <li>• Main block - first floor classrooms off balcony area</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
13	Senior Librarian	Librarian	<ul style="list-style-type: none"> <li>• Main block - ground floor, Great Hall, libraries and Marble</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
14	PA to Director of Co-Curriculum	Director of International	<ul style="list-style-type: none"> <li>• Main building - staff room areas x4 ground floor and first floor</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
15	PA to Director of Senior School	HE & Careers Administrator	<ul style="list-style-type: none"> <li>• Garden Building - ground floor</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
16	HE & Careers Administrator	Director of Higher Education & Careers	<ul style="list-style-type: none"> <li>• Garden Building - first floor</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
17	General Services Manager	Catering Manager	<ul style="list-style-type: none"> <li>• Checks the kitchen, dining room, seminar room, wash-up room, salad prep room and kitchen offices and rest room.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
18	Database Manager	IT Support Team Leader	<ul style="list-style-type: none"> <li>• Checks the sports block.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
19	Network Manager	IT Technician	<ul style="list-style-type: none"> <li>• Checks the Mercers' building.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
20	Laboratory Manager TERM TIME ONLY	Chemistry Technician	<ul style="list-style-type: none"> <li>• Checks the science block (term time only).</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
21	Senior Finance Officer	Finance Manager	<ul style="list-style-type: none"> <li>• Checks top floor of theatre block.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
22	Finance Officer	Finance Manager	<ul style="list-style-type: none"> <li>• Checks first floor of theatre block.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
23	Theatre Manager	Drama department administrator	<ul style="list-style-type: none"> <li>• Checks ground floor of theatre block.</li> <li>• Reports area cleared to Director of Operations on the pavement by the main school gates.</li> </ul>
24	HR Manager	School Accountant	<ul style="list-style-type: none"> <li>• Stands to the left of the assembly point and completes the non-teaching staff checklist.</li> <li>• Reports all non-teaching personnel out of building to the Director of Studies on the pavement by the main school gates.</li> </ul>

### Fire alarm checklist

Date:		Time alarm sounds:	
Length of time to evacuate:		Time all-clear given to Dir of Operations by Control/ Panel:	
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**

<b>COMMENTS / ACTIONS RAISED - GENERAL</b>

<b>COMMENTS / ACTIONS RAISED - SITE TEAM</b>

<b>Person completing the form:</b>	
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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	<b>School receptionist</b> <i>(School receptionist &amp; reg officer)</i>		
HM's rooms	<b>High Mistress's assistant</b> <i>(School receptionist)</i>		
Kitchen, dining room, seminar room etc.	<b>General services manager</b> <i>(Catering manager)</i>		
Sports hall	<b>Database manager</b> <i>(IT Support team leader)</i>		
Mercers' building	<b>Network manager</b> <i>(IT technician)</i>		
Science block <i>Term-time only</i>	<b>Laboratory manager</b> <i>(Chemistry technician)</i>		
	<b>ANY CHEMICALS LEFT OUT?</b>		
Top floor theatre block	<b>Senior finance officer</b> <i>(Finance Manager)</i>		
First floor theatre block	<b>Finance officer</b> <i>(Finance Manager)</i>		
Ground floor theatre block	<b>Theatre manager</b> <i>(Drama department administrator)</i>		
Garden Building ground floor	<b>PA to Director of Senior School</b> <i>(Careers &amp; HE Coordinator)</i>		
Garden Building first floor	<b>Careers &amp; HE Coordinator</b> <i>(Director of Careers &amp; HE)</i>		
DT block	<b>Teacher or technician</b>		
Ground floor concourse including locker rooms and toilets	<b>Assistant Catering Manager</b> <i>(Cleaning Manager)</i>		
Music block incl. Singing Hall and percussion room	<b>Music department manager</b> <i>(Music teacher - academic)</i>		
Main block - top floor (art) and 1 <sup>st</sup> floor (classrooms off balcony area)	<b>Director of Art or technician</b>		
Main block - first floor classroom off balcony area	<b>Art teacher or technician</b>		
Main block - ground floor: Great hall and adjacent classrooms, libraries, and marble	<b>Librarians</b>		
Forum & staffrooms x4	<b>Communications assistant</b> <i>(Communications Director)</i>		
<b>SITE TEAM accounted for (via radio to Green)</b>			

**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**



## 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 bell and a high pitched beeping 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.
  - Pavilion - on the playing field beside netball court 2 fence.
- 5) give them the fire steward radio (and high vis jacket) and show them how to operate.

### **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 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. If it is safe to do so, this includes sweeping the premises to ensure that the area(s) in use have been cleared. The hirer must have sufficient personnel managing the event to carry out this task.

**At the main site, 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.

*Please turn over*

## SPECIFIC FIRE EVACUATION DETAILS

### 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.
- There are two fire exits (front door and rear door). These are shown on a plan located in the pool reception area.
- The fire assembly point is on the pavement in Luxemburg Gardens outside Bute House School.

The person in charge at the pool should:

- **Call 999 and ask for the fire and rescue service if there is a fire. The school site postcodes are displayed on emergency notices in the building.**
- Ensure that all participants evacuate the premises and if it is safe to do so, sweep the buildings as they leave.
- Take the roll call at the assembly point.
- Call the school reception if during school hours or out of hours, the duty caretaker if they haven't attended
- 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 or the fire service if they have attended.

### PAVILION

- The Pavilion is fitted with an automatic fire alarm system which is tested every Tuesday morning (people in the building are informed when the test is about to be undertaken). If the fire alarm sounds, the caretakers and Maintenance Manager will receive an automatic telephone call advising them.
- Fire plans showing emergency exit routes are displayed in the building.
- The fire assembly point is on the playing fields beside netball court 2 fence. Emergency exit out of the field if needed is via the gate on Shepherds Bush Road (key in break glass box by the gate).

The person in charge at the Pavilion should:

- **Call 999 and ask for the fire and rescue service if there is a fire. The school site postcodes are displayed on emergency notices in the building.**
- Ensure that all participants evacuate the premises and if it is safe to do so, sweep the buildings as they leave.
- Take the roll call at the assembly point.
- Call the school reception if during school hours or out of hours, the duty caretaker if they haven't attended
- 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 or the fire service if they have attended.

### Contact numbers

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 Bursar & Director of Operations, Catering/Cleaning, Nurse and Theatre Manager
- 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), Senior Deputy.
- Channel 2 - IT department
- Channel 3 - Building contractors (if there is a main contractor on site)
- Channel 4 to 10 - currently unallocated
- Channel 16 - lone working function (currently set up on two radios)

**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: "Francesca calling Richard in Maintenance"
  - 2) Wait until that person responds  
eg: "Go ahead Francesca" 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, catering
- 1) "*Your name*" calling "*the team*" with a VERY brief reason (so the most suitable/available person can respond)  
eg: "Francesca calling caretakers - a locker needs opening"  
"Francesca calling maintenance - there is a delivery for you"
  - 2) Wait until a person responds  
eg: "Go ahead Francesca" or "yes, Richard 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**

<b>Codenames</b>	<b>Person most likely to be</b>	<b>Duty</b>
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 take over all control of the situation.
Green (Brook Green)	Director of Operations or Bursar, 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.
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**

<b>Codenames</b>	<b>Person most likely to be</b>	<b>Duty</b>
Control	Senior Deputy	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 left hand 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 5.