

Fire safety policy

(Including Fire Emergency Plan)

Action	Policy to be reviewed as required and at least annually		
	Committee	Date	Completed
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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, students 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 students 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 the fire risk assessment documentation is kept up to date and that items in the Action Plan are followed up.
- 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, detection equipment and emergency escape lighting.
- 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 students 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 refresher training updates, the annual Health and Safety Information booklet and the fire awareness training notes issued every year, 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;
- 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.

New staff read the fire safety policy, the emergency plan, and the training notes before they start. Temporary staff, contractors and volunteers are briefed on core fire safety procedures when they start.

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 and Pavilion. (see Part 1, Fire Emergency Plan).

Fire drills

The **Senior Deputy** arranges at least one fire drill each term to ensure that staff and students 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 (or with the maintenance team for construction contractors) 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 are given instruction on escape routes and the location of the assembly point and are responsible for briefing any personnel working under their direction. Construction contractors evacuate their site areas if the school fire alarm is triggered.

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 his/her line manager and HR. The Senior HR Advisor or, HR Manager will initiate the PEEP procedure.

Students: For temporary impairment (eg broken leg) parents should notify the school by completing an online form (available on the Parent Portal) which is submitted to the Front Office. The Director of Pastoral Care administrator will arrange a time to meet with the student and the medical team to complete a PEEP and discuss special arrangements that may need to be put in place to enable them to evacuate the premises. 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 Director of Pastoral Care administrator (temporary - student), Learning Support Coordinator (permanent -student) and Senior HR Advisor (staff). Copies are given to the Senior Caretaker and Front office (students 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.

Fire folder

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 – *operational instructions*

(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.

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 and is a continuous sound.

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.

Procedures for meeting the fire and rescue service

The caretaker or member of site staff in charge at the main fire panel will be stationed at the front of the school to meet the fire services and will provide them with the fire folder which includes information about any special risks (eg location of highly flammable materials). The Director of Operations will give the fire and rescue service any relevant information gathered at the assembly point.

Evacuation of premises

On hearing the alarm, everyone should use their nearest safe 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 students to the alternative assembly point on Brook Green (see diagram at Appendix 1).

Staff should direct students 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 students.**

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.

Arrangements for fighting 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 must remember that:

- The priority is safety of people evacuating safely out of buildings, not the preservation of property.

- An extinguisher should only be used by those trained and competent to do so and if the fire is no greater than the size of a wastepaper basket OR, if untrained but the only means of escape is blocked and by using a fire extinguisher there would be safe escape from the building.
- Every effort should be made to raise the alarm before using an extinguisher.

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 students who are temporarily on crutches are to be assisted by members of staff / fellow students as appropriate and in accordance with their PEEP.

Instruction for medical staff

If medical staff require assistance in evacuating 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 students 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. Students 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 their absence either the Bursar or the PA to the Bursar & Director of Operations) who will be standing on the pavement by the main school gates.

Staff signing in / out and absences

The Director of Pastoral Care (or in their absence, the Director of Co-Curriculum) checks the fire muster report, 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. Operational and Administrative (O&A) staff must inform their line manager if they are absent. All staff should touch in and out using their staff pass at the designated points around the site.

Instructions for all tutors

Tutors should instruct students 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 their absence, the PA to the **Senior Deputy**. Once they have checked their form, they should report to the appropriate Head of Year and hand over 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. The Senior School heads of year should check the fire muster report for senior students. **Heads of Year should make a note of students 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 their absence, the Director of Co-Curriculum).

Instructions for O&A staff

Some O&A staff 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 O&A staff, including technicians, are detailed in the document fire evacuation checklist for non-teaching staff which is kept up to date by HR. Staff with responsibility for accounting for colleagues in their area **should report to the HR Administrator or in their absence, the HR Officer.**

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 Technical Manager, (or in their absence, to a member of the music department staff).

Instruction for sports coaches

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 register.

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 their absence the Drama department administrator) who will check them off and report to the HR Assistant / HR administrator.

Instructions for Heads of Year, the Director of Pastoral Care, the HR Assistant and the Music Technical 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 are required to sign in at reception where they are issued with a badge. Construction contractors sign in with the maintenance team and are registered on the electronic sign in system or for large construction projects, contractors sign in directly with the main contractor who is then responsible for their safe evacuation and roll call. The main contractor reports to the Director of Operations that all their personnel are accounted for. Staff responsible for visitors 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 register. Construction 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 their 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 students and visitors with the safe crossing of the road
- Escort all students 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 students 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 students 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 students, 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 students 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 students 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

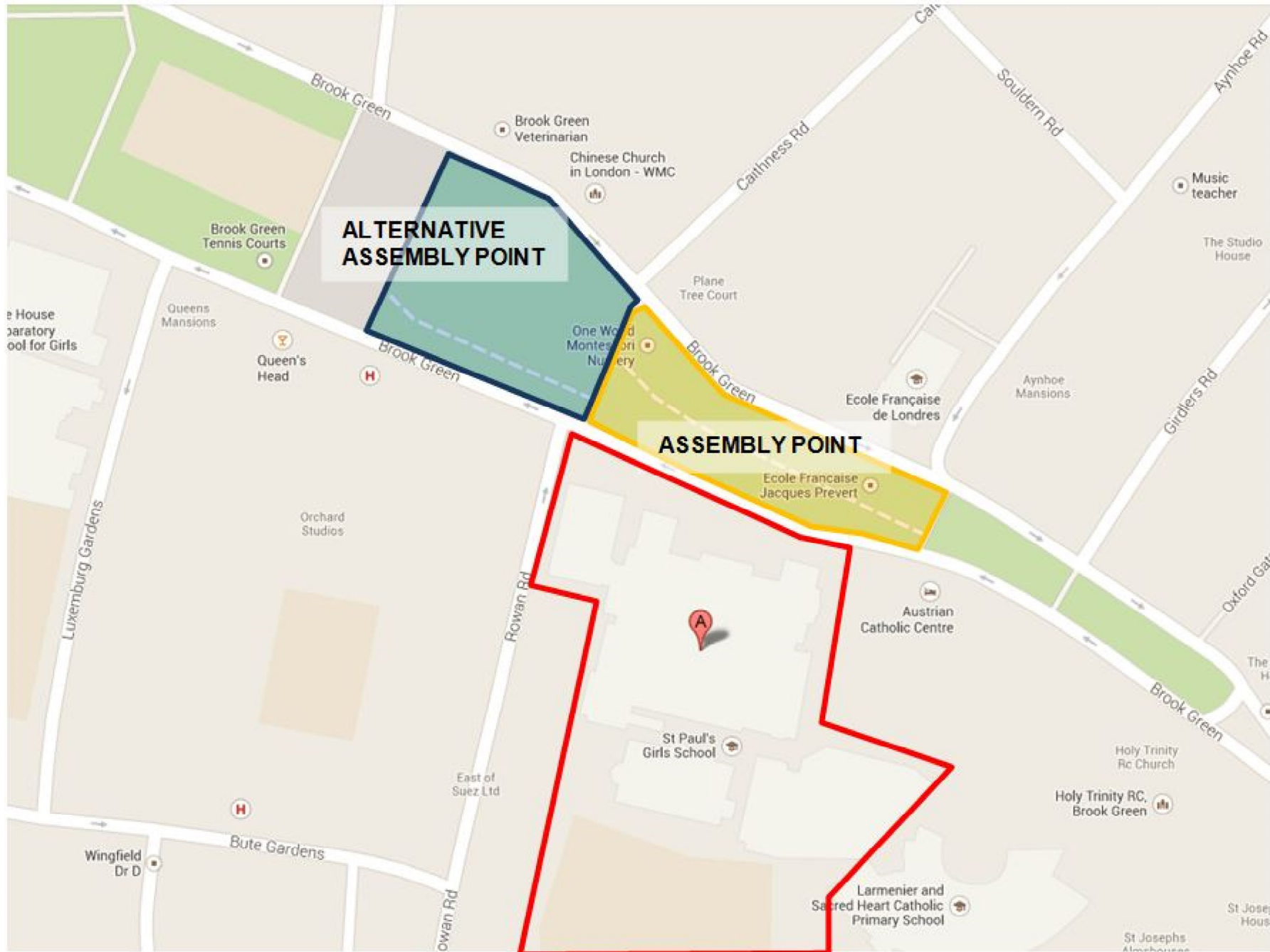
There are three fire exits (front door and two sides door). These are shown on a plan located in the pool reception area. Fire action notices are also displayed.

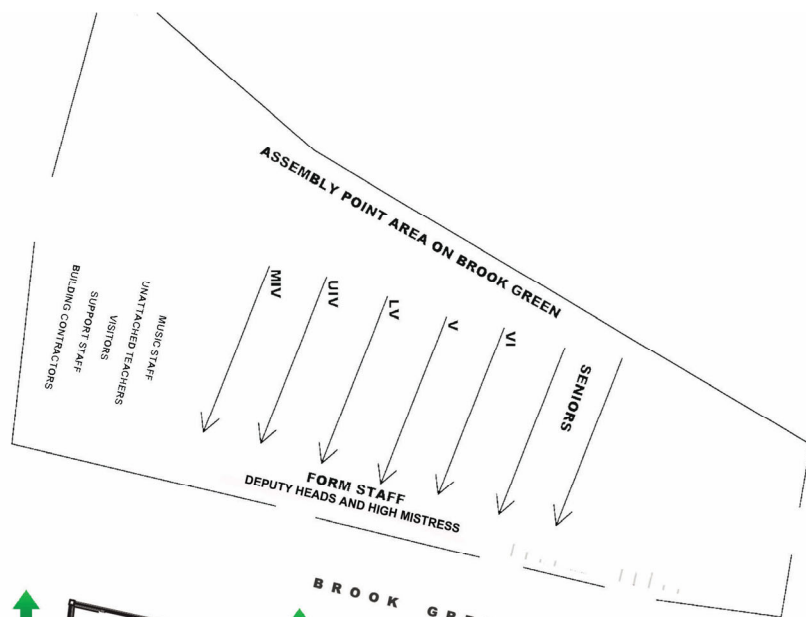
The fire assembly point is on the pavement in Luxemburg Gardens outside Bute House Preparatory School.

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.

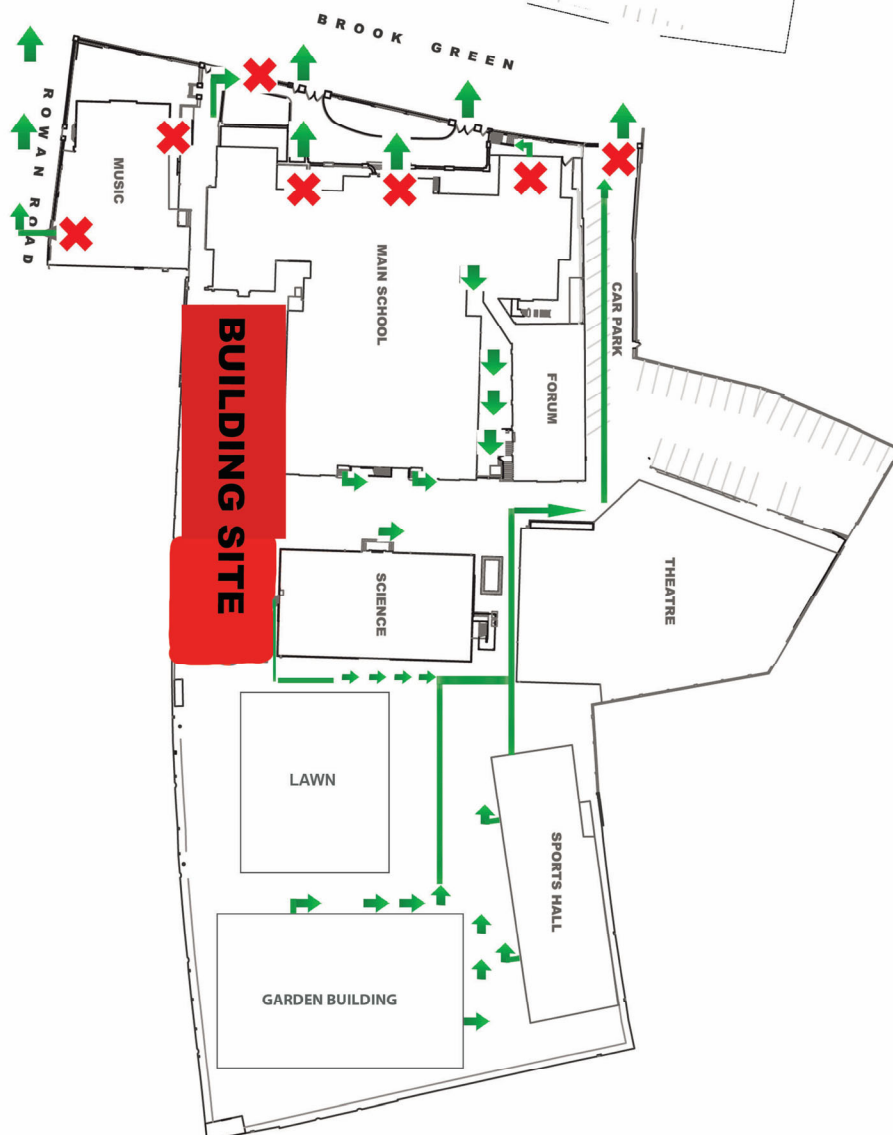
5. Arrangements for external hirers

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.





✗ 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) • 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”)	Bursar [PA to Bursar & Director of Operations]	<ul style="list-style-type: none"> • Waits on the pavement by main school gate and communicates with site team whilst other nominated staff report 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 Senior Deputy or in their 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].
3	ROAD TRAFFIC MARSHALS: • HMPA • Director of Admissions • PA to Senior Deputy • Exams officer (<i>not during exam time</i>) • HR Administrator • Co-curricular Administrator		<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	Front Office Manager / Registration Officer	<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 if there is a fire. • Takes out the senior girls Muster report and gives to Senior School PA & front office manager. • Takes out the visitor sheet / tablet (and reports to the Senior Deputy.) • Reports front office area cleared to Director of Operations on the pavement by the main school gates.
5	Pastoral Care administrator	School nurse	<ul style="list-style-type: none"> • Takes out ‘live’ pupil PEEP forms to relevant Head of Year and to notify Director of Operations/Green if pupil has not evacuated.
6	<u>Front office team shared duties</u> blue box taken out to the gates and the following items distributed as follows: <ul style="list-style-type: none"> • loudhailer to the Senior Deputy • High vis jackets for HOYs • emergency registers and daily pupil reports and distributes to tutors. • pupil late and signing out sheets and distributes them to Heads of Year. • Muster report and gives to Director of Pastoral Care. Along with additional items:		

	<ul style="list-style-type: none"> daily absence report and distributes to Director of Pastoral Care. clipboard containing list of teaching staff who are not tutors, list of part time staff and the daily cover sheet and gives them to the Director of Pastoral Care. 		
7	Design workshop team		<ul style="list-style-type: none"> Checks the art workshop in Lower Ground Forum
8	Catering Manager	Assistant 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 changing room.
9	Assistant Catering Manager	Cleaning Manager	<ul style="list-style-type: none"> Checks the ground floor locker rooms and toilets
10	General Services Manager	Catering services team member	<ul style="list-style-type: none"> Checks their office (formerly the Oasis) and ground floor concourse
11	IT Director	IT Manager / technicians	<ul style="list-style-type: none"> Checks the IT office
12	Counsellor	Pastoral Care Administrator	<ul style="list-style-type: none"> Checks the Wellbeing Centre main area including counselling rooms
13	School nurse	School nurse	<ul style="list-style-type: none"> Checks the medical rooms in the Wellbeing Centre
14	Music Technical Manager	Music teacher - academic	<ul style="list-style-type: none"> Checks the Music block including the Singing Hall and percussion room Accounts for visiting music teachers at evacuation point and reports to the Senior Deputy.
15	Director of Art	Art technician	<ul style="list-style-type: none"> Main block - top floor (art)
16	Art teacher	Art technician	<ul style="list-style-type: none"> Main block - first floor classrooms off balcony area
17	SPGS International Co-ordinator <u>or</u> ; Fundraising Database Co-ordinator <u>or</u> ; Partnership & Lettings Co-ordinator		<ul style="list-style-type: none"> Main block - first floor shared offices for International and Development, 221 and adjoining SMT offices
18	Senior Librarian	Librarian	<ul style="list-style-type: none"> Main block - ground floor, Great Hall, libraries and Marble
19	Communications Assistant	Director of Communications	<ul style="list-style-type: none"> Main building - staff room areas x4 ground floor and first floor Forum - ground floor
20	PA to Director of Senior School	HE & Careers Administrator	<ul style="list-style-type: none"> Garden Building - ground floor
21	HE & Careers Administrator	Director of Higher Education & Careers	<ul style="list-style-type: none"> Garden Building - first floor
22	PE staff		<ul style="list-style-type: none"> Checks the sports block.
23	Laboratory Manager - TTO	Chemistry Technician	<ul style="list-style-type: none"> Checks the science block (term time only).
24	Finance team member	Finance team member	<ul style="list-style-type: none"> Checks top floor of theatre block.
25	CS&CT Manager	Head of CS&CT	<ul style="list-style-type: none"> Checks first floor of theatre block.
26	Theatre Manager <u>or</u> ; Theatre Technician <u>or</u> ; Drama department administrator		<ul style="list-style-type: none"> Checks ground floor of theatre block.
27	Senior HR Advisor	HR Advisor	<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 Senior Deputy.

ALL TO REPORT AREA(S) CLEARED TO ' GREEN' (Director of Operations [Bursar / PA to the Bursar & Director of Operations] ON THE PAVEMENT BY THE MAIN SCHOOL GATES. *If an area could not be swept, report this to Green*

Fire alarm checklist

Date:		Time alarm sounds:	
Length of time to evacuate:		Time all-clear given to Green 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

COMMENTS / ACTIONS RAISED - GENERAL

COMMENTS / ACTIONS RAISED - SITE TEAM

Person completing the form:	
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MUSIC WING

SINGING HALL,
TEACHING ROOMS,
PERCUSSIONS ROOM,
OFFICE ☐

Music technician or Music teacher

MERCERS WING

Currently out of use for building works

SCIENCE BLOCK ☐

ANY CHEMICALS LEFT OUT? Y / N

Laboratory Manager / Chemistry technician [TTO]

MAIN BUILDING

HM offices ☐ *High Mistress Assistant / School Receptionist*

STAFF ROOMS – UPPER AND GROUD FLOORS ☐

Communications Director / Administrator

REPROGRAPHIC AREA, SCR AND LOWER STAFF ROOM ☐

Reprographics Manager

RECEPTION AND FRONT OFFICE ☐ *School receptionist / front office manager*

MAIN BUILDING

G/FLOOR

LIBRARIES AND MARBLE ☐ *Librarians*

GREAT HALL & CLASSROOMS right side facing organ, LIBRARIES, MARBLE ☐ *Librarians*

GREAT HALL & CLASSROOMS left side facing organ, LIBRARIES, MARBLE ☐ *Librarians*

FIRST FLOOR CLASSROOMS (OFF GREAT HALL) ☐

Art teacher or technician

FIRST FLOOR ART CLASSROOMS ☐

Director of Art or technician

FIRST FLOOR OFFICES International/Development/SMTs/221 ☐

Administrators in Int. / Development shared offices

CONCOURSE

GROUND FLOOR AREA AND TOILETS ☐

Assistant catering manager / cleaning manager

WELLBEING CENTRE ☐

PA to Pastoral Director / counsellor

MEDICAL CENTRE ☐

Medical team, school nurses

GENERAL SERVICES MANAGER’S OFFICE ☐

General Services Manager

KITCHEN

KITCHENS, DINING ROOM, CAFÉ, SEMINAR ROOM ☐

Catering Managers

GARDEN BUILDING

GROUND FLOOR ☐ *Senior School PA/ HoY*

FIRST FLOOR ☐ *Director of Careers / Higher Education Administrator*

FELTHAM CONSTRUCTION

SITE MANAGER ☐

MAINTENANCE BUILDING

SITE TEAM ACCOUNTED FOR (via radio to Green)☐

FORUM

GROUND FLOOR OFFICES ☐

HR team

LOWER G/FLOOR ART ROOMS ☐

HR team

CELIA JOHNSON / THEATRE BLOCK

TOP FLOOR ☐ *Finance team*

FIRST FLOOR ☐ *CS&CT team*

GROUND FLOOR ☐

Theatre manager/ Drama dept administrator

SPORTS HALL ☐

PE staff

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

PROMPT – radio site staff and instruct all to be at gates/ door, and traffic marshals to take point, before girls dismissed from evac point



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

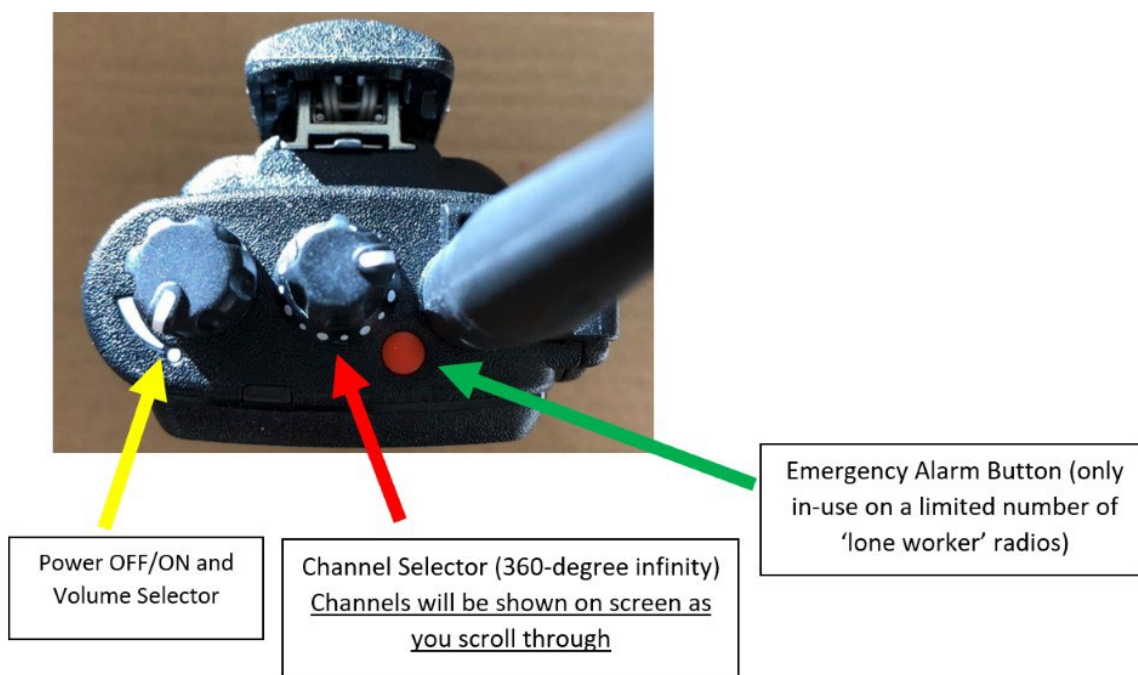
Internal school contacts

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.

School radios – Procedures guidelines

Buttons

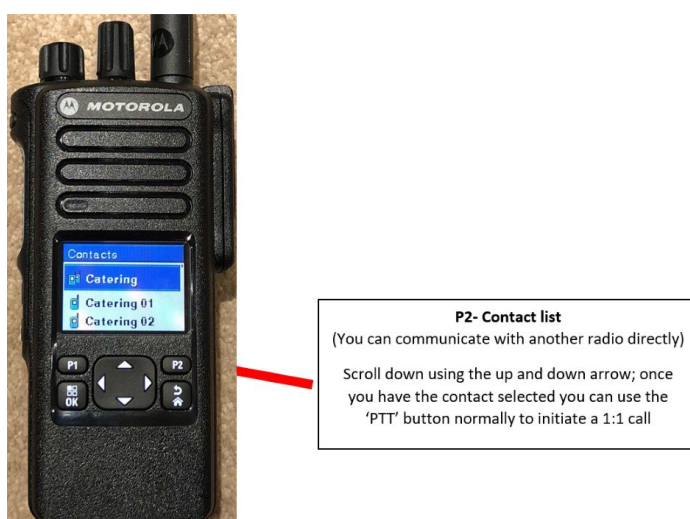


Making a call

Push and hold the 'PTT' button (wait for the chime prior to talking clear and slowly)- the chime indicates that you are cleared to talk. If you hear a longer chime it means the frequency is engaged or a connection could not be made, wait for a moment and retry.



Finding the name (alias) of the radio



If in the event you pick up someone else's radio by accident, you can quickly check who the radio is assigned to by pressing the 'P1' button and observe the name on screen.

Direct Calling

You can call individual radios if you know the person who you want to speak with, this avoids broadcasting to every radio within the channel.

Channel List and Layout

Channel No.	Display Name on Radio	Radios within group / purpose
1	Emergency	All radios will receive this communication which overrides individual channels.
2	Estates	All Estates team, Front Office, Duty Radios, Fire Marshals, Science Laboratory Manager and Theatre Manager.
3	Catering & Cleaning	General Services Manager, Catering Manager, Cleaning Manager and staff.
4	IT	IT department.
5	Pastoral	Used as needed.
6	Medical	School nurses and pastoral care administrators.
7	Events	Used as needed.
8	Contractors	School appointed contractors, managed by Estates.
9	Back2Back1	Only used in the event of a failure with the repeater system or, the decision is made to leave the school site.
10	Back2Back 2	

Radio Etiquette

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

A) Calling a specific person

- 1) “***Your name***” calling “***person’s name***” eg: “Francesca calling Richard”
- 2) Wait for a response eg: “Go ahead Francesca”
- 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

- 1) “***Your name***” calling “***the team***” with a VERY brief reason

eg: “Francesca calling caretakers - a locker requires opening” or
“Lino calling maintenance - delivery for you”
- 2) Wait until a person responds
eg: “Go ahead Francesca2 or “yes, Phil here” or similar to acknowledge the call
- 3 & 4 as (A) above

General rules include:

- Radios are for school business use only.
- Keep conversations to a minimum - if it needs a follow up, call or find the person requesting assistance.

OTHER NOTES:

Pause before Speaking: When you first press the push to talk (PTT) button, there can be a short delay before your radio transmits. This could result in your first couple of words being cut off, so wait a second or two before speaking to be sure your listeners receive your whole message.

Please be aware that radio communications can be overheard by staff, visitors and students therefore **please keep your volume at a discrete level** especially in an emergency situation.

If your radio stops working, check you have a charged battery. If it is for any other reason, please report it to the IT Helpdesk.

All radio users 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.

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.

For this reason 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.

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."

Fire Alarm Code Names

Code name	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 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, students and 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 students safely across to Brook Green.

Stay Put Incident Code Names

Code name	Person most likely to be	Duty
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'.
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