

ST MARGARET'S
SCHOOL

Fire Safety Policy

Amended : November 2021
Next review : March 2023

1. General Statement of Policy

This policy was formally adopted by the governing body and it is the intention of the governing body that it should be reviewed bi-annually and sooner if there are changes in the matters to which it relates. St. Margaret's School is committed to providing and maintaining a safe and healthy workplace and to protect its employees, pupils, contractors and visitors against fire and the effects of fire.

The governing body will monitor and review the working of the policy and procedures by regular receipt of minutes of the School's Health & Safety Committee. All fire-related incidents, including false alarms and "near misses", will be investigated thoroughly by the Bursar and the fire risk assessment amended as necessary. Professional fire safety advice should be obtained for this review where required. Changes arising from the results of any review will be communicated to staff and all persons concerned.

The Head and the Health & Safety Co-ordinator (who is also the responsible person in respect of fire safety) have operational responsibility for the proper enactment of this policy.

This policy accords with national legislation at the time of adoption and relates equally to our EYFS setting.

We will achieve our policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment periodically so as to prevent fires
- implementing the recommended fire safety measures arising from the assessment
- ensuring that all exits and emergency routes are kept clear at all times so as to allow unobstructed evacuation routes. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting and that these are maintained
- writing and circulating fire safety arrangements incorporating responsibilities for fire safety matters
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate arranging for the testing and maintenance of fire safety, electrical and gas installations and

equipment

- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection
- ensuring that employees are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role
- keeping employees informed of any changes that are made to our fire safety procedures and fire safety risk assessment ensuring that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all times if required (i.e. have not undergone SCR checks)
- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented.

2. Duties of all staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the School in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

This Policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

3. Fire Safety Arrangements

This section of our Policy sets out the way in which we will comply with our duties under the **Regulatory Reform (Fire Safety) Order 2005** and should be read in conjunction with our fire record book and fire procedures referred to below.

We have appointed the following persons to assist us in fulfilling our obligations:

Fire safety requirement	Task	Person(s) responsible
Responsible person	See separate document Responsible Person Role and Authorisation	Bursar
Fire marshals	See separate document Fire Marshal Role and Acceptance	Bursar
Fire procedure	Ensuring that an up-to-date Evacuation Procedure is documented and available for staff	Bursar
	Ensuring that fire procedures for the receptionist are clearly displayed	Office Manager
	Ensuring that there's a means of checking visitors have left the building (e.g. register, visitor badges)	Office Manager
	Ensuring that a Personal Emergency Evacuation Plan (PEEP) is completed for anyone needing assistance or special arrangements to aid evacuation	Bursar
Fire safety risk assessment	Writing a fire safety risk assessment	Bursar / Competent Person
	Implementing recommendations	Bursar
	Checking that recommendations have been implemented	H&S Committee
	Arranging for review annually	Bursar
Emergency contacts list	Keeping an up-to-date Emergency Contacts List and ensuring it is readily available at the school office	Bursar
Out of hours response to alarm	Ensuring that the Out of Hours Emergency Procedure is kept up-to-date with appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	Maintenance Manager
Smoking	Ensuring compliance with smoke free legislation, i.e. signage and no smoking rules	Head

Fire officer visit	Completing details of any visit by the fire authority using the Fire Safety Officer Inspection document	Bursar
Fire alarm	Arranging servicing of alarm by competent contractor	Maintenance Manager
	Weekly test by operating a different call point each time, checking alarm audibility and completing the Fire Alarm System Check Sheet	Maintenance Manager
	Completing a Fire Evacuation Record for any unplanned fire drills	Maintenance Manager
Emergency lighting	Arranging annual electrical test and inspection of emergency lighting	Maintenance Manager
	Monthly activation test and annual discharge test of emergency lighting and completing Emergency Lighting Check Sheet	Maintenance Manager
Electrical systems and equipment	Arranging inspection and test of the electrical installation every five years <i>and</i> completing the Electrical Equipment Check Sheet	Maintenance Manager
	Arranging portable appliance testing to a schedule and completing the Electrical Equipment Check Sheet	Maintenance Manager
Lightning protection	Arranging annual inspection of lightning protection	Bursar
Gas boiler/equipment	Arranging annual service of gas-fired equipment	Maintenance Manager
Fire extinguishers	Arranging for annual servicing of extinguishers	Caretaker
Fire signage	Ensuring that fire action notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service	Bursar
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	Bursar

Monitoring	Undertaking annual review	Bursar
Staff training and drills	Conducting termly fire drills and recording details on the Fire Drill Observation record	Bursar
	Ensuring that all new starters receive fire safety instruction and all staff receive regular refresher training.	Bursar
	Ensuring that fire marshals are trained in their role and completing the Fire Training and Instruction Record Sheet	Bursar
Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	Maintenance Manager
	Ensuring that where contractors need to conduct hot works a Hot Work Permit is completed.	Maintenance Manager
Policy	Biennial review of Fire Safety Policy	Bursar
Fire advice	Fire advice to be provided	ELAS

Fire Risk Assessment

All of the School premises will be subject to a fire risk assessment conducted by the Bursar or a competent person. The person undertaking the assessment should liaise closely with Heads of Department.

The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including the Fire Marshals / Maintenance Engineer / Head caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

Fire Training

Every new member of staff, including those casually employed, is given training on fire safety at the start of their first day of work and during any subsequent induction training, unless that induction training took place prior to commencement of work. This should include being shown the means of escape.

Fire safety training must be appropriate to the audience, and cover all the risks identified in the fire risk assessment. The level of detail will depend on the level of risk.

All new and existing staff should know:

- the action to take if they discover a fire, including how to activate the fire alarm;
- the action to take on hearing the alarm, including location and use of exits and escape routes
- the action to take in the event of a bomb alert
- who is responsible for ensuring the correct fire procedure is carried out
- who the fire wardens are
- the location and usage of all fire extinguishers and where special extinguishers (eg those suitable for use on electrical equipment) are located
- the location of "break glass" fire alarm points

- the emergency fire evacuation procedures
- how to use the practice communication systems to make announcements
- how to use the internal telephone systems to call for the fire brigade.

Fire Marshals will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures
- how to spot fire hazards
- the provision of "safety assistance" in the event of a fire.

Refresher training is carried out every two years, and more frequently if there are significant changes to the layout or operation of the school. Training notes for fire safety training are kept by the Health and Safety Coordinator in the staff personnel files.

Fire Drills

Staff will be trained on the correct procedures to follow in the event of a fire, and practice them once a term for each of the three Departments (Senior, Junior School and the Nursery) and additionally once a term outside of teaching time for boarding staff and pupils. Fire drills are carried out at various times, including late afternoons and/ early mornings and during the lettings periods in school breaks.

Periodically access to the most commonly used escape routes will be prevented during the fire drill to make the exercise more realistic, and ensure that participants are aware of alternative, and perhaps little used exit routes.

The time between the alarm being sounded and the last person reaching the muster point should not normally be more than 3-4 minutes. If the time is longer than this, the reasons for the delay are established and consideration is given to how they might be prevented in future. A roll call should be taken once everyone has arrived at the assembly point to establish if anyone is missing.

Details of all fire drills and evacuations are recorded in booklets sited close to the activation panels.

Fire Safety after hours

Staff staying after 6pm

Staff who are still on site after 6pm when After School Care and Supervised Study finishes must inform the School Office Manager before 5pm on that day so the relevant boarding staff can be informed.

If there is a fire alarm after 6pm it is the responsibility of staff still on site to make their way to the assembly point.

Supervised Study

The member of staff on duty must ensure students sign in on arrival, and sign out when they leave unless they leave at the end of Supervised Study.

The members of staff on duty in Supervised Study in the Senior School library, when the fire alarm sounds, must take the pupils and the register to the assembly point.

Members of staff on duty in LSM, when the fire alarm sounds, must take the pupils and register to the assembly point.

Peripatetic Staff

Staff should sign in and out for each visit at the school office.

Part Time Staff

All part time staff must sign in and out at either the Senior or LSM school office (depending on where they are working). Staff can phone the office to be signed **out** if necessary.

After hours phone calls

If staff wish to give a contact number to family/friends whilst working late, they should use the direct phone number of the area they are working in for example Drama ext 547 the number would be 020 8416 4547.

Regular Activities – Extra Curricular

If staff have regular activities they should fill in the extra curricular list of expected girls and hand it in to the office. A copy of this should be kept by the member of staff and an accurate register kept.

Fire Action Notices

Fire Notices are displayed in each classroom. These include information on:

- How to raise the alarm,
- The action to be taken on hearing the alarm,
- The location of the muster point

Arson Prevention

Statistics indicate that 67% of fires are started by youths between the ages of 7 and 17, but 26% of fires are started by children under the age of 7 (pre-prep or Infant school pupils). Most fires are started at the end of the lunch-break, usually in cloakrooms areas (59%), although 12% are started in classrooms and 11% in storage rooms.

It is important to take all reasonable steps to prevent arson attacks, or minimise their impact. These include:

- Improve standards of supervision and ensure pupils are not left unsupervised in classrooms and corridors
- Removing / protecting / securing sources of fuel, e.g.
- Locking waste and recycling containers in a secure waste compound
- Locking flammable liquids or gas cylinders in purpose-built stores
- Keeping stores containing combustible materials locked
- Emptying internal litter and paper recycling bins on a daily basis
- Preventing illegal entry to buildings
- Fitting security lighting on all entrances, footpaths and building facades
- Keeping buildings in good repair and condition
- Controlling out-of-hours use of the school/college premises

Maintenance and Servicing of Alarm Systems

The fire alarm systems are serviced by Honeywell Gent. They, in conjunction with the maintenance and caretaking teams (Fire Wardens) are charged with the following tasks

On a **daily** basis:

- The panel is checked to ensure it is operating normally or if a fault is indicated that this is recorded in the log book and appropriate action is taken.
- Heads of Departments should also arrange for a daily visual check that all fire-fighting equipment in their department is in place and that fire extinguishers have not been tampered with. Any missing equipment must be reported without fail to the Caretaker.

On a **weekly** basis;

- At least one call point is operated to test the ability of the control and indicating equipment to receive signals and sound the alarm. Two are tested each week in the school holidays to ensure all are checked annually.
- Check all door-guards and electro-magnetic closers operate satisfactorily

Every **3 months** ensure that:

- Batteries and their connections are examined and tested as specified by the supplier
- Batteries are tested to indicate they are satisfactory for a further 3 months by taking measurements such as voltage on a known and very high rate of discharge
- The alarm sounders operate correctly
- All ancillary functions of the control panel work correctly.
- There is no sign of moisture ingress or other deterioration in the control and indicating equipment.

Action after a **false alarm**:

- Identify the particular detector or call point that initiated the alarm
- If possible establish the cause of the alarm:
- Unwanted Alarms - due to fumes from cooking, steam, smoking, insects, etc
- Equipment False Alarms - due to faults
- Malicious False Alarms
- False Alarms With Good Intent
- Unknown
- Record in the log book and inform the servicing contractor

Action following identification of an **alarm system fault**:

- Identify the area affected and decide if special action, e.g. fire patrols, are needed in the area
- Determine the reason for the fault, or note the activities in the area immediately prior to the fault
- Record in the log book and arrange for repair

Maintenance of Detectors

The sensitivity of detectors is adversely affected by the rapid accumulation of dirt. Routine tests are therefore essential to ensure that detectors maintain the requisite degree of sensitivity to fire.

All heat and smoke detectors are all tested every term.

Emergency Lighting

The emergency lights, including external lights to fire escape routes, are checked monthly by a specialist contractor, to ensure the effectiveness of the system. The details of all tests and services are maintained.

During the monthly testing, each light and internally illuminated sign is energised from its battery for a continuous period of at least 5 minutes by simulation of a failure of the supply of the normal lighting. Every 6 months the period of test is 1 hour.

During the period of test all lights and signs are examined to ensure they are clean, undamaged and functioning correctly.

At the end of the test period the supply to the normal lighting is restored and any indicator lamp or device checked to ensure it is showing that normal supply has been restored.

On an **annual** basis a full system test is conducted by a competent service engineer including a full rated duration test of the system.

Fire Fighting Appliances

The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

All **fire extinguishers** are coloured red, however, they usually have a panel or handle indicating the former British colour-coding.

Panel Colour	Contents	For Use On:	Suitable Location
Red	Water	Wood, paper, fabric (not electrical)	<ul style="list-style-type: none"> • Craft rooms • Workshops • Stages • On escape routes (distance to the nearest extinguisher not more than 30m)
Black	CO₂	Electrical equipment	<ul style="list-style-type: none"> • Electrical switch-rooms and places where live electrical equipment is present, e.g., stage lighting control areas and IT rooms • Laboratories
Blue	Powder	Flammable liquids, petrol, electrical, wood	<ul style="list-style-type: none"> • Laboratories • Food technology rooms • Kitchens • Vehicles • Electrical switch-rooms and places where live electrical equipment is present, e.g., stage lighting control areas and IT rooms
Cream	Foam	Oil and fat (not electrical)	<ul style="list-style-type: none"> • Boiler rooms (oil fuelled) • Laboratories • Food technology rooms • Kitchens

Fire extinguishers (and any other fire fighting apparatus) must be checked and serviced by a competent contractor and the service date recorded on each piece of fire fighting apparatus on a termly basis to ensure they are:

- in the correct location,
- in good condition and have not been tampered with, and
- have been serviced within the last 12 months.

Fire extinguishers should only be used on small fires by people who have been trained to use them.

Fire blankets are provided in kitchens, laboratories and workshops to smother small fires involving cooking fat and flammable liquids.

Visitors/Contractors

All visitors/contractors, including groups who may hire part of the premises, should, before being allowed access, be given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.

All visitors/contractors (other than parents collecting pupils) arriving at the school should sign-in at the main reception. They are issued with a badge which gives rudimentary information on action to take in the event of an evacuation. The visitors/contractors registration book is both a safety and security document therefore it is necessary for all non-employees having access to the school to register both their arrival and departure times.

In addition to the annually signed 'instructions for school contractors' information which includes details on risk and evacuation, contractors are also alerted to any specific risks regarding the areas in which they are working.

Members of staff, at whatever level, will be responsible for the safety of their visitors at all times.

If visitors/contractors/persons hiring the premises bring their own electrical equipment, checks should be made to ensure that it:

- is safe and has been PAT tested within the last year;
- will not impose unduly high loads on the electrical supply;
- will be properly used by competent people; and
- is compatible with any equipment that it will be used with.

Displays

In order to reduce the risk of fire spreading along display materials staff are reminded of the following:

- Do not put displays down stairways or corridors that form part of a designated escape route,
- Keep displays away from curtains, doors and heat sources (e.g. heaters) in corridors, so that fire cannot easily spread to the structure of the building,
- Minimise the total area used for displays in any one area. The area may be increased if the displays are treated with a proprietary flame retardant sprays or locations are agreed with the Fire Brigade'
- Do not let displays obstruct escape routes, fire notices, alarm call points, fire fighting equipment or emergency lighting,

Flammable Liquids and Chemicals, e.g. used for maintenance, ground-keeping and cleaning, and in science, art, and technology

The storage of flammable liquids and chemicals should be strictly controlled, particularly 'highly flammable liquids' (flash point below 32°C); only the minimum necessary for day to day use should be stored, and in any case no more than 50 litres in any one room or area.

Highly flammable liquids should be stored in buildings in a labelled fireproof-metal cabinet away from all possible sources of ignition. Appropriate cabinets are used for the storage of flammable materials.

Measures to Prevent Fires Starting / Spreading

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits

- Escape routes from every part of all buildings have been agreed and are signed accordingly
- Fire notices and evacuation signs are displayed
- Fires extinguishers (of the appropriate type) and smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes

- The master panel for the alarm system is located in the main corridor and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Staff are regularly reminded of the need to keep fire routes and exits clear at all times.
- Plans as recommended by one of the local fire stations are kept next to the control panels.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. Certificates are kept by the Health and Safety Coordinator.
- Regular portable appliance testing takes place at least twice a year by the school's approved electrical contractor.
- Records of all tests are kept in the Bursar's office.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested regularly by a specialist contractor. Records of all tests are kept in the Bursar's office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department
- Landlord's gas safety certificates are held for all school domestic accommodations.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Fuel oil is stored in suitably bunded tanks.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish and recycling compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

Evacuation Procedure

Regular evacuations are scheduled throughout the year and, generally, notified in advance. However, there may be situations when evacuation is required and this will most likely be in the event of a fire.

A member of staff, on discovering a fire must,

- 1) raise the alarm by breaking the glass on an alarm call point.
- 2) ensure that the fire brigade have been called

The person discovering the fire may tackle the outbreak using the appliances provided but should only do so if they have received training and feel confident in their fire-fighting ability. In case of doubt, just evacuate following this procedure.

A continuous bell is the signal to evacuate to the muster point by the nearest, safe, designated route.

For safety reasons the following guidance is given

- Remain calm and proceed in an orderly manner
- Give and ask for assistance if required
- Do not attempt to secure the building but do, if possible, close doors
- Do not delay to collect personal belongings
- Do not delay by finishing a phone call

Please note that it is not possible to envisage all possibilities and therefore if no action is prescribed that relate to the situation as experienced, staff are expected to use their experience and judgement and to act accordingly.

Means of Escape for Disabled Persons and others who may have difficulty with existing escape routes

All visitors shall report to reception where an induction of emergency procedures is undertaken. Should they not be able to manage the existing procedures then a Personal Emergency Evacuation Plan (PEEP) is produced. All new pupils and staff will undergo an induction as part of their enrolment and it will be established at that point whether they need a PEEP.

This plan will be developed to take into account what would be the best procedure for that individual to follow. This will be discussed with the individual and the types of escape will be assessed as to their suitability for the individual's particular vulnerability which could range from sight and hearing to use of a wheelchair.

An example of a personal plan would be that an individual who is partially sighted is allocated a 'buddy' to assist them on the existing escape route throughout the evacuation.

Another example would be if an individual was restricted to a wheelchair then they may be allocated a buddy and to make use of the refuge areas. In such an example it is likely that the School will issue a 2-way radio to the person along with instruction on its usage. The fire marshals and many other support staff carry radios as part of their day to day responsibilities and it is likely at any time in the working day upwards of 15 people are tuned in. On leaving the building at the end of the day, the radio is to be returned where it can be docked overnight to recharge. All radios carry charge for at least 48 hours and will be rotated so as to confirm they are in good working order.

All fire marshals carry two-way radios and this is the method of communication throughout an evacuation and would therefore be the point of contact for anyone at a refuge point.

Fire marshals will have extensive knowledge of the buildings and be trained effectively to enable them to manage the evacuation and undertake rescue where required and if it was safe to do so.

All staff will be made aware where there is a Personal Emergency Evacuation Plan in place. Any Personal Emergency Evacuation Plans will be included in the schedule of drills that are undertaken for training to ensure their suitability.

Little St Margaret's Building

On hearing the alarm, pupils will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure (see attached notice).

Persons who may have difficulty with existing escape routes

On enrolment to the school, pupils will be assessed as to whether they will have any difficulty with the existing emergency escape procedures. Should someone feel that they cannot follow this then they will have a Personal Emergency Evacuation Plan.

This plan will be developed to take into account what would be the best procedure for that individual to follow. This will be discussed with the individual and the types of escape will be assessed as to their suitability for the individual's particular vulnerability which could range from sight and hearing to use of a wheelchair.

An example of a personal plan would be that an individual who is partially sighted is allocated a 'buddy' to assist them on the existing escape route throughout the evacuation.

Another example would be if an individual was restricted to a wheelchair then they may be allocated a buddy and make use of the refuge areas. At each refuge area, there will be a locked and charged, two-way radio. Its functionality will be checked at the same frequency as the school's legionella checking.

All fire marshals carry two-way radios and this is the method of communication throughout an evacuation and would therefore be the point of contact for anyone at a refuge point.

Fire marshals will have extensive knowledge of the building and be trained effectively to enable them to manage the evacuation and undertake rescue where required and if it was safe to do so.

All staff will be made aware where there is a Personal Emergency Evacuation Plan in place. Any Personal Emergency Evacuation Plans will be included in the schedule of drills that are undertaken for training to ensure their suitability.

The procedure will be different when day pupils are and are not expected to be at school.

School days between 08.00 and 17.30

Summoning the Fire Brigade

The School Office is manned between 08.00 and 17.30 during school days. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the corridor outside the reception office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the office staff will liaise with the Bursar, at the control panel, and summon the Fire and Emergency Service by dialling 9-999 if agreed or if in any doubt.

Pupils and staff at the Sports Centre

If safe to do so, the school office staff will call the Sports Centre to let them know there is an evacuation.

Teachers' Responsibilities

Teachers are required to ensure that all pupils in their charge at the time of the alarm evacuate to the muster point.

All other staff responsibilities

All other staff are required to ensure that all staff for whom they have responsibility evacuate to the muster point and know who these people are at all times.

They are to turn off any equipment if safe to do so prior to evacuation.

Registers

Pupils and Staff

Between 08.00 and 16.30 the school office staff will ensure that pupil and staff registers are available at the muster point. Between 16.30 and 17.30 this will be the responsibility of the teachers on Prep duty for the pupil register and the Bursar for the staff registers.

Visiting staff, Visitors and Contractors

The presence of these people will be recorded in the signing in book which will be held by the office staff for reference at the time.

When signing in, all contractors sign to indicate that they have understood, amongst other things, the school's evacuation procedure. Their presence at the muster point will be checked by the school employee who hired their services.

The following senior staff have special register responsibilities as follows

The Director of Music - peripatetic music staff

The Speech & Drama Coordinator – peripatetic speech and drama staff

The Bursar – all contractors

At the muster point

Pupils line up in their forms: the form lists being given by the office staff to the form tutors (or a member of the form if the form tutor is not apparent when the registers are being distributed). Form tutors will then let their Heads of Year know whether or not all are present. Heads of Year will then tell the Vice Principal. The office staff and staff with other special registration responsibilities report to the Vice Principal when satisfied that all are accounted for.

There are three staff registers as indicated below. These will be brought out by the office staff and the Pastoral Deputy, the Senior Teacher and the Bursar's pa will take respective responsibility for checking staff are present. Staff who have no immediate responsibilities to the pupils are to find the person carrying the relevant list and ensure their name is ticked off.

The following note is part of the staff induction process

Staff at the Muster Point

Many teachers will have responsibilities for pupils and so their place at the muster point will be with their form groups. Once form tutors have registered forms they must report to HoYs who will inform the Vice Principal of any absences. Therefore, Heads of Years and Form Tutors should muster in or around their year groups. These staff are on Staff List A

All other staff should ensure that they are signed off the relevant list.

- 1) Teachers, peripatetic teachers and all others (including contractors and visitors) who are expected to sign in and out.
- 2) Non-teaching staff are on List C held by the Bursar's P.A.

Once staff have had their name signed off they should move to the edges of the muster area away from the entrance / exit.

When satisfied, the Vice Principal confirms with the Bursar that the buildings are safe to re-enter. If so, the alarm is switched off and the Vice Principal permits the pupils and staff to return to the buildings.

Vice Principal's responsibilities

Collect roll results from others and liaise with Bursar in respect of safe return to buildings and other options.

If in attendance, the fire brigade will want to know the following

- Is everyone accounted for ?
- If anyone is missing: How many ? What is their usual location ? Where were they last seen ?
- Where is the fire ? What is on fire ? How to get there ?
- Are there any hazardous substances involved in the fire or stored in the buildings ?

Marshalling

If safe to do so all fire marshals are to meet at the control panel.

At the panel, depending on where the fire is indicated, the Bursar will issue instructions to the fire marshals for the checking of all buildings. One or two marshals will be tasked with ensuring that people do not attempt to enter buildings which may be on fire, do not enter the grounds when the school is evacuating and liaise with groups of pupils who may be in the grounds or the Sports Centre at the time the bells sound. These groups will not normally be required to muster. Marshals will report back to the Bursar at the muster point once all checks have been carried out.

Radio Protocol

In the event of an unplanned evacuation, radios must not be used until it is clear that the school nurse does not need clear airwaves for sole use to direct a medical situation.

School days between 17.30 and 08.00 and at all other times

It should be noted that from 17.30 to 18.30 there will be some pupils doing supervised study in the library and possibly elsewhere. The teacher supervising this activity will be responsible for these pupils and for checking their presence at the muster point.

The above also applies for school functions which take place after 17.30 such as plays and concerts.

One of the Maintenance or Grounds Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. H/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless pre-warned of a planned fire practice).

Communication with Site Staff

On hearing the alarm, staff present must phone the site manager or his/her delegate to alert him/her to the fact. Assuming that the call is received, there is no further requirement to communicate with other areas of the school nor with the fire brigade.

House staff responsibilities

House staff are required to ensure that all pupils in their charge at the time of the alarm evacuate to the muster point.

If in attendance, the fire brigade will want to know the following

- Is everyone accounted for ?
- If anyone is missing: How many ? What is their usual location ? Where were they last seen ?
- Where is the fire ? What is on fire ?
- Are there any hazardous substances involved in the fire or stored in the buildings ?

At the muster point

Boarders line up by dormitory and in alphabetical order. Any day-pupils present will line up by forms.

When satisfied, the member of house staff on duty confirms with the Site Manager that the buildings are safe to re-enter. If so, the alarm is switched off and the house staff permit the pupils and staff to return to the buildings.

Bursar's Sheet

CALL FIRE BRIGADE – have office staff asked ?

Call Sports Centre – int 600

Areas for Wardens to check (Copy held at command post and lines are drawn at time of alarm with laminated copies given to each staff member responsible for checking)

(draw lines between places and names)

Little St Margaret's Ground
Floor (stay put)

Phil USHER

Little St Margaret's First
Floor

Art and Technology

Science and Medical Blocks

Main Building Ground
Floor, Geography and Drama

Gary MITCHELL

Boarding Areas

Rick MARSH

Grant Block

Jethro DURANT

Main Gate
(give out Hi Vis Jacket)

Paul CLARK