

## FIRE & EMERGENCY POLICY & PROCEDURE

The 'School' refers to all staff and students in Abbot's Hill School, which includes the Early Years/Foundation Stage (EYFS), the Pre-Prep, Prep and Senior School.

The term 'parent' refers to those who have a parental responsibility for a child.

### MONITORING AND REVIEW

Person Responsible	Bursar
Reviewed with	Domestic Bursar
Final Signatory	Head
Frequency of Review	Annual
Date of Last Review	March 2023
Date of Next Review	March 2024

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# Fire and Emergency Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

## 1. Introduction

- 1.1 Abbot's Hill School aims to eliminate or reduce any risk from potentially dangerous substances or those that may cause fires.
- 1.2 Abbot's Hill School is a non-smoking site.
- 1.3 The **Bursar** is responsible for ensuring that adequate fire and emergency procedures are in place.
- 1.4 The **Bursar** is responsible, alongside the Domestic Bursar (Health & Safety Coordinator), for ensuring that Fire Risk Assessments have been completed covering the whole school.
- 1.5 **All staff and pupils** have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.
- 1.6 This policy is made available to parents or prospective parents on request.

## 2. General fire precautions

- 2.1 The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work.
- 2.2 The above legislation requires employers to provide fire safety measures including but not limited to:
  - Means of detecting fire and giving warning
  - Means of escape
  - Means of fire fighting
  - The training of all staff in fire awareness.
- 2.3 The School has commissioned a fire risk assessment to cover the whole site using a competent external provider which is reviewed and updated by the Bursar, Domestic Bursar and Facilities Manager annually. General risks identified within the fire risk assessment will be removed or reduced to an acceptable level. Where the Fire risk assessment identifies that property conditions could potentially cause or spread a fire and endanger life, remedial work will be undertaken as soon as reasonably practicable.
- 2.4 Fire action notices will be displayed by all fire alarm call points.
- 2.5 The School has appointed the Bursar, Facilities Manager and Domestic Bursar as competent persons to assist in taking preventative measures. Fire warden refresher training is given every three years. If there are any staff changes, the Health and Safety

Coordinator will ensure the new fire warden undertakes the training as soon as practicable following appointment.

- 2.6 The list of Fire Wardens and the job description can be found on the Intranet (Documents>Staff>Health & Safety)

### 3. School responsibilities

- 3.1 An audible fire alarm system has been installed which is capable of being heard in all areas of the school.
- 3.2 All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- 3.3 All fire alarm systems will be serviced periodically by a competent engineer at the recommended intervals for the system to comply with the British Standard the system has been installed under. This will generally be at least annually. All false alarms will be fully investigated and the incident recorded.
- 3.4 The **Facilities Manager** is responsible for ensuring that functionality tests on all fire alarm systems within the school take place weekly to comply with the British Standard the system was installed under. This also ensures familiarity of the alarm bells by the staff and pupils. All failures or faults must be rectified immediately.
- 3.5 All areas of escape must be clearly marked and those exits kept free from obstruction **AT ALL TIMES**.
- 3.6 No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices.
- 3.7 Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the building and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.
- 3.8 Portable fire extinguishers of the correct type will be provided throughout all the school buildings. They should be used in an emergency as a last resort to exit a building, or by trained fire wardens to extinguish small fires if they feel confident in doing so.
- 3.9 All fire-fighting equipment provided to extinguish fires must be serviced annually by a competent servicing organisation. It must be replenished immediately if partially or totally discharged whether by accident or design. Monthly checks on all portable fire-fighting equipment will be carried out by the Facilities Manager to ensure no tampering has occurred.
- 3.10 A comprehensive Fire and Emergency Evacuation Procedure has been devised and regular drills will be carried out to ensure familiarity by occupants as a minimum once each term. Copies of the Procedure can be found on the intranet [here](#).
- 3.11 The Fire and Emergency evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school. A PEEP

(Personal Emergency Evacuation Plan) will be put in place when necessary. When fire drills are carried out, a full report will be logged. Any recommendations following the practice evacuation will be actioned promptly.

- 3.12 The Facilities Manager ensures that checks of emergency lighting on a regular basis take place, as determined by the types of systems installed, and routinely ensures that all signage, notices and fire detection systems are in place and working.
- 3.13 In the event of a fire during the working day the Facilities Manager (or in their absence, the Maintenance Technician) will call the emergency services after identifying the location of the fire. If it occurred during a function at weekends or evenings it would normally be the Domestic Bursar or the person in charge of that function. If out of hours, any residents living on site would contact the member of Premises staff who is on duty to investigate and depending on whether it was an easily identifiable non-false alarm either the residents or the Premises staff member on duty would call the emergency services.
- 3.14 All visitors must sign in at Main Reception and be given a visitor's badge and shown a Safeguarding leaflet which contains the fire and emergency procedures and assembly points. Visitors will be accompanied if necessary if they do not have a school DBS in line with ISI regulations. Fire safety briefings are given to new members of staff and regular visitors such as Governors.

## **4. Fire Brigade**

- 4.1 The Facilities Manager (or in their absence, the Maintenance Technician) will report to the fire brigade on their arrival. Out of hours, this task will fall to the out of hours' member of staff on call.

## **5. Amendments during a Pandemic**

- 5.1 The above policy will continue during a pandemic other than:
- all listed fire wardens may not be present on site during a fire drill, however, all staff have received general fire awareness training and are therefore competent responsible persons
  - all staff, pupils, visitors, contractors who may be on site during a fire drill will be reminded to follow social distancing measures, as appropriate at that time.

Signed

Issue Date: March 2023

Review Date: March 2024 or earlier if major change



Mrs Kathryn Gorman  
**Head**

## Fire and Emergency Evacuation Procedure

The **Office Manager / Receptionist / School Secretary** will take the following items to the Fire Assembly Point:

- Fire Evacuation Registers Folder (marked with a red **F**)
- Pupil Late Arrivals Folder (marked with a red **F**)
- Pupil Signing Out Folder - may include girls visiting the Tennis Dome (marked with a red **F**)
- Absence Lists and Co-curricular Clubs & Activities Folder (marked with a red **F**)
- Visitors Book (marked with a red **F**)
- Fire Evacuation Grab Bag
- Fire Evacuation Tablet
- Fire Evacuation Mobile Phone

*(Pupil late arrivals and pupils signing out is logged in Day Book on SchoolBase):*

Two **members of staff from the Technology Office or Database Manager** will move one of the picnic tables to the middle of the Front Lawn to use as a base for support staff to check Fire Registers.

The picnic table is for use by the following members of staff who are responsible for checking and recording that all pupils and staff are accounted for:

Database Manager	School Secretary
Registrar	Receptionist
Director of Technology	PA to Deputy Heads
Office Manager	
Executive PA to the Head & Bursar	

If staff and pupils are outside for some time or inclement weather (heavy rain) the **Director of Sport** (*Reserve: Assistant Director of Sport*) will collect the emergency foil blankets from the PE shed (1963) and bring to the admin base at the picnic table.

Physically disabled or sensory-impaired staff and visitors will assemble at the top of the path to the swimming pool and a nominated member of staff will account for them. Arrangements for pupils will be as in their Pastoral/Medical Action Plans.

## Once at the Fire Assembly Point

**All pupils must line up in alphabetical order in their classes/tutor groups in silence.**

The **Bursar** (*Reserve – Deputy Head Academic*) will time how long it takes to account for all pupils, staff and visitors to evacuate the buildings.

### Prep Pupils

Either the Assistant Groundsman or the first member of staff that arrives at the steps in the bank needs to stop traffic coming up the top of the drive and inform the visitor(s) they need to park and report to the fire assembly point.

- The **School Secretary** (*Reserve – PA to Prep SLT*) should collect the Prep pupil Fire Evacuation Registers and pens from the **Office Manager** (*Reserve – PA to Deputy Heads*) and then should hand them out to the **Class Teachers** for completion.
- Class Teachers should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
- Once completed the **Class Teachers** pass the completed registers to the **Deputy Head Prep (Curriculum)** (*Reserve – Head of Prep*) to be checked against Attendance Register, Pupil Late Arrivals, Pupil Signing Out folders held by the **School Secretary** (*Reserve – PA to Prep SLT*) to ensure **all** pupils are accounted for.
- The **Deputy Head Prep (Curriculum)** will give the completed and checked registers to the **Head of Prep** (*Reserve – PA to Prep SLT*) who will then inform the **Executive PA to the Head & Bursar / Office Manager** who will mark the [Heads Fire & Emergency Evacuation Check List](#)

### Senior School Pupils

- Once at the Fire Assembly Point the **Heads of Year** will ask the **Office Manager** (*Reserve – PA to Deputy Heads*) for the Senior School Pupil Fire Evacuation Registers and pens.
- The **Heads of Year** will pass these Registers and pens to the Form Tutors. In the absence of Head of Year, the **Assistant Head: Academic Progress** will ask a tutor to distribute the registers. The registers should be clearly marked for those present with a tick (✓) and those **NOT** present with a cross (X).
- Once completed the Form Tutors pass the completed registers back to the **Heads of Year**.
- The **Heads of Year** will take the completed Registers back to the **Office Manager** (*Reserve – PA to Deputy Heads*) for her to check against the Attendance Register, Pupil Late Arrivals, Pupil Signing Out folders to ensure **all** pupils are accounted for.
- The **Office Manager** (*Reserve – PA to Deputy Heads*) will then inform the **Executive PA to the Head & Bursar / Office Manager** who will mark the [Heads Fire & Emergency Evacuation Check List](#)

## Prep Teaching Staff – Teachers and Teaching Assistants

All staff will stand with their classes in silence.

- The **Deputy Head Prep (Curriculum)** (*Reserve – Head of Prep*) will ask the **Office Manager** (*Reserve – PA to Deputy Heads*) for the . The **Deputy Head Prep (Curriculum)** (*Reserve – Head of Prep*) will read out staff names whilst the PA to Prep SLT will look to see who is/is not present. The **Deputy Head Prep (Curriculum)** (*Reserve – Head of Prep*) will clearly mark those present with a tick (✓) and those **NOT** present with a cross (X) and give the completed register to the **Executive PA to the Head & Bursar / Office Manager** who will mark the [Heads Fire & Emergency Evacuation Check List](#).
- If there are any queries, the **Deputy Head Prep (Curriculum)** (*Reserve – Head of Prep*) should then ask the **Database Manager** (*Reserve – Technology Staff*) to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet

## Senior School Teaching Staff

All Form Tutors will be asked to stand with their Tutor group. Year 11 nearest the swimming pool.

All other teaching staff will be asked to stand with their assigned year groups in silence.

## Years 7 and 8 Assigned Teaching Staff

- The **Deputy Head Pastoral** (*Reserve – Assistant Head: Academic Progress*) will ask the Office Manager for the Years 7-8 Assigned Teaching Staff Fire & Emergency Evacuation Register (*Reserve – PA to Deputy Heads*) [Years 7-8 Assigned Teaching Staff Fire & Emergency Evacuation Register](#).
- The **Deputy Head Pastoral** (*Reserve – Assistant Head: Academic Progress*) should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
- If there are any queries, the **Deputy Head Pastoral** (*Reserve – Assistant Head: Academic Progress*) should then ask the **Database Manager** (*Reserve – IT Staff*) to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
- The **Deputy Head Pastoral** (*Reserve – Assistant Head: Academic Progress*) will then give the completed register to the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire & Emergency Evacuation Check List](#).

## Years 9, 10 and 11 Assigned Teaching Staff

- The **Assistant Head: Academic Progress** (*Reserve – Deputy Head Pastoral*) will ask the **Office Manager** (*Reserve – PA to Deputy Heads*) for the [Years 9-10-11 Assigned Teaching Staff Fire & Emergency Evacuation Register](#) to check.
- The **Assistant Head: Academic Progress** (*Reserve – Deputy Head Pastoral*) should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).



- If there are any queries, the **Assistant Head: Academic Progress** (*Reserve – Deputy Head Pastoral*) should then ask the **Database Manager** (*Reserve – Technology Staff*) to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
- The **Assistant Head: Academic Progress** (*Reserve – Deputy Head Pastoral*) will then give the completed register to the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire & Emergency Evacuation Check List](#).

## Exec & Senior Leadership Teams

- The Executive **PA to the Head & Bursar** (*Reserve – HR Manager*) will ask the **Office Manager** (*Reserve – PA to Deputy Heads*) for the registers to check [Exec & SLT Fire & Emergency Evacuation Register](#), clearly mark those present with a tick (✓) and those **NOT** present with a cross (X) and keep the completed register and mark the [Heads Fire & Emergency Evacuation Check List](#).
- If there are any queries, the **Executive PA to the Head & Bursar** (*Reserve – HR Manager*) should then ask the **Database Manager** (*Reserve – Technology Staff*) to cross-reference the completed register against SchoolBase on the Fire Evacuation Tablet.

## Support Staff & Technicians

**Will stand together in the middle of the lawn to the side of the picnic table in silence.**

- The **Registrar** (*Reserve – Marketing Assistant/Director of Marketing and Communications*) will ask the **Office Manager** (*Reserve – PA to Deputy Heads*) for the [Support Staff & Technicians Fire & Emergency Evacuation Register](#)
- The *Registrar* (*Reserve – Marketing Assistant/Director of Marketing and Communications*) should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X).
- If there are any queries, the Registrar (*Reserve – Marketing Assistant/Director of Marketing and Communications*) should then ask the **Database Manager** (*Reserve – Technology Staff*) to cross-reference the completed register against SchoolBase on the Fire Evacuation Tablet.
- The Registrar (*Reserve – Marketing Assistant/Director of Marketing and Communications*) will then give the completed register to the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire & Emergency Evacuation Check List](#).

## Fire Panel Staff

- The **Facilities Manager** (*Reserve – Maintenance Technician*) will telephone the Fire Evacuation mobile and tell the **School Secretary** (*Reserve – Receptionist*) that he and the entire Premises and Grounds Teams are present and accounted for.
- If there is a fire he will ask the **School Secretary** (*Reserve – Receptionist*) to contact the Fire Brigade.
- The **School Secretary** (*Reserve – Receptionist*) should clearly mark those present with a tick (✓) and those **NOT** present with a cross (X) [Fire Panel Staff](#).

- If there are any queries, the **School Secretary** (*Reserve – Receptionist*) should then ask the **Database Manager** (*Reserve – Technology Staff*) to cross reference the completed register against SchoolBase on the Fire Evacuation Tablet.
- The **School Secretary** (*Reserve – Receptionist*) will give the completed register to the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire & Emergency Evacuation Check List](#).

## Catering Staff

**Staff to stand together in silence at the corner of the swimming pool fencing.**

The **Head Chef/Catering Manager** (*Reserve – Catering Supervisor*) will take the catering time sheet to the Fire Assembly Point and check all the catering staff are present and accounted for and inform the **Executive PA to the Head & Bursar / Office Manager** who will mark the [Heads Fire & Emergency Evacuation Check List](#)

## Housekeeping Staff

**Staff to stand together in silence at the corner of the swimming pool fencing.**

- During School hours the **Domestic Bursar** (*Reserve – Housekeeper/Day Cleaner*) will take the housekeeping clock in cards to the Fire Assembly Point and check all the housekeeping staff are present and accounted for.
- Housekeeping staff (including external contractors) working after 5pm will assemble at the Fire Assembly Point, contacting the Duty Manager on 07821 683990 immediately if they have not already arrived on site and informing them if any of their colleagues is absent.
- When and only when, the Duty manager has given the signal that it is safe to re-enter the buildings may staff return to work.

## Visitors/ Peripatetic Teachers

- The **Receptionist** (*Reserve – Executive PA to the Head & Bursar*) will check the Visitors Signing In/Out book and will check all are present and accounted for and inform the Executive PA to the Head & Bursar / Office Manager who will mark the [Heads Fire & Emergency Evacuation Check List](#).

## Nursery & Pre-School

In the event of a fire evacuation the following items will be taken out to the assembly point:

- The Room Leader will take the room register.
- The **Nursery Manager** (*Reserve - Deputy Manager*), will take the 'fire grab' bag and the Visitor's Book.
- In the event of the fire alarm sounding **Room Leaders** will ensure the safe evacuation of the children and adults in their room. For 'Tiny Toes' this will include collection and overseeing the use of the fire evacuation cot(s).

- Any supernumerary staff will go immediately to 'Tiny Toes' to assist the evacuation of the babies.

### **Once at the Fire Assembly Point**

- Members of staff will account for their key children, taking a head count and taking register.
- They will confirm that all are accounted for to the **Room Leader** and **Nursery Manager**.
- The **Deputy Manager** (*Reserve - Nursery Manager*), the next most senior member of staff will ensure all members of staff are accounted for.

### **Visitors**

- Any visitor who is in the Nursery when the fire alarm sounds will be asked to accompany the staff and children and assemble with them at the fire evacuation point in the top car park.
- The Nursery Visitor Book will be taken out by the **Nursery Manager** (*Reserve - Deputy Manager*).
- The **Nursery Manager** (*Reserve - Deputy Manager*), is responsible for checking that any visitors are accounted for.
- The **Nursery Manager** (*Reserve - Deputy Manager*) will telephone the Fire Evacuation Mobile (07701 008042) held by the **School Secretary** (*Reserve - Receptionist*) to confirm that all the babies, children and staff are safe and accounted for.
- The **School Secretary** (*Reserve - Receptionist*) will inform the **Executive PA to the Head & Bursar / Office Manager** who will mark the [Heads Fire & Emergency Evacuation Check List](#).

# When is it Safe to Re-enter the Buildings

When the **Deputy Head Academic, Head of Prep** and the **Bursar** know all of the pupils and staff are accounted for on the [Heads Fire & Emergency Evacuation Check List](#), they will inform the **Head**.

When, and only when, the Head has had confirmation from the Deputy Head Academic, Head of Prep and the Bursar that all pupils, staff and visitors are present and accounted for she will ask the Deputy Head Academic, Head of Prep and the Bursar to tell everyone it is safe to re-enter the buildings.

During school holidays when Nursery children are present, the all clear is to be given by the Bursar (*Reserves – Nursery Manager/Facilities Manager*)

In the event of a prolonged fire drill, where it is deemed safe to re-enter a building, Dickinson should be cleared first as it is a dry, warm and easy to re-evacuate if necessary.

## Before School

### Pre-Prep Breakfast Club

Children in Reception – Year 2 are registered at Breakfast and in the event of a Fire alarm they will be escorted to the Fire Assembly point with the register.

### Prep and Senior pupils Breakfast (in the Dining Room)

A paper register is taken at Breakfast by a member of Catering staff on duty and if there is a Fire Alarm the person on duty escorts all children to the Fire Assembly Point with the register.

### Pre-Prep and Prep pupils arriving before Registration

These children are held in the Pre-Prep playground until 8am and then the Prep children move to the Playground where they are supervised by staff. In the event of a Fire alarm they will be escorted to the Fire Assembly point and staff will ensure no-one is left behind.

### Senior pupils arriving before Registration

Pupils arriving on site before 7.40am should wait in the library and be escorted to the Fire Assembly point by the member of staff supervising them. After this point, pupils should be in the common rooms, breakfast or at a club, therefore, if the fire alarm should sound after 7.40am:

- Pupils should make their way to the Fire Assembly point to be registered.
- A member of staff should check the common rooms and ensure that they are empty.
- Club leaders will escort pupils to the fire assembly point.

From 8.00am pupils may go to their Form Room. In the event of a Fire Alarm pupils will go to the Fire Assembly Point and be registered. A member of staff will check Form Rooms and toilets to ensure that no-one is left behind.

## After the end of the School day

### Pre-Prep pupils

Pupils may attend a pre-booked club or After School Care at the end of the school day. A register will be taken. In the event of a fire alarm sounding, pupils will be escorted to the Fire Assembly Point.

### Prep pupils

Pupils may attend a pre-booked club, I-learning, end-of-day break or After School Care at the end of the school day. A register will be taken. In the event of a fire alarm sounding, pupils will be escorted to the Fire Assembly Point.

### **Senior School independent study**

A paper register is taken by the teacher on duty, if there is a Fire Alarm the person on duty escorts all children to the Fire Assembly Point with the register.

## **After School Clubs & Activities**

Internal, and the majority of external staff, take club registers on Evolve. External staff who may be covering sessions or are not yet set up on Evolve, have paper registers which are returned to Main Reception within ten minutes of the club starting. The **Evening Receptionist** will print the Prep registers at 4.15pm and the Senior clubs and activity registers at 5.15pm. The registers will be placed in the Absence Lists and Extra-curricular Clubs & Activities folder in the white cupboard in Main Reception. This folder will be taken to the Fire Assembly Point by the **Evening Receptionist**. In addition, **teaching staff/Peripatetic staff** will also take their registers to the Fire Assembly Point. The details can also be checked on the Fire Evacuation Tablet at the Fire Assembly Point by the **member of the Technology team** who is on duty.

Senior Pupils are expected to sign out via the Library when they have finished their clubs.

Note that the external lighting overlooking the Front Lawn (Fire Assembly Point) works on sensors from dawn to dusk, so the Fire Assembly Point is on the lawn. At the Fire Assembly Point all pupils from each of the clubs will be asked to line up by the adult taking the club so that the register can be taken.

**Staff running the clubs** will inform a member of **Exec** that all the children are present and accounted for.

## **Record Keeping**

Following the incident the **Office Manager** (*Reserve – PA to Deputy Heads*) will collect all completed Fire Evacuation Registers for Prep and Senior School and scan them onto the [Health & Safety Team folder](#) (Documents>General>Fire Safety>Fire Training & Drill Records>Fire Evacuation Registers - Completed) under the relevant year naming the file in the following format YYYY-MM-DD. The **Nursery Manager** (*Reserve - Deputy Manager*) will file the Nursery Registers in the Nursery Office.

The **Bursar** (or **Health and Safety Coordinator** in her absence) will complete a [Record of Fire Evacuation](#)