

Tormead Family

Fire Policy

This whole school policy also applies to the EYFS

Statement of intent

We are committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The School's designated fire safety officer and Head are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors (including contractors) in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.

Tormead includes two schools:

- Tormead School, which includes the Prep and Senior Schools ("Tormead")
- Rydes Hill, which includes the Nursery and Pre Prep ("Rydes Hill")

The policy also covers the Urnfield Sports Ground.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2024) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Critical Incident Management Plan (CRIMP)
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment

2. Roles and responsibilities

The Governors, in consultation with the Head, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
 - A safe environment for all users of the site, including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
 - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
 - Adequate funds to ensure the training of the fire safety officer and all other staff.

The Head will:

- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy.
- Work with the fire safety officer to review and update this policy accordingly on an annual basis.

The Head, Head of Prep and Head of Rydes Hill will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the School.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer (Head of Estates and Facilities) will:

- Take responsibility for the School's fire safety matters, in collaboration with the Head.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the School's fire detection and protection equipment.
- At least once per term, undertake a fire evacuation drill at Tormead Senior, Tormead Prep and Rydes Hill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake training sessions at least once per year.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Ensure adequate numbers of trained Fire Marshals, deployed across all buildings.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards.
- Draw up a plan of the school, including the locations of all fire extinguishers and fire exits.
- Work with the Head to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- Maintain Fire Boxes across the whole site, to include site plans and areas of COSHH.
- Ensure contractors and contractual work is undertaken safely, and with all risk assessments and permits, including Hot Works, produced.
- Arrange compliance servicing and monthly inspections of all fire equipment and safety systems.
- Ensure Housekeeping standards are maintained to the highest standards.

In addition, the Head of Estates and Facilities, in consultation with the relevant Rydes Hill staff, will create an individual Personal Emergency Evacuation Plan (PEEP) for each person at Rydes Hill who will require assistance during fire drills

The Health Care Lead for Tormead will:

- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person at Tormead who will require assistance during fire drills.

Staff members will:

- Cooperate with their colleagues, the fire safety officer and Head on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer.
- Exercise good standards of housekeeping and cleanliness.
- Ensure all Portable Electronic Devices are PAT tested.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Head, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the headteacher or fire safety officer.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- On either the discovery of fire or activation of the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point (see appendices)
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

3. Risk assessments and checklists

The fire safety officer, in cooperation with the Head, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors. Risk Assessments will also be used to reduce overall risk to as low as reasonably practicable.

The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place.

The fire safety officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

The fire risk assessments will be reviewed by the fire safety officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.
- Following an outbreak of fire, or near miss.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The fire safety officer will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

4. Preventative measures

The fire safety officer will ensure inspection of the School's fire prevention measures once per month to ensure the school is achieving maximum fire safety.

The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors

- Extinguishers
- Fire blankets
- Facilities for the fire service, including:
 - Access for emergency vehicles
 - Emergency switches for installations
 - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection
- Fume Cupboards for reducing vapour cloud.

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure COSHH cabinets, away from pupils. Flammable liquids, materials and gases will be stored separately from one another, as well as stored in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety. These items are also to be in good order to ensure their fire rating is maintained.

Housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The School recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The School's housekeeping rules include:

- No smoking anywhere on site.
- Spillages of flammable liquids will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Where possible, bin areas are locked to prevent acts of arson. Skips should be placed away from buildings to prevent spontaneous combustion through convection.
- Fire fighting equipment will not be blocked by furniture or other items.
- All corridors, stairs and access/ egress routes are clear.
- All access points for emergency services are kept free from obstruction, including vehicles.
- All fire doors are to be kept shut unless held open by automatic closure systems.
- The use of door wedges or other items for holding fire doors open are not permitted.

Provision of emergency routes and exits

As part of the School's fire safety inspection, the Head of Estates & Facilities will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to an external space.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Internal emergency fire doors are not locked and can be easily and immediately opened by any person who may need to use them in an emergency.
- External emergency fire doors are fitted with overrides to both electronic and key security measures and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

Maintenance of preventative measures

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.
- Fire doors close flush within the door frame, and double doors close fully together.

Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher.

Fire blankets will be inspected at least annually and replaced as required.

The School will ensure that all facilities for the use of the fire service are maintained and kept in good order.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. The school will also conduct a more detailed condition test every six months, including a three hour battery test by a competent person.

Any lightning protection such as lightning conductors and surge protection will be inspected and tested at least annually. A fully qualified engineer will be responsible for ensuring that all joints and bonds are not corroded and still have electrical continuity.

The main kitchen fire suppression system is maintained and serviced annually.

Automatic gas shut of systems activate.

Fire call points are tested weekly, ensuring all points are tested at least once per year.

5. Measures for disabled people

The fire safety officer and Head will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Staff will be taught to modify evacuation routes for people with disabilities as part of their annual training.

Refuge areas are located around the school; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, pupils and staff with disabilities will be informed of the location of the school's refuge areas on their arrival at the school.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

Evacuation procedures for disabled people

People with mobility impairments: People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

People with visual disabilities: People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.

People with hearing disabilities: People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The school will provide the appropriate alternative means of alarm.

6. High Risk Areas

To reduce fire hazards to as low as reasonably practicable, additional measures are in place to ensure the safety of staff members, pupils, visitors and contractors.

6.1 Food Technology Classrooms

The Food technician, together with Food Technology staff, are responsible for highlighting faulty or damaged electrical goods, and ensuring they pose not risk of fire. The School's electrical equipment is subjected to an annual Portable Appliance Testing schedule

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

These areas use electric ovens rather than gas, further reducing risk.

6.2 Chemistry Laboratories including Preparation Area

Fume cupboards are installed to ensure cloud vapour doesn't build up within the roof spaces.

All chemicals are stored within a chemical store, away from sources of ignition. chemicals and other flammable liquids are only issued into teaching spaces at minimal levels. Classrooms are also fitted with emergency gas and electric shut off "kill switches".

All gas systems including gas taps are certified annually.

All areas are kept locked when there is no footfall, and pupils are unable to access this area without a member of staff.

6.3 Main Kitchen

The main kitchen's equipment is serviced using a specialist contractor, overseeing the condition of equipment and its safety. The gas safety certification is also issued under this contractor.

The main cooker, which is gas operated, is fitted with an Ansul fire suppression system, serviced bi-annually by Ansul. This system also connects to the gas shut off, activating a shutdown of the system.

The kitchen is also fitted with automatic fire shutter doors, compartmentalising the kitchen from the main School structure. Furthermore, all doors within the main kitchen area are closed when the kitchen is out of use.

6.4 Contract Works

All contracted works are authorised once copies of risk assessments and method statements have been submitted to the Head of Estates & Facilities. Any "Hot Works" require specific issuing of permits.

6.5 Lithium-Ion Batteries

Electric bikes and electric scooters are not permitted anywhere on site. Damaged, improperly charged, or low-quality batteries can overheat and cause fires or explosions, with lithium-ion batteries being particularly susceptible to thermal runaway.

Batteries associated with power tools and garden machinery, should not be charged within main buildings, closed spaces such as cupboard's or near combustible material, and should ideally be charged where there's an ability to overwatch.

6.6 Plant Rooms

Plant rooms are inspected for housekeeping each week, ensuring there's no combustible material being stored. This visual check also highlights any potential risks early. No forms of chemicals or flammable liquids are stored in or around plant rooms, and access into and to all shut of mechanisms are kept clear.

6.7 Electrical Items

All mains powered electrical items are Portable Appliance Tested (PAT) every 12mths.

All items brought into School by staff must also be within 12mths of new and in good working order or carry certification of an in-date PAT. All items of electrical equipment showing signs of damage are removed from sight or repaired immediately.

Pupils are not permitted to charge any portable devices on school grounds.

7. Detection equipment

All areas and rooms, including offices, cupboards and roof voids, within the School are fitted with smoke detectors. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Fire alarm systems will be tested each week. A competent person will test the smoke and fire detectors at the monthly. All mandatory service maintenance is carried out through a qualified engineer. All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

8. Protection equipment

Fire protection equipment is available and easily accessible throughout the School.

The School will ensure that the type of fire extinguisher provided is suitable for the Class of fire likely in the specific area, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

Areas involving cooking are fitted with fire blankets.

9. Procedure in the event of a fire

During the day (between 7.00 – 22.30)

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called the fire safety officer.

Out of hours (22.30-7.00)

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called via the automated system.

Procedures at all times

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for pupils, by their class teacher. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the fire safety officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

The school has a relevant and up-to-date Evacuation Procedure in place (Appendix 1). The Evacuation Procedure will be reviewed by the fire safety officer annually, to ensure it is accurate and relevant. An Evacuation Plan is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

10. Fire drills

The fire safety officer will carry out random fire drills at least once per term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's designated assembly point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers and confirmation is made that it is safe to return into buildings.

The fire safety officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

11. Staff training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the fire safety officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The fire safety officer will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff annually and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

12. Fire Marshals

The School designates multiple staff members across each building to perform the duty of Fire Marshal.

Fire Marshals undertake specific online training, and participate in regular fire steering group meetings, which covers further training and lessons learnt. The fire safety officer will also organise live training where possible.

13. Rydes Hill Nursery

In addition to paragraphs 01-12, specialist requirements are needed to cover the nursery (Lodge), due to the high dependency of 06-24Mth olds.

The Nursery Manager, has the authority to act as the "Responsible Person", for the nursery. This is to ensure a "common sense" approach is taken during evacuation, enabling the greatest level of care to the children.

Evacuation buggies are to be provisioned and placed outside the Lodge in a position as such to assist in the safest and quickest mass evacuation of high dependency children. At all times, there is to be enough capacity for all children within the Lodge to be evacuated in this manner.

All staff assigned as permanent, working within the Lodge, are to be trained Fire Marshals. These staff are not necessarily assigned to carry out this function, but receive additional training in fire fighting equipment, and extended support.

Please see the evacuation plans for Pips and Seeds for more detailed information.

EVACUATION PLANS

Appendix 01 - Harris House:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a class teacher, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Prep Playground) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and fire marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 02 - Shackleton:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit. Do not use the lift.
04	If you're a class teacher, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Prep Playground) via the safest route possible, not the most direct. From the staff flats, this may be using Cranley Road to avoid either Alleyne or Hillier House if on fire.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated. Fire Marshals are not to enter the staff flats on the second floor.
08	Staff residing within the staff flats are to ensure the flats are cleared of persons on exiting the building.
09	Teaching staff and fire marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
10	If not already done, dial 999 for the fire service.

Appendix 03 - Alleyne:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a class teacher, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Prep Playground) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and fire marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 04 - Hillier House:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a class teacher, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Prep Playground) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 05 - Wellbeing:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	All persons are to move to the designated assembly area (Upper Tennis Court) via the safest route possible, not the most direct.
05	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.

06	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
07	Staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
08	If not already done, dial 999 for the fire service.

Appendix 06 - JCS:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit. Do not use the lift.
04	All persons are to move to the designated assembly area (Upper Tennis Court) via the safest route possible, not the most direct.
05	Persons requiring evacuation due to permanent or temporary disability are to move into the designated evacuation areas on the first floor and call for assistance using the intercom.
06	Persons within the JCS Auditorium should avoid exiting through the JCS main entrance, and use the fire doors located within the Auditorium on the south west side of the building.
07	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
08	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
09	Teaching staff and fire marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
10	If not already done, dial 999 for the fire service.

Appendix 07 - Sports Hall:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	All persons are to move to the designated assembly area (Upper Tennis Court) via the safest route possible, not the most direct.
05	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
06	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
07	Teaching staff and fire marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
08	If not already done, dial 999 for the fire service.

Appendix 08 - Main Building (Cranley Road):

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit. Do not use the lifts.
04	All persons are to move to the designated assembly area (Upper Tennis Court) via the safest route possible, not the most direct.
05	Persons requiring evacuation due to permanent or temporary disability are to move into the designated evacuation areas on the first floor and call for assistance using the intercom.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 09 - Urn Field Pavillion:

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a teacher responsible for a class, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Lower Car Park) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals or teaching staff are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 10 – Rydes Hill Main Building

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a teacher responsible for a class, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Tennis Court) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.

07	Designated Fire Marshals or teaching staff are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 11 – Rydes Hill Acorns Building

01	On discovery of a fire, use the nearest call point to activate the fire alarm and evacuate the building.
02	On hearing the sounding of the fire alarm, evacuate the building.
03	Leave the building using your nearest designated fire exit.
04	If you're a teacher responsible for a class, lead your class out of the building using the nearest designated fire exit.
05	All persons are to move to the designated assembly area (Tennis Court) via the safest route possible, not the most direct.
06	Fire extinguishers are to be used to either prevent small fires from taking hold, or to clear exit routes for evacuation.
07	Designated Fire Marshals or teaching staff are to carry out their duty, checking the building to ensure all persons are evacuated.
08	Teaching staff and Fire Marshals are to inform the Fire Officer at the earliest opportunity that they have performed their duty.
09	If not already done, dial 999 for the fire service.

Appendix 12 – Rydes Hill Lodge

Evacuation Procedure: Pips

In the event of an evacuation alarm, children and staff will evacuate the Pips room as follows:

- A member of staff will grab the evacuation bag (on the hook next to the fire exit), first aid box and an iPad which contains the register.
- Children will calmly and quietly be gathered by all staff.
- A head count will be carried out.
- Children will be placed and fastened in the pushchairs which are stored in the canopy area between the Pips and Seeds classrooms.
- A sweep of the classroom and the children's bathrooms/nappy change area will be carried out by a nominated member of staff.
- Children and staff will evacuate through the fire exit leading to the Pips and Seeds garden before continuing to the fire assembly point which is situated on the tennis courts.
- One member of staff will be responsible for each pushchair.
- The designated fire officer will ensure the building is clear of all children/staff and that they are gathered outside on the tennis court.
- Once assembled, a member of the management team will carry out a registration check to make sure all children and adults are all present. A member of the management team will report anyone who is missing to the fire officer.

- Children will be supported to wait whilst checks are carried out inside the building until the all clear is given.
- Once all clear is given, everyone will return to the building in the same manner and another head count will be carried out.
- Evacuation bag contents; emergency contact details, walkie talkie, changing mat, disposable nappies, baby wipes, nappy sacks, tissues, gloves, bottled water and foil blankets.

Evacuation Procedure: Seeds

In the event of an evacuation alarm, children and staff will evacuate the Seeds room as follows:

- A member of staff will grab the evacuation bag (on the hook next to the fire exit), first aid box and an iPad which contains the register.
- Children will calmly and quietly be gathered by all staff.
- A head count will be carried out.
- Children will be placed in the evacuation trolleys which are stored in the canopy area between the Pips and Seeds classrooms.
- A sweep of the classroom and the children's bathrooms/nappy change area will be carried out by a nominated member of staff.
- Children and staff will evacuate through the fire exit leading to the Pips and Seeds garden before continuing to the fire assembly point which is situated on the tennis courts.
- Two members of staff will be responsible for walking with each evacuation trolley.
- The designated fire officer will ensure the building is clear of all children/staff and that they are gathered outside on the tennis court.
- Once assembled, a member of the management team will carry out a registration check to make sure all children and adults are all present. A member of the management team will report anyone who is missing to the fire officer.
- Children will be supported to wait whilst checks are carried out inside the building until the all clear is given.
- Once all clear is given, everyone will return to the building in the same manner and another head count will be carried out.
- Evacuation bag contents; emergency contact details, walkie talkie, changing mat, disposable nappies, baby wipes, nappy sacks, tissues, gloves, bottled water and foil blankets.