

City of London School Fire Safety Policy

1. Introduction

- 1.1 It is the aim of the School to ensure that, as far as is reasonably practical, pupils, staff, visitors and property are safe from the risk of fire.
- 1.2 This policy aims to provide clear guidance and information on how the School provides for fire safety in the school, including procedures regarding how the School would respond in the event of a fire.
- 1.3 The policy has regard to the Government's guidance [Fire safety in new and existing school buildings](#) (2014):

"Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

Under the [Regulatory Reform \(Fire Safety\) Order 2005](#) (RRO)¹ fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools ([fire safety risk assessment: educational premises](#)). The guide deals with the provision and management of fire safety.

You will need to:

- *ensure procedures are in place to reduce the likelihood of fire*
- *maintain fire detection and alarm systems*
- *ensure staff and pupils are familiar with emergency evacuation procedures*

It is important that:

- *fire risk assessments are kept up to date*
- *fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)"*

- 1.4 The Facilities Manager is the Fire Safety Manager. who is supervised and supported by the Senior Deputy Head in implementing this Policy.
- 1.5 The policy covers the following areas:
- Fire Prevention
 - Evacuation Plans
 - Prevention of Arson
 - Fire Risk Assessment

¹ Further government guidance, [Making your premises safe from fire](#), supports this.

- 1.6 This policy should be read in conjunction with:
- The Health and Safety Policy
 - The Security Policy
 - The Critical Incident Plan
 - The City of London Corporation Fire Policy
- 1.7 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 12 (Fire) and Part 5 (Premises of and accommodation at schools) of the Independent School Standards Regulations.

2. Fire Prevention

- 2.1 All members of staff are to ensure that they comply with the following basic safety rules:
- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for their purposes. When such materials are retained, they must be kept tidily in designated storage areas.
 - All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
 - Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
 - Rubbish must be placed in metal bins or areas made of a non-combustible material. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards, etc.). Particular attention should be paid to general tidiness and areas around electrical appliances.
 - The stationery store (in the South Services store) and other cupboards containing stationery and other combustible materials to be kept locked and tidy.
 - Boiler rooms must be kept clear, clean and locked.
 - Electrical equipment must be used properly and kept in safe working order. Electrical plugs must not be overloaded.
 - Clothing and costumes are often highly inflammable. They must be stored tidily and well away from any heat source.

- 2.2 The following staff have specific responsibilities as shown:

Responsibility	Member of Staff
Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of experienced staff who help to ensure that the School can be safely evacuated in the event of a fire	Senior Deputy Head and Facilities Manager
Testing all fire alarms weekly and recording results	Facilities Manager
Keeping fire routes and exits clear	Senior Deputy Head, who in turn has

	delegated day-to-day management to the Facilities Manager and Operations Manager (who manages the Keepers)
Ensuring that flammable rubbish and combustible materials are stored away from buildings	Facilities Manager
Arranging the annual service and maintenance of fire alarms, smoke detectors, emergency lighting, fire extinguishers and other alarm systems	City Surveyor
Checking that all Science and Art and Design equipment is switched off, where appropriate, at the end of the school day	Heads of Biology, Chemistry, Physics and Art and Design (working with the relevant technicians)
Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers	Heads of Biology, Chemistry, Physics, Drama and Art and Design (working with the relevant technicians)
Setting all computers, projectors, printers and electronic whiteboards to switch off automatically each evening and during weekends and holidays	IT Manager
Fixed Electrical Safety Testing	City Surveyor, who will provide the Facilities Manager with a copy of current electrical installation certificates
Regular portable appliance testing	Facilities Manager and Science Technicians
All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	City Surveyor and Facilities Manager
Carbon Monoxide (CO) detectors are installed, tested and maintained wherever there is sleeping accommodation ²	Facilities Manager
Switching off all kitchen equipment at the end of service	Catering Manager
Implementation of robust permits to work for all physical works on the fabric of the buildings and associated equipment, including hot works	Facilities Manager

3. Evacuation Plans

3.1 The Head, or another member of staff as delegated by the Head (such as the Senior Deputy Head), will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. These plans will

² N.B. From September 2016, there is no designated sleeping accommodation at the School; there is one unit of residential accommodation for staff at Grove Park.

indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

3.2 The emergency plans are based on this sequence of priorities. Details of Fire Evacuation Procedures are in given in the Appendices:

- Fire Evacuation Procedures (Main School) (Appendix 1)
- Fire Evacuation Routes (Main School) (Appendix 2)
- Procedure for Evacuation of the building by Disabled People and those unable to use stairs (Main School) (Appendix 3)
- Procedure for Evacuation from the Winterflood Theatre (Appendix 4)
- Procedure for Evacuation during break times or class change (Main School) (Appendix 5)
- Procedure for Evacuation during Public Exams (Main School) (Appendix 6)
- Procedure for Evacuation involving specific Co-curricular staff (Main School) (Appendix 7)
- Fire Alert Notice (Main School) (Appendix 8)
- Fire Evacuation Procedures (Grove Park) (Appendix 9)
- Fire Evacuation Routes (Grove Park) (Appendix 10)
- Fire Alert Notice (Grove Park) (Appendix 11)
- Fire Alert Notice for visitors (Appendix 12): this is displayed in Reception and is made known to visitors on arrival on the School's premises, and information about how to respond to a Fire Alert is contained within the *Visitor Information Card* which is provided to all visitors.

3.3 All staff are to familiarise themselves with the nearest available exit route out of the building from rooms where they teach or work. The Evacuation Procedures for each room are displayed in the room. Staff should also to make themselves aware of alternative routes to evacuate the building in the event that your nominated escape route cannot be used for any reason.

3.4 **Personal Emergency Evacuation Plans**

Personal Emergency Evacuation Plans (PEEPs) are a pre-planning system, for staff and others, for ensuring the adequacy of the emergency arrangements for staff and other frequent users of the School's premises who may require support or assistance.

A PEEP is a process used to explore what individuals may need in an emergency evacuation to ensure they can leave the building safely and in a timely manner. The aim of the completed PEEP is to identify any assistance, aids, information or building adjustments that may be required to ensure that evacuation is as independent and safe as possible. The PEEP, once agreed with the individual concerned, may be used to inform staff or others, but only with the agreement of the individual.

PEEPs are drawn up, as required, in the School in line with the City of London Corporation's *Guidance: Personal Emergency Evacuation Plans (PEEPs)* (HSG22) (see Appendix 15).

Further information about the procedures for the evacuation of a disabled person is given in Appendix 3.

3.5 Detailed Security Procedures are contained in the Security Policy.

4. Prevention of Arson

4.1 The School's [approach](#) relating to the Prevention of Arson is given in Appendix 13.

5. Fire Risk Assessment

5.1 The School's response to the most recent Fire Risk Assessment is given in Appendix 14.

6. Review of policy

6.1 The plans will be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Board of Governors.

6.2 This policy will be reviewed annually (or more regularly where required) prior to approval by governors.

Last reviewed by:	Richard Brookes (Senior Deputy Head)
Date last reviewed:	September 2019 (changes as shown)
Approved for Governors:	Board of Governors
Date approved:	8 October 2019

Appendix 1: Fire Evacuation Procedures (Main School)

1.0 The procedures detailed below are to be followed in the event of an evacuation of the School's buildings due to fire.

1.1 Fire Evacuation Orders

A copy of the Fire Evacuation Orders is to be displayed in every teaching room, including the Great Hall, Winterflood Theatre, and Asquith and Hale Rooms, all offices, Common Rooms, Staff Rooms, Toilets and Reprographics rooms.

All staff are to familiarise themselves with the nearest available route out of the building from rooms where they teach or work, and the alternative routes. If the route you take includes the use of a staircase, then once you are on the staircase you must continue all the way down to the bottom of it and exit the building at Level 1.

1.2 Incident Control Point and Incident Controller

The Incident will be controlled by the Bursar and Facilities Manager from Reception until relieved by an Emergency Services Officer. In the event that Reception cannot be used as the Incident Control Point the Bursar will operate from the School Administrator's office (Level 2, adjacent to the Staff Entrance). If this is the case, the Facilities Manager, Facilities Maintenance Supervisor and Keepers are to report to the Bursar at that office.

1.3 Alarm and responsibilities

1.3.1 Fire Evacuation Warning Sounds

The Fire Alarm has two audible signals. The first signal, a warning signal, is a high-pitched continuous tone which last for five seconds and is repeated every twenty seconds. The second signal is the full alarm and is a loud continuous tone followed by a verbal pre-recorded or real time message giving further instructions. When this is sounded the doors in the corridors that are normally open will close automatically.

1.3.2 First Signal

When the first signal sounds, **do not** move from the room but take the following actions:

- Switch off all (electrical) apparatus
- Close all windows and inter-connecting doors; doors should not be locked
- Remind all pupils that, in the event of an evacuation being necessary, all bags must be left in the room and that they must move **in silence**

1.3.3 Second Signal

If the signal changes to a **loud** continuous tone everybody must listen carefully to the message that follows, either a pre-recorded message to evacuate the building, or a live message giving other instructions. If an evacuation is ordered, everyone must proceed to the nearest fire exit and leave the premises quickly and in a disciplined and orderly manner. The first member of staff reaching any double doors must ensure that **both** doors can be opened. Teaching staff must stay with their class and escort them to the appropriate assembly point before proceeding to their own assembly point if it is different. Pupils and Staff must move in silence so that instructions may be given and heard as necessary.

1.3.4 Specific Duties of Staff

Certain staff are to carry out the following specific duties:

Member of staff	Duty
Bursar	to report to Reception and take control as the Incident Controller
Head of IT&C	To collect the Fire Register (which is produced from ISAMS and printed at Reception) and deliver it to the Senior Deputy Head and Head of Sixth Form (see below). The Head of IT&C should then accompany the Senior Deputy Head and assist him in the issuing and receiving of registers.
Senior Deputy Head	to position himself at the main doors of the Old Mutual Building and oversee the evacuation and control of staff and pupils whose assembly points are on Peter's Hill <i>(The Deputy Head (Co-curricular and Operations) should deputise in the absence of the Senior Deputy Head, and assist in the issuing and receiving of registers)</i>
Director of Studies	Is to position herself at the main door of the Old Mutual Building and oversee the registration of staff, assist the Senior Deputy Head, and to deputise in his absence <i>(The Deputy Head (Teaching and Innovation) should deputise in the absence of the Director of Studies)</i>
Head of Sixth Form	to position himself outside the main reception doors and oversee the evacuation and control of staff and pupils whose assembly points are on the Embankment <i>(The Deputy Heads of Sixth Form should deputise in the absence of the Head of Sixth Form)</i>
School Nurse	The School Nurse is to assemble with the Senior Deputy Head and the other teaching staff on Peter's Hill beside the main doors to the Old Mutual building. He is to stand ready to provide any medical assistance as required, and should coordinate the distribution of critical incident 'grab bags' and 'high viz' vests to First Aiders as necessary.
Director of Music	Is to position himself at the main door of the Old Mutual Building and oversee the registration of Visiting Music Teachers
HR Manager	To position herself on the Embankment next to the exterior of the Sixth Form Centre to register Support Staff, Visitors and Contractors present on site. The HR Manager should collect the list of visitors from Reception. <i>(The Catering Manager will register catering staff and report to the HR Manager)</i>

1.4 Utility Emergency Shut Off and Contact Numbers

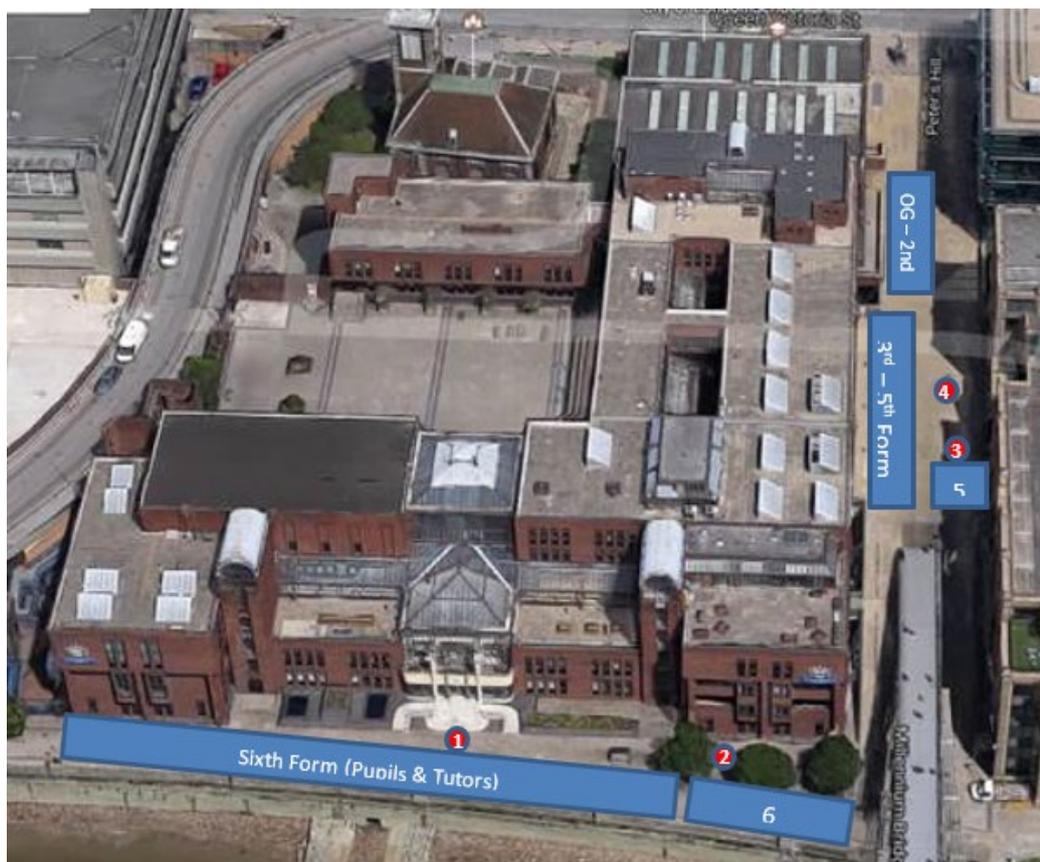
All shut off points are indicated by local signs:

Service	Location	Contact
Gas Shut off	Level 1 South Gas Meter Room.	National Grid Gas 0800 111 999
Electricity Shut off	Level 1 North Electrical Intake Room	EDF 0800 028 0247
Water Shut off	Level 1 North Manhole cover outside recycling room.	Thames Water 0800 028 0247

1.5 Assembly Points (Peter's Hill and Embankment)

1.5.1 The Fire Evacuation Assembly Points are on Peter's Hill (from the Sports Ramp down to the start of the Millennium Bridge steps) and along the Embankment (from the Sixth Form Common Room to the Technology Block). These are shown in the diagram below (the numbers in the table refer to the numbers on the diagram):

1. Head of Sixth Form
2. HR Manager
3. Director of Studies
4. Senior Deputy Head
5. Teachers who are not tutors & Visiting Music Teachers
6. Support Staff



1.5.2 All staff and pupils are to report to their allotted Assembly Point as follows:

Staff / Pupils	Assembly point
OG to Fifth Forms	to line up alongside the School building on Peter's Hill from the Sports Ramp

	(OG) to the start of the Millennium Bridge steps (5 th Forms)
Sixth Form	to line up along the river wall on the Embankment from the South East staircase to the Technology Block , as per the instructions of the Head of Sixth Form
Heads of Section / Year	to remain with their section / year group
Teachers without a Form (Non-Tutors)	to report to the Director of Studies (or in her absence the Deputy Head (Teaching and Innovation)) beside the main doors of the Old Mutual building. They may be asked to assist where necessary.
Visiting Sports Coaches	to report to the Director of Sport (or, in his absence, the Director of Studies) beside the main doors of the Old Mutual building
Visiting Music Teachers	to report to the Director of Music (or, in his absence, the Director of Studies) beside the main doors of the Old Mutual building
Support Staff (other than the School Nurse, Facilities Manager, Facilities Maintenance Supervisor, Keepers and Receptionists)	to assemble on the Embankment immediately in front of the Sixth Form Common Room <i>(See the 'Registers and Roll Call' section below for the roles of the Facilities Manager, Facilities Maintenance Supervisor, Keepers and Receptionists)</i>

1.5.3 All visitors are to report to their allotted Assembly Point as follows:

Visitors	to assemble on the Embankment immediately in front of the Sixth Form Common Room, to be registered by the School Receptionists.
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1.5.4 Staff should register pupils as follows:

Teachers in Charge of Forms	For tutors in OG to Fifth Form, the Register for your Form is to be collected from the Senior Deputy Head on Peter's Hill. After the roll call has been taken, a runner should be sent to the Senior Deputy Head (or, in his absence, the Deputy Head (Co-curriculum and Operations)) to confirm all pupils of your Form are accounted for or to give the names of any pupils who are not accounted for. Tutors must remain with
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	<p>their Forms.</p> <p>Sixth Form tutors are to send a runner to the Head of the Sixth Form (or in his absence a Deputy Head of Sixth Form) beside the Main Entrance to the School on the Embankment to collect their register. Completed registers should be returned to the Head of Sixth Form after the roll call has been taken. Tutors must remain with their Forms.</p> <p>Forms whose tutor is absent should be registered by: i) the teacher who covered the registration of the form in the previous registration session (i.e. am or pm), ii) the Head of Year, or iii) the Head of Sixth Form (or a Deputy Head of Sixth Form).</p>
Teachers without a Form	<p>Teachers who are not form tutors are to report to the Director of Studies (or in her absence the Senior Deputy Head) outside the Old Mutual building main doors.</p> <p>Non-tutors may be asked to register a form whose tutor is absent.</p>

- 1.5.5 Tutors and Heads of Year are to stay with their forms and ensure that pupils remain quiet at their assembly point so that any orders or instructions given can be heard clearly. Pupils, Tutors and Heads of Year should not move away from their assembly point until the ‘all clear’ has been given (see below).
- 1.5.6 All non-teaching staff and any supply teachers are to report to the HR Manager (or in her absence the Head’s EA) on the Embankment (excluding the School Nurse whose presence on Peter’s Hill is to be confirmed by a nominated member of staff chosen by the HR Manager).
- 1.5.7 The **Facilities Manager, Facilities Maintenance Supervisor** and **Keepers** are to report **immediately** to Reception in the first instance of the Fire Alarm sounding and relieve the Receptionist. They are to carry out their Fire Marshal duties. These personnel are to be given specific training in the performance of their duties when the Fire Alarm is sounded.
- 1.5.8 The **Receptionists** are to remain in Reception until relieved of their duties by the Facilities Manager or Keepers. They are to take the names of those personnel to the HR Manager on the Embankment and then remain with the non-teaching staff.
- 1.5.9 Further instructions will be given by the Bursar, the Senior Deputy Head or Head of Sixth Form (or another member of staff deputising for any of these) as appropriate. If it is necessary to move further away from the building, instructions will be given by the Senior Deputy Head and / or Head of Sixth Form as appropriate, on the advice of the Bursar, Facilities Manager or Police.

1.6 Evacuation of Disabled People

The procedures for evacuation of the building by disabled people are contained in Appendix 3.

1.7 The 'All Clear'

- 1.7.1 The 'All Clear' within the building is a recorded speech announcement over the tannoy stating that the "emergency is over please return to normal duties". At the Assembly points, the 'All Clear' will be announced over loud hailers, once the Bursar has ensured that it is safe to enter the building; the Senior Deputy Head and Head of Sixth Form will confer before the Senior Deputy Head determines that the 'All Clear' may be announced.
- 1.7.2 Once the 'All Clear' has been given, the Head of Sixth Form will inform Support Staff that they may re-enter the building, and the Senior deputy Head will inform *Teachers without a Form* that they may re-enter the building. **No pupils may re-enter the building until there is a staff presence.**
- 1.7.3 When these staff have re-entered the building *Teachers in Charge of Forms* are to escort their pupils back into the School in an orderly manner.

Appendix 2: Fire Evacuation Routes (Main School)

2.1 Technology Building

Evacuate the building using nearest fire exit doors and exit the building's compound via the blue metal gates leading on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.2 Level 1 (South)

2.2.1 CCF, Music Practice Rooms & Offices, Learning Support and Economics

Leave the area and exit the building using the South-West staircase emergency exit door leading out on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.2.2 Archive, Bookshop, Theatre, Operations Office, Drama Office and Careers

Leave the area and exit via Reception leading out on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.2.3 Sixth Form Staff Room, Sixth Form Common Room and Keepers' Office

Leave the area and exit the building using the South-East staircase emergency exit door leading out on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.2.4 South Services Garage

Leave the area and exit via the Millennium Gate leading out on to the Embankment and go to your Assembly Point.

2.3 Level 1 (North)

2.3.1 Fencing Salle and Squash Courts

Leave the area via the doors leading to the North Services or directly out towards St. Benet's Church. Walk to the double blue metal gates leading towards St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.3.2 North Services

Walk to the metal gates leading towards St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.4 Level 2 (South)

2.4.1 SMT Offices, Head's Offices, Staff Common Room, Administrative Offices, Pastoral Area (including Medical Centre and Counsellors' Room)

On leaving your office proceed out of the building via the Staff Entrance Door and go to your Assembly Point.

2.4.2 Music Rooms and Asquith/Hale Rooms

Leave the area and exit the building using the South-West staircase down to ground level leading out on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.4.3 Great Hall

There are three escape routes from the Great Hall (for the Great Hall Balcony see Level 3) and those in the Great Hall are to evacuate the building through the exit they are directed to use by members of staff as follows:

- **Stage**
Exit by using the stage's north-west stairs leading up to the emergency escape door which exits out on to the Courtyard. Use the metal staircase down to the Design Technology compound and exit via the double blue metal gates leading on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.
- **South-West Doors**
Exit the Great Hall and use the South-West staircase down to ground level leading out on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.
- **Main Entrance**
Exit the Great Hall via the Main Entrance and go down the Main Staircase to Reception and exit on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.5 Level 2 (North)

2.5.1 Swimming Pool and Changing Rooms

Exit the building via the western Fire Exit Doors leading towards St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.5.2 Catering Area (Kitchen, Offices and Dining Rooms)

Leave the area and exit the building using the North-West staircase down to ground level and then towards St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.6 Level 3

2.6.1 Art Department: Staff Office, Studios (1, 2 and 3) and Central Area

Leave the area and exit the building using the Emergency Fire Exit Door at the rear of Studio 3. Go down the metal fire escape steps to ground level and exit [past the Technology building](#) through the blue metal gates leading on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.6.2 Fifth & Sixth Form Terrace (the western terrace)

Leave the area and exit the building using the South-West staircase down to ground level on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.6.3 Great Hall Balcony and Concourse

Leave the area and exit the building using the Main Staircase down to the Main Entrance (Reception) leading on to the Embankment. Walk towards the Millennium

Bridge and go to your Assembly Point.

2.6.4 **Middle School Games Room, Middle School Terrace and Classrooms 304 and 305**
Leave the area and exit the building using the South-East staircase down to ground level leading on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.6.5 **Levene Learning Centre, Media and Communications Staff office, IT Services office, History Staff Room and Classrooms 306, 307, 308, 309 & 310**
Leave the area and exit the building using the South-East staircase down to ground level leading on to the Embankment. Walk towards the Millennium Bridge and go to your Assembly Point.

2.6.6 **Classrooms 311, 312, 313, 314, 315, 316, 321 & 322**
Leave the area and exit the building using the Sports Ramp leading on to Peter's Hill and go to your Assembly Point.

2.6.7 **English Staff Room, Classroom 323, R&P Staff Room and Junior School Hall**
Leave the area and exit the building using the North-West staircase leading towards St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.6.8 **Sports Hall and PE Staff Office**
Leave the area and exit the building using the eastern Fire Escape Door in the Sports Hall leading on to Peter's Hill and go to your Assembly Point.

2.7 Level 4

2.7.1 **Geography and Mathematics Departments, Science Laboratory (Room 411), HoYs' Offices, Phillips Meeting Room, and Finance Office**
Leave the area and exit the building using the South-East staircase down to ground level leading on to the Embankment, and walk to your Assembly Point.

2.7.2 **Modern Languages and Classics Departments**
Leave the area and exit the building using the North-East staircase down to ground level leading out into the North Services. Walk to the metal gates leading to St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.7.3 **Junior School (Classrooms 430, 431, 432, 433 & 434, Language Laboratory and HoYs' Office)**
Leave the area and exit the building using the North-West staircase down to ground level and then towards St. Benet's Church. Go up the steps to Queen Victoria Street and make your way to your Assembly Point.

2.8 Level 5

2.8.1 **Biology Department, Laboratories 506, 507 & 508 and Physics Prep Rooms**
Leave the area and exit the building using the South-East staircase down to ground level leading on to the Embankment. Walk to your Assembly Point.

2.8.2 **Laboratories 509, 510, 511, 512, 513, 514 & 515, Chemistry Prep Room and Science Common Room**

Leave the area and exit the building using the North-East staircase down to ground level leading out into the North Services. Walk to the metal gates leading to St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.9 **Level 6: HR Offices, Exams Office and Meeting rooms**

Leave the area and exit the building using the North-East staircase down to ground level leading out into the North Services. Walk to the metal gates leading to St. Benet's Church. Use the steps up to Queen Victoria Street and go to your Assembly Point.

2.10 **Lifts**

Under no circumstances are lifts to be used. Only staircases are to be used to evacuate the School's buildings.

Appendix 3: Procedure for Evacuation of the building by Disabled People and those unable to use stairs (Main School)

- 3.1 **Lifts must not be used during a Fire Evacuation.**
- 3.2 Any disabled pupil or member of staff will be subject to a [Personal Emergency Evacuation Plan \(PEEP\)](#), which will be drawn up in consultation with the School Nurse and Senior Deputy Head.
- 3.3 [A PEEP may also need to be drawn up](#) where a pupil or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness).
- 3.4 There are direct means of leaving the building without using steps (or by using low steps) from:
 - 3.4.1 **Level 1 (South)**

The Main Entrance (via Reception) and the gate by the Sixth Form Common Room (eastern end of corridor) on to the Embankment.
The two fire exit doors leading on to the Embankment at ground level of the South-East and South-West staircases may be used, but assistance may be required.
These doors would be the exit route for those in the Theatre.
 - 3.4.2 **Level 1 (South): Technology Block**

The main entrance (eastern end of building) and the gate by the Technology Block on to the Embankment.
 - 3.4.3 **Level 1 (North)**

The western end of Fencing Salle exiting towards St. Benet's Church, but assistance may be required with steps.
 - 3.4.4 **Level 2 (South)**

The Staff Entrance on to Peter's Hill, but assistance may be required with steps.
 - 3.4.5 **Level 2 (North)**

The western end of the Swimming Pool exiting towards St. Benet's Church, but assistance may be required with steps.
 - 3.4.6 **Level 3 (Sports Hall)**

The eastern end of the Sports Hall exiting on to Peter's Hill, but assistance may be required with steps.
 - 3.4.7 **Level 3 (Sports Ramp)**

[The Sports Ramp has step free exit onto Peter's Hill.](#)

- 3.5 It is accepted practice that in hospitals and other buildings with wheelchair occupants or disabled people, people who cannot use stairs should move to a *place of relative safety*³ and await further action by the Fire Service. This is preferable to the difficulties and risks of having untrained people (staff or pupils) trying to move the disabled person.
- 3.6 Therefore, if a disabled pupil or adult is on Level 2 (North), Level 4, Level 5 or the Art Department when the building has to be evacuated, he should move onto the landing of one of the staircases and wait there. He must be careful not to block the staircase, and so may have to wait until most people have gone down. He should be accompanied by two other people (staff or pupils, but not the class teacher who is needed to supervise the rest of the class). The class teacher must know the location of the disabled pupil or adult and the identities of his / her companions **and must inform the Facilities Manager / Bursar**.
- 3.7 The disabled pupil or adult and his / her companions should, if possible, go to the North-East staircase (which goes down to the Sports Ramp, Dining Room, Fencing Salle, and North Services), since it is easiest to carry a disabled person from there. If this staircase is not accessible or has to be left (e.g. because of smoke from another level), then he should move with his companions to another staircase landing. In this case one companion should then leave the building and inform the Senior Deputy Head.
- 3.8 On reaching their Assembly Point the class teacher should send a runner to inform the Senior Deputy Head (located by the Old Mutual Building) about the location of the disabled pupil or adult and the identities of his companion(s).
- 3.9 The location of the disabled pupil and his companion(s) will be notified to the Fire Service Officer by the Senior Deputy Head.
- 3.10 Trained personnel are able to assist in the evacuation of disabled persons, rather than having to wait for the arrival of the Fire Brigade, using *Evac-chairs*. These are present on all Levels of the School at the following locations:
- Level 1 (North): In the Pupils' Dining Room
 - Level 2 (South): Outside the Great Hall
 - Level 3 (South): Art Department Lobby
 - Level 4 (North): Outside the Classics Department
 - Level 5 (North): Outside the Science Common Room

³ The London Fire Brigade have confirmed that the landings of the School's staircases are satisfactory *places of relative safety*.

Appendix 4: Procedure for Evacuation from the Winterflood Theatre

- 4.1 **Lifts must not be used during a Fire Evacuation.**
- 4.2 There are three exits from the Winterflood Theatre:
- Exit 1: from the Theatre Lobby to the area near the Bookshop (Level 1)
 - Exit 2: from the back-stage area to the corridor adjacent to the Sixth Form Centre (Level 1)
 - Exit 3: from the area near the lighting desk into Technician's Office (Level 2), then from there to the corridor adjacent to the main entrance to the Great Hall
- 4.3 Whenever the ground floor (Level 1) of the Winterflood Theatre is being used, there must be clear access to Exit 1 and Exit 2. These are public evacuation routes and are identified as such within the Theatre.
- 4.4 In particular, each of the four main Theatre entrance / exit doors must be unbolted to allow access / egress.
- 4.5 An *Evac-chair* is provided in the Theatre lobby area for the evacuation of a disabled person.
- 4.6 In addition, whenever the gallery or tension wire grid (TWG) is being used, there must be clear access to Exit 3; this is a non-public route and, therefore, is not identified as such within the Theatre. In particular, a 1m-wide clear route through the Technician's Office to the corridor adjacent to the main entrance to the Great Hall must be maintained.
- 4.7 Exit from the TWG into male staff changing rooms (Level 2) is **not** a fire escape route, but could be used in extreme circumstances. Therefore:
- Access to the TWG must be maintained from both sides
 - Access from the TWG to male staff changing rooms must be maintained
 - There must be a maximum of two people on the TWG at any time, and there must be a person present who is able to direct its use

Appendix 5: Procedure for Evacuation during break times or class change (Main School)

- 5.1 If the fire evacuation plan is implemented during a break time or during a class change time it is imperative that all pupils and staff leave the building via the most direct route. They should then proceed to their Assembly Point on Peter's Hill or the Embankment.
- 5.2 It is the responsibility of Form Tutors to ensure that the members of their form clearly understand that they must, in the event of the fire evacuation plan being implemented during these times, evacuate the School's building immediately by the nearest exit and report to their Assembly Point for the roll-call to be taken.
- 5.3 It is the responsibility of Form Tutors to ensure that their form members clearly understand where their Assembly Point is located.
- 5.4 Under no circumstances should pupils or staff go to any room in the building to collect personal belongings.

Appendix 6: Procedure for Evacuation during Public Exams (Main School)

- 6.1 The *general* arrangements for evacuation of the building (for fire and security alerts) will apply during a public examination (see this policy and the Security Policy). In addition, the following *specific* details would apply. Further information is available in the Joint Council for Qualifications (JCQ) guidance [‘ICE’ - Instructions for conducting examinations](#).
- 6.2 The JCQ [Centre Emergency Evacuation Procedure](#) guidance is:

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

6.3 Fire Evacuation

- 6.3.1 If the fire alarm sounds in The Great Hall, the Fencing Salle, the examination rooms on Level 6, or any other room in which an exam is being conducted during a public examination (or mock examination) the invigilator(s) should announce the suspension of the examination. Pupils should stop working, remain silent and wait for a further announcement. The invigilator(s) should note the time the examination was stopped.
- 6.3.2 If it becomes necessary to evacuate the building, the invigilator(s) should inform the candidates to leave the examination room in an orderly fashion, **in silence**, by the nearest fire exit. The invigilator(s) should take the attendance register for the exam to

the assembly point. The candidates should be escorted by the invigilator(s) to the designated assembly point: during an examination, this would be under the Millennium Bridge. The invigilator(s) should remain with the candidates. The Exams Officer or Assistant Exams Officer (or, in the case of mock examinations, the **Director of Studies**) will report to this assembly point. No discussion about the examination is permitted.

6.3.3 Examination papers should be left on the desks and, when the ‘all clear’ is sounded and the emergency is deemed over, candidates should return to their places. The examination will resume when the invigilator(s) announces that it should do so.

6.3.4 The School is bound by the regulations laid down by the JCQ (see above) and the invigilator(s) would be responsible for recording times and details relating to the suspension of the exam, evacuation, and recommencement of the exam. Invigilators will be guided by the Exams Officer who is responsible for ensuring the regulations are followed.

6.4 **Security Alert**

6.4.1 If an *Internal Evacuation* is deemed necessary during the public exam season, any examination in the Great Hall should be suspended and the papers collected in by the invigilator(s). The invigilator(s) should record the time of suspension.

6.4.2 An *Internal Evacuation* of candidates from the Salle or any other exam room will be supervised by the invigilator(s) and the Exams Officer(s).

6.4.3 The rest of the School will then assemble in the Great Hall in silence, following the procedures in the Security Policy / Critical Incident Plan. Communication with candidates is not permitted.

6.4.4 If an *External Evacuation* is deemed necessary, it will be carried out in line with the procedures outlined in the Security Policy / Critical Incident Plan. Public examination candidates will be the last pupils to leave the Great Hall and they will be escorted by the Exams Officer(s) and designated staff who are not tutors. These candidates will be registered by the Exams Officer(s), at the location of the assembly point in accordance with the candidate list. Silence needs to be maintained throughout.

6.4.5 Once the emergency is deemed over, if it is safe to return to the building then the examination(s) will resume.

6.4.6 The School is bound by the JCQ regulations. The Exams Officer(s) are responsible for ensuring these are followed, including the need for maintaining silence throughout.

6.5 **Damage / Disruption caused by a Fire / Security Emergency**

If it is not possible to return to the building and / or to resume the examination(s), the Exams Officer(s) will be responsible for completing **and submitting** the necessary JCQ paperwork regarding the disruption / cancellation of the exams.

Appendix 7: Procedure for Evacuation involving specific Co-curricular staff (Main School)

7.1 CCF Staff

In view of the fact that many CCF Officers are not permanent members of staff and CCF parades largely take place after school hours (when Form Tutors and Heads of Year may not be present), it is necessary to provide some extra guidelines for evacuation in the event of the Fire alarm being set off during CCF Parade⁴.

7.1.1 The Alarm

The system of an initial (intermittent) signal followed by a second continuous signal and announcement to evacuate will operate as normal. Only when the second alarm is activated is it necessary to evacuate the building. Cadets should be escorted off the premises, in silence, using the nearest available fire exit. **The CCF Commanding Officer will secure armaments at this time.**

7.1.2 Assembly Points

Cadets should assemble in their sections on the Embankment outside the Main Entrance with the Army Section nearest the Millennium Bridge, the Royal Navy Section next and the RAF Section nearest the Technology Block.

7.1.3 Roll Call

The Officer-in-charge of each section should send a cadet to the CCF Commanding Officer (who will be standing on the steps outside the Main Entrance) to collect the register for that section. Once the officer-in-charge is certain that all cadets are accounted for, he should send a runner back to the CCF Commanding Officer to report that all cadets / staff are present or to report any absentees.

7.1.4 All Clear

Only if / when the 'all clear' announcement has been made will Cadets be allowed to re-enter the building. This will be done, section by section, under the direction of the CCF Commanding Officer.

7.2 Chapel Royal

In view of the fact [the Director of Music \(Chapel Royal\), who is a permanent member of School Staff, is at times supported by Chapel Royal Staff](#) who are not permanent members of Staff, and rehearsals take place after school hours (when Form Tutors and Heads of Year may not be present), it is necessary to provide some extra guidelines for evacuation in the event of the Fire alarm being set off during rehearsals⁵.

7.2.1 The Alarm

The system of an initial (intermittent) signal followed by a second continuous signal and announcement to evacuate will operate as normal. Only when the second alarm is activated is it necessary to evacuate the building. Choristers should be escorted off

⁴ These take place on Monday afternoons (4.00pm to 5.30pm).

⁵ These take place on [Wednesday and Thursday](#) afternoons (4.00pm to 5.30pm) and [Friday mornings](#) (8.15-9.10am).

the premises by the [Director of Music \(Chapel Royal\)](#)⁶, in silence, using the nearest available fire exit (as indicated on the Fire Notices in the rehearsal rooms).

7.2.2 **Assembly Points**

Choristers should assemble on the Embankment outside the Main Entrance. Any parents waiting for their sons will be told to evacuate the building through the doors at Reception and report to the [Director of Music \(Chapel Royal\)](#).

7.2.3 **Roll Call**

The [Director of Music \(Chapel Royal\)](#) should send a runner to the member of School Staff who is co-ordinating the evacuation (who will be standing on the steps outside the Main Entrance) to report that all choristers / staff are present or to report any absentees.

7.2.4 **All Clear**

Only if / when the 'all clear' announcement has been made by the member of School Staff who is co-ordinating the evacuation will choristers be allowed to re-enter the building. This will be done under the direction of the [Director of Music \(Chapel Royal\)](#).

7.3 **Chapel Royal Choristers who are not yet pupils at the School (pre-probationers)**

Pre-probationers will be required to follow the same evacuation procedures as for current pupils of the School, as outlined above. In the event that an evacuation requires a rehearsal to be reduced or extended in length or cancelled, the [Director of Music \(Chapel Royal\)](#) will coordinate communication with parents to ensure that pre-probationers may be safely returned to the care of their parents / carers.

7.4 **Chapel Royal Practices, Services and Activities off site**

Where organised as a School trip / visit, these shall be governed by the procedures outlined in the School's Educational Visits Policy. Otherwise, these are the sole responsibility of the Chapel Royal.

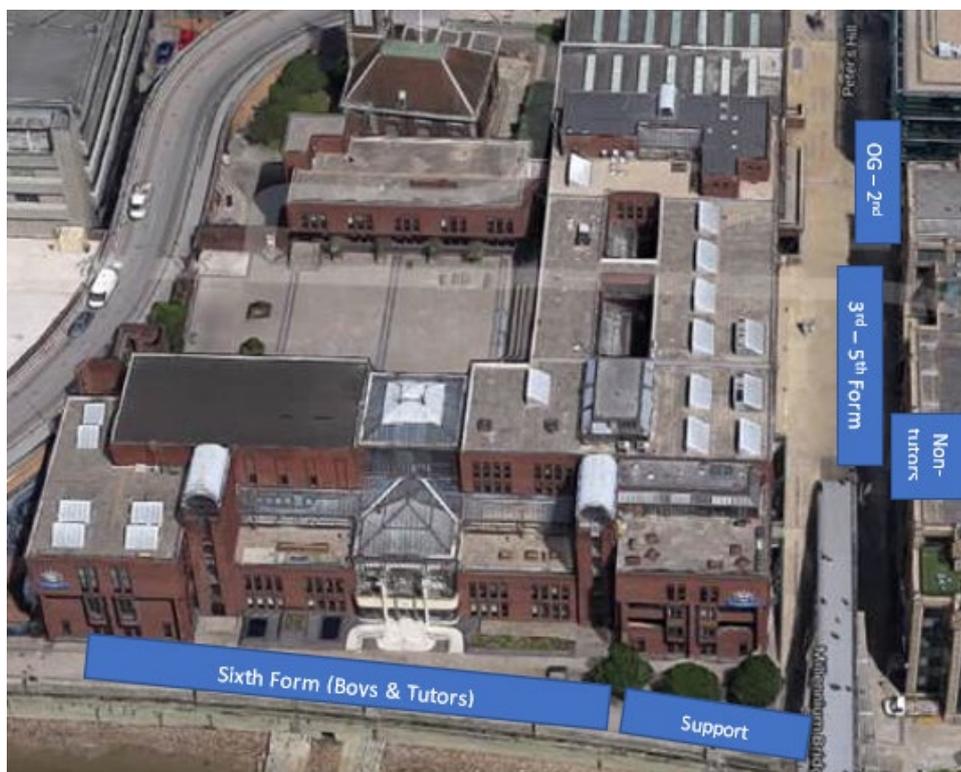
⁶ These responsibilities may be delegated to the Choir Supervisor, where appropriate.

Appendix 8: Fire Alert Notice (Main School)

City of
London
School

City of London School Fire Alert

1. In the event of a Fire Alarm you will hear a five second continuous, high pitched tone repeated every twenty seconds.
2. Switch off apparatus.
3. Close windows.
4. Listen carefully for message giving further instructions.
5. Do not leave the building unless instructed to do so.
6. If instructed to leave the building, do so in silence by the nearest fire exit or as directed by your teacher.
7. Do not use lifts.
8. Assemble on Peter's Hill between the Sports Entrance and the Steps as shown below:



Appendix 9: Fire Evacuation Procedures (Grove Park)⁷

9.1 This Appendix aims to provide clear guidance and information on how the School provides for fire safety at Grove Park, including procedures regarding how to respond in the event of a fire.

9.2 All staff are to familiarise themselves with the nearest available exit route out of the pavilion and other buildings in which they work. They should also make themselves aware of alternative routes to evacuate these buildings in the event that the nominated escape route cannot be used for any reason.

9.3 The procedures detailed in Appendices 9, 10 and 11 are to be followed in the event of an evacuation of the buildings and playing fields at Grove Park.

9.4 Incident Control Point and Incident Controller

The Incident will be controlled by the Director Sport / Head of PE, assisted by the Head Groundsman.

9.5 Alarm and responsibilities

9.5.1 The Signal

When the fire bell sounds, evacuate the building and/or leave the pitches. All pupils should be reminded that, in the event of an evacuation being necessary, they must move **in silence** and all bags etc. must be left in the building.

Staff must escort their class to the appropriate assembly point and then proceed to their own assembly point, if it is different (see below).

9.5.2 Specific Duties of Teaching Staff and Groundsmen

Teaching Staff and Groundsmen are to carry out the following specific duties:

Member of Staff	Duties
Director of Sport / Head of PE, or Head of Games	To position himself so that he has overall control of the assembly points, adjacent to the all-weather pitches. He is to take overall control of the emergency procedures and to inform the School Reception of the incident. In his absence, the most senior member of the PE Department should take control. If no members of the PE Department are present, the most senior member of the Teaching Staff should take control.
Head Groundsman	To ensure that the Emergency Services are contacted on 999 and to collect the registers, which are kept in the mess room, and ensure that they are distributed to the Staff at the assembly points. He is to provide a megaphone for the Director of Sport / Head of PE. He should record any drills or fire alarm tests in the logbook provided by the Facilities Manager.

⁷ 147 Marvel's Lane, London, SE12 9PP.

Other Groundsmen	To ensure that the pavilion, including all changing rooms and the upper level, is clear of pupils, staff and visitors.
Other Teaching Staff	To position themselves at the assembly points as detailed below.

9.5.3 **Assembly Points**

The fire evacuation assembly points are numbered and are adjacent to the all-weather pitches. All staff, pupils and visitors are to report to their allotted Assembly Points as follows:

- Staff and pupils who travelled on Coach 1 to Assembly Point 1
- Staff and pupils who travelled on Coach 2 to Assembly Point 2
- Staff and pupils who travelled on Coach 3 to Assembly Point 3
- All other Staff and Visitors (including, Coach Drivers, Visiting Staff and Pupils, and Parents) to Assembly Point 4

9.6 **Registers and Roll Call**

9.6.1 **Teachers in charge of Coaches**

The Register for your Coach will be delivered by the Director of Sport / Head of PE or, in his absence, the senior member of staff, who will have been given the register by the Head Groundsman.

After roll call, send a runner to the Director of Sport or, in his absence, the senior member of staff in charge to confirm all pupils from your coach are accounted for or if any pupil is absent. Teachers must remain with their pupils.

Members of the Teaching Staff are to ensure that pupils remain quiet at their assembly point so that any instructions can be clearly heard.

9.6.2 **Visitors (including, Coach Drivers, Visiting Staff and Pupils, and Parents)**

It is the responsibility of the Staff from other schools to register their own pupils and to alert our Director of Sport, or the senior member of staff in charge, if any pupils are missing. Other visitors should report, including giving the names of missing persons, to the Director of Sport or the senior member of staff in charge.

9.7 **Procedures for Evacuation of Disabled People**

9.7.1 The procedures for evacuation of the building by disabled people are:

Level 1	Follow the fire instructions and fire exit signs using the installed ramps.
Level 2	Disabled people are to be assigned a designated able-bodied companion for continuous assistance throughout the period they are on Level 2. A runner should be sent to tell the Director of Sport or senior member of staff in charge the location of the disabled pupil or adult and the identities of his companion(s).

9.7.2 It is accepted practice that in hospitals and other buildings with wheelchair occupants or disabled people, people who cannot use stairs should move to a *place of relative safety* and await further action by the Fire Service. This is preferable to the

difficulties and risks of having untrained people (staff or pupils) trying to move the disabled person.

9.8 **All Clear**

- 9.8.1 No pupil or adult should re-enter a building until the person in overall control of the incident deems it safe to do so and has given the 'All Clear' announcement.
- 9.8.2 Subject to any other instructions, *Teachers in charge of Coaches* are to escort their pupils back into the buildings in an orderly manner. Other staff members are to return to resume their normal duties.

Appendix 10: Fire Evacuation Routes (Grove Park)

10.1 Level 1 (Changing Rooms, Showers, Medical Room, Mess Room, Store Room and Boiler Room)

Evacuate the building using the nearest fire exit door and report to the assembly point.

10.2 Level 2 (Kitchen, Office and Function Room)

Evacuate the building using the nearest fire exit door and follow the stairs to the assembly point.

10.3 Level 3 (Head Groundsman's Flat)

Evacuate the area by using the nearest fire exit and staircase and go to the assembly point.

10.4 Outside Areas (Playing Fields and Out-Buildings)

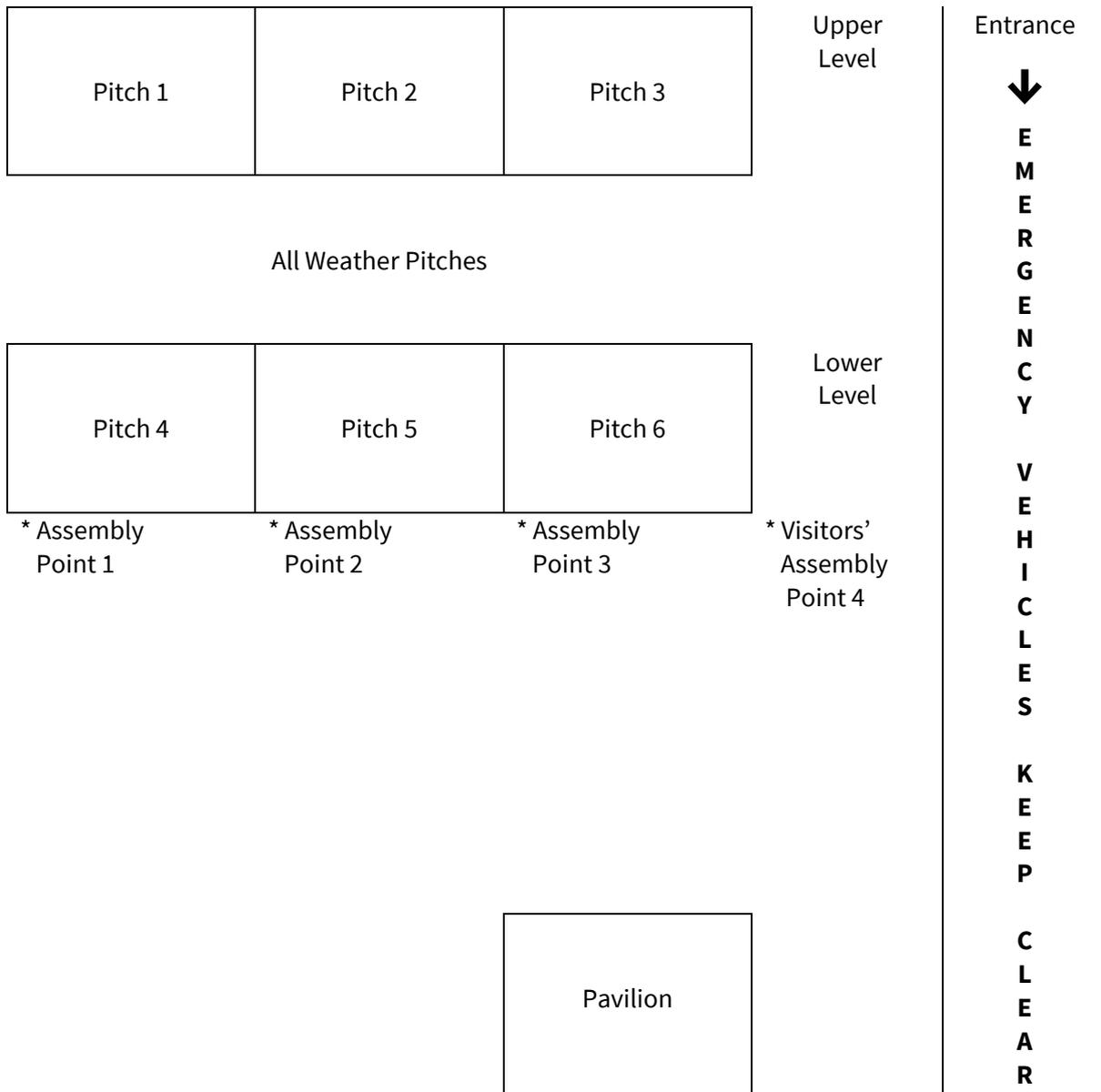
Leave the area and make your way to the assembly point, avoiding the incident area.

Appendix 11: Fire Alert Notice (Grove Park)



City of London School Fire Alert

1. When the fire bell sounds, evacuate the building and / or leave the pitches. In the event of an evacuation being necessary, all pupils must move **in silence** and all bags etc. must be left in the building.
2. Assemble at the assembly points as shown below.

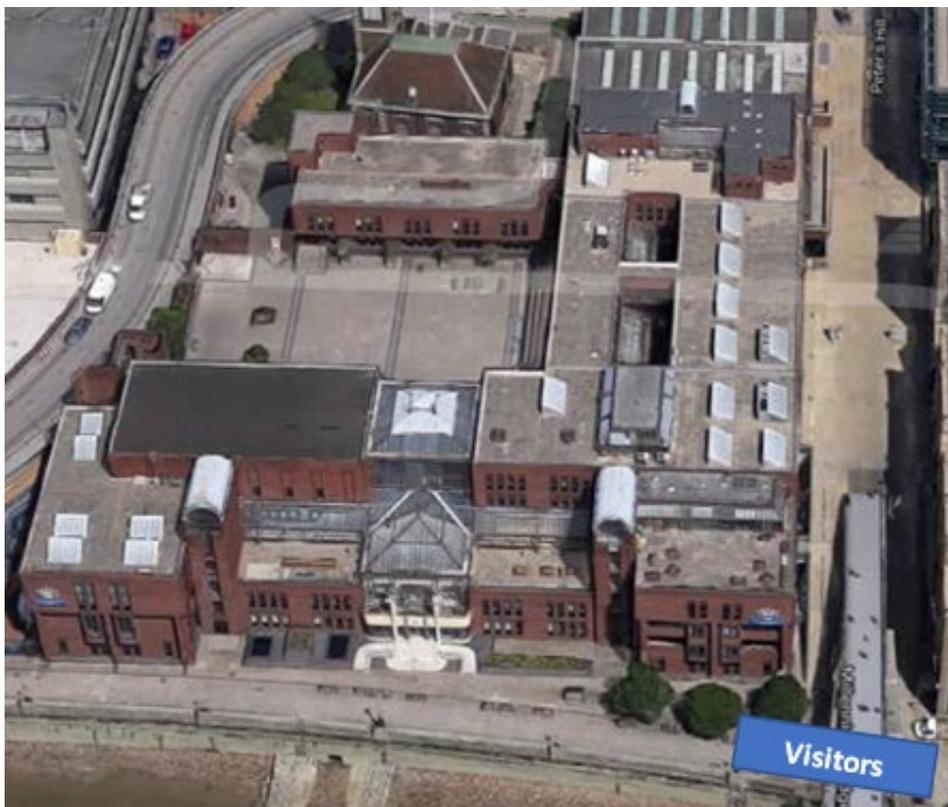


Appendix 12: Fire Alert Notice for visitors (Main School)

City of
London
School

City of London School Fire Alert

1. In the event of a Fire Alarm you will hear a five second continuous, high pitched tone repeated every twenty seconds.
2. Listen carefully for messages giving further instructions.
3. Do not leave the building unless instructed to do so.
4. If instructed to leave the building, do so in silence by the nearest fire exit or as directed by your host.
5. Do not use lifts.
6. Assemble on the Embankment at the position indicated below, where you will be registered by the School Receptionists:



Appendix 13: Prevention of Arson

13.1 Introduction

Arson attacks on schools are serious and frequent. Twenty schools a week suffer an arson attack in the UK. A third of these happen during normal school hours. Around 90,000 children are affected by school arson each year.

Arsonists are most commonly 10–18 years of age and live in the local area. School arson is frequently carried out by either a pupil, ex-pupil or someone with siblings at the school. Many arson attacks are opportunist.

13.2 Practical Advice on combating Arson in schools

Schools can protect themselves against the threat of arson with a few simple techniques. Protection does not need to mean 24-hour security, expensive alarm systems or hours of risk assessment. A few simple, low-cost housekeeping techniques can help to reduce the vulnerability of a school to arson and vandalism.

This appendix on the Prevention of Arson at the School has been developed in line with the Fire Safety Advice Centre (FSAC) guidance [How to Combat Arson in Schools](#), which gives some practical advice for schools as to how to make themselves less of a target. Not only will this reduce the risk of arson but will also improve security and the health and safety standards of the school. The guidance is addressed primarily at school governors, head teachers and their deputies, school premises managers and risk managers. It aims to alert those responsible for school premises to the continuing dangers of arson attacks on schools and suggests means by which such a potential can be reduced.

13.3 Prevention of Arson During School Hours

13.3.1 Education

- Staff should be made aware of the potential for daytime fires to occur (few schools have risk assessments for fire that mention daytime arson as a potential risk). Headteachers should be aware that they are responsible for the legal requirement⁸ to carry out and maintain risk assessments in case of fire. In particular, staff should be made aware of the danger of pupils being unsupervised in common rooms and corridors.
- Parents should be notified about occurrences of fires at their children's school. They should also be informed if arson is known, or suspected, to be the cause. This should be repeated whenever an incident occurs.
- Fire Safety Awareness sessions (including the risks of malicious calls) provided by the local fire service, should be held at regular intervals for all pupils.
- Regular fire drills should be undertaken as part of the Risk Assessment and records of them should be kept.
- Pupils should be told regularly that cigarette lighters and matches are not allowed in schools. Any breach should be treated as a serious disciplinary matter.
- Pupils who are suspected of involvement in starting fires should be considered for referral to Fire Service *fire setting aversion* schemes (there

⁸ See [Fire Precautions \[Workplace\] Regulations 1997, amended 1999](#).

are different names for these schemes). Consultation with parents is essential as these schemes are often conducted at home.

- Members of staff responsible for PSHE should consider making fire issues and risks a part of everyday school life.
- All fires, no matter how small, should be reported to the Fire Brigade⁹. Sometimes waste bin fires and the like are not considered worthy of reporting, or staff feel embarrassed or think of the repercussions. The Fire Brigade will understand and can assist with possible solutions to prevent further occurrences.

13.3.2 Prevention

- Architects responsible for school building projects (new and alterations to existing) should consult with Fire Service and Insurance specialists.
- Stores in and around the School that contain combustible materials should be kept locked.
- Stores that contain chemicals and hazardous materials, often adjacent to chemistry laboratories, should be well managed, clean and kept locked. The Fire Brigade should be advised of the location of such rooms for their records.
- Waste bins and wheelie bins should be located well away from the buildings, preferably in locked compounds. Waste skips used for any purpose should be located well away from buildings but not near perimeter fences or walls. Litter bins should be emptied before / at start of lunch break and at the end of each school day.

13.3.3 Detection and Protection

- Automatic fire detection should be considered, including all escape routes, stores, cloakrooms and high-risk areas.
- Coats and other combustibles should not be kept in corridors or escape routes.
- Fire doors should be maintained in good working order and closed at all times. Members of staff should be adequately trained in fire procedures, including how to summon the Fire Service, building evacuation and the use of fire extinguishers.
- A full cost-benefit analysis should be undertaken on the installation of sprinkler systems for all new building projects or substantial refits / renovations.
- Automatic detection and fire alarm systems should be connected to a commercial collector station for constant monitoring and immediate transmission of a fire alarm signal to the local authority fire brigade whenever the school is unoccupied.
- Unwanted calls (such as malicious calls and system faults) should be treated seriously and with the highest priority. Malicious calls are a criminal offence and will be reported to the Police by the Fire Brigade.

⁹ Small fires should be reported via the School's Health and Safety reporting procedures; the Senior Deputy Head and / or Facilities Manager will notify the Fire Brigade where appropriate.

13.4 Prevention of Arson Outside of School Hours

13.4.1 Deter unauthorised entry onto the site

Ensure perimeter fencing is maintained in good order and consider the use of boundary signs to deter intruders, particularly at vulnerable spots, or areas known to be used for unauthorized access to your site.

13.4.2 Prevent unauthorized entry into the building

The easiest points of entry into school premises will be via the doors and windows. Skylights are also a weak point unless fitted with internal bars or grills. Ensure the burglar alarm system is maintained fully functional.

13.4.3 Reduce the opportunity for an intruder to start a fire

Arsonists seldom bring combustible items with them but tend to use what is available on site. External combustible storage within the school should be removed or located elsewhere.

13.4.4 Reduce the scope for potential fire damage

Closing all doors at night will help contain any fire or smoke within the room of origin, or at the very least, slow down the rate of fire growth.

13.4.5 Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan

The time and effort put into creating a plan will pay dividends in the event of a serious fire, whether started accidentally or deliberately.

13.5 Specific steps to reduce the risk of arson at the School

- The security of the building is maintained by always having staff on duty at the main points of entry including Reception (7.30am to 7.30pm) and Sports Ramp (during designated opening hours).
- Unnecessary 'clutter' outside the Technology Building, in the North Services area and South Services area should be removed.
- When not in use, flammable materials are to be locked away in the correct storage containers / appropriate cupboards / locked prep rooms:
 - Science Area (Levels 4 & 5)
 - Art department and Technology building
 - Drama Workshop (adjacent to Technology building)
 - CCF storage
 - Workshop (in South Services area)
 - Parking / Garages (in North Services and South Services)
 - Groundsmen's Store (Grove Park)
- Access control has been enhanced to reduce the risk of intruders entering into the area outside the Technology Building, the North Services area and South Services area.
- Fire Prevention is included in the PSHE programme.
- Fire inspections are undertaken regularly (at least once a term), including vulnerable areas (such as those mentioned above).

Appendix 14: Fire Risk Assessment Action Plan

- 14.1 A full Fire Risk Assessment was carried out during the half-term break in Autumn Term 2016. Separate reports were produced for the Main School and Grove Park.
- 14.2 The recommendations of these reports are being implemented over a **three-year period (2017-2019)**, starting with the highest priorities.
- 14.3 The planned works are dependent on time, resources and urgency. The Health & Safety Committee reviews the progress being made regularly.
- 14.4 A review of the implementation of the recommendations will be made during **each Autumn term of the three-year implementation period**.