City of London School

Fire Safety Policy

0. Review of policy

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

Last reviewed by:	Jane Elliott-Waine (Head of Facilities, Operations and City Schools Head of Compliance)
Date last reviewed:	February 2026 (changes as shown)
Approved for Governors:	Board of Governors
Date last approved:	10 March 2026

Contents

1.	Introduction
2.	Responsibilities
3.	Fire Prevention
4.	Fire Risk Assessment
5.	Evacuation Plans
6.	Personal Emergency Evacuation Plans and Guest Emergency Evacuation Plans
7.	Visitors and Contractors
8.	Training
9.	Letting and Hiring
10.	Prevention of Arson
11.	Appendix 1 - Prevention of Arson
12.	Appendix 2 – Personal Emergency Evacuation Plans

1. Introduction

1.1 This document sets out our arrangements for controlling fire risk at City of London School ('the School'). It has been written with regard to the Regulatory Reform (Fire Safety) Order (RRO) 2005, as well as the City of London's Corporate Fire Policy. As stated in that policy, the Head will act as the Responsible Persons and the Facilities Manager will assume the role of Premises Controller and will be accountable for the fire safety within the premises under their control and through delegations of tasks. This document applies to all school buildings where staff and pupils study and work and is not restricted to only the main school or Grove Park.

1.2 Our priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, fire strategy, management plans, protective measures, training / instruction and monitoring. The aim of the Fire Safety Procedures, which are sperate from this document, is to ensure that clear guidance is given to ensure that our school community can respond calmly and effectively if fire breaks out.

1.3 This Policy has been prepared in accordance with the requirements of:

- Relevant legislation including the Regulatory Reforms (Fire Safety) Order 2005 (RRO)

1.4 Other official guidance and documents taken into consideration when formulating this policy included:

- 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.
  Appendix 1 relates to 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.

1.5 The Facilities Manager is the Fire Safety Coordinator, who is supervised and supported by the Head of Facilities, Operations and Compliance and the Senior Deputy Head in implementing this policy and the accompanying procedures.

1.6 The policy covers the following areas:

- Fire Safety Responsibilities
- Fire Prevention
- Fire Risk Assessment
- Fire Management Plans
- Evacuation Plans
- Fire System Testing and Checks
- Training
- Prevention of Arson

1.7 This policy should be read in conjunction with:

- The City of London Corporation Fire Safety Policy and associated guidance documents, which can be found on the SafetyNet page on CoLNET.
- The Health and Safety Policy
- The Fire Safety Procedures
- CoL guidance: Personal Emergency Evacuations Plans
- The Security Policy
- The Critical Incident Plan

1.8 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. Responsibilities

2.1 **The Head**

The Head is accountable for fire safety matters at the School and their main responsibilities are set out in the CoL Fire Safety Policy. The Head works with the Senior Deputy Head, Head of Facilities, Operations and Compliance and Facilities Manager to ensure that the school meets its legal obligations and is responsible for ensuring that:

- Procedures are in place to implement the requirements of the CoL Corporate Fire Policy. In particular, they are accountable for ensuring that fire risk assessments and fire management plans are in place for the School;
- The requirements of this fire safety policy and procedures are made known and available to the whole school community;
- Adequate resources are available for fire prevention and fire precautions;
- Responsibilities for fire prevention/precautions are clearly identified and assigned;
- Appropriate instruction and training are provided to staff and pupils.

2.2 **The Facilities Manager (The Premises Controller)**

The Facilities Manager, supported by the Senior Deputy Head and Head of Facilities and Compliance, is responsible, in relation to fire safety, for ensuring that:

- A suitable and sufficient fire risk assessment (FRA) is carried out every 5 years (as a minimum) more frequently if required due to changes to the building or when a new building is purchased or leased by the School, by a CoL approved assessor, in line with all CoL FRA guidance and that control measures and recommendations are implemented in a timely manner;
- Submitting all new FRAs and associated action plans to the Health and Safety Committee for oversight;
- Fire risk assessments are reviewed yearly to ensure it remains current and recommendations have been completed, and that the CoL Fire Safety Team's mandating requirements are met;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired or leased on behalf of the school;
- A suitable and sufficient fire strategy, fire management plan and evacuation procedures are in place, following CoL guidance on CoL SafetyNet, and that this is communicated to all relevant stakeholders;

- Escalating fire safety issues to senior managers and any outstanding actions, if significant risk to people or property, to the Headmistress and CoL Fire Safety Team. This should also be documented on the whole school risk assessment and risk register;
- Systems are in place to maintain and test all fire safety equipment (i.e. fire doors, alarms systems, emergency lighting) as set out in the CoL Fire Safety Policy and that appropriate records are kept;
- Adequate means of escape are provided for all employees including those with disabilities and all other school users;
- An adequate number of fire marshals are identified and appropriately trained;
- Information, instruction and training is provided to all staff and pupils;
- Everyone in the school (including visitors and contractors) are given clear written instructions on what they should do in the event of fire;
- Records are kept of the fire induction training given to new staff and pupils;
- Procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt;
- The premises fire logbook is maintained and kept up-to-date;
- If possible hot works are to be avoided, where this is not deemed possible, a robust permit to work must be employed, as set out in the CoL Fire Safety Policy;
- That a Guest Emergency Evacuation Plan (GEEP) is in place and that there is a system in place for Personal Emergency Evacuation Plans (PEEPs) to be developed for staff and pupils where necessary;
- Fire incidents and unplanned activation of the fire alarm systems are reported on the CLS health and safety incident form and CoL Incident Report Form, which can be found on SafetyNet;
- CoL Guidance FSGN48 – Fire Safety Unit Notification Process is being adhered to.

2.3 **Heads of Department, Designated Managers or Line Managers**

Heads of Department, Designated Managers or Line Managers are responsible for ensuring that:

- Information regarding fire safety and emergency procedures are provided to new staff on their first day of employment as part of the induction process;
- Fire safety procedures are observed within work locations, and risk assessments for activities under their control include any necessary local fire precautions;
- Managers with responsibility for electrical or networks installations, or where highly volatile or flammable substances are used, must ensure that fire arrangements and good housekeeping are maintained so as to minimise fire risk.

2.4 **Responsibilities of teaching staff**

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion during an evacuation.
- Form tutors are responsible for keeping pupils silent and taking the register at the assembly point (or, in the absence of the form tutor, a nominated deputy), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Senior Deputy Head. It is the responsibility of the Head of Facilities and Compliance / Facilities Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

2.5 **All Staff**

All School employees are responsible for ensuring that:

- They are aware of the fire safety arrangements for the School, including being fully conversant with the emergency evacuation procedures and assembly points;
- When the fire alarm sounds, they 'sweep' the building as they leave to ensure that all building users are safely evacuating as detailed in the fire procedures;
- They do not increase fire risks by following poor housekeeping and / or waste disposal practices;
- They do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers / blankets, removing signs or notices or blocking call points from clear view;
- They report dangerous situations or fire risks to their line manager (where relevant), the Facilities Manager and the Head of Facilities, Operations and Compliance by completing the Health and Safety Form on the Intranet.

2.6 **Pupils, contactors and other persons**

- Form tutors and School managers will ensure that all pupils, contractors and other persons that attend the School are made aware of the current arrangements for emergency evacuation and that they must obey all fire safety instructions;
- Pupils, contractors and other persons must report any fire incidents, however small, and any concerns they may have about fire safety to the Facilities Manager.

2.7 **Fire Marshals**

The School Keepers and Facilities staff are the designated Fire Marshals for the school. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals are to receive regular refresher training, as set out in the CoL Fire Safety Policy. The on-duty Facilities Manager or Facilities Maintenance Supervisor (Evacuation Coordinators) will direct the Fire Marshals to designated roles during any fire incident. Their duties will include:

- Identifying the location of an activation;
- Confirming whether there is an actual fire or whether it is a false alarm;
- Checking areas are clear of all people and close all doors and windows if safe to do so;
- Directing people to the assembly points;
- Reporting areas are clear to the Head of Facilities, Operations and Compliance and / or Evacuation Coordinator;
- Liaising with the emergency services, as necessary;
- Preventing people from re-entering the building until it is safe to do so;
- In the absence of a 'buddy' or carer, assisting disabled people to the safe refuges and liaising with the Evacuation Coordinator as to next steps;
- Completing inspection of fire safety equipment as directed by the Facilities Manager.

2.8 The following staff have specific responsibilities as shown:

Responsibility	**Member of Staff**
Termly fire practices and emergency evacuation drills at main site.	Senior Deputy Head and Facilities Manager
Yearly fire practice and emergency evacuation drills at Grove Park. This is completed at the beginning at the autumn term for all year groups.	Senior Deputy Head, Head Grounds person and Director of Sport.
Fire induction for new staff and training of key staff to help to ensure that the School can be safely evacuated in the event of a fire	HR, Line Managers, Facilities Manager
Fire induction and training for pupils	Senior Deputy Head and Form tutors
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 (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 (CoL PFM), IFM Contractors and Facilities Manager
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 Team
Fixed Electrical Safety Testing	City Surveyor (CoL PFM), IFM Contractors who will provide the Facilities Manager with a copy of current electrical installation certificates
Regular portable appliance testing	City Surveyor (CoL PFM), IFM Contractors and Facilities Manager (and, where relevant, Science Technicians)
All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	City Surveyor (CoL PFM), IFM Contractors and Facilities Manager

Carbon Monoxide (CO) detectors are installed, tested and maintained wherever assessed as necessary and where there is sleeping accommodation[2]	Facilities Manager
Switching off all kitchen equipment at the end of service	Kitchen Staff
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. Fire Prevention

3.1 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 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.

4. Fire risk assessment

4.1 A requirement of the RRFSO is the completion of a Fire Risk Assessment (FRA) to determine the risk of fire occurring and identify the precautions necessary to eliminate, reduce or manage the risk. To ensure a suitable and sufficient FRA is produced, the School's Facilities Manager will follow the information contained in the CoL Fire Safety Policy, as well as the published[3] supporting guidance:

- Fire Safety Guidance Note FSGN77: Ordering External Fire Risk Assessment
- CoL Fire Risk Assessment Template

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

4.2 A full FRA will be completed every 5 years (as a minimum), in line with CoL Fire Risk Assessment Companies Guidance, and more frequently if significant changes are made to the interior of buildings or new buildings are bought, leased or added. Where a new building is acquired, a new FRA will be required before occupancy. This will be completed by a competent assessor approved by the CoL and the standard CoL FRA Cover page and template will be used to ensure consistency across CoL's portfolio.

4.3 CoL require yearly mandating (assessment review) of all FRAs, as set out in their Fire Safety Policy. This process will be managed by the Facilities Manager.

4.4 The recommendations and action plan from the FRA will be managed by the Facilities Manager, assisted by the City Schools Health and Safety Advisor, Facilities Team and the Head of Facilities, Operations and Compliance.

5. Evacuation Plans

5.1 The Head, or another member of staff as delegated by the Head (such as the Senior Deputy Head and / or Head of Facilities and Compliance), 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 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

5.2 The emergency plans are based on this sequence of priorities. The Appendices within the **Fire Evacuation Procedures** set out the emergency plans in detail for the following areas:

- 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 Example) (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.
- Fire Alert Notice for Lettings - Main School – (Appendix 13)

5.3 All new staff (both teaching and non-teaching) and all new pupils, are given a briefing on the School's emergency evacuation procedures on their first day at the School as part of their induction.

5.4 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 make themselves aware of alternative routes to evacuate the building in the event that the nominated escape route cannot be used for any reason. Where staff or pupils are based at one of the other 'City Schools' they must follow the procedures for that School.

6. Personal Emergency Evacuation Plans and Guest Emergency Evacuation Plans

6.1 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.

6.2 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.

6.3 PEEPs are drawn up, as required, in the School in line with the CoL guidance: P*ersonal Emergency Evacuation Plans (PEEPs)* (HSG22) (see Appendix 2)

6.4 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 / or Head of Facilities and Compliance, with input as required from the Form Tutor / line manager.

6.5 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). It is the responsibility of Form Tutors to ensure the School Nurse and / or Head of Facilities and Compliance is aware that a pupil requires a temporary PEEP before the pupil returns to school.

6.6 A Guest Emergency Evacuation Plan (GEEP) will be completed for disabled visitors in advance of their visit, where we are made aware of any impairment that puts them at a disadvantage in the event of an emergency. The School also has generic GEEPs for instances where notice has not been given; these may be obtained from the City Schools Health and Safety Advisor, Head of Facilities, Operations and Compliance or Facilities Manager.

6.7 The School has designated safe refuge points on every floor of every building, with signs advising of their location.

7. Visitors and Contractors

7.1 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They will be made aware of the emergency procedures by both the Receptionist and by the person they are visiting. The procedures are outlined in a visitor information booklet provided to all visitors.

7.2 In the event of an activation of the fire alarm, any visitor who has not been collected will remain the responsibility of the Receptionist. It is for the Receptionist to direct them to the assembly point.

7.3 When large numbers of visitors are at the school for open days, plays, concerts, exhibitions, etc., a brief announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

8. Training

8.1 All new employees must be informed of the fire safety provisions at the School. Their line manager is responsible for ensuring, on their first day, that they are made aware of these provisions and it is recorded on their induction document.

8.2 Staff are to be advised of the following:

- Fire evacuation arrangements
- Location of fire exits
- Location of firefighting equipment
- The name of Fire Safety Coordinator (the Facilities Manager)
- The importance of fire / smoke doors and the need to close all doors at the time of a fire and on hearing the fire alarm
- Evacuation routes
- Refuge points
- Assembly points

8.3 All employees must complete the CoL online fire safety training as part of CoL's induction training within the first 2 weeks of starting employment. This fire safety module must be repeated at least every 4 years.

8.4 Fire drills form part of the School's fire safety training and the whole school community is expected to participate in termly drills.

8.5 Pupils are to be informed of the fire procedures at the School on their first day and at the start of each academic year.

8.6 Fire marshals must attend fire marshal training every 3 years. This will include the use of fire extinguishers.

8.7 The Facilities Manager is also expected to attend CoL fire safety briefings which will advise them on their specific fire management plan duties.

8.8 Additional fire safety training will be reviewed dependant on departmental need, e.g. fire extinguisher training, Evac chair training, fire door maintenance training.

9. Letting and Hiring of the School

9.1 The School's standard contractual terms that are used for letting and hiring the school covers fire safety and specify that the hirer should certify that they have read and understood the School's fire safety policy and procedures. A member of the Facilities Team is always on duty when the school is let or hired for an outside function or event.

9.2 Regular hirers of the School will undertake their own annual fire drill as set out in Appendix 13: Fire Alert Notice for Lettings within the Fire Procedures. A record of this will be kept by the hirer and any findings will be reported back to the Events Manager who will pass on the details to the Facilities Manager.

10. Fire Strategy and Occupancy Numbers

10.1 The fire strategy outlines a strategy to aid the effective planning, organisation, control, monitoring and review of the preventative and proactive measures provided for fire safety at CLS. This document will be updated following any major building works or following any material changes.

10.2 As part of the fire strategy maximum occupancy numbers have been calculated following an assessment of means of escape, floor level, size of fire doors and available exits and room layout to ensure safe means of escape of building and room users. Capacity numbers for all areas of the building are available from Head of Facilities, Operations and Compliance or Facilities Manager and must not be exceeded.

11. Prevention of Arson

11.1 The School's approach relating to the Prevention of Arson is given in Appendix 1.

Appendix 1: Prevention of Arson

1.1 **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.

1.2 **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.

1.3 **Prevention of Arson During School Hours**

1.3.1 **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 requirement 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

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 Brigade[4]. 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.

1.3.2 **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.

1.3.3 **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 in 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.

[4] 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.

1.4 **Prevention of Arson Outside of School Hours**

1.4.1 **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.

1.4.2 **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.

1.4.3 **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.

1.4.4 **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.

1.4.5 **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.

1.5 **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 6.00pm) 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 2: Personal Emergency Evacuation Plans

City of London Corporation guidance: *Personal Emergency Evacuation Plans (PEEPs)* (HSG22) is available as an accompanying stand-alone document. Please speak to the City Schools Health and Safety Advisor for guidance related to PEEPs.