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# **Fire Safety Policy and Plans 2024/2025**



**'Believe, Persevere, Succeed'**

**Issued by: Karen Pheasant  
Review Date: September 2024**

### Fire Safety Policy and Plans

This policy sets out the school's expectations for fire safety practice and the responsibilities of different staff in contributing to a safe environment. It should be read in conjunction with the following policies and documents:

Inclusion Policy	Care and Supervision Policy
Health and Safety Policy	SENDA Plan

	Fire Marshal	Duties
1	Neil Smith/ Mark Worswick	Refer to fire panel Report to Karen Pheasant Investigate
2	Helen Gee	Check evacuation of ground floor: prep hall, caretakers room, Year 6 toilets, dining hall. Stand by Cavendish Road gate to ensure no unaccompanied pupils leave the premises
3	Karen Sharkey	Put E-Reception into fire evacuation mode Take mobile phone or iPad Complete fire evacuation roll-call on E-Reception app/iPad
4	Jenny Ferguson/ Holly Clarke	Check evacuation of ground floor (area1) corridor including staffroom, sports hall, dance, and drama areas
5	Maxine Ashton	Take mobile phone & pens Collect all pupil registers including absence sheets. Secure front exit route open. Check Welcome Room Open gates to playground. Ensure all staff have class registers and absence sheets
6	Ling Jiang (Lynda cover)	Check evacuation: staircase 2 (opposite Y10 classroom), maths room, storage room and three Year 6 classrooms (including all cloak rooms and storage).

7	Elliott Quinn (Lynda cover)	Check evacuation: staircase 1 (opposite school office), bursar and SLT office, cloak/breakout (right), three x Year 5 classrooms and two music rooms.
8	Emma Hunter	Take walkie-talkie to take register for any staff/pupils on field
9	Maria Nassari	Check evacuation: staircase / science labs & library
10	3 <sup>rd</sup> Kindergarten staff member	Check music room during line-up
11	Lower School TAs	Check classroom is evacuated, switch off lights and close door
12	Sara M-T	Take mobile phone Collect any child covered by a PEEPS Assist with staff register check
13	Fiona McGrath	Take mobile phone Assist with staff register check
14	Karen Pheasant/ Gary Nelson/Anne Creely	Take mobile phone Check evacuation: ICT, focus room, STEM, Art (GN - Deputise for any absent fire marshal) Assist with staff register check
15	Lisa Holmes/ Activate	Shut kitchen gas off, lower shutters to kitchen

In case fire marshals are absent, all staff will be expected to sweep for pupils as they evacuate.

Where the school “end” gates require opening, the first fire marshals to arrive should open the gates. Padlock code 1891.

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## Introduction

The Governors of Bowdon Preparatory School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and DCSF guidance 'Health & Safety: Responsibilities and Powers to:

1. Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
2. To eliminate those risks, so far as is reasonably practicable, or to otherwise reduce those risks to a tolerable level.

On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school (see organisational responsibilities below).

## Policy Statement

Bowdon Preparatory School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

## Policy Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that roles, responsibilities, and accountabilities are clearly defined and understood to secure fire safety and individual compliance with relevant legislation:

- A competent person is appointed to provide safety advice.
- risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control including dangerous substances described in the FSP are implemented to either eliminate risk or reduce residual risk to a tolerable level.
- measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected can reach a place of safety in the event of an emergency.
- any aspect of school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.
- all members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire.
- school buildings are designed in accordance with relevant standards.
- employees are properly consulted about policy, procedures, and arrangements for ensuring fire safety.
- employees are provided with appropriate information, instruction, and training at appropriate intervals about the fire precautions in place at the school.

- the school co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO.
- the school will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

## **Application**

This fire safety policy applies to all premises and activities falling, to any extent, under the school's control. The policy sets down the framework by which the school and all the members of the school community will be expected to meet their fire safety duties.

## **Organisational Responsibilities**

Bowdon Preparatory School (Responsible Person) Health and Safety Lead (Bursar)

- a. The school will ensure that adequate resources are made available to enable it to fulfil its duties under the FSO.
- b. The Lead H&S Governor has overall responsibility to oversee and approve fire precautions and risk assessments. They delegate the day-to-day management to the Health and Safety Lead, the Health and Safety Officer and the Site Manager.
- c. The Health and Safety Committee address and review fire precaution areas

### Health and Safety Officer (HSO)

Overall responsibility for teaching staff and pupil fire safety, as affected by the curriculum and the teaching timetable.

To formulate, in conjunction with the Head, a policy and procedure for managing evacuations.

To initiate, in conjunction with the Site Manager, a half-termly no-notice fire drill and to satisfy her that all teaching staff and pupils are well rehearsed in the actions required. A Fire Drill Record Book is maintained, recording all such drills. Fire drills may also be used or modified where emergency evacuation is needed in a non-fire emergency (i.e. security incidents or gas escape). The Health and Safety Officer is responsible for liaising with the Fire Services, either regarding inspections or reaction to incidents.

To liaise with architects/builders in respect of building design insofar as it affects fire safety and evacuation.

To initiate, analyse and act upon Fire Risk Assessments (see below). Periodic inspection (as required) of fire detection and fire fighting equipment.

Periodic inspection and reporting to the HSO of the following equipment:

- Boilers
- Electrical circuits, consumer units and related systems
- Portable electrical equipment (where applicable)

The HSO is responsible for support staff fire safety, particularly those engaged in buildings and grounds maintenance, catering, and associated support function. The Site Manager is responsible for equipment maintenance and the storage of related materials and supplies, especially where these may be inflammable.

### Staff and Pupils

Staff and pupils have a responsibility to comply with the Fire Safety Policy.

This will include, but not be limited to:

- Observing all instructions, information and training intended to secure fire safety.
- Co-operating with the school on matters of fire safety
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Reporting any obvious defects in the school fire safety arrangements or procedures.

## **Risk assessments and Enforcement**

### Risk Assessments

These shall be carried out as follows:

Regular Fire Safety checks - Ongoing checking measures HSO and Site Manager.

Periodic Fire Risk Assessment will be undertaken by the Compliance Education. They will cover the following key areas:

- To identify the potential sources of ignition/fire and how the fire, heat or smoke might develop.
- To identify all those who are at risk from such fire hazards.
- To evaluate if existing control measures are adequate to reduce the risk.
- To determine what additional measures are required, particularly in respect of:
  - means of escape.
  - means of detection and warning of fire.
  - means of fighting the fire.
  - planning, training, and maintenance.
  - signage and notices.

### Enforcement

The Governors, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the HSO and Head. Likewise, the Chief Fire Officer and the Health and Safety Committee also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the Act, including Corporate Manslaughter and Personal Liability. Chief Fire Officers may also be called upon to give goodwill advice.

## **PART 1: FIRE SAFETY**

### **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Bowdon

Preparatory School are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings.

## **ROLE OF THE SCHOOL FIRE SAFETY OFFICER**

The Head is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Senior Leadership Team
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear instructions on where they should go in the event of fire.
- Records are kept in the Head's office of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired.

## **EMERGENCY EVACUATION NOTICE**

All new staff and pupils, all contractors and visitors are shown the following information notice:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- In the case of a fire, you will hear a continuous loud bell-alarm which indicates that the building must be evacuated. Evacuation should be led by the classroom teacher, in a calm, quiet and orderly manner as efficiently and expeditiously as possible via the indicated fire exits and fire escapes.
- Pupils should not run or take any possessions with them. Pupils should be accompanied out of the classroom and out of the building, and then to the designated assembly points, **i.e., the front of the gates in the playground area.**
- **Unaccompanied pupils should walk to the nearest occupied classroom and walk out with that group. Any that are close to an exit should join an exiting group. Pupils who are at an exit should leave the building immediately and make their way to the assembly point via the normal route.**
- Teachers in each room should make sure that they take a medical bag with them whenever an evacuation is necessary (these bags are kept near the classroom door). Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you where this does not delay evacuation.
- Teachers should ensure that pupils walk as far away from the building as possible to avoid falling glass. If a fire is on the Cavendish Road side of the building, then they must take a route along the pavement and re-enter via the Ashley Road car park gates
- Staff should sweep up unaccompanied children and adults as they evacuate the building
- Visitors and occupants of other rooms should proceed along corridors and fire exits/fire escapes and assemble in the playground.
- If the alarm sounds the Head will summon the Emergency Services



- If the Ashley Road playground gates have not been unlocked, then the first fire marshal on the scene should open the gates (Code 1891) so that the pupils, staff and visitors can proceed to the sports field after registers have been taken and the Head has issued the instruction
- If the fire is at the front of the school, then teachers, staff and pupils should immediately proceed via the Ashley Road playground or Cavendish Road gates to the sports field, where registers will be taken
- When evacuating to the sports field from the playground, the Prep should walk along the lower side of the playground and then exit via the Ashley Road gates, starting with the first forms to complete their registers, Pre-Prep should exit the Ashley Road playground gates and walk along Ashley Road and Cavendish Road, starting with the first forms to complete their registers. Support staff should line the edge of the pavements whilst the Pre-Prep pupils are walking the route
- If the fire/emergency bell sounds during break or lunch times, the procedure should be the same as above with the duty teachers leading the evacuation. Fire marshals will help co-ordinate orderly evacuation and ensure that the school is cleared.
- Visitors and any other occupants of other rooms in the school should also proceed to exit the block, and then to the same assembly points.
- Staff and visitors who are in the process of leaving for the day should proceed to the assembly point, unless they have already signed out
- If you have a disabled pupil in your class, you should move her downstairs
- Each teacher is to take the register of their class as soon as they reach the assembly point.
- Report immediately anyone who is waiting to be evacuated, or who is missing, to the fire marshal with register responsibility who will refer this information to the Head who will inform the Fire Brigade. **On no account should anyone return to any building until given permission by the Fire and Emergency Services.**
- Remain at the assembly point with your pupils until all clear is given.

## **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching, non-teaching, and volunteers alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their taster day and their first day at school. We show them where the emergency exits and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term with records of all training kept in the Bursar's office. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

## **PART 2: FIRE SAFETY PROCEDURES**

### **SUMMONING THE FIRE BRIGADE**

The School Office is manned between 8.00am and 4.30pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located next to the staff room. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

### **Contractors, Disabled Staff, Visitors or Pupils**

#### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be always worn when they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

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

#### **DISABLED STAFF, PUPILS OR VISITORS**

The Head will carry out a risk assessment for pupils who have sustained an injury or breakage which has restricted their movement around the school. A Personal Emergency Evacuation Plan (PEEP) will be developed where necessary and added to the pupil's Care Plan. A copy of the PEEP will be provided to the Fire Marshal responsible for assisting pupils with PEEPS. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the assembly point.

#### **RESPONSIBILITIES OF TEACHING STAFF**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the designated Fire Marshal. It is the responsibility of Head/Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**On no account should anyone return to a burning building.**

#### **RESPONSIBILITIES OF FIRE MARSHALS**

We have at least three designated Fire Marshals. Fire Marshals are generally staff members who do not have direct responsibility, in the event of fire or other emergency, for looking after pupils. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

## **FIRE PRACTICES**

We hold at least one fire practice every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place:

### **Escape Routes and Emergency Exits**

- There are at least six escape routes from the building.
- Fire notices and evacuation signs are displayed in every room, corridor, and stairwell.
- Fire extinguishers (of the appropriate type), and smoke/heat detectors, are located throughout the building in accordance with the recommendations of our professional advisors. They can be manually activated by inserting a key into the panel and are automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located on the main corridor outside the Staff Room and shows the location of a fire.
- Alarms sound in all parts of the building.
- Keep fire routes and exits clear at all times. A member of the caretaking team is responsible for: unlocking the buildings in the morning, when they remove bolts, padlocks, and security devices from all emergency exits, checking that escape routes are not obstructed and that the emergency lights work, reporting defects and checking that fire exits are clear.
- Testing all fire alarms weekly (and recording all tests and defects) and monthly checks of fire doors, automatic door closures and emergency lights. This is the responsibility of the Site Manager under instructions from the HSO, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Quarterly professional check on fire detection and warning equipment
  - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Site Manager's office.

### **Electrical and Gas Safety and Safe Storage**

#### **Electrical Safety**

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and meet the requirements of BS7671 IEE wiring regulations.
- Annual portable appliance testing takes place.
- Records of all tests are kept in the HSO office.

- The Site Manager or caretaker checks that all Scientific and IT equipment is switched off at the end of the school day if appropriate.
- Where practical, all computers, projectors and printers will be switch off every evening and during holidays and weekends.

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Site Manager's Office
- All kitchen equipment is switched off at the end of service.

### **Safe Storage**

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

## **LETTING OR HIRING THE SCHOOL**

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures. A school staff member is always on call when the school is let or hired for an outside function or event.

## **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce, and protect from the risk.
- The measures needed to record, plan, inform, instruct, and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

### **PROCEDURE IN CASE OF FIRE – See Fire Safety Plan for full details.**

#### **1. Person Discovering the fire**

- Sound the alarm immediately.
- Set in motion the evacuation of those for whom you are responsible.
- Call or instruct a colleague to call 999 for the Fire Brigade.
- After giving the alarm and only if it is safe to do so, tackle the fire yourself by means of a portable extinguisher. Ensure that you have exercised your duty of care towards your girls, and that it is safe to do so.

## **2. Action on Hearing the fire Alarm.**

- On hearing the Fire Alarm all staff, visitors and girls are to congregate at the Assembly Points, **i.e., the front of the gates in the playground.**
- Staff are responsible for the checking of their class once it is assembled.
- Once each class has been checked, the class teacher is to report to the Fire Marshal responsible for registers.
- The decision regarding subsequent action rests with the Head or, in her absence the Bursar.

## **3. Duties of Personnel**

### **Head Teacher/Incident Controller**

It will be the responsibility of the Head/HSO to take whatever action is necessary until the fire brigade arrive. The Head/HSO are responsible for liaising with the Officer in Charge of arriving fire appliance. They should relay the following information:

- Number of persons missing.
- Likely location of missing persons
- Type of fire/incident
- Location of fire/incident
- Hazards or problems associated with the incident or in the location of the incident.

They should also remain available to answer questions from the Fire Officer in charge.

### **Teaching Staff**

Each individual teacher is responsible for ensuring that his/her class, at the time of the incident, is evacuated from the nearest and/or safest escape route. Each room must be checked to ensure that it has been completely vacated.

On leaving the buildings via the stairs, all personnel should be instructed to walk on the outside of the stairs as the fire crews arriving at the scene may be coming up the stairs with equipment.

## Section 4 - Fire Safety and Emergency Plans

### Contents

1. Organisational considerations
2. Fire Drill Checking procedures
3. Personal Emergency Evacuation plans
4. Fire Instructions
5. Fire escape routes
6. Fire risk assessment
7. Outside organisations and after school activities
8. Outside activity emergency action plan
9. Bowdon Preparatory School No Smoking Policy

## **Organisational Considerations**

### **Details of Individuals' Responsibilities**

#### **Head**

The Head is the Responsible Person as designated by the Regulatory Reform (Fire Safety) Order 2005 in respect to the premises and shall provide and manage resources, and oversee the effective planning, organisation, implementation, monitoring and review of fire safety matters so far as is reasonably practicable.

The Head shall ensure that all local precautions and procedures are followed and that persons under their responsibility are fully supervised, trained and given adequate instruction on their actions to take in the event of a fire.

#### **Fire Marshals**

The Head will appoint members of the health and safety team and sufficient staff as Fire Marshals to assist as required in the effective planning, organisation, implementation, monitoring and review of fire safety matters so far as is reasonably practicable.

They will investigate and record any reports of hazards, defects or near misses and ensure that the report is passed on to the Head.

#### **Site Manager**

The day-to-day management of fire safety matters within the premises shall be the responsibility of the site manager.

The site manager will oversee the maintenance and testing of all fire safety systems, equipment and facilities provided on site. The site manager will implement emergency procedures when necessary.

#### **All Staff of Bowdon Preparatory School**

All employees must take reasonable care to prevent harm to others who may be affected by their acts or omissions at work. In addition, all staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required. *Failure to comply with such instruction may lead to disciplinary action being taken.*

Staff must also report any observed shortcomings, accidents or near-misses that could result in a fire to the Head.

#### **Health and Safety Advisors**

The school has sought the advice of consultants as competent persons as required to assist in the monitoring of on site activities, measuring its performance against known standards and accepted best practice and to carry out reviews of its fire safety performance to determine areas of weakness and actions required.

## Visitors

Visitors must comply with all instructions given to them regarding fire safety and other fire procedures or permits to work. The fire alarm system and emergency procedures will be explained to all visitors on signing in. *Failure to comply with such instruction may lead to them being required to leave the premises.*

## Fire Drill Checking Procedures

The instructions contained in these procedures require that checks be made by senior staff as follows:

1. In addition to weekly test of the alarm, the school must meet a formal requirement of at least one Fire Alarm test per term and if convenient, this is scheduled during the school day so that a full-scale fire drill evacuation can be held.
2. If staff discover smoke or flames, indicating a fire, they should immediately actuate the nearest glass call point and then contact the office and request a 999 call is made (or use an outside line and dial directly).
3. Staff are not recommended to use fire extinguishers unless the fire appears to be strictly limited in scope.
4. A copy of the Fire Drill Procedure is on prominent display in all classrooms. Staff are asked to check that notices are in good order and report deficiencies to the Head or Health and Safety Officer who will organise replacements if necessary.

### In the event of Fire:

- a) **The priority is to evacuate the building.**
- b) **The use of fire extinguishers should be stopped immediately if the safety of individuals is threatened.**

### 1. Response to the fire alarm (continuously sounding bell)

Upon the sounding of the Fire Alarm, each class should follow instructions given by the staff to:

- Walk **quickly** and **quietly** to the nearest available exit.
  - Switch off lights and close windows if it is safe to do so.
  - Close the classroom door.
  - Walk **quietly**, under supervision and without rushing or pushing to the appropriate fire drill assembly point.
2. Staff who are not teaching when the fire siren sounds should help to ensure that all appropriate areas are cleared of pupils (especially during breaks, lunch time and before and after school).
  3. Teachers should ensure that pupils walk as far away from the building as possible to avoid falling glass. If a fire is on the Cavendish Road side of the building, then they must take a route along the pavement and re-enter via the Ashley Road car park gates
  4. The first fire marshal to arrive in the playground should open the gates (padlock code 1891)
  5. When pupil groups arrive at the Fire Drill assembly point on the playground by the front gates, they should quietly line up in year group order in single file. Teachers are asked to ensure pupils remain in a straight line and behave in a quiet, restrained, and orderly manner



6. Groups on the sports field should line up in in form groups. The teacher should use the walkie-talkie to communicate with the main assembly point
7. Staff should assemble as follows: Teaching staff in a line between the tree and bench; non-teaching staff by the storage unit. Staff registers will be taken orally. Once the member of staff has confirmed their presence, they should proceed to the Ashley Road footpath to line the route (excluding form teachers)
8. Pupil registers will be handed out by the Head's PA to form teachers, who then check that pupils marked present are not missing.
9. If pupils are found to be missing without satisfactory explanation, there is a presumption that they are still in the building. This must be reported immediately to the Head or one of the Senior Staff and passed on to the emergency services on their arrival.
10. After checking of pupils is complete, teachers should place the class registers in the box next to the Head's PA and report the names of any missing pupils.
11. As each form completes registration the form teacher should lead the class out from the rear of the line to reassemble on the sports field; Prep should exit via the playground and Ashley Road car park gates and Pre-Prep via the Ashley Road playground gates

The Bursar / SLT will assume the responsibilities of the Head in the event of her absence.

### **Action plan outside lesson time**

#### Break time Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and proceeding to the designated assembly point.
- Office staff are responsible for following normal procedures.
- All other staff to evacuate the building using the nearest fire exit door.

#### Lunchtime Procedures

In the event of the fire alarm sounding during lunchtime, evacuation procedures will continue as normal **unless Staff are notified in advance**, with these additions.

- Lead Lunch Time Supervisor and a member staff on duty are responsible for evacuating the building and/or proceeding to the designated assembly point.
- All staff should cooperate to the maximum extent with the lunchtime staff to ensure that all registers are checked, in the possible absence of some staff who may be off-site at lunchtime.
- **Signing out registers** are used so that those who go home at lunch or who have gone out of school for other reasons are recorded.
- Office staff are responsible for following normal procedures.

#### Before and After School

- Staff and pupils to evacuate the building using the nearest fire exit door.
- After dark, the fire assembly point will switch to the car park
- Head /Bursar to contact the fire brigade, manage the evacuation, if appropriate notify parents

- Senior staff, caretaker and staff will be responsible to act as Fire Marshals and will check school buildings to ensure safe and total evacuation.

#### School Clubs

- Staff managing the club are responsible for escorting the children in their care, leaving by the nearest available fire exit, taking with them registers, emergency contact details.
- Any staff on site to assist in every possible way.

#### Out of term time

The Site Manager and Caretaker are responsible for contacting the fire brigade, taking out the visitors' book, managing the fire evacuation.

#### **Additional information**

The red fire safety folders in the Health and Safety file in the caretaker's office contains the following information:

- The layout of the school, escape routes, doorways, corridors, and areas of fire resisting structure.
- Location of manually operated call points.
- The location of detectors, sirens and fire alarm panel.
- The location of escape lighting.
- The location of firefighting equipment.
- The location of escape route signage and fire action notices.

**Note: a laminated copy of the emergency fire escape routes and the fire instructions for evacuation must be displayed in all classrooms and circulation areas.**

**Updated 15.1.25**

## Personal Emergency Evacuation Plan (PEEP)

A PEEP must be completed for any child or adult who in the event of a fire would need support to be able to leave the building quickly and safely.

The responsible person will be provided with a timetable showing where the child will be during the week referring to room numbers as listed in the floor plans.

A responsible person must be named.

Name:.....,

Responsible person.....

Date.....,

Process of evacuation:

Detail the exact procedure to be followed in each individual case e.g. exit at the start or back of the line, with potential evacuation routes checked for rooms the child will be using.

Responsible person to immediately locate child/adult.

Support their evacuation from the nearest exit.

Proceed to the assembly point.

Register the child / adult in the roll call.

## **FIRE INSTRUCTIONS**

### On hearing the alarm:

- Line all the children up.
- Close windows and doors if safe to do so and without delaying evacuation.
- Tell the children to leave the building immediately by the nearest fire exit. See plan.
- The children must walk and be in line.
- Do not take anything with you.
- Walk to the assembly point on the playground taking a route as far as possible away from the school building.
- Line up in class groups and call the register.
- Return register to Office staff with numbers present.

### On discovering a fire:

- Break the glass to sound the nearest fire alarm. See plan.
- Leave the building immediately.
- Assembly Point: Playground furthest from school building.
- Nearest alarm point: \*\* on plan.

## **DO NOT RE-ENTER THE BUILDING**

## **Fire Instructions and Risk Assessment Overview** – see full risk assessment.

### **Risks identified.**

- Electrical appliances
- Overloaded sockets
- Appliances not turned off after use.
- Arson- wheelie bin storage
- Security of site
- Heating system maintenance.
- Naked flame/smoking
- School kitchen.
- Cooking appliances.
- Escape routes obstructed / reduced.
- Firefighting equipment /extinguishers
- Speed to evacuate children with physical needs.

### **Who could be harmed and how?**

Staff, children, members of the public, visitors

Fire, smoke inhalation.

### **Control measures**

- Electrical appliance testing carried out annually.
- Staff make visual check of all equipment before use.
- Sockets are not overloaded.
- Computers are shut down and switched off at the end of the day unless required for remote access.
- Wheelie rubbish bins are stored in separate area outside the building and are secured.
- Waste bins are emptied every evening.
- Security lights fitted around the school.
- Any flammables are stored in a locked cupboard.
- All cleaning equipment is kept in locked cupboard.
- Boiler serviced annually.
- Caretaker/ cleaners remove dust particles from heaters regularly.
- Portable electrical appliances are switched off and unplugged at the end of the day.
- This is a non-smoking site.
- All fire exits have clear signage and are always kept clear.
- Fire exits are regularly checked by the Head and site manager. Class teachers are responsible for keeping exits and escape routes clear.
- Children and staff are well practised in half-termly fire drills.
- Drills take place at different times of the day to ensure all children and adults experience them.
- Staff are instructed in evacuation procedures on a regular basis in addition to drills

- Fire drills are documented and evaluated for speed and efficiency.
- Children line up in their classrooms in single file before they leave the classroom.
- Children always stay with their teacher.
- Running and talking is not permitted.
- Children line up in year group and class order on the playground.
- Registers are brought out by office staff or teachers if they still have them.
- A register is called by each class teacher and the teacher tells the Head or senior teacher how many children are present, absent, or missing.
- Corridors are accessible and uncluttered and contain displays that are stapled to the display boards.
- Children know how to exit the building and where to assemble.
- Fire points are checked regularly and in rotation by the caretaker.
- Regular alarm testing is carried out by the caretaker.
- Extinguishers are checked annually by contractors.
- Emergency lighting and the fire alarm are checked regularly by caretaker and records kept.
- Escape routes are clearly posted around school.
- Fire doors are fitted with door closures.
- Some external doors are fitted with panic bars for quick release.
- Children with special educational needs will be escorted by their TA where possible and where appropriate may leave the classroom first or last. Each child should have a Personal Emergency Evacuation Plan.

## Before and After School Procedures

### Emergency Action Plan

Due the vast variety of one-off events which take place outside school hours, a risk assessment will be undertaken by the person in charge in conjunction with the Head. As part of the risk assessment the Head will nominate a responsible person to oversee the event. This will include all clubs and BPS Society events.

Contingency Plans must be formulated for a deputy to be nominated should the responsible person be absent.

At the beginning of the term/event, the responsible person will explain to the pupils / number present where the nearest call point and exits are located and what to do in the event of fire.

The responsible person must be clear about their responsibilities should the fire alarm sound or in the event of fire.

The responsible person must know the **location of the Assembly Point** and the most **direct route** there and ensure all those attending the activity/event are directed to that point.

The responsible person must **hold a register of all those attending** the activity / event and be able to pass on to the attending Fire Officer, the names of any persons unaccounted for.

The responsible person present must **ensure a roll call** is carried out and then establish whether there are any persons missing and if so where they were last seen.

The responsible person must ensure that the Fire Brigade have been notified by telephoning 999 (the Fire Brigade will not criticise if a duplicate call is received).

The responsible person should await the arrival of the Fire Brigade and inform the officer in charge of any persons missing and where last seen, location and extent of the fire, and any special risk etc.

DO NOT enter the premises until a competent person advises you that it is safe to do so.

The responsible person must know where the nearest telephone is based or have a mobile phone available.

### Declaration

I acknowledge that I am in possession of the Bowdon Preparatory School Outside Activity Emergency Action Plan and Lettings Policy and I am fully conversant with the contents and my responsibilities.

Signature \_\_\_\_\_ Name \_\_\_\_\_ (Block Capitals)

Position \_\_\_\_\_ Date \_\_\_\_\_

IF YOU DISCOVER A FIRE...

- Immediately operate the nearest fire alarm call point.
- Attack the fire, if possible, with the fire-fighting equipment provided but without taking any personal risk.
- Give assistance, if necessary, to less ambulant persons and escort visitors/guests to the assembly point.
- The assembly point in the event of evacuation is on the playground by the car park.
- **DO NOT** stop to collect personal belongings.

ON HEARING THE FIRE ALARM SOUND.....

- Immediately evacuate the building via the nearest escape route and **report to the assembly point on the playground by the front gates.**
- Give assistance, if necessary, to less ambulant persons and escort visitors/ guests to the assembly point.
- If it is safe to do so and without delaying evacuation, close doors and windows whilst evacuating the premises.
- **DO NOT** stop to collect personal belongings.
- ROLL CALL
- The **responsible person** present must ensure a roll call is carried out and then establish whether there are any persons missing and if so where they were last seen.
- **DO NOT** enter the premises until a competent person advises you that it is safe to do so.

CALLING THE FIRE BRIGADE...

- The responsible person or appointed deputy shall call the fire brigade by: Telephone 999.
- Upon activation of the alarm, Custodian will ring the fire brigade.
- Stating the location: Bowdon Preparatory School, Ashley Road, Altrincham, WA14 2LT
- Then contact the Head 07710 505678.



- The responsible person should await the arrival of the Fire Brigade and inform the officer in charge of any persons missing and where last seen, location and extent of the fire, and any special risk etc.

## Immediate evacuation of the school with no likelihood of return for a number of hours/days

### **Head (Communications – Gill Vasey)**

1. Establish communication with the Emergency Services
2. Meet Critical Incident Team to establish appropriate actions
3. Contact Chair of Governors
4. Contact Altrincham Grammar School for Boys to notify them of full evacuation
5. Notify parents (parents may be asked NOT to collect their children from school)
6. Ensure parents are aware of collection procedures
7. Parents will be asked not to call school as this may tie up emergency lines
8. Organise staff briefing

### **Phase Leaders**

1. Ensure coordination of transfer of pupils and staff to Altrincham Grammar School for Boys
2. Assess initial impact of the critical incident on staff and pupils
3. Take appropriate steps to ensure wellbeing of pupils, considering the needs of vulnerable children

### **Site Manager/ Bursar**

1. Liaise with emergency services to ensure security of school
2. Set up operations base

### **IT Manager**

1. Ensure collection of IT back up (hard drive)

## **Non-smoking Policy**

### **Introduction**

- Bowdon Preparatory School and its site is a smoke-free environment. This policy formalises the policy and procedures agreed by its staff and Governors.
- All employers have a duty to ensure, as far as reasonably practicable, the health and safety of their employees. This duty is reflected in legislation, which places on the employer the requirement to assess risks to employees' health in the workplace and take appropriate remedial action.
- Smoking is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition, there is now evidence that "passive smoking", the inhaling of other people's smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.

### **Purpose**

- The purpose of this policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors, and other visitors.
- The intention is not to confront smokers but to encourage and help those that wish to give up. The issue is not whether someone smokes but where and when he or she smokes.

### **Scope: Whole school ban**

- This policy does not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents, or visitors, under any circumstances.
- The basis of the ban is that smoking constitutes a fire risk and is a proven hazard to the health of employees, both smokers and non-smokers, through passive smoking, and as such does not create a healthy environment for the children or staff of the school to work in.
- It is the responsibility of the Head or her representatives to always enforce the policy and to advise employees and ensure that visitors to the site comply with these arrangements.
- Any contractor employed on site should be made aware of the ban before work is undertaken. It should be written into service specifications for contractors.
- The school has posted notices reminding people that this is a smoke free site.
- Support for employees

- The Governing Body recognises that staff who smoke may need support either to give up smoking or help control their smoking.
- Employees may seek support from the NHS smoking helpline number and get free advice and information on their nearest Stop Smoking Service on 0800 169 0169 or visit gosmokefree.co.uk.
- For staff finding it particularly difficult to adhere to the policy, it may be appropriate to seek assistance from an Occupational Health advisor.

### **Employee co-operation**

- It is anticipated that all employees will co-operate with the policy.
- In circumstances where there is wilful contravention of the policy, steps may be taken to invoke disciplinary procedures. Those who do not comply with the smoke free law may be liable to a fixed penalty fine and possible criminal prosecution.

### **Review Record**

The policy and the plans will be reviewed and updated when necessary and as part of the school annual review plan.

Date of update	(U) Updated (R) Reviewed by	How was updated disseminated	Parents informed	Policy on website
Feb 2014	HG (U)		No	No
Jan 2015	HG (U)		No	No
Sept 2016	HG (U)	Staff briefing – INSET – all staff to familiarise	No	No
Apr 2018	Head (R)		No	No
28/1/2019	H. Gee	Staff briefing	Yes	Yes
Feb 2020	H. Gee	Shared drive	Yes	Yes
Nov 2021	K Pheasant	Teams: Policies	Yes	Yes
Feb 23	K Pheasant (U)	Teams: Policies	No	Yes
13/09/23	K. Pheasant (R)	Read Through		
13/09/23	K. Wilkinson (R)	Read Through	No	Yes
01/10/24	K. Wilkinson (R)	Teams	Yes	Yes

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