



## **Fire Safety Policy and Emergency Evacuation Procedures**

This policy, which applies to the whole School, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the School's website. On request a copy may be obtained from the School's reception, and staff.

**We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.**

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

- Fire Safety Guidance October 2023
- National Minimum Standards (NMS) for Residential Special Schools (RSS), 2022
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- The Fire Safety Act 2021
- Regulatory Requirements, Part 3, Paragraph 13 of the Independent School Standards (England) Regulations 2010, as amended 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

### **Related Documents:**

- Health and Safety Policy
- Accessibility Plan

**Availability to Staff:** Staff may access this policy via the Staff Shared Drive and at Reception. The Fire Safety Policy and Emergency Evacuation Procedures (available to staff on the School Shared Drive and on the School Management Data Base) along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work. They are required to state that they have read and understood such documents and confirm this by signing the Induction Checklist.

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by the Governors. The Governors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated / reviewed policy and it will be made available to them in either a hard copy or in electronic format.

Signed:

Policy Agreed: January 2024

Date Published: January 2024

Next Review: January 2025

Mr Daniel Gibbons  
Head of OLA

Mr Prav Karian  
Chief Operating Officer (COO)

Mr Freddy El Turk  
Chair of Governors

**Introduction:** The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing.

**Aim:** 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 Our Lady's Abingdon (OLA) are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

**Fire Safety:** Our Fire Safety Policy and Procedures are based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. The fire safety arrangements at OLA have been dictated by the provisions of the Fire Safety Acts, where, in such premises, there are at any one time either:

- more than twenty people at work; or
- more than ten people at work elsewhere than on the ground floor.

The School has undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations. The Head / Chief Operating Officer (COO) ensures compliance, and this is viewed as a minimum standard to be achieved. The Head / COO will ensure, on behalf of the Governors, any further modifications required as a result in changes in legislation or established best practice are approved by the local fire authority. In accordance with legislation, there is an annual Health and Safety Fire Risk Assessment.

In compliance with both regulations and best practice, the Governors have ensured that:

- each week, the fire call point is tested;
- adequate and suitable fire extinguishing appliances are provided and maintained;
- suitable means of fire detection and signalling of the presence of fire is provided and maintained;
- adequate means of escape are provided and maintained;
- suitable signs designating firefighting equipment and means of escape are provided and maintained;
- a fire logbook is provided and maintained;
- fire training is provided to employees;
- evacuation drills are undertaken at least termly, and the results recorded;
- suitable fire procedures are published in respect of:
  - Action to be taken on discovering a fire.
  - Action to be taken on hearing the alarm.
  - Responsibility of key personnel in the event of a fire.

**Emergency Contact:** Some Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the School Office as soon as possible. Notification of any change to these details must be reported to the School Office. Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed. Were there ever to be a disaster or crisis affecting the staff and/or pupils of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

The primary aim of our Fire Policy is to safeguard life and to this end the Head, the COO and the Governors will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.

- Regular health and safety inspections are carried out by the COO and the Health and Safety Manager (HSM).
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book in the HSM's Office

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- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and pupils are instructed on action to be taken in the event of an emergency.
- Every room has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The Fire Marshal for each floor checks that areas are evacuated and is on hand to assist those with a disability.
- Arrangements are in place for summoning the Fire Brigade.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers, staff and visitors Sign in App Companion, Pupils signing in and out book.
- The alarm system is tested weekly, is distinguishable from the lesson bell and is audible in every part of the premises.
- The alarm is never switched off and is routinely serviced.
- All the firefighting equipment is recommended by the Fire services and checked on a regular basis.
- Electrical equipment is regularly checked and maintained by an approved electrical.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the HSM and COO.

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements.

There is a fire drill/emergency evacuation procedure every term. Neither staff nor children are warned of an impending practice. It is essential therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the School. These are detailed in to this document. In case of a fire or bomb threat, evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- External Health and Safety Equipment check
- External Fire risk assessment
- Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit which includes checking all firefighting equipment by an approved contractor and records maintained. All emergency lighting is tested on a weekly rotation and records maintained.

**Fire Drill:** Fire drills need to be practiced so that all staff and pupils are aware of the procedures i.e. routes to be varied and on different days and times so that all staff can be included. Staff are also informed of the location of the fire extinguishers. Voluntary helpers/ Visiting Teachers follow the evacuation plan. All employees are provided with a personal copy of the fire drill procedures including:

- evacuation from the premises;
- exit routes;
- checking the children are present;
- Their responsibilities regarding the children they are supervising. A copy of these procedures is also available in each classroom.

**Additionally:**

- A Practice fire drill will be carried out at least every term.
- All new members of staff will be made aware of the policies and procedures.
- Matches and lighters **MUST** be inaccessible to the pupils.
- Fire appliances will be checked annually and staff members need to be aware of their position and how to use them.
- Any recommendations made by the Fire Marshals must be carried out and adhered to.

**Execution:** Our fire safety policy regime mirrors closely the OLA health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. Our School's H&S Policy starts with a statement that the Governors *Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

of the School has a duty to take reasonable precautions to safeguard the lives of employees and other visitors. In this case pupils at our School are included as employees rather than visitors to the site.

**Allocation of Responsibilities:** Responsibilities are as follows:

	Tasks	Comments
Governor: Francis Peck	Responsible for oversight in what happens on the premises	Ensures the advisory board undertakes an annual review of the policy
Responsible Person: Daniel Gibbons: Head	Plans, monitors and reviews the policy	Makes sure that the Fire Brigade (999) has been contacted
Prav Karian: COO	General oversight including supervision of the HSM	Termly Health and Safety meeting
Zoe Doy: HSM Prav Karian: COO	Ensuring: The fire safety policy is implemented and is kept under regular review. The fire safety policy is promulgated to the entire school community. Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire. Fire induction training is 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 followed. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are built.	Weekly Fire Alarm Tests and termly evacuation procedures
Fire Marshals	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Head
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	Staff assigned to take pupils and visitors registers
Kitchen Manager or Chef	Shuts the emergency cut-off valve in the kitchen, encourages her/his team to leave via the safe exist and meet at the assembly point.	Kitchen Staff will do their own roll call and report to Fire Marshals.
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site.	Leaflet issued to visitors regarding safeguarding, first aid, health and safety, fire evacuation and smoking

**Risk Assessment:** PIB Risk Management produces the risk assessment for the purpose of identifying the general fire precautions that need to be taken on an annual basis. This is stored in the Central Fire Folder. The risk assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field

**Fire Precautions Maintenance:** The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open.	HSM
Weekly	Test fire panels every Monday Morning	Site Controller
Biannual	Test fire panels and emergency lighting	External Contractor
Annual	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	External Contractor

**Smoking:** Smoking can be a major source of fires. Smoking on the School's premises is prohibited.

**Training for staff and pupils:** The HSM will arrange annual training for staff. All new staff will be inducted in the following:

- Evacuation procedure
- Sound of alarm
- Means of raising alarm in that location
- Tour of building to include:
  - Final exit doors
  - Call points (where the alarm is raised)
  - Assembly points
  - Alternative routes of escape
  - Position and importance of keeping smoke fire doors closed
  - Specific arrangements to the building
  - Location of firefighting equipment

The School carries out fire drills each term and in order to brief new staff and pupils and aims to carry out a fire drill in the first two weeks of the Michaelmas term (in September) so that all new staff (teaching and non-teaching alike) and all new pupils follow the School's emergency evacuation procedures. Fire action notices are displayed on the walls of all rooms and in all corridors and tell people where they should go on hearing the fire alarm. New staff and new pupils who join the school at other times in the year are shown where the emergency exits and escape routes and assembly points are located by their line manager or the relevant Year Tutor.

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 training, including the basic use of fire extinguishers, to all staff. 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.

**Practice Evacuation:** There will be at least one each term. The aim of the practices is to familiarise staff with evacuation procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes. It will be the responsibility of all staff to ensure they familiarise themselves with the evacuation route/procedure for each zone they visit or use. All evacuation procedures are displayed at the fire exits. The HSM/COO will set off the fire panel and monitor the time it takes to evacuate the buildings; these details are to be completed and recorded by the HSM for record keeping purposes. The following practices should occur every term.

**Action on Hearing a Fire Evacuation Bell.** The following actions should occur when anyone hears a fire evacuation bell:

- **Evacuate** all buildings and carry out roll call
- **Confirm** what has happened; decide whether to call the fire brigade
- **Control** re-entering to buildings. The HSM should investigate all false alarms, recording all details for record keeping purposes.
- **Firefighting** the aim is to evacuate the buildings as quickly as possible.

**Annual Review:** This policy will be reviewed annually as part of the Health and Safety Annual Report to the Governors and advisory board.

## Overview of hazards, people at risk, level of risk, records and review

### 1. Identification of hazards.

- **General introduction.** With only a small number of people likely to be affected it is relatively easy to keep risk management under continual review.
- **Sources of ignition.** The number of sources of ignition are relatively few. There are no hot surfaces, electrical sockets are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks –contractors are supervised by School staff
- **Sources of fuel.** The School is on both mains gas and electric supply.
- **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire. All fire doors must not be wedged open.

### 2. People at risk.

- **By day.** By day the numbers fluctuate and although at this stage we are a medium size school with a high staff ratio there are often external people using the premises.
- **By night.** Pupils and staff present on the site.
- **During holidays.** During the holiday the School is used for activities and continuing professional development.
- **People especially at risk.** At this stage, there are no people with a registered disability in this category, however for people requiring additional assistance a completed personal emergency evacuation plan (PEEP) will be written.
- **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are no ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the School premises. Electrical equipment is inspected regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the School.
- **Evaluation of risk to people from fire.** Risk to people from fire is low.
- **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
- **Reduction of risk to people:**
  - **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting, warning bells and a sprinkler system.
  - **Firefighting.** All staff are trained in using fire extinguishers.
  - **Fire Marshals.** All fire marshals will receive training.
  - **Escape routes.** Escape routes are all signed.
  - **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.

### 3. Records and Review.

- The COO as the Responsible Person plans, implements, monitors and reviews the fire safety policy. Records are kept and maintained with reference to the emergency evacuation and liaison with other interested parties.

## Fire Prevention and Control

**Fire Marshals:** The COO is appointed as the Fire Safety Coordinator at our School. He is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the COO staff have been appointed Fire Marshals. The Fire Marshals will ensure Fire Safety Awareness among staff.

**Tasks:** Fire marshals have the following tasks (in priority order):

- To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
- To assist with the control of pupils, staff and visitors in the fire assembly area
- If there has been a false alarm the COO will decide when to silence all fire panels and re-enter the building.
- To assist the HSM by reporting faulty firefighting and fire detection equipment.
- To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the School evacuation procedure is available in all key areas. There is one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at OLA is in full at the bottom of this document.

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

- Fire notices and evacuation signs are displayed throughout the building.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in the building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on a number of doors as advised by our fire prevention advisors.
- The master panel for the alarm system is located in the Textiles Department and shows the location of a fire. A repeater panel is located in the Lower School reception.
- Alarms sound in all parts of the building. In the Clare Moore Auditorium they are supplemented by visual alarms (red flashing lights). Visual alarms are also located in the Swimming Pool area.
- Keeping fire routes and exits clear at all times. The Site Controller is responsible for unlocking the buildings in the morning and checks that escape routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Site Controller and the HSM who also arranges for an approved contractor to carry out the necessary checks on the system.
- Records of all tests are kept in the Fire Folder in the Facilities Office.

### **Electrical Safety:**

- The School has current electrical test certificates for the building.
- Regular portable appliance testing takes place by an outside contractor.
- Records of all tests are kept digitally and in the HSM's office.

**Lightning Protection:** All lightning protection is tested annually by a specialist contractor. Records of all tests are kept digitally and in the HSM's office.

**Gas Safety:** All gas appliances (boilers, kitchen equipment) are regularly maintained and serviced by Gas Safe Registered Engineers.

**Public Access:** Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

**Bomb Threats:** The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Governors must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

### **Package Bombs and Hoaxes:**

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

**Telephone Calls:** These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said
- Fire Procedure for Safe Evacuation
- Any pupil observing an outbreak of fire will AT ONCE inform the nearest adult who will immediately sound the fire alarm.
- On hearing the alarm, teachers will supervise the immediate evacuation of their classroom by the assigned escape route and proceed to the assembly point A: The Tennis Courts.
- It will be the responsibility of the Responsible Person, or appropriate member such as the COO or the HSM to call the Fire

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#### Brigade (999)

- Every door should be closed immediately when the room/area is vacated.
- Movement must be speedy and disciplined to avoid panic. To assist movement external fire doors should not be clipped back to enable free flow to the School grounds. NO PUPIL SHOULD HOLD THE DOORS OPEN.
- Time must not be taken to collect coats or other belongings. Leave immediately by the nearest exit. Feel the doors to see if they are hot before opening them. If there is smoke present, crawl low where the air is fresher and cooler.
- Anyone in the toilet will leave the building by the nearest route.
- Immediately on arrival at the Tennis Courts, teachers will check that everyone is present by calling the register. Any Pupil missing should be reported to the Responsible Person or member of staff on duty. NO ONE SHOULD REENTER THE BUILDING AFTER EVACUATION WITHOUT FIRE DEPARTMENT APPROVAL.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.
- Report the success of the evacuation to the Head, HSM and the COO.
- Clearly written instructions for a fire evacuation will be on display at all times.
- If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

**Summoning the Fire Brigade:** The Senior School Office is usually staffed between 8.00am and 5.30pm during weekdays in term-time and between 9.00am and 4.00pm during half terms and holidays apart from the Christmas and Easter closedowns. When the office is shut the Fire Brigade will be summoned by the COO, the HSM, or other member of the Maintenance Department. The Fire Panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is physically located near the former Front Entrance which is now in the Textiles Department on the Radley Road elevation of the building.

If the alarm goes off for any other reason than a drill, the Head, LT, COO, HSM or Caretaker as appropriate will summon the Fire and Emergency Service at once.

The Caretaker has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

#### **Additional Evacuation Guidance:**

- Pupils to leave via the fire exit in their classroom/rooms with their teacher. They then line up outside at the assembly point A: The Tennis Courts
- If there is an obstacle obstructing the fire-exit, leave via the next nearest fire-exit, this may be the next classroom or the main door near the office, depending on where your class is located.
- When the Pupils are lining up at the assembly point, the teacher will call the register to check all pupils are present.
- All registers are in the grab bag which is collected from the reception.
- Any staff who may be working in the office should meet at the assembly point.
- Last person to leave any room shuts the door. We must make sure all exit doors are closed.
- If there is pupil or a member of staff missing inform the Head, a member of the Leadership Team (LT) at the assembly area.
- Please can teachers discuss the above procedures in the classrooms and remind them to leave via the nearest exit if they are in the toilet, and not to collect belongings etc.

**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 worn at all times that they are on school property. They are made aware of the emergency evacuation notice procedures by way of a visitors' card given to them on arrival or by verbal information given by the Receptionist. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions, 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.

**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 roll call on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Head, member of Leadership Team (LT), HSM or Caretaker (if outside normal school hours).

It is the responsibility of the HSM, COO, member of LT or Caretaker (if outside normal school hours) to ensure that this information

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is passed to the Fire and Emergency service as soon as they arrive.

### **Evacuation Duties**

**When an evacuation is triggered, the following duties will be carried out by staff:**

**Teachers:** Lead the immediate evacuation of their class by the safest, nearest route and ensure the pupils in their care are registered at the assembly area.

**Fire Marshals:** The Fire Marshals will follow the steps below:

- Put on designated high visibility vest.
- Closing doors in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit.
- Checking all accessible rooms including toilets and offices to make sure people are leaving.
- Checking in their area in case someone is waiting for assistance to evacuate.
- Reporting to the COO at the assembly area to advise that their area is clear via mobile phone (or to report anyone who can't or won't leave the building).
- Encouraging people towards the assembly area.
- Take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.
- If a Fire Marshal is out of the building or remote from their designated area whilst a fire alarm is sounding, they should not return to their designated area but inform the COO at the assembly point instead.
- Fire Marshals to report to COO / HSM when building is fully evacuated.

**Responsible Person** – Calls Fire Brigade (999)

**Head Teacher, Fire Marshals and the Office Manager:** will complete the following:

- Go to the assembly point with the registers, Visitor and Contractor sign in books (kept in reception)
- Distribute pupil registers to teachers
- The Head will manage the roll call(s) at the assembly point.
- Fire Marshals to report to COO / HSM when building is fully evacuated.

**Admin Staff:**

- Responsible Person – Calls Fire Brigade (999), encouraging people to leave via the nearest safe exist.
- Receptionist should collect the visitors' book, staff attendance file, emergency box located behind reception desk and essential keys before evacuation.
- Staff and pupils in the building will line up as far away from the buildings as possible and go to the assembly area and Teachers will then call the registers.
- After the pupils have been counted, a member of staff will check that all adults/staff are present and report to the Fire Marshals and Responsible Person.
- During meal times in dining room, the Staff on duty will line the pupils up at assembly point, as well as the teachers,
- Kitchen staff will join them at assembly point A the Tennis Courts
- All other people/visitors in School will be responsible for ensuring their own safety and evacuation.

**Prevention of Arson:** Arsonists in Schools often start their first fires by chance. Perhaps they break into the School. *Having got inside, they can't find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance.* This chance element in arson makes some people believe that arson is the hardest of all the security risks control. With the number attacks on Schools rising rapidly and the number of large fires also rising fast, some credence is given to this view.

But the fact that the action of most arsonists is either unplanned or badly planned does give the School a good chance of preventing the fires. Because it seems to be easy, because they don't get caught, because of the thrill they get from the adrenaline rush, because the School seems powerless to do anything about the problem, the arsonists do it again – which is why School fires come in cycles. Larger scale attacks – a serious attempt to burn the whole School down – normally come after the smaller-scale events.

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Some arson is aimed at hiding the details of another crime – although this is rare in Schools.

Arsonists do not normally bring the method of starting the fire into the School – they are reliant on finding scrap paper, etc., in the School to start the fire. There are few instances of arsonists seemingly tearing up books etc. in order to create the blaze – they look for loose paper on desks, in waste bins, etc. The School policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away.
- All waste bins are emptied into a bin which is locked at night.
- The Head/COO and the HSM make occasional unannounced checks that the procedure is being adhered to.

#### **Fire Drills**

- Evacuation drills are carried out once a term.
- The first drill should be carried out as soon as the New Year begins so that all new pupils and staff are aware of the procedures.

**Fire Alarm Test:** The fire alarms are tested once a week by the Site Controller and records are kept in the Facilities Office. The Site Controller and the HSM are responsible for reporting any defect and ensuring that they are repaired

**Fire Fighting Equipment:** Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

**Emergency Evacuation Procedures:** A separate chart states and clarifies these procedures and is to be found in all mainrooms.

**The COO will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.**

#### **APPENDIX ONE**

##### **Staff Training**

The following staff have completed 'hands on' training in the use of portable fire protection equipment *Fire Marshal Training* 4th January 2022:

Helen Baker	Tina Wheatley	Lucy Warren
John Whitty	Zoe Doy	Gabs Damiani
David Leach	Andy Gough	Mel Johns
Johanna Castello	Tim Collis	Joseph Cregan
Karen Sutton	Mandy Martin	Michael Cui

#### **APPENDIX TWO**

##### **Leadership Team, Fire Marshals responsibilities, during Fire Practices**

**Head:** Supervises pupils at the assembly point and keeps order.

**Deputy Head:** Sweeps zone 9

**Assistant Head:** Sweeps zone 12 and 15

**Business Manager:** Sweeps zone 5 and 11

**Accounts Manager:** Sweeps zone 2 and 4

**Director of Music:** Sweeps zone 7 and 10

**Head of Upper School:** Sweeps zone 6 and 14

**Lower School Teaching Assistant:** Sweeps zone 1

**Assistant Head Academic:** Sweeps zone 13

**COO:** Liaises with Fire Marshals to advise Head when the building is safe for re- entry.

The Head liaises with the COO and the office staff registering all staff at the assembly point before giving an "all clear"

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signal to the Head before pupils and staff are dismissed in an orderly fashion.

PA to the Head ensures all staff are accounted for and advises the Head accordingly.

Lower School Staff use key in key safe adjacent to locked gates to open and allow to access from Junior School playground to Fire Assembly point A: the tennis courts at the front of the school.

Members of the Leadership Team alert each other as to when they are absent so that arrangements can be made to cover all roles should there be an un-scheduled fire alarm.

### **APPENDIX THREE**

#### **FIRE PREVENTION POLICY**

This policy, which applies to the whole School, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the School's website. On request a copy may be obtained from the School's office.

##### **Responsibility:**

It is the responsibility of The Head/COO of OLA to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings. It is the responsibility of the HSM to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the School and that all gas and electrical appliances are monitored for safety on a regular basis. The HSM also keeps records of Fire Safety Inspections and takes advice from the visiting Fire Officer. The HSM will keep records as follows

- The fire risk assessment and its review
- The fire prevention policy
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment

It is the responsibility of all employees at the School to take reasonable precautions to prevent fire. All visitors to the School are required to sign in at the School Office. When running an event in School, it is the responsibility of the person leading the event to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

**Fire Hazards:** The following fire hazards are identified:

- Smoking
- Electrical Equipment
- Naked flame and gas appliances (Applicable from September 2014)
- Portable heaters
- Laboratory equipment
- Lightning
- Flammable I combustible substances
- Arson

##### **To Reduce Risk of Fire:**

- Smoking: The School is a non-smoking site.
- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound, and PAT tested.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.

##### **Naked flame and Gas Appliances:** (Applicable with new development from September 2014)

The use of Bunsen burners is covered by the Science Laboratory risk assessment. All staff and pupils are trained in their safe use  
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and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas. Gas appliances elsewhere are regularly inspected and tested, and the supply can be cut off in an emergency.

**Portable heaters:** Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

**Laboratory equipment:** All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff. Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision. All potentially hazardous equipment and procedures are used I carried out with strict adherence to CLEAPSS guidelines.

**Flammable I combustible materials:**

- All new School furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded, and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers and storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

**Arson:**

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at the School office at appropriate site during the working day.
- No unaccompanied visitors are to be on site at any time.
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called.

**Further Measures for Fire Safety:**

- Escape routes should never be blocked, and fire safety equipment should never be obstructed.
- Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats safely.
- At busy times supervising staff will ensure that bags are not left in corridors or doorways.
- Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Smoke detectors are in use throughout the building and these are tested termly, and records of the tests are kept.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO<sub>2</sub>) are located strategically around the School site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The SA conducts a 'walkabout', to check for clear signage.
- Maintenance of firefighting /identification equipment, maintenance of fire alarms and emergency lighting is undertaken by a competent BAFE (BS 5306 Part 3 Portable Extinguisher Maintenance and Modular Scheme SP203) approved company. (ENTRUST)

**In the Event of Fire:**

- Evacuation procedures are regularly practiced at different times of the day every term.
- Fire notices are distributed throughout the buildings.
- Escape routes are clearly marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.

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**Training:**

- Staff receive general fire safety training at time of joining OLA, records of the training are kept.
- Senior Leadership Team and Competent Persons are trained at Fire Marshal Level
- Fire Marshal's deliver refresher fire training to School staff as part of the Autumn Term Inset days
- Fire Marshal Training is updated every 3 years.

**Arrangements for the Disabled:**

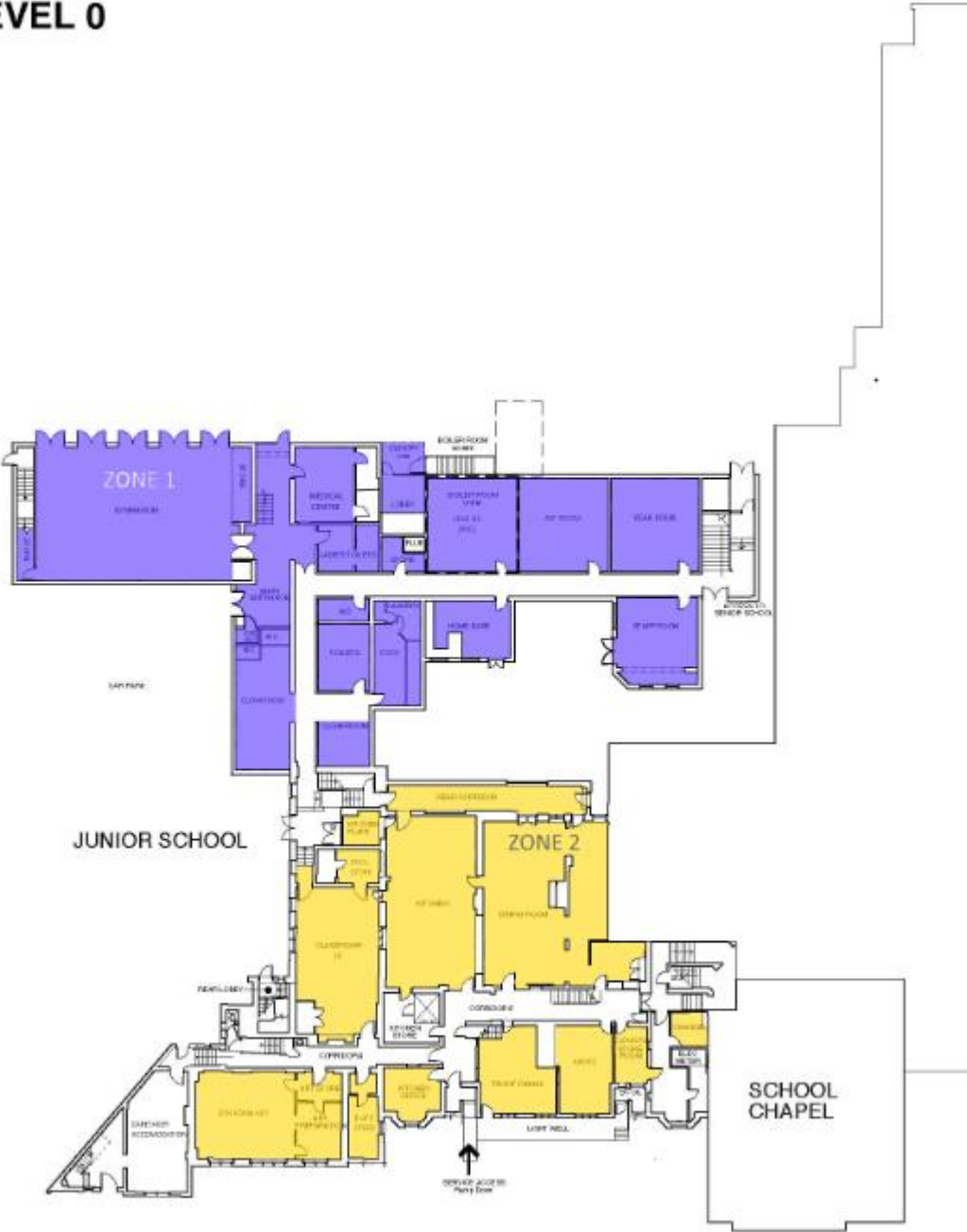
- If a pupil with a disability joins the School, an assessment of need, including a PEEP is made prior to his/her arrival and risk assessment is carried out according to individual need.
- Ramps are available for use should a wheelchair user need to be evacuated from the building.
- All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a
- Designated member of staff would be responsible for the evacuation of the disabled individual.

**Lone Working:** Staff are encouraged to inform the Head if they are planning to work at times when the School is not normally in operation. Lone working is discouraged, and it is recommended that staff work during the holidays only at those times when the office is staffed.

**Other Users of The School Site:** Any organisation or group hiring School premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures. Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.

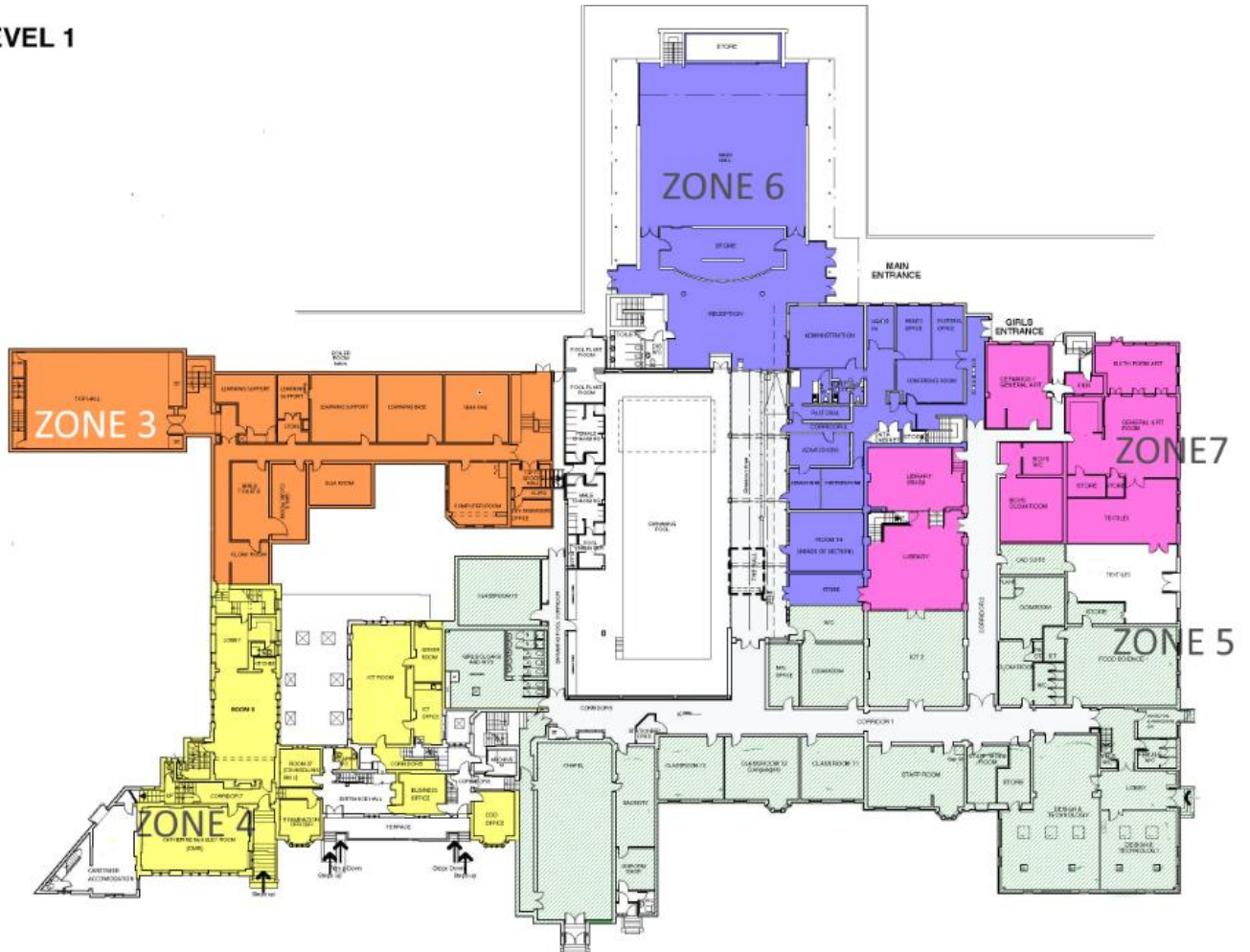
<b>FIRE DUTIES</b>	
<b>Zoe Doy</b>	HSM/Coordinator
Name of Fire Marshall	Areas Covered
<b>Johanna Castello</b>	Zone 1 – Level 0
<b>Helen Baker</b>	Zone 2 – Level 0
<b>Mel Johns</b>	Zone 3 – Level 1
<b>Helen Baker</b>	Zone 4 – Level 1
<b>Tina Wheatley</b>	Zone 5 – Level 1
<b>Karen Sutton</b>	Zone 6 – Level 1
<b>Gabs Damiani</b>	Zone 7 – Level 1
<b>Karen Sutton</b>	Zone 8 – Level 2
<b>Fallon Bayly</b>	Zone 9 – Level 2
<b>Gabs Damiani</b>	Zone 10 – Level 2
<b>Tina Wheatley</b>	Zone 11 – Level 2
<b>John Whitty</b>	Zone 12 – Level 2
<b>John Whitty</b>	Zone 13 – Level 3
<b>RS Teacher</b>	Zone 14 - Level 3 & Level 2
<b>Maths Teacher</b>	Zone 15 – Level 3 & Level 2
<b>Counsellors</b>	Zone 16 – Level 2
<b>Tim Collis – Lower School</b>	Cover where needed
<b>Andy Gough</b>	Cover where needed
<b>EVACUATION BAG</b>	
<b>Receptionist</b>	Visitors book, Contractors book, sixth form signing in book
<b>REGISTERS</b>	
<b>Julie Dobson, Office Manager</b>	TAKE STAFF / KITCHEN / CLEANERS REGISTER

**LEVEL 0**



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**LEVEL 1**



**LEVEL 2**





# LEVEL 3

