



## **FIRE PROCEDURE**

### **Overview**

1. Fire risk is unpredictable and could affect all staff and students as a result of the compact nature of the site, cover of lessons and change of routines (e.g. examinations).

### **Prevention**

1. No student is allowed into a risk area unless supervised.
2. All members of staff are responsible for fire safety. Staff must make a risk assessment for their subject area and check their area regularly and for any event for which they have responsibility.
3. If any member of staff has any concerns regarding fire safety, they should report them to the Site Manager or Bursar who will deal with it appropriately.
4. There is a fire drill every term, only the first one being notified to staff. The times and conditions are varied. Fire notices, routes and extinguishers are checked routinely.
5. The Fire Alarms are tested every Friday between 07.30 and 08.00am.
6. There is a standard agenda item on fire safety at weekly SLT meetings and is reviewed at Compliance meetings and at the Governors' meetings.
7. New areas or significant changes are subject to a fire risk assessment.
8. Responsibility is spread across the whole staff and spot checks are part of staff's daily routine.
9. The students are trained through fire drills and class rules/procedures in health and safety matters.
10. Visitors wear a lanyard and are given a leaflet which details procedures during a fire evacuation.
11. Supply staff wear a lanyard and are given a leaflet that details procedures during a fire evacuation.

### **If you discover a Fire**

1. Sound the alarm by pressing any fire call point that are located at each point of entry and staircase.
2. Start evacuation of the building.
3. Contact the Fire Brigade (999).
4. Notify the School Office (by phone/mobile if possible) exts: 221/228/229/230.

### **Fire Drill**

#### **General Principles for Members of Staff**

1. Your sole concern is to get yourself and any students out of the building and to safety.
2. You must act as a role model. Although the students are trained through fire drills, you must take responsibility for their direction, discipline and silence.
3. Be prepared to show initiative.

4. Expect 'blind obedience' from the children.
5. Wherever possible, gain silence through non-verbal communication rather than through raised voices.
6. Non-form teachers and support staff must stand to the side in their work group i.e. Maintenance, Welfare, and Catering etc. which enables them to be easily identified.
7. Fire doors (classrooms only) can be wedged open if room is occupied but must be shut on exiting and windows closed where possible.

#### Staff Procedures

1. React immediately and decisively to the siren giving precise, brief instructions to the class to evacuate the building.
2. No possessions of any kind must be taken with staff or pupils.
3. Unless there is an obstacle, direct and escort the children towards the **nearest appropriate exit**. Where there is a choice, staff should be alert to potential hazards, especially congestion, in deciding upon the best route.
4. The lift must **not** be used in any circumstances.
5. Any disabled student must be the last in the line and assisted to the outside, by carrying, if necessary; staff should seek help from other staff members to assist with the child from that point onwards.
6. The first member of staff to arrive at any double exit doors (applicable to Senior School teachers only) is responsible for opening **both** sides to speed the flow of evacuees.
7. Usher the pupils to the assembly point in **silence** and in a **disciplined order**.
8. Do not allow any noise or chatter throughout the drill.
9. Make sure that pupils line up in the correct position, in year group order, in register order. Senior School must ensure adequate space is reserved for the Prep.
10. **All** staff must **be proactive** at all times in controlling the pupils and to act as **role models**.
11. The Inventory Report including Visitors and Late Arrivals along with the yellow cover sheet, the caretaker diary and copies of staff and class registers must be collected.
12. Names of missing students must be given immediately to the Deputy Head who will liaise with the Head Teacher and/or Bursar.
13. No staff member or pupil may re-enter any building without permission.
14. Keep your form silent throughout the drill and wait for instructions from the Deputy or the Head Teacher.
15. It is equally necessary to maintain order and silence when given the go-ahead to return to classrooms. You must accompany students throughout.

#### Reporting Personnel

	Reporting Personnel	Cover Reporting Personnel
Prep Student Registers	Siobhan/Linzi	Siobhan/Linzi
Senior Student Registers	Siobhan/Linzi	Siobhan/Linzi
Senior Non Form Teachers, Cleaners, Late Club Team	Carol	Joan
Maintenance, Kitchen, Welfare, Admin Support Staff	Julie	Joan
Senior Form Teachers and Peripatetic Staff	Rebecca	Joan

Prep Staff, Governors	Andrea	Joan
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**Reviewed by the Head Teacher and Senior Management Team – February 2026**