



Warwick Preparatory School

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Approved by:	<i>SLT Autumn Term</i>
Reviewed:	Autumn Term-2023
Next Review:	Autumn Term 2023
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FIRE PROCEDURES

1. Introduction

The Warwick Independent Schools Foundation (WISF) Health & Safety Policy covers many aspects of fire safety but in light of responsibilities highlighted by the Regulatory Reform (Fire Safety) Order 2005 and for ease of reference, this document summarises the procedures followed by Warwick Preparatory School.

This document is supported by information detailed in the WISF Fire Safety and Prevention Policy.

All information relating to fire procedures apply to the whole school, including EYFS and ensure the safety of employees, pupils, visitors and any other persons legally on the school premises. Nursery will have their own Fire Evacuation Procedures.

These procedures are deemed to be compliant, in line with regulatory requirements and are made available to all employees.

2. Organisation

Under the Regulatory Reform (Fire Safety) Order 2005, overall responsibility for fire safety within the school is vested in the Governors of WISF. The Deputy Head is a member of the School's Health & Safety Committee and is assisted in the practical application of the fire safety procedures by the Foundation Head of Estates & Operations, the Building Compliance Officer and Caretakers. Caretaking staff are competent persons who have undertaken training to assist in taking preventive and protective measures to mitigate the risk of fire and ensure safe evacuation of the building.

3. Fire Procedure

Warwick Preparatory School operates a no smoking policy.

All employees, visitors to the school, or anyone legally on the school site have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes. All employees, visitors to the school, or anyone legally on the school site have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. Visitors are usually accompanied during their visit to WPS; if necessary, they will be briefed about emergency evacuation procedures.

Any member of the school community who discovers a fire should take the following action:

- raise the alarm immediately using the nearest break glass call point and ensure the Executive Assistant to the Head Teacher is informed.
- begin evacuation to the assembly point using the closest and safest escape route without use of the lifts.
- leave personal belongings behind.
- ensure doors are closed behind them as they make their exit.
- ensure all gas, electrical and hazardous machinery is isolated if safe to do so.
- remain outside the building until specifically being told it is safe to re-enter by the Headmistress or Evacuation Control Officer.

Employees should not attempt to tackle a fire unless they have been trained to do so. However, where there is no immediate danger, upon hearing the fire alarm, staff should 'sweep' the areas in their immediate vicinity.

4. Assembly Point

The designated assembly point is the **WPS Playground – wide end opposite the Music School; positions are labelled**. Nursery children will not take part in Evacuation of WPS unless they are present in the main building, when they would line up on the playground at the nearest end to Nursery. The other classes will be in order from Year 6 (next to Nursery classes) in descending order with Reception classes nearest to their classrooms. Signs will show class positions. Nursery will have their own Muster Point in their garden when evacuated.

A second Muster Point at KHS Field will be used in the event of further evacuation from the Muster point on WPS playground. This will be used if there is danger from the proximity to WPS or surrounding buildings. The ECO will instigate and coordinate a second evacuation if necessary.

5. Emergency Evacuation Procedures & Staff with Specific Responsibilities during Evacuation

Evacuation Control Officer (ECO)

A member of the Senior Leadership Team (SLT), usually the Deputy Head, will act as ECO to oversee safe evacuation of the school. The ECO is responsible for ensuring that the emergency services have been contacted, if appropriate, liaising with the Fire Service and advising them of any "missing person".

Once pupils, staff and visitors have been accounted for, the ECO will liaise with the Headmistress or another member of SLT to confirm the next step.

Caretakers

The caretakers' primary role is to check the location of the alarm activation to establish if it is a false alarm, reporting their findings to the ECO as soon as possible. During a drill, caretakers check internal doors and ensure all bodies have left the building. Their contribution to the fire report is necessary to help improve our evacuation procedures.

In the event of a fire, Caretakers would be contacted via Channel 1 on the radio or via work mobile phones.

Administrative Staff

The administrative staff are responsible for taking the Fire Box and office phone or walkie talkie to the assembly point A on the WPS playground where they will begin the process

of accounting for all pupils, staff and visitors, as indicated. (Duties are detailed in Appendix 1).

Point A

Administrative Assistant (Pastoral)/Head of Prep Prep	Pupils
Executive Assistant to the Head / Head of Prep	Staff
Administrative Assistant (H&S, Finance & HR)	Staff
Administrative Assistant (Pupil Activities)	Staff
Receptionist	Visitors

In the absence of any of the staff listed above, other members of the administrative team / PE Dept. or SLT will deputise.

Teachers and classes of WPS

Form teachers are responsible for evacuating and accounting for pupils.

They should:

- evacuate the building from the nearest and safest exit point
- be given a register by Administration staff.
- register their class – if the form teacher is absent, the supply teacher should take responsibility for the class.
- report the names of any children who are missing to the Receptionist at **Point A** so that the office absence list can be cross referenced, and the location of absent children verified OR
- confirm that all pupils are present by standing in front of their form with one hand raised holding a sign showing their form's name.
- Children/classes in the Music School during an evacuation would not be expected at the Muster Point.
- Classes in the Bridge Sports Hall (N2) or at Games would not be expected at the Muster Point.
- Nursery would not be expected at the Muster Point if not in the main WPS building.
- Pupils with individual lessons in the Music School must sign out before leaving the building and take the Music Lesson Lanyard. They must sign-in on their return. They would not be expected to be present in the evacuation if they are in a music lesson. VMTs should keep pupils in their care and not return them to class until the drill is over.
- (Summary in Appendix 2)

Head of Nursery

The Head of Nursery (or in her absence, a member of staff deputising for her) should take the signing in/out book from Nursery to the assembly location (Nursery garden if in the Nursery building, or WPS playground if in WPS building, when the alarm sounds). The Head of Nursery is responsible for ensuring the safe evacuation of all Nursery staff and children. She/he should report to **Point A** once all staff and children are accounted for or ring through to the Office **Mobile Phone number: 07774495904** (ASC mobile which will be taken to the muster point by the Administrative staff) once all accounted for in the garden. In the event of no call from Nursery, Administrative staff at point A will ring the **Nursery mobile: 07741147303** The Head of Nursery must familiarise herself with the likely evacuation points and safest routes to the playground if Nursery children were to be in the main building during an evacuation.

If a second Muster point is required due to the Nursery building being unsafe, Nursery children must evacuate to the Hogan playground. This can be done safely through the wooden gates accessible from the garden.

Head Chef

All catering staff should evacuate through the nearest exit and be accounted for by the Head Chef. A report should be made to Executive Assistant to the Head at **Point A** once all catering staff are present at the muster point. The Head Chef is responsible for clearing adults from the kitchen, dining room, Foyer toilets (staff and children) and Development Office, and ensuring electrical equipment is switched off if safe to do so. He/she must ensure internal and external doors to the kitchen and dining room are closed including hatches if it is safe to do so.

Non-teaching Staff

Staff from different WISF departments working within the WPS building must take part in the evacuation and go to the muster point. Staff who have signed the WPS staff book must report to **Point A**. All non-teaching staff are responsible for checking toilets, offices and closing doors in the vicinity of their workplace on their route out of the building.

Visitors

Visitors must evacuate the building and report to **Point A**. Visitors should normally be accompanied by a member of staff. Visitors should have been signed-in and be wearing a visitor's lanyard.

Dismissal

Once the all clear has been given by the ECO, Head Teacher or Fire Brigade, staff and children can make their way back into the building.

Any member of staff who is concerned about the whereabouts of a colleague known to have been in the building, should report their concern to the ECO, a member of SLT or caretaker.

5. Record of persons in the building

WISF Staff

All staff must sign in and sign out each time they enter or leave the school. Staff who work in the main building should do so by initialling the signing in sheet in the folder next to the School Office. Staff who leave the building to work in the Music School or N2/Field/Astro/pool should sign out. Timetables will be used to locate classes out of the WPS building. There are separate logs for Nursery staff who must sign in and out using the book in the Nursery building. Catering staff will have their own sign in sheet close to the kitchen.

Visitors (including Foundation staff not based at WPS)

All visitors, including supply teachers, must sign in at Reception. This book is used to register visitors at **Point A** at the muster point. All visitors receive a badge with details of the fire procedures; the "Health & Safety Information for Visitors and contractors" booklet is available at Reception which also provides visitors with information about the evacuation procedures.

Contractors

Any contractors working on site must sign in at Reception and wear a visitor's badge at all times. The Foundation Head of Estates & Operations must ensure that contractors are adequately briefed on the school's fire procedures, including its no smoking policy.

6. Persons with Specific Needs

Any member of staff or pupil who has been identified as being particularly at risk will have a Personal Emergency Evacuation Plan (PEEP) and an adult will be identified to assist

them in the event of an evacuation. A timetable for anyone who has a PEEP will be kept in the Fire Box.

The school is equipped with Evac chairs to improve the evacuation arrangements for staff, pupils or visitors who are disabled.

7. Out of School Hours/Break times/Lunchtimes

Before morning registration and after 4pm, the procedures for sounding the alarm and evacuation outlined above still apply and are outlined in **Appendix 5**. The most senior member of staff present will be in charge making any decisions about the safe return to the building. Estates and Operations will be contacted via the radio, if not on site, and any communications with emergency Services will be done together with the senior member of staff.

The senior member of staff is responsible for accounting for all people present in the building. Pupils in organised school activities and clubs will remain in the care of the staff running the activity. The latter will evacuate the children and bring them to the muster point. The children will be registered and accounted for by the club leader who will report any child unaccounted for to the senior member of staff.

During Lunchtime, LTS will evacuate children to the muster point and be responsible for them until Form Teachers and TAs (Teaching Assistants) become available. It is unlikely the bell will be heard from outside and therefore once alerted LTS will blow their whistle and instruct children to line up. See **Appendix 5** for guidance.

8. Open Days, Parents' Evenings/Meetings or Public Events

The evacuation procedures apply as normal during Open Events, Parents' Evenings or meetings and public events. At all such events, members of the public will be advised of the procedure to follow in the event that evacuation of the building is required; staff who are familiar with the building and the procedures will be in attendance throughout.

9. Lettings

On occasions when the school's facilities are let to a third party, the event organiser is responsible for arranging their own risk assessment for the event; for familiarising themselves with the arrangements for safe evacuation of the building and for advising any participants of these provisions. A Duty Caretaker would normally be available within the Foundation.

10. Liaison with the Fire Service

The emergency services will only attend if the school confirms that they are required. The ECO (or another member of SLT) will liaise with the Fire Service on arrival and give details of any missing persons. A copy of the Fire Floor Plan and location of Service Controls (Appendix 3) will be kept in the Fire Box and passed to the Fire Service on their arrival.

11. Emergency Reception Areas

In the event of an emergency, the Bridge Sports Centre and/or Dining Hall have been designated as reception areas for receiving pupils, parents and/or the media. If required, the School Office is likely to be used as an emergency services incident room. In the event of inaccessibility to the WPS site, the Nursery building, the Bridge Sports Centre or KHS offices will be used.

12. Fire Risk Policy & Procedures

Risk Assessments

The FHHS must ensure that formal fire risk assessments are carried out for all buildings on the school site. These assessments must consider the safety in case of fire of all personnel on site, paying particular attention to young persons and disabled people and taking into account any dangerous substances liable to be on the premises, working within the requirements as laid out in the WISF COSHH Policy; they will consider the fire hazards in terms of sources of ignition, fuel and oxygen and identify those people at risk in every location. The assessments are kept and maintained by the FHHS and are formally reviewed every three years, or whenever there are major structural alterations or significant changes in use to the subject building. The FHHS and Head Teacher are jointly responsible for ensuring all assessment recommendations are carried out.

Fire Protection Equipment

The FHEO must ensure that adequate fire protection equipment is provided in all buildings and that this is regularly checked and serviced. Appropriate staff should be trained in the use of fire extinguishers, to prevent small fires developing; in the use of protective equipment, e.g. fire blankets, to prevent injury; and in the use of evacuation equipment. The primary emphasis will always be to ensure the safety of personnel, rather than prevention of damage to property.

Fire Alarm, Detection & Emergency Lighting Systems

The FHEO must ensure that an effective fire alarm system is installed in the school premises to enable evacuation of personnel in the event of a fire. This system incorporates smoke and heat detection devices to provide early warning and, where appropriate, automatic fire door closure devices to restrict the spread of smoke and door security lock release switches to facilitate evacuation.

On a weekly basis, the fire alarm system is tested from different call points by Caretakers. During testing, the alarm sounds for approximately 10 seconds. If it sounds for longer, it should be assumed that it is not a test and evacuation should commence.

In the unlikely event of failure of the fire alarm system, the contingency procedures outlined in Appendix 4 should be followed.

Emergency lighting in key areas e.g. main escape routes, staircases and final exit points is checked by the Estates team on a monthly basis.

An independent, qualified contractor inspects fire extinguishers, fire hoses, smoke detectors and the full alarm and detection system annually. Staff who are aware of any fault with these systems have a duty to report this to the Caretakers, who will report them to the Head of FHEO and BCO (Building Compliance Officer).

Records & Review

Records of all Fire Drills will be kept by the Executive Assistant to the Head. Records of the testing, inspection and servicing of the fire detection alarm system, emergency lighting and fire protection equipment will be kept in the Fire Precautions Manual held by the Caretakers.

For the purpose of ISI inspection, and to demonstrate effective planning, organisation, control, monitoring and review of the preventive and protective measures, the following will be made available to inspectors:

- The fire risk assessments and reviews
- WISF Fire Safety and Prevention Policy

- Prep school procedures
- Training records
- Records of inspection of escape routes
- Fire practice drills
- Certificates for the installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

13. Training

All new staff receive a Health & Safety induction by the FHHS which includes reference to the school's fire procedures. In addition, several staff have received Fire Awareness training, including the safe use of fire extinguishers and appropriate staff undertake Fire Marshal training. A record of all training undertaken by the employees is maintained by the School Office, with training completed by Estates employees recorded by the Foundation Health & Safety department. Staff who work on the premises are reminded of the fire evacuation procedures regularly and participate in fire drills during normal school hours.

14. Fire Drills

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation of the school in the event of an emergency. Drills will be both scheduled and unannounced. There will be at least three during the academic year and a record of these will be kept by the Executive Assistant to the Head.

15. The Music School

The Music School will have their own fire procedures to follow and arrange their own drills through KHS. If pupils and /or staff of Warwick Prep School are in the building at the time of an evacuation, they will leave via the nearest available exit and make their way to the muster point on KHS field where they will be accounted for by the Prep Director of Music or her deputy. Due to the proximity of the building to WPS, caretakers would make contact with WPS to alert them to evacuate in an emergency.

ADMINISTRATIVE STAFF / CARETAKERS' RESPONSIBILITIES

In the event of an evacuation, Administrative Staff (or in their absence, a senior member of staff) should take the following items to the assembly location:

- Fire Box containing:
 - Hi-vis jackets (to be worn by ECO and key staff located at Points A
 - Form lists/pens & pencils
 - PEEP(s) and timetables for identified children
 - Activity registers
 - Laminated form signs
 - Clipboards & checklists for ECO, Point A
- Radio
- Megaphone
- Staff Signing-in/out Record
- Visitors Book
- Absent Pupil folder
- Fixture folder
- Timetables – for Music and Sport. Signing out record for VMT lessons
- ASC mobile phone (**07774495904**) to receive or call Nursery phone: **07741147303**

Administrative staff will man Point A and carry out checks as listed below:

Location	Personnel	Duties
<p>Playground opposite old entrance</p> <p>Point A</p>	<p>Administrative Assistant (Pastoral) Head of Pre-Prep</p>	<p>Distributes Pre-Prep and Prep Form lists to teachers.</p> <p>Marks a checklist to confirm forms which have accounted for all children.</p> <p>Receives report from Head of Nursery to confirm presence of Nursery staff and children.</p> <p>Receives reports from teachers who have absent children and cross references names against absence list / fixture folder / VMT lessons / classes in Music School or at Games.</p> <p>Informs ECO of any unaccounted children.</p> <p>Makes report to ECO once all pupils have been accounted for.</p>
<p>Point A</p>	<p>Administrative Assistant (Pupil Activities) and a member of Marketing Team Receptionist</p>	<p>Accounts for all Visitors on site to include non-teaching staff from WISF, i.e. catering, cleaning, E&O etc.</p> <p>KHS/WS pupils</p>

		Data Manager / Data Assistant / Timetable Manager / Marketing and Admissions / Development Office staff
Point A	<p>Executive Assistant to the Head / Head of Prep</p> <p>Executive Assistant to the Head</p> <p>Administrative Assistant (Pupil Activities)</p> <p>Administrative Assistant (HR, Finance & H & S)</p> <p>Head of Prep</p>	<p>Using the staff signing-in/out record, makes a visual check of the assembly point to confirm the presence of all employees known to have been in the building.</p> <p>Specialist staff not linked to a form report in.</p> <p>Makes report to ECO.</p>

In the absence of administrative staff or in the event of an evacuation out of hours, Points A will be manned by SLT members or other available staff.

Caretaking Staff

Caretaker 1	<p>Checks Fire Panel for fire location zone and makes report to ECO so that fire brigade can be called if necessary.</p> <p>Reports presence of all caretakers/cleaners to Point A.</p> <p>Checks barriers/gates/access for fire engines and directs as required.</p>
<p>NB: If only one caretaker is on site, they will check the location of the fire first, call for assistance and then proceed to check other buildings if it is safe to do so.</p>	

FORM TEACHER FIRE DRILL PROCEDURE SUMMARY

- Warning: a continuous sound of the school fire alarm
- Children line up silently and in alphabetical order
- Evacuate in a quiet and orderly manner via the nearest and safest escape route and without using the lifts
- Classes required to walk around the external side of the building must do so with care
- Pupils with a PEEP must be evacuated safely and according to their plan
- Close all doors (internal and external)
- Check toilets, cloakrooms, library and shared areas on the route out if it is safe to do so
- Assemble on the playground (Reception end) next to form sign
- Registers will be handed out to staff from Point A (GR)
- Register children
- Report any children missing to Point A even if whereabouts are known (GR)
- If all children are present, or once all children have been accounted for, stand in front of form with arm raised and holding laminated form sign.
- Specialist staff not linked to a form, report to Point A. (CT)
- If concerned about the whereabouts of a colleague known to have been in school but not visible at assembly location, report to Point A. (CT)
- Send any class visitors to report to Point A. (AMC)

Summary of exit points

Room/location	Exit point
US – Y6 Form rooms, lower and upper science Labs, Art and DT rooms.	Hogan door – walk around the exterior of the building and enter playground via nearest gate.
US – Y5 Form rooms, Computer Suite, MFL room, 4AM form room, HoP & DoS offices.	Door R – clock room door
Medical Room, teaching room 1 & 2, staff room, upstairs offices, Head's office, meeting Room.	Door Q – old entrance
Dining room, Hall, School Development Offices, Kitchens.	Foyer Door
Library, Office	Library Door
4MM, MS corridor offices / SEND rooms	Door P - Y4 cloakroom
4JB, 3VS, 3LG, 2AD, 2JA	Own class exit doors
2EC, 2JW	Door N
1JF, 1AJ	Door A
REK, RHE	Door B
1HC, 1JB	Door M
RHS, REB	Door J
Open Area	Doors K & L

BUILDING SERVICE CONTROLS

Building	Electricity	Gas
Main School	Cupboard in Hall	Boiler House
Nursery	Open Area Cupboard	Boiler House
Music Block	Keyboard Room Cupboard	Boiler House (1)
Music Block	Room opposite Kitchen	Boiler House (2)
Main School Lower School Shut-Off		Banbury Road Carpark Meter

Fire Alarm Panels - Building	Location
Main School	Staff clocking in area
Main School Repeater	Main School Office
Nursery	Staff clocking in area and Main School Office

CONTINGENCY PLANS FOR FIRE ALARM SYSTEM FAILURE

If a fire is discovered and the emergency alarm does not operate, the School Office should be notified as soon as possible either by telephone (dial zero) or by a runner.

The person discovering the fire should commence evacuation procedures immediately.

The School Office will activate the school lesson change bell for a continuous period. Staff must therefore be vigilant. If the lesson change bell is activated when it is not the start/end of a period, then they must commence evacuation procedure.

All staff are responsible for ensuring their area is clear: en-route to the assembly point, all staff need to take responsibility for ensuring that any area they pass by is checked for missing persons. i.e. if your classroom is opposite toilets or an office, please open doors and check that there is no one there.

Additional staff should evacuate particular areas of the school.

The message to be called out loud: "PLEASE EVACUATE THE BUILDING FOLLOWING THE USUAL EVACUATION PROCEDURES IMMEDIATELY."

LIST OF NAMES AND ALLOCATION OF AREAS REQUIRED

Nursery	Head of Nursery
Pre-Prep	Head of Pre-Prep
Middle School / SEND	Deputy Head
Y5 / Computing suite / French Room	Y5 Form Teachers
Art / Science (upper)	Head of Science
Y6 / Science (lower)	Y6 Form teachers
Kitchen / Dinning Hall / Foyer office	Head Chef or Sous Chef
Teaching Room 1 & 2, offices, cloakroom in Y5 corridor	Head of Prep / Director of Studies
Library / Office / hall toilets	Executive Assistant to Head
Staff Room / upstairs offices	Caretaking
Medical room / 4CM / Meeting Room	Nurse
Loud speakers are available in the following locations:	School Office

Guidance for evacuations taking place during break, lunchtimes and after school

If an alarm sounds during breaktime:

- All staff inside the building must evacuate through the nearest external exit, carrying out sweeping checks as they go and closing external doors. Staff must check the areas where they are situated for children in toilets, classrooms, hall, library or cloakrooms, etc.
- Staff on duty, blow the whistle. Once children are still and quiet, say: when I blow the whistle again, you must walk to your class line and line up in register order.
- Children on reception playground are asked to line up and are walked to the muster point where they are put in class lines.
- Children on Hogan playground, line up in register order and then walk with duty staff around to the muster point.
- Nursery children line up by the gate in the back garden.
- Once Form Teachers and TAs arrive, duty staff are released to attend their own form or attend their fire evacuation duties.
- Children in Music lessons must sign in and out; they will remain in the Music School during an evacuation at Prep. If an older pupil is sent back unknowingly into an evacuation, they will join their class and make the teacher aware they have arrived.

If an alarm sounds during lunchtime:

- Follow the guidance above for children outside

In the dining room:

- Keep children calm and quiet.
- Children sitting in rows 1-4 (nearest service) and any in the Foyer, line up row by row and egress via Door T. Walk around to the muster point and join the class lines in register order once there.
- Children sitting in the rest of the dining room, stand row by row and leave via one of either fire exits.
- Staff assist to line children up in any order in the Hogan playground, keeping quiet. Walk around to the Muster point and join the class lines in register order.
- Before leaving, one member of staff checks the Foyer, toilets and pot-wash room.

If the alarm sounds after school:

- Any member of staff present inside the building must evacuate through the nearest external exit, carrying out sweeping checks as they go and closing external doors. Staff must check the areas where they are situated for children in toilets, classrooms, hall, library or cloakrooms, etc.
- Staff who are supervising children leave via the nearest exit keeping children quiet and calm. Walk to the muster points and register using their club or ASC sheet.
- Spare ASC staff sweep the area and ensure children are not left in toilets, classrooms, dining room, etc.
- Children remain in club groups or are arranged in year groups if in ASC.
- The member of SLT on duty will bring the firebox and radio from the office if safe to do so or bring their own mobile phone and alert Operations/Estates. The SLT member will take responsibility for the evacuation and communications with emergency services if the ECO is absent. Any persons unaccounted for must be reported to the member of SLT on duty.