

<b>Last Reviewed</b>	November 2026
Review cycle	1 year
Date to be reviewed November 2026	Updated by Director of Finance and Operations

## **SECTION 6.18 - FIRE SAFETY & EMERGENCY EVACUATION**

### **Purpose of this Sub-Section**

1. This sub-section sets out the actions to reduce the risk of fire and what to do in the case of an emergency.

### **Causes of Fire**

2. Some of the common causes of fire are:
  - Faulty electrical systems and equipment.
  - Smoking/vaping in prohibited areas – smoking/vaping is not allowed at the School.
  - Friction (eg poorly lubricated bearings in appliances).
  - Portable heaters.
  - Open flames and hot surfaces – fires and Bursarking equipment.
  - Flammable liquids.
  - Arson.
3. Some of the contributory factors are:
  - Poor housekeeping.
  - Failure to follow instructions or procedures.
  - Lack of knowledge or ignorance.
  - Mistakes.
  - Lack of maintenance.
  - Failure to report faults.

### **Fire Prevention**

4. In order to reduce the risk of fire the School will:
  - Undertake fire risk assessments – this is dealt fully in Section 6.19.
  - Maintain all equipment properly.
  - Keep flammable materials in appropriate storage containers.
  - Ensure that individuals are trained on the correct use of equipment and materials.
  - Ensure regular cleaning of catering equipment.
  - Deal appropriately with reported faults.
5. It is critical that all potential fire hazards are reported directly to the DFO.

### **Preparation for Emergency Situations**

6. The School must be prepared for a situation where a fire takes place on the site. This preparation consists of:

- Appointing people with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors).
- Providing employees with information on:
  - the risks identified by the fire risk assessment,
  - the measures that have been taken to prevent fires, and
  - how these measures will protect them if a fire breaks out.
- Informing non-employees, e.g. students, visitors and temporary or contract workers, of:
  - the risks fire poses to them
  - fire safety procedures for the premises.
- Consider the presence of any dangerous substances, e.g. highly flammable substances such as LPG and petrol, or radioactive substances, and the fire safety risks they present.
- Establish a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training for employees about the fire precautions in the workplace, when they start work, and regularly thereafter.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in efficient an efficient state or working order and in good repair. It is important that fire-exit routes are not blocked or fire doors wedged open.

### **Emergency Evacuations**

7. Should there be a fire emergency it is important that everyone understands what actions to take. Therefore, it is vital that all members of staff have read this policy and that all staff and students have undertaken fire drills/practices. Critically it is the safety of individuals, not the protection of property that is the highest priority in an emergency situation.

8. Those responsible for an event, whether an internal school activity or an activity open to the Public, should:

- Know exactly what their duties are and be appropriately trained;
- Be familiar with all relevant fire exit routes;
- Be identifiable to the group or audience;
- Where necessary explain the fire evacuation process (for visitors);
- Carry a torch whenever part of the public areas is in darkness;
- Ensure there are no areas of overcrowding and that exit routes are clear.

9. In the case of seeing smoke or fire or on hearing a fire alarm system operating, individuals should:

- Keep calm and listen to the instructions of the individual in charge.
- Operate the nearest fire alarm point if not already done.
- If possible, turn off any gas or electric support to equipment.
- Close doors and windows if practicable.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated Assembly Point.

- Carry out a roll call of the students you were responsible for during the emergency.
- Do not return to the building.
- In case of an injury, notify the Medical Centre or duty nurse.

10. Once it has been established that there is a fire then the Emergency Services should be called.

11. The member of staff responsible for the activity or any member of staff present should remain in charge until relieved by a member of the SLT or FMU.

12. Assembly points are:

Affected Buildings	Assembly Place
Roberts House	Music School Atrium
Junior School (N-3)	Area between Science Labs and Flottage (Flottage Drive Day House if wet)
Junior School (4-6)	Drop-off Zone
Flottage	
Science Laboratories	
Old Studies (OS rooms)	
Music School	Main House Quad (Main House if wet)
Main House (including boarders)	Main House Quad (Music School if wet)
Health Centre	
Art and Design Centre	Basketball Court (Nevill Hall if wet)
Hamilton House	
Aldridge Theatre	
The Studios	
Sports Hall	Basketball Court
FMU	
Nevill Hall	Basketball Court (Art and Design Centre if wet)

### Reporting

14. Details of all fire drills and evacuations must be recorded on an evacuation report form (see Annex A) and the form submitted promptly to the Director of Finance and Operations (DFO). The DFO reviews the report, records all actions arising and monitors that actions are completed (see Annex B). This will be reviewed at termly Health and Safety meetings.

**Fire evacuation**

**Annex A to Section 6.18**

**FIRE PRACTICE/EVACUATION REPORT SHEET**

**LOCATION:**

**PERSON RESPONSIBLE:**

**DATE:**

**TIME:**

**Time taken between raising the alarm and last arrival at assembly point:**

**Absentees:**

**Other Observations:**

- Alarm
- Evacuation
- Assembly in Evacuation Area/Building
- Roll Call
- Other

**Signed:**

**Date:**

**Fire practices should be carried out in Houses by Housestaff in the first week of every term.**

**Practices in other areas should be carried out once a term as agreed with the Director of Finance and Operations (DFO)**

**These forms should be completed immediately after practice and returned to the DFO**

**ACTIONS FROM FIRE PRACTICES**

Ser	Action	Lead	Deadline	Remarks