KING EDWARD'S SCHOOL
POLICY DOCUMENT

Title: Fire Policy & Safety Procedures

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FIRE SAFETY AND SAFE EVACUATION

GENERAL

The main aim of fire safety is to ensure a safe working environment and to reduce the risk of death or serious injury by maintaining the physical fire safety of the school. The prevention of fire is of vital importance and must be the first consideration of all staff and pupils. Most fires can be prevented by common sense and good discipline, it is therefore important that the highest standards of fire prevention are achieved and maintained. Readers of this policy should also familiarise themselves with the School's Fire Risk Assessment & Prevention Policy which is available on the School's website and the policies SharePoint area.

Fire Risk Assessment

All of the School premises will be subject to a fire risk assessment. This is conducted by an external consultant and the last full Risk Assessment was completed in May 2025.

The findings of the risk assessment are reviewed and actions arising implemented with clear records taken of the implementation of the required actions.

A copy of the fire risk assessment report will be available on site from the Estates & Facilities Manager and employees' attention brought to any hazards found in the assessment, where relevant.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including the Estates & Facilities Manager and other members of the Estates team to ensure that the walkways are kept clear of obstruction and tripping hazards.

The following applies to the North Road Site (Senior and Junior School) only. A separate policy exists for the Pre-Prep situated on the Weston site. Appendix A

Key Personnel:

Fire Incident Controller: Bursar (Deputy: Estates & Facilities Manager; Senior Deputy Head; Deputy Head Academic).

Fire Officer: Estates & Facilities Manager (Deputy: Deputy Estates and Facilities Manager).

Chief Fire Warden: Deputy Head (Pastoral) Deputy: Deputy Head (Academic).

Fire Liaison Team: Estates & Facilities Manager, Deputy Estates and Facilities Manager, Resources Administrator and Duty Porters.

Assembly Point Co-ordinators:

Senior School Pupils Years 7: Head of Lower School, Heads of Year and individual Form Tutors.
Senior School Pupils Years 8-9: Head of Middle School, Heads of Year and individual Form Tutors.
Senior School Pupils Years 10-11: Head of Upper School, Heads of Year and individual Form Tutors.
Senior School Sixth Form Pupils: Head of Sixth Form, Senior Tutors and Sixth Form Tutors.
Senior School Support Staff (Nethersole Muster point): HR Manager or Finance Manager.
Senior School non-assigned Teaching Staff (Music Walkway Muster point): Deputy Head (Academic) or Deputy.
Senior School support Staff (Music Walkway Muster point): Deputy Head (Academic) or Deputy.
Junior School Pupils: Head of Junior School or Deputy and Form Teachers.
Junior School Non-Teaching Staff & Visitors: Administrator or Deputy.

The duties of key Fire Safety Personnel are detailed below.

Fire Alarm System and First Aid Fire Arrangements

The School is fitted with a hard wire alarm system in which all buildings are interconnected. All buildings are equipped with break glass call points at each final exit door, smoke or heat detectors in corridors and rooms as applicable, sounders on walls and a variety of extinguishers placed around the school premises, as recommended by our Fire Risk Assessor.

Briefing of New Staff, Pupils and Visitors

All new staff (teaching and non-teaching alike), new pupils and all contractors or visitors to the School should be aware of the School's Emergency Evacuation Procedures. These are detailed on notices throughout the School and in this policy below. All staff are made aware of the School's emergency evacuation procedures as part of their induction. Areas covered within this induction are:

- Where the emergency exits and escape routes are located.
- The location of outside assembly points and where they should go on hearing the fire alarm.
- The likely locations of fire action notices.
- 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. Online training for fire awareness in education is allocated to all new staff to be completed within the first week of their employment. Refresher training is undertaken periodically thereafter. No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

FIRE OR INCIDENT EVACUATION PROCEDURES:

Responsibilities & Control. The responsibilities for controlling an evacuation are as follows:

- Fire Incident Controller: Overall communication and control re emergency action.
- Fire Officer: Liaison with Fire Service; liaison with Chief Fire Warden re evacuation.
- Chief Fire Warden: Evacuation and roll call.
- Resources Manager & Absence Secretary: Production of Registration Lists.

ACTION ON THE DISCOVERY OF A FIRE

- Raise the alarm by shouting "FIRE, FIRE, FIRE".
- Operate any alarm call point by breaking the glass.
- Remind all pupils that all bags and books must be left in the room and that they must walk in a disciplined and orderly manner and ***in silence*** (Pupils and Staff must move in silence so that instructions may be given and heard as necessary.)
- Where possible, ensure all windows and doors are closed as you leave.
- Leave quietly by the most direct and safe route to the assembly points as shown below.
- Key personnel and responsibilities in the event of an evacuation are detailed in this document.

Alarm Failure

In the event of the alarm not sounding or no reaction by the fire services within a period of 2 MINUTES, staff are to locate the nearest mobile phone or school phone with outgoing calls facility and dial 999, giving them the location of the fire.

Summoning the Fire Brigade

The Fire Alarm master panel, located in each building shows the location of all the alarm call points on the networked alarm system in the school buildings. The fire alarm system is remotely monitored by a third party.

The School employs a keyholding company who are on call 24 hours a day on a 7 day for 365 days a year, including public holidays. During School operating hours the company will contact either the Estates and Facilities Manager or the Duty Porter. Outside of hours the keyholding company will send a guard to site to investigate the activation. Avon Fire and Rescue will not attend site unless there is a confirmed fire.

Means of Escape

All main multi-use rooms contain clearly indicate the nearest route to a fire exit route. Staff should familiarise themselves and their pupils with those fire and emergency evacuation routes.

All staff are to familiarise themselves with the nearest available route out of the building from rooms where they teach or work, and the alternative routes. If the route taken includes the use of a staircase, then once on the staircase you must continue right down to the bottom of it and exit the building at ground level.

Fire doors are provided to prevent the spread of heat and smoke. They are to be kept shut when not in use and should never be propped open (when not attended) or have the self- closing devices removed. Doors should be closed as the premises are vacated. Corridors and stairways are to be kept clear of storage and waste material. Areas outside final exit doors are to be kept clear of, sports bags and other obstructions.

Assembly Points

The following assembly points are to be used as shown:

- **Junior School:** All Weather Pitch.
- **Nethersole & Stewart Support Staff; Catering Staff and KES Visitors & contractors:** Assembly Point B: Rear of Nethersole.
- **Lower School (Year 7):** Assembly Point 1**:** Wessex Courtyard
- **Middle School (Years 8 & 9):** Assembly Point 2: Front of Q Block
- **Upper School**: Assembly Point D (Year 10) and Assembly Point C (Year 11): Netball Courts
- **Sixth Form:** Assembly Point E: Outside the Astro Turf Viewing Platform.
- **Non-assigned teaching staff and Main/ B Block Support Staff:** Assembly Point F: Music School Walkway. All teaching staff not required for supervision of tutor groups, should assemble promptly and make themselves available to the Fire Warden for any additional assistance required.
- **Medical Centre Staff and any pupils/ visitors:** Assembly Point C: Netball Courts (Sports Hall side). Gardeners will assist ill or injured personnel out of the Medical Centre to the Assembly Point.
- **Out-of-hours external hirers using the Wroughton & Wessex buildings**: Assembly point G – Middle entrance car-park
- **Out-of-hours external hirers using the Sports Hall**: Assembly Point D – Netball Court

IMMEDIATE ACTIONS

Teaching Staff

On hearing the fire alarm, teaching staff are to ensure pupils leave classrooms in an orderly fashion in silence and congregate as quickly as possible at the appropriate assembly points.

The evacuation procedures for each room are displayed in the room. Staff should also make themselves aware of alternative routes to evacuate the building in the event that the nominated escape route cannot be used for any reason.

Where possible, close windows and doors as they leave.

Staff nominated as Building Fire Wardens will assist the evacuation and check that all rooms are clear.

Assembly Point Co-ordinators (& Deputies):

- Check pupils (see below for delivery of registers), staff and/or visitors within your Form/ Assembly Point group are all present and/ or accounted for.
- Tutors and Heads of Year are to stay with their tutor groups and ensure that pupils remain quiet at their assembly point so that any orders or instructions given can be heard clearly.
- Immediately inform the Chief Fire warden of the result
- No pupils or staff should move away from their Assembly Point and/or re-enter any buildings until the "all-clear" has been given by the Fire Incident Controller.

Estates & Facilities Manager or Deputy and Duty Porter(s) (with Duty Phone number 07780 687905)

- Check Fire panel in any building and inform Fire Incident Controller of the location of fire.
- Take charge at the scene.
- Go to the LOWER Entrance and await arrival of Fire Brigade.
- When Fire Brigade arrive take them to the site of the fire.
- Silence Alarms when permitted to do so by the Fire Brigade
- When the Fire Brigade give the "all-clear" i.e. when the fire is out and the building made safe or a false alarm is determined, pass the "all-clear" to the Fire Incident Controller who will inform the Chief Fire Warden.

Attendance Secretary, Resource Manager & School Receptionist:

- Deliver Lesson Registration print-out and mobile radio to Chief Fire Warden (Deputy Head Pastoral).
- Deliver Mobile radio to the Fire Incident Controller (Bursar).
- Assist the Chief Fire Warden in the distribution of Tutor lists to the Sector Heads.
- Sign in/out support staff.

Chief Fire Warden (Deputy Head Pastoral): Mobile radio

- Check pupils, staff and visitors present at assembly points.
- Report when all personnel are accounted for to the Fire Incident Controller (Bursar) via radio link.
- Give the "all clear" to staff and pupils when told by the Fire Incident Controller that the fire is out AND/OR no further danger exists AND the alarms are silenced.
  ALL PERSONNEL SHOULD REMAIN AT THE MUSTER POINTS UNTIL THE ALL-CLEAR IS GIVEN

Procedure for Evacuation of the building by Disabled People and those unable to use stairs

- Lifts must not be used during a fire evacuation.
- As part of our risk assessment process, any disabled pupil or member of staff will be subject to a personal emergency evacuation plan (PEEP), which will be drawn up in consultation with the School Nurse and Deputy Head (Pastoral)
- These procedures may need to be followed where a pupil or member of staff is temporarily disabled or otherwise incapacitated, for example as a result of an injury or illness.
- A Personal Emergency Evacuation Plan (PEEP) will be completed for disabled visitors in advance of their visit, where we are made aware of any impairment that puts them at a disadvantage in the event of an emergency.
- There are direct means of leaving the building without steps (or by low steps) from B block, L block, The Wroughton Theatre end of Q block, The Sports Hall ground floor & The Willett Hall

Trained personnel are able to assist in the evacuation of disabled persons, rather than having to wait for the arrival of the Fire Brigade, this may involve using Evac-chairs. These are present at the following locations:

Top floor Q block

Procedure for Evacuation during break times, between lessons and before or after school

If the fire evacuation plan is implemented during a break time or during the 5 minutes between lessons, it is imperative that all staff and students leave the building via the most direct route. They should then proceed to their designated Assembly Point

It is the responsibility of Form Tutors to ensure that their form members clearly understand that they must, in the event of the fire evacuation plan being implemented during these times, evacuate the School's building immediately by the nearest exit and report to their Assembly Point for the register to be taken.

It is the responsibility of Form Tutors to ensure that their form members clearly understand where their Assembly Point is located.

Under no circumstances should staff or students go to any room in the building to collect personal belongings.

If the fire evacuation plan is implemented before or after school, it is imperative that all staff and students leave the building via the most direct route. When this happens before school has started, they should proceed to their designated Assembly Point.

When this happens after school has finished, all staff and students must leave the building via the most direct route and then should proceed to their either their designated Assembly Point if immediately after school ends, or to Assembly Point F: Music School Walkway.

Coaches Going or returning from Bathampton Sports Ground

If pupils have boarded a coach or on still on the coach, then they should remain there. Teachers in charge of Coaches should take a register for the coach they are on.

After roll call, a member of staff is to confirm with the Fire Warden that all pupils from the coaches are accounted for or if any pupil is absent. Teachers must remain with their pupils.

Members of Staff are to ensure that pupils remain quiet at their assembly point so that any instructions can be clearly heard.

Visiting Teams for Fixtures

It is the responsibility of the Staff from other schools to register their own pupils and to alert a senior member of staff in charge, if any pupils are missing. They should be instructed to muster at Assembly Point F: Music School Walkway, if on the Astro pitch or Assembly Point C: Netball Courts (Sports Hall side) if on the courts or in the sports hall.

Procedure for Evacuation involving specific Co-curricular staff (Senior School)

In view of the fact that many CCF Officers are not permanent members of staff and CCF parades largely take place after school hours (when Tutors and Heads of Year may not be present), it is necessary to provide some extra guidelines for evacuation in the event of the Fire alarm being set off during CCF Parade.

On hearing the alarm, cadets should be escorted off the premises, in silence, using the nearest available fire exit. The CCF SSI or Commanding Officer will secure armaments at this time.

Cadets should assemble in their sections on the Parade Ground.

The Officer-in-charge of each section should send a cadet to the CCF Commanding Officer to collect the register for that section. Once the officer-in-charge is certain that all cadets are accounted for, s/he should send a runner back to the CCF Commanding Officer to report that all cadets / staff are present. Alternatively, the runner will report any absentees.

Only if / when the all-clear announcement has been made will cadets be allowed to re-enter buildings. This will be done, section by section, under the direction of the CCF Commanding Officer.

Procedure for Evacuation during Public Exams (Senior School)

As the Sports Hall is a standalone building during the public examination period the sports hall fire alarm is disconnected from the main network. I.e. if the fire alarm is triggered in a different building on site the Sports Hall alarm will not go off. The exam officers are aware.

The general arrangements for evacuating a building (for fire and security alerts) will apply during a public examination.

In addition, specific details would apply as published in the Joint Council for Qualifications (JCQ) guidance *Instructions for conducting examinations*.

In brief, these are:

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- stop the candidates from writing
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet
- ensure the candidates leave the room in silence
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination. There is no requirement for these students to muster at their tutor group location., rather, they should be kept as a discrete unit and details of the register passed to the fire warden by a member of staff.
- make a note of the time of the interruption and how long it lasted
- allow the candidates the remainder of the working time set for the examination once it resumes
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- make a full report of the incident and of the action taken and send to the relevant awarding body.

The School is bound by the regulations laid down by the JCQ. Invigilators will be guided by the Examinations Officer who is responsible for ensuring the regulations are followed.

ACTION AFTER A FIRE

No cleaning or moving of debris, other than action to render the premises, equipment or area safe, is to be permitted until the fire has been fully investigated.

Appendix A

King Edward's Pre-Prep School – Evacuation Procedures

If you discover a fire set off the nearest fire alarm.
The School Administrator (or if absent the headteacher) will telephone 999, pick up walkie-talkies and registers and make her way to assembly point 'A'.

On hearing the fire alarm, staff in charge of children should:

- · Line children up at the appropriate exit for the particular room in use.
- · A member of staff should quietly and calmly lead the children to the
- appropriate exit, then assembly point:

The designated Fire Warden should:

- · Check that all rooms are clear.
- · Check toilet areas.
- · Close all doors and windows.
- · If in nursery, pick up walkie-talkies, register and back gate key.
- Children are to be assembled in class lines, counted and checked against Registers.
- Any unaccounted children are to be reported to the Head or Deputy Head
- immediately.
- Communication between assembly points will be by walkie-talkies.
- If this system fails, the side gate will be unlocked and a member of staff will go from Assembly point 'B' to Assembly point 'A' to relay information.
- Do not re-enter building until the 'all clear' has been given by the fire officer

Assembly point 'A' is on the main wall in the carpark at the front of the School.

Assembly point 'B' is on the side nursery fence in the main playground.