

THORPE HALL

SCHOOL

Fire Risk (Prevention) & Evacuation Policy

Aims

The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical 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 safe evacuation of everyone is the School's priority. The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

This aims of this policy are also to:-

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

The School has minimised the possibility of Fire by taking the following measures:

- The construction of buildings is in line with current fire control practice;
- Electrical equipment and wiring is tested and checked regularly;
- Fire control measures are up to current standards and are checked regularly;
- Fire alarm systems are appropriate for the use of buildings and are maintained and checked regularly
- Emergency Exit lighting is fitted in buildings as required;
- Fire extinguishers are sited as appropriate and maintained annually.
- Fire Exit Routes are kept clear at all times and signed appropriately;
- Fire drills are carried out each term
- Staff are trained appropriately.
- Notices are displayed throughout the school site setting out fire safety information for staff, pupils and visitors;

In addition to the above, Fire Risk Assessments, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 are in place and reviewed annually and any necessary remediation action taken.

This policy should be read in conjunction with the School's **Health and Safety Policy** and **First Aid Policy** and **fire risk assessments**.

Responsibilities:

Headteacher

The Headteacher is the person responsible for ensuring that:-

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Board of Governors and the Senior Leadership Team and the Policy is disseminated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a member of the Leadership Team.

It is the responsibility of the Leadership Team to ensure that this information is passed to the Headteacher and Estate Manager or their deputy, via radio who will meet the Fire and Emergency Services Fire and Emergency service as soon as they arrive.

We offer fire awareness training, to all new staff. Form **(Appendix A)** to be completed and kept in HR file as part of induction training. We also offer refresher training during INSET days. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Appendix A

THORPE HALL SCHOOL

checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point. Explain that in the event of alarm failure the school bell will be rung continuously in order to raise the alarm.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Training given by:

Print Name _____ Designation _____

Signed _____ Date _____

Training received by:

Print Name _____ Designation _____

Signed _____ Date _____

Emergency Evacuation Procedure

1. ON DISCOVERY OF A FIRE

- The person discovering the fire will sound the alarm. If this is a pupil, they must report it immediately to the nearest teacher or adult who will sound the alarm and inform the main office staff. If there is no teacher or adult nearby who is able to sound the alarm, the person discovering the fire may sound the alarm or instruct another person to do so.
2. On the sound of the alarm, **everyone** in the school must evacuate the building and go directly to the school playing field.
 3. Teachers in classrooms will supervise the evacuation of children through the quickest and most appropriate exits. The recommended routes follow at the foot of this notice.
 4. **Staff will take the children out** arranging for windows and all doors to be closed including fire doors. Everyone must walk, in silence, and must join their class/year group on the school playing field.
 5. Any pupil not under direct supervision will leave the building by the nearest exit and proceed to the school playing field.
 6. When fire, smoke or some obstacle blocks an exit route, people should choose the nearest sensible alternative route and leave the building at walking pace, in silence and go to the school playing field.
 7. The office staff will bring the registers, signing out and late books to the assembly point and distribute them to the class/form tutors. (Nursery staff to take out signing out and late books).
 8. Teachers who are not class/form tutors must report to Leadership Team.
 9. The Leadership Team must check that all staff are present.
 10. All **present and correct** must be reported to the Headteacher (as appropriate).
 11. Missing persons must be reported to the Headteacher and Estate Manager as soon as possible.

FIRE AT LUNCHTIME OR BEFORE/AFTER SCHOOL

All pupils must leave the building by the nearest available exit at walking pace in silence and together with those already outside the building, proceed to the school playing field. Staff will marshal this movement.

FIRE AT MID-MORNING BREAK

In the event of a fire alarm at mid-morning break, pupils must leave the building by the nearest exit and proceed to the school playing field and line up in class/form groups.

Fire Safety Procedures

Designated Fire Assembly Point

All staff and visitors to assemble on the school field facing students

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / TAs	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 3. Close the doors and windows on leaving 4. Lead all pupils to the designated assembly point via the quickest / safest route and line up 5. Call the register, which the Office Staff will distribute (class staff to conduct a head count while registers are being distributed) 6. Notify Fire Safety Manager immediately of any missing children for a search to be initiated 7. Wait for further instruction
Office Staff	<ol style="list-style-type: none"> 1. Call the Fire and Rescue Service (999), giving name and postcode of location 2. Pick up Inventory Evacuation List or Ipad so that staff and visitors can be accounted for. 3. Leave the building through the nearest exit 4. Distribute registers to Class Teachers – ensure all classes present 5. Notify Fire Safety Manager immediately of any missing children / classes / staff /visitors for a search to be initiated 6. Wait for further instruction
Fire Wardens	<ol style="list-style-type: none"> 1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed 2. Checks on toilet areas should include a check on individual cubicles 3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one 4. Never open a door if you suspect that there may be a fire beyond it
Kitchen Staff	<ol style="list-style-type: none"> 1. Switch off power 2. Evacuate the building through the nearest / most appropriate exit 3. Go to the designated assembly point via the quickest / safest route
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest / most appropriate exit 2. Go to the designated assembly point via the quickest route
Fire Safety Manager	<ol style="list-style-type: none"> 1. Liaise with Office Staff and Fire Wardens to establish that everyone is accounted for at the assembly point 2. Check that the building is secured from the outside 3. In the event of a missing person, attempt to locate them from outside the building 4. Meet Fire Brigade and appraise them of the situation

Roles and Responsibilities in Case of Emergency Evacuation

*All staff must assemble as per the Fire Assembly Points in Appendix G

Role / responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Fire Safety Manager – Check with class teachers for missing children Check with office staff that visitors / contactors are all accounted for. Report any missing children / staff / visitors so that a search may be initiated	RJT	RRS	MUW
Senior Fire Warden Offices, Young Building Ground Floor & Nursery Report to Fire Safety Manager/Deputy Meet fire brigade	NC	ST	DC
Fire Warden 1 - Young Building Upper floor, Staff room and offices Report to Fire Safety Manager	GC - Office	JHS-Office	CE-Office
Fire Warden 2 Norris Building – Ground floor classrooms & Theatre Report to Fire Safety Manager	RG	MC	JNS
Fire Warden 3 Norris Building Upper & middle floor classrooms Report to Fire Safety Manager	AL	LW	CAS
Fire Warden 4 DeRusset Building – Ground floor classrooms Report to Fire Safety Manager	CR	MD	RB
Fire Warden 5 DeRusset building – Upper floor classrooms Report to Fire Safety Manager	JP	KB	CW
Fire Warden 6 Seaglass – Lower floor, fitness suite and sports hall & music pods Report to Fire Safety Manager	PE Staff	PE Staff	PE Staff
Fire Warden 7 – Seaglass – Upper floor & conference room Fire Safety Manager	PE Staff	Dance/Music Staff	Dance/Music Staff
Calling the fire brigade: automated fire detection alarm	Automatic from alarm	N/A	N/A
Distributing Class registers	Office Team	N/A	N/A
Meeting the fire brigade – repeated in top box.	SBM or HT	ST	DC

Assembly positions:

The whole school community will assemble by the tree on the school field facing the East side of the field.

Evacuation of the school of those particularly at risk

The school is accessible for all the children attending the school at present.

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust.

Any disabled visitors will have a Personal Emergency Evacuation Plan written with them on entering the building.

Recommended Exits Young Building (Main Building)

Rooms Y1 & Y2	Exit directly through Nursery on the school playing field
Room Y3	Exit by door South end (Junior toilet & cloakroom) directly on to school playing field
Room Y4 & 5	Exit by door North end (Infant toilet & cloakroom) directly on to school playing field.
Room Y6	Exit by Main Entrance, walk around the school Southbound and assemble on the school playing field.
Room Y7	Exit by fire door in room Y7.
Room Y8	Exit side door (North side), turn right, cross playground and assemble on the school playing field.
Kitchen	Exit through fire exit and cross playground to the assembly point.
Hall	Exit directly through Hall and assemble on the school playing field.
School Office & Finance Office	Exit through Main Entrance, turn left, follow the school South and assemble on the playing field.

Teachers and children on the upper corridor – Rooms Y9 – Y17

Staff Room & Rooms Y9, Y10 & Y11	Exit down South side stairway and assemble on the school playing field
Rooms Y12, Y13 & Y14	Exit down Main stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
Deputy Heads' offices and Science Prep Room	Exit down Main stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
Headteacher	Exit down Main stairway, via Main Entrance, turn left, follow school building and assemble on the school playing field.
Rooms Y15, Y16, Y17 & Y18	Exit via Stairway (North side), turn right, go through playground and assemble on playing field.

Recommended Exits for de Russet Building (Prep School)

Room D1, D1b, D1c (library), D2, Prep kitchen	Exit South side through fire door and assemble on the school playing field.
Room D1a	Exit through East door and assemble on the school playing field.
Rooms D3 & D4	Exit via west garden doors, turn left and assemble on the school playing field.
Rooms D5	Exit via north fire door, by the theatre, turn right, follow building and assemble on the school playing field.
Rooms Head of Prep School's office , D14 and D15	Exit via D14/15 balcony doors down fire escape and assemble on the school playing field.
Rooms D7, D8, D9 & D10	Exit via main stairway, out of main entrance, turn left and assemble on the school playing field.
Rooms D11, D12 & D13	Exit down stairs (North side) by the theatre, turn right, follow building and assemble on the school playing field.

Recommended Exits for Norris Building

Room N1	Exit via west side from fire exit, turn left and assemble on the school playing field.
Rooms N2 & N3	Exit via main entrance, cross playground and assemble on the school playing field.
Room N4 & N5	Exit down main stairs, out of main entrance, cross the playground and assemble on the school playing field.
Room N6	Turn right, go down main stairway out of main entrance, cross playground and assemble on the school playing field.
Room N7, N8 & N9	Turn right, go through N10 exit via fire exit south side, go down stairway, enter De Russet building, turn right, exit down stairs, turn right follow building and assemble on school playing field.
N10	Exit from south side of class room go down the stairway, enter De Russet building turn right go down stairs exit building, turn right follow building and assemble on school playing field.
Theatre	Exit by nearest fire exit; proceed to assembly point on the school playing field.
Changing Rooms	Exit out of nearest fire exit; proceed to assembly point on the school playing field.

Recommended Exits for the Seaglass –

Fitness Suite	Exit via nearest available fire exit; proceed to assembly point on the school playing field.
Sports Hall	Exit via nearest available fire exit; proceed to assembly point on the school playing field.
Music Room	Exit room, go down either set of stairs left or right, DO NOT use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
Dance Studio	Exit room, go down either set of stairs left or right, DO NOT use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
Conference Room	Exit room via either door, go down set of stairs, DO NOT use the lift, leave by the nearest exit; proceed to assembly point on the school playing field.
PE Office & Changing Rooms	Exit via nearest available fire exit; proceed to assembly point on the school playing field.

This policy is reviewed annually by the Board of Governors

Review Date

Revised	May 2026
Approved	May 2026
Next Review	May 2027