



Fire Safety Policy (A11)

Scope:	Whole School (including Boarding)
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Author:	Health and Safety Advisor
Reviewer:	Deputy Bursar/Senior Deputy Head (Senior School)/Senior Deputy Head (Magdalene House)/Facilities Manager (Fire Safety Officer)
Approval body:	Board of Directors

Linked Documents

This Policy should be read in conjunction with the:

- Lockdown Policy and Procedure (Internal)
- Teachers' Guide (Internal)
- Boarding House Handbook (Internal)
- Fire Log for relevant Boarding House

Availability

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the Pupil Services Team.

Scope

This policy applies to all staff and pupils in all departments of the Senior and Prep School, including Boarding. The School refers to Wisbech Grammar School Ltd.

Aim

The School is committed to protecting, so far as is reasonably practicable, the safety of all its pupils, employees and visitors. The School recognises the importance of identifying and reducing, or if possible eliminating, risks from work procedures and dangerous substances.

We aim to ensure that our fire procedures deal effectively with all persons on site (pupils, staff, visitors), on any given day, at any time of the day/night.

This will be achieved by following the guidelines listed below (please note, this list is not exhaustive):

- Wherever possible use non-flammable products in all work processes.
- Where flammable substances must be used, quantities will be kept to a minimum, with unused amounts stored safely.
- Switch off, at the wall socket if possible, all non-essential electrical equipment.
- Do not store flammable materials, especially paper or card next to heat sources or electrical distribution boards.
- Do not wedge open fire doors. This is permissible however, if working in the immediate area and in order to protect from other risks (such as for safe manual handling)
- Maintain store rooms in a clean and tidy condition.
- Do not block off or reduce the size of emergency exits.
- Fire alarm systems and equipment will be maintained in good working order.
- Hot work permits will be used to control all works that could start a fire, i.e. welding, soldering, grinding and hot tar roof work. (Design and Technology and Maintenance workshops will be exempt from this requirement as part of their controlled working practices).
- The control of contractors working on site to ensure safe working practices at all times.
- Maintain good supervision and good housekeeping at all times.

Fire evacuation procedures are posted in many areas around the school; Hazel House, Warren House, the Annexe, classrooms and/or corridors and common rooms. They are also detailed in the Teachers' Guide and Boarding Handbook. Training for staff in order to be aware and knowledgeable about fire safety and the use of fire extinguishers is given to staff at regular intervals (usually every 3 years). Boarding staff are refreshed on their fire training annually.

The School does not operate a 'stay put' system in any building, hence if the fire alarm rings (unless under a Lockdown scenario) all persons must evacuate immediately.

All staff members are required to read carefully and sign a fire risk assessment form at induction.

Fire evacuation practices are carried out at least once each term in the main School areas and a written record is kept.

In Boarding Houses, fire evacuation practices are additionally carried out once each term during waking hours, with one of these annually as a sleeping hours alarm, which ensures that Boarding pupils are able to wake from sleep and practise evacuation under those circumstances.

Any concerns regarding safety are to be reported immediately to the Health and Safety Advisor, Deputy Bursar, Facilities Manager (Fire Safety Officer) or Senior Deputy Heads (Magdalene House and/or Senior School)

All possible steps are taken to ensure that signs, notices, emergency lighting and other safety measures are in place and appropriate. There is a maintenance and/or checks programme for alarms, emergency lights, fire doors and fire extinguishers. Written records are kept. In residential buildings, a building specific fire log is kept in order to ensure that checks are

completed and records can be accessed easily by any necessary staff or by emergency service personnel.

All staff and pupils are familiar with fire safety information and are regularly reminded of procedures.

Information for visitors regarding emergency evacuation procedures is given as part of the eReception system and all visitors are accompanied if not familiar with the school (or do not meet the DBS requirements). All approved contractors are given guidance on the fire procedures at the school. Any school function which involves the public begins with a safety announcement.

Additional Arrangements, Roles and Responsibilities (Main School fire alarms, not Boarding or Annexe)

Fire Safety Officer

The Facilities Manager is the Fire Safety Officer and as such, will:

- Liaise with the Senior Team and/or the Fire and Rescue Services in the event of a fire evacuation.
- Ensure that essential protective and preventative fire system measures are in place.
- Recommended actions from Fire Risk Assessments are put into place in a timely fashion (where within their control).
- Receive and report back to the H&S Committee on any issues pertaining to fire evacuations.
- Liaise closely with the Health and Safety Advisor, Senior Deputy Heads and any other staff as necessary in order to ensure that Fire Safety remains as one of the top priorities for the School.
- Take a central role at all Whole School evacuations in order to receive feedback from their team (e.g. who may be checking fire panels etc.), direct them further as necessary and direct other staff as necessary. The Fire Safety Officer is able to override any other staff member decisions if thought that the decision may endanger life.

Visitors - eReception

The School uses a system called eReception to log visitors and contractors in and out of the site. The system is then able to be used to ensure that we know whether staff are on site or not; this is of particular importance during holiday periods, when staff working patterns may change significantly from those during term times.

Fire and emergency evacuation procedures

All members of staff should familiarise themselves with the following details, and should make note of EXIT directions for the area where they are working.

GENERAL PROCEDURE

If a fire is discovered, the alarm must be raised immediately, by pressing the bell at the fire call point. This should be the first action on discovery of any fire, however small. All employees must take this action if they believe there is or might be a fire.

All staff are then empowered to call the Fire Brigade (from outside of the building) should they believe it to be necessary; permission should not be sought from any other person.

Signal for Fire and Emergency Evacuation

The prolonged ringing of the continuous tone school bell.

1. Evacuation

Leave by the nearest external exit. These are signposted and highlighted 'Fire Exit' in green
EVERYONE IS REMINDED THAT IF THEIR PRIMARY EMERGENCY ROUTE IS
BLOCKED, THEN THE NEAREST SAFE ALTERNATIVE ROUTE MUST BE USED.

If teaching pupils, pupils will vacate rooms under the supervision of the Teacher taking the class, moving quietly at walking pace to the appropriate Assembly Area. The Teacher will ensure that the door is closed and that no pupil remains behind. No one must stop to collect personal possessions.

AS STAFF LEAVE THE BUILDINGS THEY SHOULD CHECK THAT ANY ROOMS/AREAS
THEY PASS ARE EMPTY; THIS IS KNOWN AS A FIRE SWEEP.

Parents and Visitors should proceed to the Assembly Area and report to their Contact member of Staff.

Specific scenario – during term time and before Registration

Breakfast Duty staff will lead pupils to the Assembly Point and check their register. Other staff report to the Senior Deputy Head Magdalene House or Deputy Head Pastoral at their respective Assembly Points, and in their absence the Deputy Head Academic, who will bring Senior School staff and pupil registers to the Assembly Point. Heads of Section register pupils whose tutors are absent as they arrive, with the help of staff who are not form tutors. Staff taking registers will report back to the Senior Deputy Head or Deputy Head Pastoral with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Senior Deputy Head or Deputy Head Pastoral. All support staff will proceed to the Senior School Assembly Area and report to the Bursar or her assistant.

Specific scenario – during term time and after Lessons

Club leaders assemble pupils at their respective Assembly Points in the order they appear in the Co-curricular Booklet and check their registers. Other staff report to the Senior Deputy Head Magdalene House or Deputy Head Pastoral at their respective Assembly Points, and in their absence the Deputy Head Academic who will bring staff and pupil registers to the Senior School Assembly Point. Staff taking registers will report back to the Senior Deputy

Head Magdalene House or Deputy Head Pastoral with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Senior Deputy Head Magdalene House or Deputy Head Pastoral. All support staff will proceed to the Senior School Assembly Area and report to the Bursar or her assistant.

[Weekends and Evenings \(general\)](#)

Staff check registers, the House List and the signing in book to confirm all pupils are accounted for and report to the senior member of staff on site at the Assembly Point when this is carried out. Visiting sports staff and the lead staff member for each external booking are to supervise away teams and all others, and with all parents to assemble with pupils at the Senior School Assembly Area. Catering staff will check Skelton Hall, if in use, and notify the senior staff member that it is all clear. No one must enter any building until the Fire Brigade or Custodian has given the all clear.

Note: We do not always have a custodian on site to respond to alarm activations and report to the Fire Brigade. The Duty Custodian should be able to respond within 20 minutes, as per intruder alarm activations happening during school closure.

[Holiday periods](#)

All staff and contractors are to book in and out at the Pupil Services main reception office. All Staff, contractors and Boarding pupils (if present) will assemble at the Senior School/Boarding House Assembly Area, following the accepted exit routes for their relevant building/area. Senior School admin staff will take registers using the signing-in book at the Senior School Assembly Area and establish the location of all who have signed in. The senior staff member present will keep everyone outside until the maintenance team or Fire Brigade have given the all clear.

Note: There may not be sufficient staff on site to open the playground gates or stand at building entrances, all staff exiting from the East side of the school may have to travel around site via North Brink and the gates next to D&T.

[Hazel House/Warren House/Annexe](#)

N.B. These buildings have separate fire alarms to the main school areas. In the event of either building alarm being activated, an email is sent to a list of key staff to ensure that the School is informed.

If the alarms ring in Hazel, all pupils and staff move to exit using the signed fire exits, and then assemble on the hard courts. Warren House has its own assembly area.

Please note, Hazel House must evacuate when the fire alarm sounds in either Hazel or in the rest of the main school (within hearing). Staff in Hazel should sound the alarm in Hazel if the main School alarm is heard.

[For fire alarms sounding within The Annexe during core day school hours:](#)

- All persons within The Annexe must leave the building immediately and move to assemble in front of the Humanities Hub. Staff member to ensure that they have a mobile phone with them.

- Staff member from The Annexe then call Pupil Services to alert them to the fire alarm and ask Pupil Services to call any Maintenance/Custodian/Facilities staff member. They will then come across to The Annexe to check the alarm and reset if a false alarm.
- If the alarm has obviously been set off by a real fire, Annexe staff member to call Pupil Services, advise them of the fire and ask them to set off the main school fire alarm bell. Pupil Services staff to alert any member of the Senior Team as to the fire in the Annexe and ensure that the fire brigade are called. Annexe staff then move from the Humanities Hub to the main school assembly point via the Rainbow/triangle gates to the side of the Prep school. All staff and pupils meet on the netball courts and take further instruction from the fire brigade.

For fire alarms sounding within The Annexe during non-core hours

- All persons within The Annexe must leave the building immediately and move to assemble in front of the Humanities Hub. Staff member to ensure that they have a mobile phone with them.
- Staff member from The Annexe to then call the duty Maintenance/Custodian/Facilities, Security and/or Boarding staff member, using the number supplied on the weekly planner. They will then come across to The Annexe to check the alarm and reset if a false alarm.
- If the alarm has obviously been set off by a real fire, Annexe staff member to use the Critical Incident WhatsApp Group to alert senior and other relevant staff to the fire. Ensure that the fire brigade are called. Take further instruction from the fire brigade.

For fire alarms sounding in the main school during core day school hours

- If heard and if staff and pupils are able to move to the main school assembly point, this should be done.
- If heard but unable to move (e.g. due to illness) staff and pupils should stay in The Annexe and ring a senior member of staff (mobile numbers on the Critical Incident rota) to alert them to their presence at The Annexe. The Annexe staff member can then ensure that they are informed as to whether the fire is a false alarm or a real fire. If a real fire, the location of the fire should then be used as a guide to whether staff and pupils can remain within The Annexe.

For fire alarms sounding in the main school during non-core hours

- If heard from The Annexe, ring the on-call Maintenance/Custodian/Facilities or Security staff member as applicable. They will then check the alarm and reset if a false alarm.
- If staff can clearly see a real fire, call the fire brigade, then call the on-call Maintenance/Custodian/Facilities, Security and/or Boarding staff member and then alert the Critical Incident WhatsApp group. Staff will need to make a decision as to whether you are safe to remain in The Annexe, depending upon the location of the fire.

Staff for either Hazel or Annexe must ensure that a roll call is taken and all pupils accounted for. If out of main School hours (when Maintenance staff will not be available to check for the location of any alarm call) Boarding staff will ensure that pupils are exiting the building, and then check the fire panel for the location of the alarm call, then check to see if it is a real fire or a false alarm. IF A REAL FIRE IS SUSPECTED, DO NOT CHECK AND DO NOT PUT YOURSELF OR OTHERS AT RISK. CALL THE FIRE BRIGADE IMMEDIATELY. If a false alarm, they can then turn off the alarm once all pupils are out of the building, ensure the roll call is taken and allow pupils to re-enter the building. If staff find a real fire, they can either

tackle it (if appropriate/safe/trained to do so) or close the door, call the fire brigade once out of the building and ensure that all pupils are accounted for at roll call.

Dwight

In Dwight, it is not expected that 6th Form pupils would ever fight a fire, however, if they find a fire within Dwight and there is no nearby staff member to alert, pupils should activate the nearest call point to sound the alarm.

2. Exits: posted in most rooms. Sweep the route as you leave the building (make sure that no-one is left behind and that all persons have heard the alarm)

3. Muster in the Assembly Area

Senior School Assembly Area: hard netball court area between the Studio and Skelton Hall.

Prep School Assembly Area: hard area between the tennis court and pavilion.

Forms will arrange themselves in single rows: Upper 6th nearest the Dwight Centre side, 1st Form nearest the Studio, each form in alphabetical order (of surname, initials), with pupils lined up one behind the other as directed. The Prep school will also arrange themselves in the same manner as the Senior School but near the pavilion.

See diagram later and also displayed in form rooms.

NO-ONE MUST RETURN TO ANY OF THE BUILDINGS AT ANY TIME UNTIL EITHER:

1. THE FIRE BRIGADE OFFICER HAS GIVEN THE ALL CLEAR (if applicable) OR
2. THE DEPUTY HEAD ACADEMIC OR OTHER MOST SENIOR STAFF MEMBER HAS GIVEN THE INSTRUCTION FOR ALL TO BE DISMISSED, AFTER CONSULTATION WITH THE FACILITIES TEAM REPRESENTATIVE PRESENT ON SITE (IF NECESSARY).

4. Register in the Assembly Area

Form Tutors and those assisting will join their own forms at the Assembly Area and call the roll. Form registers for this purpose will be brought out by Pupil Services.

Having completed their roll call, Form Tutors will report back to Pupil Services with their register when all pupils are accounted for. Enquiries should be made as to the whereabouts of any missing pupil. Findings should be reported to the Receptionist, who will record Form and Tutor are present. Pupil Services will check that all registers are returned.

Members of Senior School teaching staff who are not Form Tutors will proceed to the Senior School Assembly Area and report to the Deputy Head Pastoral, and in his absence, the Deputy Head Academic. Once registered, one member of staff will be asked to assist the Receptionist. All support staff will proceed to the Assembly Area and report to the Bursar or her assistant.

5. Manning of high risk areas – N.B. Please note reporting following evacuation (see below)

Having ensured that pupils in their care are safely clear of the buildings, certain members of staff will be responsible for taking up positions in the following areas:-

- Magdalene House playground (Magdalene House staff from Prep 5 or 6), Archway and Science Block - Miss Stanley
The first member of Magdalene House staff from Prep 5 or 6, or those from Science or Maths to reach it will open the barrier to the junior play area to allow access for senior pupils to their Assembly Area. These staff will be issued with the code to the barrier. Miss Stanley will remain at the Archway and direct them via the MH playground until staff/pupils are out of the building.
- Corner of the Staffroom - Mrs Missin
Mrs Missin will check that pupils and staff are not moving to the Assembly point via the Hub or via Courtyard from Science.
- North Brink Pedestrian Entrance – Mr Killick
Mr Killick will wait outside the entrance/exit and direct any staff/pupils via the North Brink gate to the assembly point.
- North Brink Car Park Entrance – Mrs Bullman
Mrs Bullman will open the North Brink side gate and leave it open until the fire event is complete.
- School Fields and Pool (including Hudson Field and Astroturf) - Mr Webb/Mr Garfoot
to check that all pupils are told to go to the Assembly Point. Pupils in the pool will be notified by phone or runner to remain there and registers sent to the Assembly Points.
- Medical Rooms – Marketing/Admin staff
The marketing department will check that the Medical Room in the English corridor has been evacuated and no pupils have been left behind before shutting the door. Evacuation of this room should be reported to the Senior Team.
- Pupil Services will check that the Medical Room off Crush Hall has been evacuated.

Check of Control Panel

In the event of fire, one member of the Operations or Estates Services Team will ascertain the whereabouts of the fire from the control panel in the entrance lobby. Another member will go to the main car park gates to meet the Emergency Services (if applicable). They will liaise by mobile phone.

6. All Clear

The Operations or Estates Services Team in consultation with the Emergency Services if appropriate, will give the 'all clear' once appropriate investigations have been concluded.

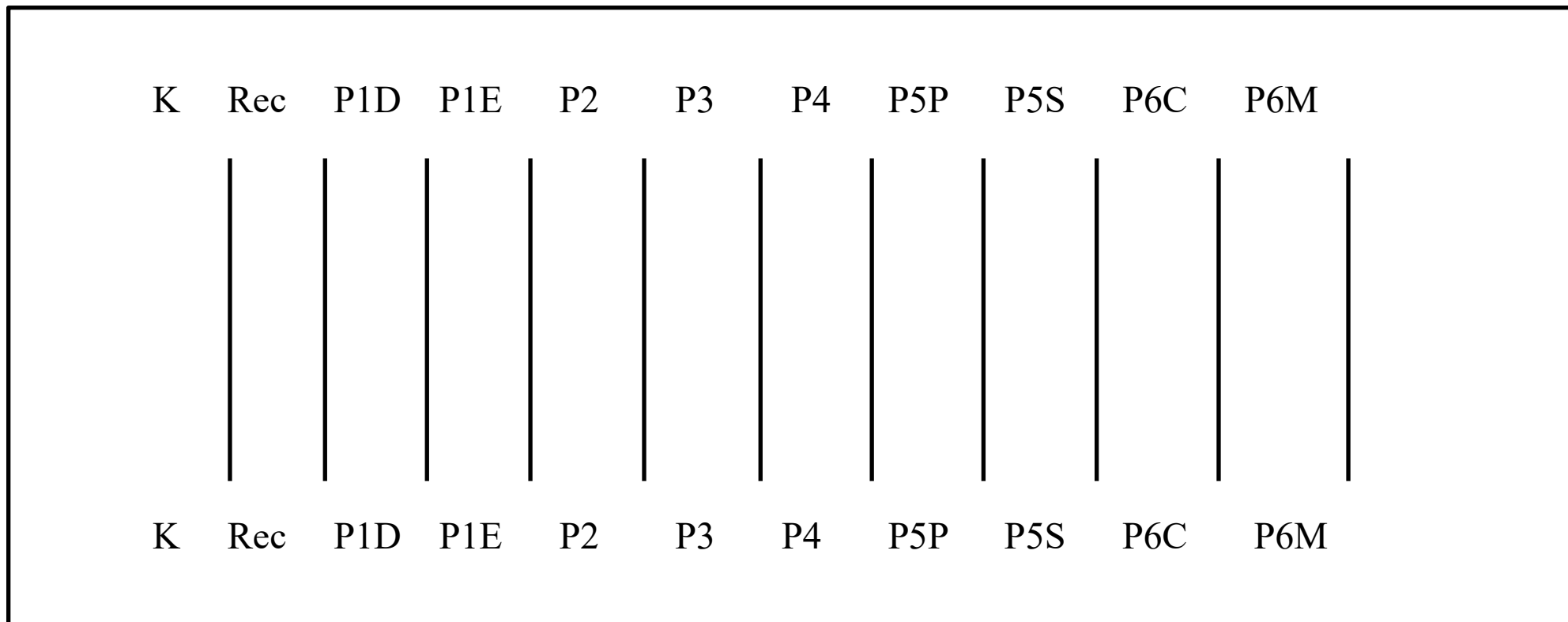
N.B. In the event of a Lockdown, immediate evacuation from an area/building should not occur. Instead, all persons are advised to wait until a second alarm is sounded, thereby confirming the requirement to leave the building. If the alarm remains silenced, all persons are advised to stay where they are. Please refer to the Lockdown Policy and Procedure for more information.

Reporting of issues after the evacuation is complete

All persons who have manned high risk areas should report to the Fire Safety Officer following the evacuation as to any issues, successes, concerns they may have regarding the evacuation.



Tennis Court



Pavilion



Fire Evacuation Line Up

Senior School

House and Cottages

Tennis Courts

The Studio

Dwight Centre

1W 1G 2W 2G 2S 3W 3G 3S 4W 4G 4S 4P 4E 4L 5C 5G 5K 5P 5R 5T 6W 6G 6S 6P 6E 6L 6R 6H

1W 1G 2W 2G 2S 3W 3G 3S 4W 4G 4S 4P 4E 4L 5C 5G 5K 5P 5R 5T 6W 6G 6S 6P 6E 6L 6R 6H

Line up in alphabetical order by surname

Single file

Silence until dismissed

Dismissal to be by Form/Year: Magdalene House, 1, 2, 3, 4, 5, 6

Skelton Hall

Pavilion

Emergency evacuation of Russell Hall during Public Exams ONLY

ALL

(In the event of the Fire Alarm sounding whilst any other room is in use for an exam, the Invigilator must take the Candidates out to the hard area beside the Sports Hall and place them beyond the Magdalene House pupils i.e. nearest the grass).

When the Alarm sounds, The Team Leader or Member of the Exams Office Staff should say to the Candidates:

- STOP WORKING NOW AND SIT IN SILENCE.
- LEAVE YOUR EXAM PAPERS ON THE DESK.
- NOTICE WHO YOU ARE SITTING BEHIND.
- NOTICE WHICH ROW YOU ARE SITTING IN.
- YOU WILL NOW LEAVE THE HALL ROW BY ROW, IN SILENCE, WHEN A MEMBER OF STAFF TELLS YOU TO.
- (Team Leader asks one invigilator to supervise the exit of Rows A – E through the PE door and another to supervise the exit of Rows F-J through the Piano Door).
- EVERYONE WILL LINE UP ON THE HARD AREA NEXT TO THE MAGDALENE HOUSE PUPILS, IN THE ROWS AND POSITIONS THAT YOU ARE IN NOW → ROW A NEAREST THE SPORTS HALL AND ROW J NEAREST THE GRASS.
- ROW A FOLLOWED BY ROW B THROUGH THE P.E. DOOR NOW - ALSO ROW J FOLLOWED BY ROW I THROUGH THE PIANO DOOR.

The Team Leader or Member of the Exams Office Staff then does the following:

1. Note the time of the disturbance.
2. Pick up the SEATING PLAN and ATTENDANCE REGISTERS, put them in the box provided and proceed straight to the hard area.
3. Ensure that the Candidates are lining up correctly with Row A nearest the Sports Hall and Row J nearest the Grass.
4. TRY TO MAINTAIN SILENCE AMONGST THE CANDIDATES – ask the other invigilators to help with this as soon as they have supervised the Candidates leaving the Hall.
5. Start checking the Candidates as soon as possible, using the Seating Plan.
6. Send a Member of Staff over to whomever is checking the Staff Lists, to report the presence of all Senior School staff who are with the Examination Group.
7. Once all Candidates are accounted for, report this fact to the Deputy Head Pastoral.

Once the ALL CLEAR is given by the Deputy Head Academic, the Team Leader / Member of the Exams Office Staff should organise the Candidates' re-entry to the Russell Hall as follows:

1. Tell the Candidates that they will be going back into the Hall in silence. Row A to go back in first, via the P.E. Door, followed by Row B etc. – also Row F first, via the Piano Door, followed by Row G etc.

2. Leave 2 invigilators outside to maintain silence, supervise each row's departure and then to follow the Candidates into the Hall.
3. Go into the Russell Hall with the first Candidates and maintain silence there until everyone is back inside.
4. Re-start the exam(s) – tell the Candidates that they will still have the full amount of time for their exam.
5. Write a note on the seating plan, detailing the time the Candidates stopped work, how long they were out for and at what time the exam re-started.

PLEASE NOTE:

The above instructions are designed to maintain the integrity of the Examination as far as possible, when the Fire Alarm sounds and the Exam Candidates need to leave the Russell Hall.

However, should there be a real emergency in or around the Russell Hall, then Staff should do whatever they can to get the Candidates out of the Hall safely and quickly, using all 3 doors if necessary/available.

Any instructions given by the Fire and Rescue Service take priority over this document.

All employees must:

- a. Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b. Co-operate with management so far as is necessary to enable the school to fulfil its statutory obligations.
- c. Observe all safety guidelines and procedures.

All employees:

- a. Shall make themselves familiar with and adhere to the fire safety information listed below.
- b. Shall observe all School fire and safety related policies, guidelines and procedures.
- c. Shall wear safety equipment and use safety devices, as appropriate and advised by the school.
- d. Will conform to appropriate instruction given by the School on health and safety, including fire safety.
- e. May make suggestions to improve health and safety.

Hazard	Risk	Control Measures
Fire and smoke	Smoke inhalation	All non-essential electrical items to be switched off at end of the school day.
	Burns	Flammable materials (such as paper) may not be stored next to electrical fuse boards or control panels.
	Loss of life	Flammable materials (such as paper) may not be stored close to heat sources, such as heaters.
	Damage to buildings	Doors may only be wedged/held open if staff are working in the immediate vicinity.
	Significant impact on running of school	Good housekeeping must be adhered to.
		Testing, maintenance and inspection of fire systems is undertaken as required legislation.
		Fire protection, detection and alert systems are designed specifically for the School and are appropriate to the risks presented.
		Visitors are made aware of requirements for fire evacuation on their visitors pass.
		Fire evacuations are practiced at least 3 times per year.
		Detailed fire risk assessments are in place for each area of the school.
		Emergency exits must never be blocked or reduced in size.
		Safe fire capacities are calculated and adhered to for congregational spaces.

If the fire alarm sounds – leave the building via the nearest safe exit, taking pupils and visitors with you and checking on rooms as you pass to ensure that others are also leaving (known as a fire sweep). Meet at the assembly point on the tennis/netball courts.

If you find a fire – sound the alarm, and then IF safe to do so and you have been trained to do so, operate a fire extinguisher to put out the fire. Send pupils/visitors ahead, with another member of staff if possible.

Leave the building via the nearest safe exit, checking on rooms as you pass to ensure that others are also leaving (known as a fire sweep). Meet at the assembly point on the tennis/netball courts and report the location of the fire to the person in charge. N.B. FIRES SHOULD ONLY BE TACKLED IF THERE IS NO IMMEDIATE DANGER AND YOU ARE CONFIDENT IN BEING ABLE TO EXTINGUISH IT. IF THERE IS ANY RISK TO YOURSELF OR OTHERS, THE PRIORITY MUST BE TO ENSURE THE SAFETY OF PUPILS AND OTHERS.

I sign below to confirm I have read and understand the procedures in place to decrease fire risk.

EMPLOYEE NAME	SIGNATURE	DATE