

## Fire Safety Policy (A11)

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| Scope:         | Whole School (Including Boarding)   |
| Release date:  | January 2023  |
| Author:        | Health and Safety Advisor   |
| Reviewer:      | Bursar  |
| Approval body: | Board of Directors<br><i>released pending ratification at Lent Term Board Meeting</i> |
| Review date    | November 2023   |

### 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 (Internal)
- Welcome to our School – Key messages (Internal)
- Contractors Guidance for Working on Site (Internal)
- Fire Evacuation Line Up – Senior School and Prep School (Internal)

### Availability

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

## Roles and Staff

### Current Personnel

**Mr Peter Timmis** – Senior Deputy Head Senior School (ext 213)

**Mrs Keryn Neaves** – Senior Deputy Head Prep School / Prep School EVC (ext 232)

**Mrs Gilly Staley** – Health & Safety Advisor (ext 272)

**Mr Nick Stevens** – Facilities Manager (ext 245)

**Ms Ana Brady** – Deputy Bursar / Head of HR (ext 278)

**Miss Stanley** – Science Technician (ext 223)

**Mrs Missin** – Head of Music (ext 240)

**Mr Killick** – Assistant Head Teaching and Learning (ext 327)

**Mrs Bullman** – Finance Manager and Assistant Bursar (ext 217)

**Mr Webb** – Assistant Head Sport (ext 7002)

**Mr Garfoot** – Deputy EVC (ext 271)

**Pupil Services** – Mrs Shirley Davies (ext 201) and Mrs Tracy Kimber (ext 279)

**Mr Beresford-Peirce** – Science Technician (ext 224)

**Mr Trevor Clark** – Executive Chef (ext 274)

**Mrs Bateman** – Accounts Assistant (ext 247)

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## 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, members of the wider workforce), on any given day, at any time of the day/night.

## Approach

The aims 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,
- By not storing flammable materials, especially paper or card next to heat sources or electrical distribution boards,
- By not wedging 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),
- Maintaining storerooms in a clean and tidy condition,
- By not blocking off or reducing 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),
- Through the control of contractors/members of the wider workforce working on site to ensure safe working practices at all times,
- Maintaining 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 is given:

- At induction. All new staff receive, read and sign a basic fire risk assessment document (Appendix 2), to ensure that they have a basic understanding of the behaviour expected of them in relation to fire,
- During their employment, at regular intervals (usually every 3 years). Staff are trained in fire awareness, covering fire safety and protective and preventative measures to ensure a higher level of knowledge.

And specifically:

- Boarding staff are additionally refreshed on the information they need in relation to boarding, such as dealing with pupil electrical items and fire doors in a residential building on an annual basis,
- Fire marshals (events) are trained to a higher level, every 3 years to ensure that they can confidently deal with fire emergencies that might take place at school, such as during music, sporting, marketing or FOWGS events.

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

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 (Prep 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 that the records can be accessed easily by any necessary staff or by emergency service personnel.

All members of staff should familiarise themselves with the fire exit routes and should make note of the exits for the area where they are working.

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

Information for visitors and members of the wider workforce regarding emergency evacuation procedures is included with the 'Welcome to our School – Key Messages' information, given either via eReception online check-in or by Pupil Services staff. All visitors/members of the wider workforce are accompanied if not familiar with the school or they do not meet the safeguarding requirements for unaccompanied working. All members of the wider workforce who are on the School's Approved Contractor list are also sent a copy of the Contractors Guidance for Working on Site in advance. This document notes additional information regarding the fire procedures and arrangements at the school.

Any school function that involves the public begins with a safety announcement.

The School uses a system called eReception (as noted above) to assist with checking visitors, members of the wider workforce and staff in and out of the site. This is of particular importance during holiday periods and out-of-hours times, when staff working patterns may change significantly from those during core hours, term times. All staff and booked visitors/contractors/members of the wider workforce on site must use eReception to check-in/check-out. Please note however that current and visiting parents attending events such as sports matches or concerts will not use eReception and hence will not show as visitors on there in the event of a fire alarm.

## Roles and Responsibilities

### All Staff

- Adhere to all School fire and safety related notices, policies, guidelines and procedures,
- Conform to the instruction and training given by the School on fire safety, precautions and protection measures,
- Can make suggestions to improve fire safety to the Facilities Manager, Health and Safety Advisor or to any member of the Senior Team.

### Fire Safety Officer

- Liaise with the Senior Team and/or The Fire Brigade in the event of a fire evacuation,
- Ensure that essential protective and preventative fire system measures are in place,
- Ensure that 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.

### Fire Marshal

- Support persons on site or events as appropriate to their working role/event in question,
- Support the school during out of hours times, when at work,
- Act as an ambassador for fire safety to others at all times,
- Ensure that fire precautions are followed and maintained where under their control – e.g. keeping exits clear.

When specifically acting as Fire Marshal for the evacuation in question they will:

- Take appropriate action, in line with their training, in the event of a fire emergency (real or false alarm),
- Assist with evacuation of buildings; thinking about the young, elderly and disabled, and ensure, as far as possible, the safe evacuation of all persons,
- Fight small fires if required and appropriate to do so,
- Ensure that the fire brigade has been called.

## **Persons with Evacuation oversight**

- Undertake additional duties, in specific stated high-risk locations, in the event of a fire alarm being sounded. Please note, high-risk refers to locations in the school where either people in separate buildings may not be able to hear fire alarms clearly (e.g. in the Annexe) or to exit locations where people may be tempted to re-enter the School in order to reach the Assembly Point more quickly,
- Report to the appropriate Assembly Point following completion of their duties to ensure that the School are aware of the progress of the evacuation in their area and/or to confirm whether they are in School. Where not in School, and if necessary to the successful completion of the evacuation, another member of staff will be sent to replace them.



# Fire Emergency Evacuation Procedures

This is the core policy for the main School during School operation. Further information on specific scenarios which require a variation from this are included in the Specific Scenario Section.

## 1. Signal for Fire Emergency Evacuation

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.

The signal for Fire emergency evacuation is the prolonged ringing of the continuous tone school bell.

There are separate fire bells for Warren, Hazel and the Annexe, i.e. they do not automatically ring if the main school alarm rings. All alert with a continuous tone in their own building.

In line with safety principles, there are arrangements in place to alert Hazel and Annexe occupants to a fire alarm in the main school, due to proximity and to assist our checking arrangements, however, they do not pose a risk to life by not being connected. [Note – this does not apply to Warren due to distance from main school site].

In the event of a real fire in the main school, all occupants of Hazel and Annexe, including staff who have their home residence there, would be advised and asked to leave and muster with the rest of the school.

In the event of a fire in Warren, Hazel or the Annexe, the fire alarm will sound in the building and all occupants will evacuate to their required Assembly Point (noted further). The main school fire alarm may then be rung, to enable a full evacuation, as necessary.

## 2. Evacuation

Upon hearing the fire bell, leave by the nearest external exit\* (these are signposted and highlighted 'Fire Exit' in green) and process to the appropriate Assembly Point.

\* If their chosen emergency exit route is blocked, then the nearest safe alternative route must be used.

**Pupil Supervision:** If supervising pupils, pupils will vacate rooms with the supervising Staff Member, moving quietly at walking pace to the appropriate Assembly Point. The supervising staff member will ensure that the door is closed, and that no pupil remains behind. No one must stop to collect personal possessions.

**Fire Sweep:** As staff leave the buildings, they should check that any rooms/areas they pass are empty. This is known as a fire sweep. In the event of a fire this will assist the fire brigade as it will enable the school to advise them as to where a fire sweep has been undertaken and hence reduce the need for widespread searching of buildings.

**Visitors:** Parents and visitors/members of the wider workforce should proceed to the Assembly Point and report to their School Contact, who should then report them as present on the staff/visitor register.

**Evacuation oversight:** Having ensured that any pupils in their care are safely clear of the buildings, certain members of staff will be responsible for taking up positions in the following high-risk areas when the Main School alarm is triggered:

- Prep School playground - **Prep staff from Prep 5 or 6, Archway/Tunnel – Miss Stanley**  
The first member of Prep staff from Prep 5 or 6, or those from Science or Maths to reach it will open the barrier to the Pre School play area to allow access for senior pupils to their Assembly Point. These staff will be issued with the code to the barrier. Miss Stanley will remain at the Archway and direct them via the Prep playground until staff/pupils are out of the building.
- Corner of the Staffroom - **Mrs Missin**  
To check that pupils and staff are correctly moving to the Assembly point via the Prep School playground and not entering the Courtyard from Science or the Hub, or moving to the Studio/Netball corridor.
- North Brink Pedestrian Entrance (next to Marketing and Admissions) – **Mr Killick**  
To wait outside the entrance/exit and direct any staff/pupils via the North Brink Car Park Entrance to the assembly point.
- North Brink Car Park Entrance – **Mrs Bullman**  
To open the North Brink 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 Room off Crush Hall - **Pupil Services**  
To check that any pupils in the medical room are evacuated

- The Annexe – **Mr Beresford-Peirce**  
To check to make sure that any staff in the Medical Annexe (ground floor) are aware of the evacuation event, and to then note staff and pupils in the facility and report occupants to those at the Assembly Point to ensure that they are logged as accounted for.
- Hazel – **Mr Clark**  
To alert the Housekeeper/occupants to the fire evacuation event so that all can attend the Assembly Point.

Once all persons have evacuated from the high-risk areas noted, the named staff should then attend the Assembly Point.

### 3. Muster at the Assembly Point

All persons should muster at the relevant Assembly Point.

- **Main School:**
  - Senior School: hard netball court area between the Studio and Skelton Hall.
  - Prep School: hard area between the tennis court and pavilion.
- **Warren:** front driveway next to the road.
- **Hazel:** hard netball court area between the Studio and Skelton Hall.
- **Annexe:** in front of Humanities Hub

For Senior School and Prep School assembly line-up, please see Appendix 1. These are also displayed around the School.

No-one must return to any of the buildings at any time until either:

- The Fire Brigade officer has given the all-clear (if applicable) or
- The most senior staff member present has given the instruction for all to be dismissed, after consultation with the facilities team representative present on site (if necessary).

### 4. Register at the Assembly Point

Form Tutors and those assisting will join their own forms at the Assembly Point 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 Pupil Services staff, 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 Point and report to the Senior Deputy Head. Once registered, one member of staff will be asked to assist Pupil Services staff.

All support staff will proceed to the Assembly Point and report to **Mrs Bateman** (wearing a yellow tabard) and in their absence, the Deputy Bursar.

## 5. Check of Control Panel and alert area

Whilst persons are making their way to the Assembly Point to register, one member of the Facilities Team, or Boarding Team (as applicable) will ascertain the whereabouts of the fire from the control panel. These are in the following areas:

- **Main School** – 3 separate panel areas which show the same information
  - North Brink entrance lobby next to Marketing and Admissions (primary panel),
  - Pupil Services Crush Hall
  - Maintenance Shed.
- **Annexe** – entrance lobby immediately opposite the main door,
- **Hazel** – entrance lobby immediately opposite the main door,
- **Warren** – entrance lobby at the main pupil entrance front door.

Once the control panel has been checked, the staff member will then check the area where the panel has shown an alert (alert area) to ascertain whether there is a real fire or if it is a false alarm.

Staff should only enter the building to check the control panel and then alert area if there are no signs of fire. If staff hear cracks, pops or loud noises that they are not able to identify, they must leave the building immediately and ensure that Emergency Services are contacted.

## 6. Emergency Service Support

The Fire Brigade (formally known as the Fire and Rescue Service) must be called and senior staff advised in all cases of fire that have not already been extinguished. For example – if a small fire in the F&N room that has been effectively doused and put out then there is no need to call the fire brigade. If unsure, always call for emergency service support/advice.

Emergency Service Support must be requested in the event of a real fire (that has not been effectively doused), or any concern that there may be a real fire.

In such an event, a member of staff will go to the following locations to meet the Emergency Services. They should have a mobile phone so that they are able to keep in contact with the Senior Team as required. Please note that whilst this may be the desktop plan, in the event of a call out the School will take its instruction from the Emergency Services.

- **Main School** – main car park (please note that fire engines are not able to make the turn from North Brink) and then through the Prep School gates to the location of the fire. N.B. the emergency services will cut through the bolts if unable to be opened,
- **Annexe** – main car park,
- **Hazel** – depending on the location of the fire in Hazel, either via the main car park, through the Prep School gates or via 57 North Brink gates, to the rear of the property. Please note that the gates to 57 North Brink may be locked but can be opened using the key fob found in Hazel and/or held by all members of staff who park their car at the rear. If the fob is not available, the emergency services will force the gates to access,
- **Warren** – front of Warren, via Water Gardens.

## **6. All Clear**

The Facilities Team, or Boarding Team (as applicable), in consultation with the Emergency Services if appropriate, will give the 'all clear' once appropriate investigations have been concluded.

## **7. Reporting of issues after the evacuation is complete**

All persons who have staffed high risk areas should report to or email the Fire Safety Officer following the evacuation as to any issues, successes, concerns they may have regarding the evacuation. Any other Staff who have observations to share are also encouraged to do so.

## **8. Lockdown**

In the event of an ongoing Lockdown, immediate evacuation from an area/building should not occur in the event of a fire alarm then sounding.

Instead, all persons are advised to wait until a second fire alarm is sounded, thereby confirming the requirement to leave the building. If the fire alarm remains silenced, all persons are advised to stay where they are. Please refer to the Lockdown Policy and Procedure for more information.

Please be aware, this is to avoid the situation where an intruder uses the fire alarm to get those individuals who have taken safety through lock down procedures to leave their places of safety.

## **Specific Scenarios**

### **Dwight Sixth Form Centre if no nearby member of staff**

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.

### **During public examinations**

Please refer to Appendix 2 as there are very specific requirements as to how this is handled.

### **Main School – out of core School hours**

#### **During term time and before Registration**

Breakfast Duty staff will lead pupils to the Assembly Point and check their register. Other staff report to their respective Senior Deputy Head/Assembly Point. Pupil Services staff will bring staff and pupil registers to the Assembly Points. 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 respective Senior Deputy Head 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 respective Senior Deputy Head. All support staff will proceed to the Senior School Assembly Point and report to the Bursar, Deputy Bursar or their assistant.

Any key staff missing will be replaced by a member of the Senior Team.

#### **During term time and after 1610 (end of lessons)**

Other staff report to their respective Senior Deputy Head/Assembly Point. Pupil Services staff will bring staff and pupil registers to the Assembly Points. 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 respective Senior Deputy Head 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 respective Senior Deputy Head. All support staff will proceed to the Senior School Assembly Point and report to the Bursar, Deputy Bursar or their assistant.

Any key staff missing will be replaced by a member of the Senior Team.

## **Weekends and Evenings (general arrangements)**

Staff check registers and eReception to confirm all pupils/staff/booked visitors/members of the wider workforce 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 Point. N.B. Visiting and home parents will not have logged in on eReception. 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 Facilities staff member/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 (if necessary). The Duty Custodian should be able to respond within 20 minutes, as per intruder alarm activations happening during school closure. If there is a confirmed fire, ALL staff are able to ring for fire emergency assistance.

## **Holiday periods**

Staff check registers and eReception to confirm all pupils/staff/booked visitors/members of the wider workforce are accounted for and report to the senior member of staff on site at the Assembly Point when this is carried out. All will assemble at the Senior School assembly point. Senior School admin staff will take registers using eReception and/or the signing-in book, at the Assembly Point 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 (if applicable).

Note: There may not be sufficient staff on site to open the playground gates or stand at building entrances, hence all staff exiting from the East side (main car park side) of the school may have to travel around the site via North Brink and the blue gates next to D&T. During a fire evacuation under these conditions, pedestrians are allowed to walk through the gates.

## **Boarding and the Annexe**

### **For fire alarms sounding within Hazel or Warren House or in the Annexe when Boarding pupils are in residence**

If the alarms ring, all pupils and staff move to exit using the signed fire exits, and then assemble at their respective assembly points.

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, Warren and Annexe (if applicable) must ensure that a roll call is taken and all pupils accounted for. 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 BRIGATE 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.

### **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 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 Facilities on-call (FOC) using the number supplied on the weekly planner. The FOC will then come across to the Annexe to check the alarm and reset if a false alarm. Staff member should also call the Boarding on call if there are boarders in the Annexe,
- 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 – persons in the Annexe**

- If heard and if staff and pupils are able to move to the main school assembly point, this should be done. If not heard, a member of the science staff will ensure that the Annexe staff are advised of a main school alarm,
- 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 - persons in the Annexe**

- If heard from The Annexe, ring the Facilities on-call, who will check the alarm and reset if a false alarm,
- If staff can clearly see a real fire, call the fire brigade, then alert any senior staff via the Critical Incident WhatsApp group or call the Facilities on call or boarding on call to help to alert senior staff. Staff members will need to make a decision as to whether they are safe to remain in The Annexe, depending upon the location of the fire.

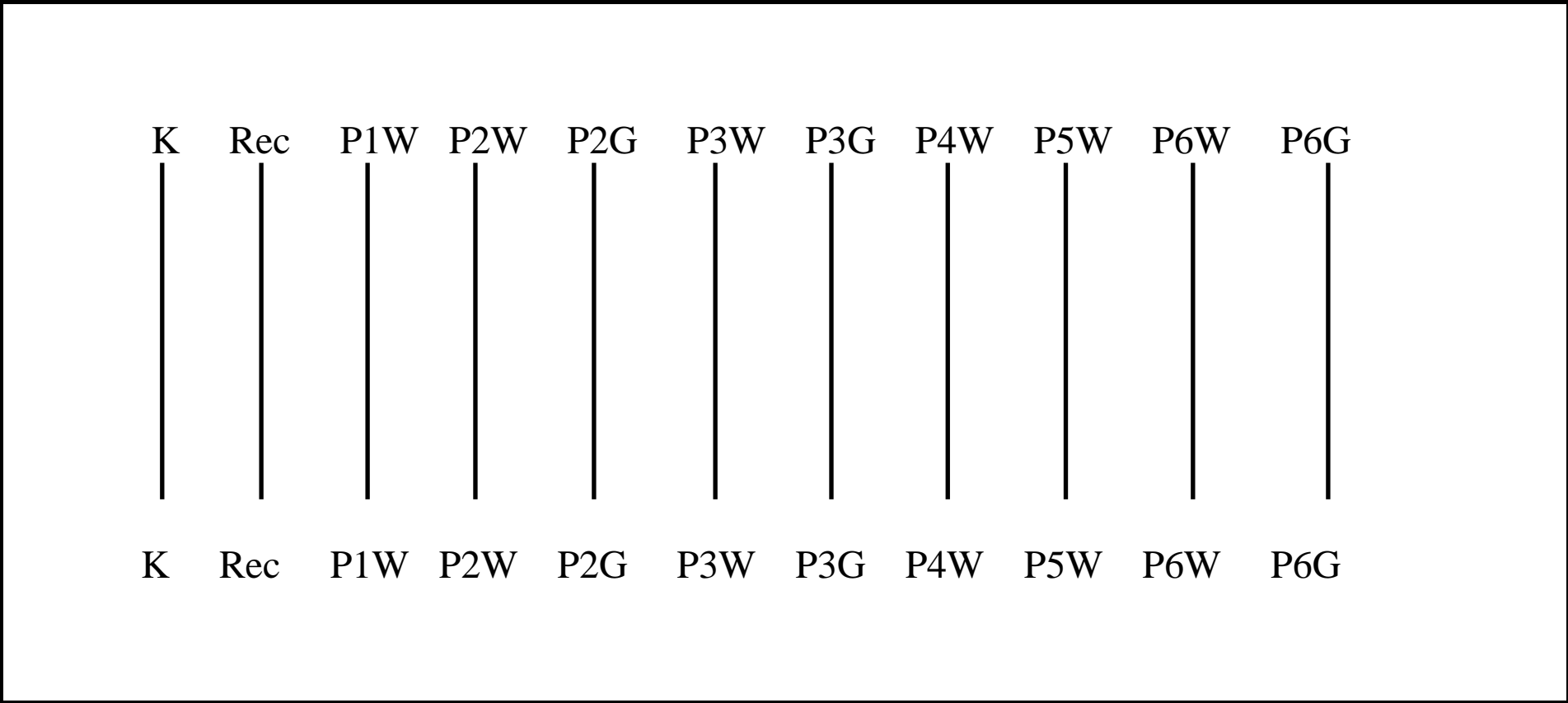
Appendix 1 - Prep School and Senior School Assembly Line Up



**WISBECH**  
GRAMMAR SCHOOL

Fire Evacuation Line Up  
**Magdalene House**

Tennis Court

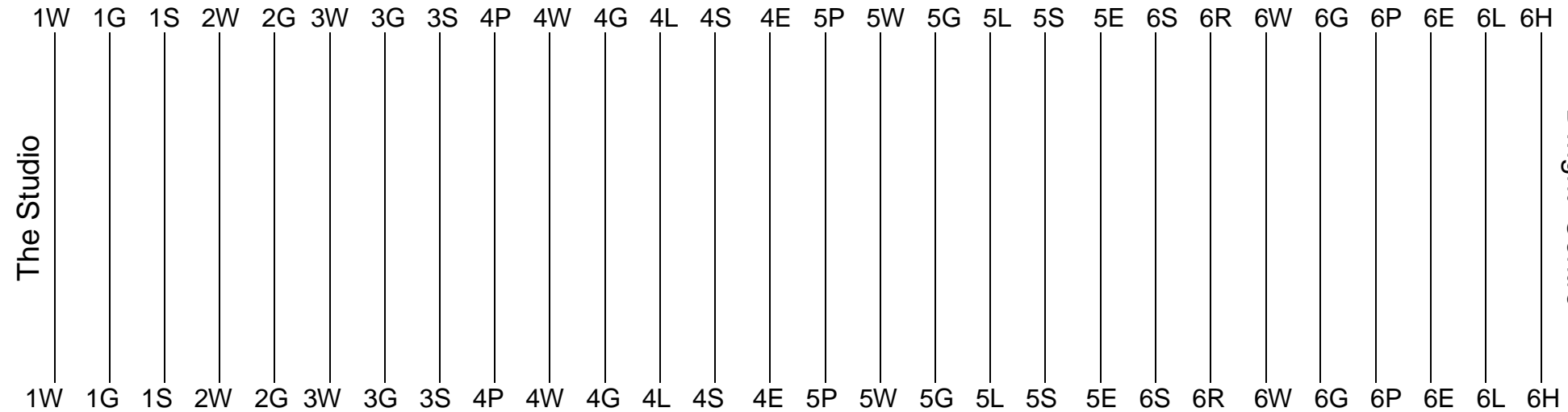


Pavilion



## House and Cottages

Tennis Courts



Line up in alphabetical order by surname  
 Single file  
 Silence until dismissed  
 Dismissal to be by Form/Year.

Skelton Hall

Pavilion

## **Appendix 2 - Emergency evacuation of Russell Hall during Public Exams ONLY**

### **ALL**

(In the event of the Fire Alarm sounding whilst in Russell Hall or in any other room being used for an external exam, the Invigilator must take the Candidates out to or past the far end of the hard tennis courts (dependent on cohort numbers) in between the Pavilion and Skelton. They should be beyond any Prep pupils.

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.
- CLOSE YOUR EXAM BOOKLETS AND LEAVE EVERYTHING 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. The Lead Invigilator will lead the row of pupils closest to the exit first, followed by the next closest etc. through the piano exit door. Pupils will line up, according to their exam seating position, at the farthest point necessary to fit in the whole cohort. This may mean that the first rows of pupils are standing amongst the smaller trees/play equipment next to Skelton. PLEASE FOLLOW THE INVIGILATOR, AND LINE UP WHERE SHOWN.

REMAIN IN YOUR ROWS IN SILENCE AND IN EXAM CONDITIONS.

The Lead Invigilator or the Exams Officer must then:

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.
4. 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 Senior Deputy Head.

Once the ALL CLEAR is given by the Senior Deputy Head, the Lead Invigilator/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, in reverse order (row A first).
2. Leave 2 invigilators (if applicable) 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 exit doors if necessary/available.

Any instructions given by The Fire Brigade take priority over this document.

## Appendix 3 - HEALTH AND SAFETY - FIRE RISK ASSESSMENT - ALL EMPLOYEES

### All employees must:

- 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.
- Co-operate with management so far as is necessary to enable the school to fulfil its statutory obligations.
- Observe all safety guidelines and procedures.

### All employees:

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