



Westbourne
House School

CHICHESTER

0

FIRE SAFETY & FIRE RISK PREVENTION POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

The Governors and Headmaster are committed to protecting staff, children, parents, visitors and contractors from the dangers of fire by regularly assessing, reducing and controlling the risk of fire occurring or causing harm. This policy comprises two parts:

- Part 1: Fire Safety
- Part 2: Fire Risk Prevention:
 - Section A: Roles & Responsibilities
 - Section B: Practical Procedures
 - Section C: Fire Risk Assessment
- Appendices 1 & 2 cover the Fire Response Procedures in full detail

PART 1: FIRE SAFETY

Aims

The School keeps the fire risk assessment up-to-date, to maintain fire prevention and fire-fighting equipment in good order by regular inspection, testing and maintenance and to ensure that staff and pupils have an appropriate understanding of the risk of fire and are capable of safe evacuation if necessary. Two termly fire practices are conducted – one during the school day and the other during boarding hours.

In accordance with regulations, we provide a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and the governing body undertakes to:

- produce a Fire Risk Prevention Policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out and record termly fire drills and contact emergency services when necessary;
 - these are carried out twice per term, once during the school day and once during boarding hours – both of which are carried out at various times so as to ensure that pupils can react properly (including when boarders have been in a deep sleep);
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);

- in this case, the Bursar has been appointed and trained to undertake this role;
- have 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 (the maintenance is by a 'competent person' (for example, ISO9001 certified or BAFE approved));
- provide staff and any others working on the school site with fire safety information.

Fire Prevention

Most fires are preventable. Staff can help to prevent fires at Westbourne by following some simple rules:

- Know your workplace.
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately.
- Know what the fire bell sounds like and ensure that pupils do too.
- Impress on pupils the dangers of fire, especially in Science, Art Block and Food Tech Room.
- Explain to pupils that fire prevention is their responsibility too.
- Remove/extinguish/switch off any potential causes of fire when you leave a room.
- Do not overload electrical sockets, or tamper with plug fuses.
- Take special care with portable heating appliances.
- Make sure that all portable electrical equipment has been tested.
- Be vigilant – notice clothes left near heaters, doors wedged open, escape routes blocked, etc.

Alarm Systems

The early detection and warning of fire are the most effective means of preserving life and property so the School places a considerable emphasis on fixed systems. Tampering with such systems is very dangerous.

Location

Automatic fire detection and alarm systems are fitted in the following buildings:

- Main House, Main (Classroom) Block and Sharman Wing
- Millennium Hall
- Pre-Prep
- Nursery
- Science
- Sports Hall
- Westwood and Beeswing
- Middle Lodge
- Dower House
- Shopwyke House
- Orchard Lodge
- Pear Tree Lodge
- Food Technology Room

- Flats – Damsons and Brambles

The Millennium Hall and Pre-Prep alarm sound also at the control panel in the Main House. Otherwise each alarm system is self-contained. The Main House and Pre-Prep alarm systems are linked to a monitoring station off-site.

Most detector heads are smoke detectors except that, in rooms where smoke could be expected, heat detectors are fitted.

Some buildings have fire doors which close automatically when the alarm is activated. In the kitchen, the fire alarm also causes the fire shutters between kitchen and dining room to drop and the gas supply to be shut off.

Maintenance

The School has a maintenance contract with ALL SAVED (01798 812999). The company carries out maintenance of all the alarm systems and emergency lighting, usually during school holidays. Defects in the alarm system should be reported to the Bursar who will usually call in ALL SAVED immediately.

Testing

All Fire are contracted to carry out quarterly testing of the alarm system, at the same time as maintenance, testing the component parts, sounders, call points, detector heads, door closers etc in rotation. Weekly testing during term time should be carried out as follows:

- Main House, main classroom block and Sharman wing – by the Site Manager (every Tuesday at 3pm)
- Millennium Hall – by the Site Manager (every Tuesday at 3pm)
- Pre-Prep – by the Site Manager
- Nursery – by the Site Manager
- Science – by Karen Gordon (Science Technician)
- Sports Hall – by the Site Manager
- Boarding Houses – by the Site Manager
- Food Tech Room – by the Site Manager

Fire-Fighting Equipment

Extinguishers of various types are provided in all the teaching and boarding buildings on the site and in the minibuses. Servicing is carried out annually by All Fire. All extinguishers should carry a red tag and certificate which shows the test validity date.

The School makes staff aware of the operation of the fire-fighting equipment before there is a need to use it. The majority of staff received formal training on all fire-fighting equipment during the Apr 25 Inset Training. Training will occur again as part of future Inset training.

Doors to dormitories and some other rooms are fitted with a Dorgard mechanism that allows the door to be left open but which closes when it detects the fire alarm sounding.

Staff should report any defective fire detection or fire-fighting equipment to the caretaker or bursar without delay.

Assessment and Record Keeping

The Caretaker maintains the PAT log, alarm testing log and emergency light testing log and the Bursar maintains all other fire-related records.

Staffing and Resources

A health and safety consultant prepares the fire risk assessment in discussion with the Bursar, who arranges for all installation and maintenance of equipment. This was last conducted in August 2024. All fire doors were inspected in August 2025.

The caretaker undertakes periodical alarm and emergency light testing and is responsible for testing portable electrical appliances.

PART 2: FIRE RISK PREVENTION

Aims

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety 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 Fire Risk Prevention procedures at Westbourne House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Section A: Roles & Responsibilities

Role of the School Fire Safety Officer. The Bursar is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the SMT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures 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.

Emergency Evacuation Notice. All staff and pupils (particularly those new to the school), all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.

2. If you are responsible for a class, ensure your pupils leave quietly with you. No one should talk or run.
3. Make your way to the assembly point.
4. Do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
5. If the alarm sounds the emergency services will be summoned on the authority of the School Fire Officer, Headmaster or the most senior person present.
6. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in a designated safe refuge.
7. Collect the register of your class from the School receptionist as soon as you reach the assembly point.
8. Visitors to the School should report to the Receptionist on arrival at the assembly point so that she can account for you against the visitors' register.
9. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the School Fire Safety Officer, HM or the most senior person present who will inform the Fire and Rescue Service.
10. Everyone is to remain at the assembly point until the all clear is given.

On no account should anyone return to any building until given permission to do so by the Fire and Emergency Services.

Section B: Practical Procedures

Briefing New Staff and Pupils

All our new staff (teaching and support alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Westbourne House School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown 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.

We offer fire awareness training, including the basic use of fire extinguishers, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire & Rescue Service

Throughout term-time, the School Office is manned between 8.00am – 5.45pm during weekdays, and 8.30am – 5.00pm on Saturdays (excluding Leave Out Weekends), and between

9.15am and 4.30pm during half terms and holidays apart from the Christmas and Easter closedowns.

- The Main Building and Pre-Prep are linked to a monitoring service.
- The School Office is always given advance warning of fire practices.

Out of Hours Fire Incident - Boarding Houses

A fire incident out of hours is likely to be discovered by either the Head or the on-site, resident staff. If the incident is major, the Bursar and the Deputy Head (also Head of Boarding) are to be called immediately at their homes whence they can initiate the communications process. The Fire Brigade are aware of the Bursar's home telephone number and they possess the barrier code to enter the school site. In the case of an overnight emergency where the boarding premises need to be evacuated, all boarders will assemble in the Sports Hall until alternative accommodation can be identified. It is likely that part time boarders will be required to return home until the crisis has passed. Full time boarders will lodge within the remaining boarding houses as required.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on School property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

Responsibility of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the names of those who cannot be accounted for and, if possible, their likely location is passed immediately to the School Fire Safety Officer, HM or senior person present. It is the responsibility of that person to ensure that this information is passed to the Fire and Emergency Service on its arrival.

On no account should anyone return to a burning building.

Fire Practices

We hold at least two fire practices every term at Westbourne House School; one during the day when the whole School is present and one at night when only boarders and resident staff are present. We are mindful that we have a number of flexi-boarders and therefore a fire drill

may take place on a night that they are not in school; boarders are therefore walked through their evacuation procedure within the first two weeks of term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the School can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at Westbourne House School:

Escape Routes and Emergency Exits

- Escape routes are in place from all areas of the School
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke detectors, and manual alarm points are located in every building in accordance with the recommendations of our professional advisors. The alarm is activated either automatically by one of the smoke detectors or manually using the break glass alarm points.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on a number of doors in or leading onto escape routes.
- Alarms sound in all parts of each building however due to the spread of buildings an alarm activated in one building will not activate the alarms in all buildings.
- Fire routes and exits are to be kept clear of all obstructions at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed, and for reporting defects.
- All fire alarms are tested weekly, the emergency lights are tested monthly and the automatic doors weekly and all tests and defects are recorded. This is the responsibility of the Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - A rolling six monthly professional check on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- Records of all tests are kept in the Site Manager's office.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Site Manager's office.

- The Science and D & T teaching staff or Technician checks that all Scientific and DT equipment is switched off at the end of the school day.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Site Managers office.
- The kitchen range was fitted with an Ansul R102 Fire Suppression System in August 2024, which will be serviced annually by Global Fire & Security Systems.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Section C: Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

Westbourne House School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Westbourne House School's fire risk assessments are on the health and safety section of the School's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
September 2025	September 2026	Bursar Head of Pre-Prep

APPENDIX 1 – PREP SCHOOL FIRE RESPONSE PROCEDURES

Principles

- At all times, the overriding priority is the safety of pupils, visitors and staff.
- As visitors sign in with the school office they are made aware of the school's arrangements if the fire alarm sounds (this information is also clearly stated on the back of visitors' badges).
- If the fire alarm sounds, everyone should assume there is a fire until told otherwise.
- Children should never be allowed to fight a fire.
- Staff should only attempt to fight a fire if they have no other responsibilities and are confident they can do so without putting their own life in danger.

In Term-time During School Hours

It is likely that Prep School children and staff will be dispersed throughout the site. There may also be visitors, contractors and parents.

Any Pre-Prep children or staff that are away from the Pre-Prep building should return, if safe to do so, to be accounted for at the muster-point in the front playground.

All other personnel should be evacuated to the cricket pitch at the front of the main building and children lined up by form to be checked against the lists that the office staff will bring. This process will take some time, especially if there are children swimming or at the far end of the playing fields, but an accurate headcount is essential.

It may not be possible to account completely for all the adults on the site as there are no controls on their coming and going. Staff leaving the site during the day should at least tell another member of staff they are going.

It is important that staff and children remain calm and quiet during this process to avoid panic and confusion and that order is maintained at all times.

Staff responsible for children with disabilities or special needs should have already thought about how to deal with them in the event of fire and should ensure their safety particularly.

The priority then is to account for children, staff and visitors so that the Fire Brigade can be told of anyone who might be trapped in the fire.

In Term-time Outside School Hours

During the silent hours, boarders should be safely in their houses with house parents and a fire or alarm in one building should not immediately affect people in other buildings.

For a fire/alarm in the Main House children should be assembled as normal in front of the building (or in the Millennium Hall if conditions dictate) and, once accounted for, should be kept safely together until they are able to return to their dormitories or until it appears that

some other course of action is appropriate. Depending on the nature of the emergency it may be appropriate for staff in other houses (the Headmaster and/or Deputy Head for example) to be woken, but normally children should be kept in their respective houses until further instructions are issued.

For a fire/alarm in other boarding houses, children should be evacuated as they have been instructed during fire drills, accounted for, then taken to a suitable safe place, eg: the Main House or Millennium Hall.

Outside school hours and before bedtime, the situation is likely to be more complicated with children engaged in activities throughout the site or at supper etc, so in those circumstances children and staff should be assembled in the playground to be accounted for.

The following pages contain the fire procedure in detail.

PREP SCHOOL DURING SCHOOL DAY				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Bursar Mrs Langford Mr Fisher Mr Barker	One member of staff is to act as teacher in overall charge	In that order – normally Mr Barker or in his absence Mr Fisher will ensure efficient evacuation of the School
2	Fire discovered in Prep School.	Person finding the fire	Raise alarm Evacuate pupils Dial 112 or 999	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
3	Fire discovered in outstation – Art, Science, Sports, Music, Millennium Hall, Orchard Lodge, Pear Tree Lodge, Food Tech, Brambles & Damsons	Person finding the fire or teacher in that area	Raise alarm Evacuate pupils Dial 112 or 999 if possible Alert School Office	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
4	Report of fire or alarm in outstation	Office staff taking the call or Head or Bursar on hearing the siren	Sound Prep School alarm	By pressing top right button on fire panel by Bursar’s Office or Sharman Wing or activating a call point

5	Report of fire or activation of alarm	Office staff	Telephone Art and Science to evacuate.	Tell Art to send a runner (adult if possible) to tell Sport, Swimming and Squash
6	Fire alarm activated	Bursar Mr Mepham Mr Fisher Mr Barker	Investigate alarm to check if there is a fire	If none of these present, teacher in charge to decide whether to investigate further and/or call 112 or 999 immediately.
7	If there is a fire	Person nominated by teacher in charge	Call 112 or 999	As much detail as possible, gleaned from person discovering fire. Call could be made from Music School
8	On hearing alarm	Teaching staff	Evacuate pupils to the cricket pitch in front of the main building (or Millennium Hall if wet/cold/dark)	Staff to enforce silence during evacuation
9	On hearing alarm	First member of SMT to reach it	Sound alarm in Millennium Hall	Prep School alarm does not sound in Hall
10	Arrival at muster point	Class teacher or tutor/link tutor	Make pupils line up in form groups	In silence
11	On hearing alarm	One member of Office staff	Provide form lists, absentees list, visitors' log, contractors' log, staff list to evacuation point	
12	On hearing alarm	Other members of Office staff	Alert Art and Science Departments, Food Tech Room, Swimming Pool, Sports Hall (incorporating Dance Studio and Squash Courts), Orchard and Pear Tree Lodge, Food Tech Room, Brambles and Damsons	By telephone. Then evacuate. May be necessary for Art/Science Teacher to go to Sports Hall (incorporating Dance Studio and Squash Courts), Orchard and Pear Tree Lodge, Food Tech Room, Brambles and Damsons
13	Arrival at muster point	Teachers/tutors/link tutors	Account for all pupils	Report to teacher in charge
14	Arrival at muster point	Office staff	Account for visitors	Report to teacher in charge
15	Arrival at muster point	Bursar Mr Mepham Mr Hunking	Account for contractors	Report to teacher in charge

16	Arrival at muster point	Office Staff	Account for teaching and support staff	
17	Arrival at muster point	Office staff	Inform Pre-Prep by telephone	From Music School or kitchen
18	When notified	Pre-Prep Staff	Account for pupils and staff	Report to teacher in charge
19	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
20	If there is a fire	Bursar Teacher in charge Nominated senior staff	Meet fire brigade and liaise	Teacher in charge to decide what to do with pupils
21	If there is a fire	Teacher in charge	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services, parents

PREP SCHOOL BETWEEN END OF LESSONS AND GOING TO BOARDING HOUSES				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Mr Fisher Mr Barker	One member of staff is to act as teacher in overall charge	In that order. Normally Mr Barker or in his absence Mr Fisher will ensure efficient evacuation of the School
2	Fire discovered in Prep School.	Person finding the fire	Raise alarm Evacuate pupils Dial 112 or 999	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
3	Fire discovered in outstation – Art, Science, Sports, Music, Orchard, Millennium Hall	Person finding the fire or teacher in that area	Raise alarm Evacuate pupils Dial 112 or 999 if possible Phone Head, Bursar etc	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls
4	Report of fire or alarm in outstation	Whoever takes the call	Sound Main School alarm	By activating a call point or pressing top right button on fire panel by Bursar’s Office or Sharman Wing.
5	Fire alarm activated.	Bursar Mr Mepham Mr Fisher Mr Barker	Investigate alarm to check if there is a fire	If none of these present, teacher in charge to decide whether to investigate further and/or call 999 immediately.

6	If there is a fire	Person nominated by teacher in charge	Call 112 or 999	As much detail as possible, gleaned from person discovering fire. Call could be made from Music School
7	On hearing alarm	Teaching staff	Evacuate pupils to the cricket pitch in front of the main building (or Millennium Hall if wet/cold/dark)	Staff to enforce silence during evacuation
8	On hearing alarm	First member of SMT to reach it	Sound alarm in Millennium Hall	Prep School alarm does not sound in Hall
9	Arrival at muster point	Class teacher or tutor/link tutor	Make pupils line up in Year groups	In silence
10	Arrival at muster point	Teachers	Account for all pupils	Report to teacher in charge
11	Arrival at muster point	Office staff if present	Account for visitors	Report to teacher in charge
12	Arrival at muster point	Office Staff if present	Account for teaching and support staff	
13	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
14	If there is a fire	Bursar Teacher in charge Nominated senior staff	Meet fire brigade and liaise	Teacher in charge to decide what to do with pupils
15	If there is a fire	Teacher in charge	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services, parents

BOARDING HOUSES				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Houseparent	Evacuate house Account for pupils Account for family Account for visitors	Try to keep children calm and together
2	Fire alarm activated	Other houseparent	Investigate alarm	
3	If there is a fire	Houseparent	Call 112 or 999	Give as much detail as possible, gleaned from person discovering fire.

4	If there is a fire	Houseparent	Send for help from nearest house Alert other on-site staff	Get children to safety nearby
5	If there is a fire	Houseparent	Consider tackling fire	If small and containable
6	If there is a fire	Other staff	Assist where possible	
7	If there is a fire	Other staff	Send someone to tell outside users in Sports Hall, Pool, Millennium Hall	Decide whether they should continue activities or leave to allow access for emergency services/parents
8	If it is a false alarm	Houseparent	Reassure children Resume normal routine Record incident in log and report next morning	

APPENDIX 2 – PRE-PREP FIRE RESPONSE PROCEDURES

It is the responsibility of any person discovering a fire to activate the alarm system by smashing the glass in the nearest call point or by turning the key in the main control panel. At the sounding of the alarm, the building must be evacuated as quickly and as calmly as possible.

Caroline Oglethorpe, Katy Lawson or a delegated member of staff will dial 999 and then ring the Prep School. Each member of staff is responsible for the safety of the children in their care at the time of the alarm.

Children should walk out of their classroom in single file and leave the building by the nearest safe exit. Year 1 staff should check the Year 1 cloakrooms and toilets as they exit the building. Reception staff check Reception toilets, Year 2 staff will check Year 2 toilets and the Individual Needs classroom.

All staff need to be aware that it may be necessary to alert those in the 'out' buildings and should take responsibility for this as appropriate. The last person to leave the room should be a member of staff who should check the room is clear and, if possible, close the windows and doors.

The first member of staff to leave the building by the front door should take with them the fire box (which includes fire registers) and the first aid box. Children should be lined up in their classes on the grass in front of the School or on the cricket pitch if this is deemed more appropriate.

Class teachers should check all their children are present, by calling the register and double check by doing a head count. After this check, children will be taken to the Millennium Hall or Sports Hall. The Head of Pre-Prep or the Pre-Prep Secretary will check that all staff are present.

A Fire Practice will take place each term.

It is important that staff and children remain calm and quiet during this process to avoid panic and confusion and that order is maintained at all times.

Staff responsible for children with disabilities or special needs should have already thought about how to deal with them in the event of fire and should ensure their safety particularly.

The priority then is to account for children, staff and visitors.

PRE-PREP AND NURSERY DURING SCHOOL DAY				
	EVENT	PEOPLE	ACTION	REMARKS
1	In the event of a fire or fire alarm	Mrs Oglethorpe Mrs Lawson Mrs Rich Mrs Rogers	One member of staff is to act as teacher in overall charge	In order stated - normally Mrs Oglethorpe will ensure efficient evacuation of the Pre-Prep
2	Fire discovered in Pre-Prep	Person finding fire	Raise alarm Evacuate pupils (muster on grass in front of school) Dial 112 or 999 Alert: Mr Mepham, Prep School Office and the Bursar	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls.
3	Fire discovered in outside classroom (IEN, Yr 1, Nursery)	Person finding fire, or teacher in that area	Raise alarm Evacuate pupils Dial 999 if possible Alert Pre-Prep office	That person to report facts to teacher in charge after evacuation. Evacuation takes priority over telephone calls.
4	Report of fire or alarm in outside classroom	Office staff taking the call/Teacher	Sound main Pre-Prep alarm	By pressing button labelled 'Fire' on the Fire Panel by the main door or by activating a call point by external doors.
5	Report of fire or activation of alarm	Office staff	Go to outside classrooms to evacuate	
6	Fire alarm activated	Mrs Lawson	Investigate alarm to check if there is a fire	If not present, teacher in charge to decide whether to investigate further and/or call 112 or 999 immediately.
7	If there is a fire	Person nominated by teacher in charge/office staff	Call 112 or 999	As much detail as possible, gleaned from person discovering fire.
8	On hearing alarm	Teaching staff	Evacuate pupils and muster on grass in front of school	Staff to enforce silence during evacuation.
9	On hearing alarm	First member of staff to hear it	Make outside classrooms aware	Alarm does not sound in outside classes

10	On evacuating building	First person out of front door/office staff	Collect up fire board (which includes class and staff lists), Visitors Book, First Aid Box and go to muster point	
11	Arrival at muster point	Class teacher	Make pupils line up in classes	In silence
12	Arrival at muster point	Class teacher	Account for all pupils	Report to teacher in charge
13	Arrival at muster point	Office staff	Account for visitors	Report to teacher in charge
14	Arrival at muster point	Office Staff	Account for all teachers, assistants, gappers and visitors	
15	Arrival at muster point	Office staff	Alert Mr Mephram, Bursar and Prep School Office if not already done so	
16	If there is no fire	Teacher in charge	Dismiss staff and pupils in order	
17	If there is a fire	Teacher in charge Bursar & Site Manager Nominated senior staff	Meet fire brigade and liaise	Teacher in charge decide what to do with pupils once registers have been taken and all pupils and staff are accounted for. Move as far away from scene as possible and await further instruction.