

Document Control	
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Fire Procedures

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Policy Statement

Banstead Prep School (BPS) places the highest importance on fire safety, and is committed to raising awareness of the risk of fire, its prevention and reaction of both pupils and staff should a fire break out, through training and education. The Fire Safety Management Policy is available via this [link](#).

The policy applies to all members of our school community, including those within the EYFS setting.

BPS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

BPS seeks to implement the policy through adherence to the procedures set out in this document.

In line with our Provision of Information policy the Fire Safety Management Policy and this document are available to all interested parties on our website and on request from the School Office.

This document is reviewed annually by the Site Manager or as events or legislation change requires. The next scheduled review is September 2026.

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Fire Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS

In the event of any member of the BPS community finding a fire they must:

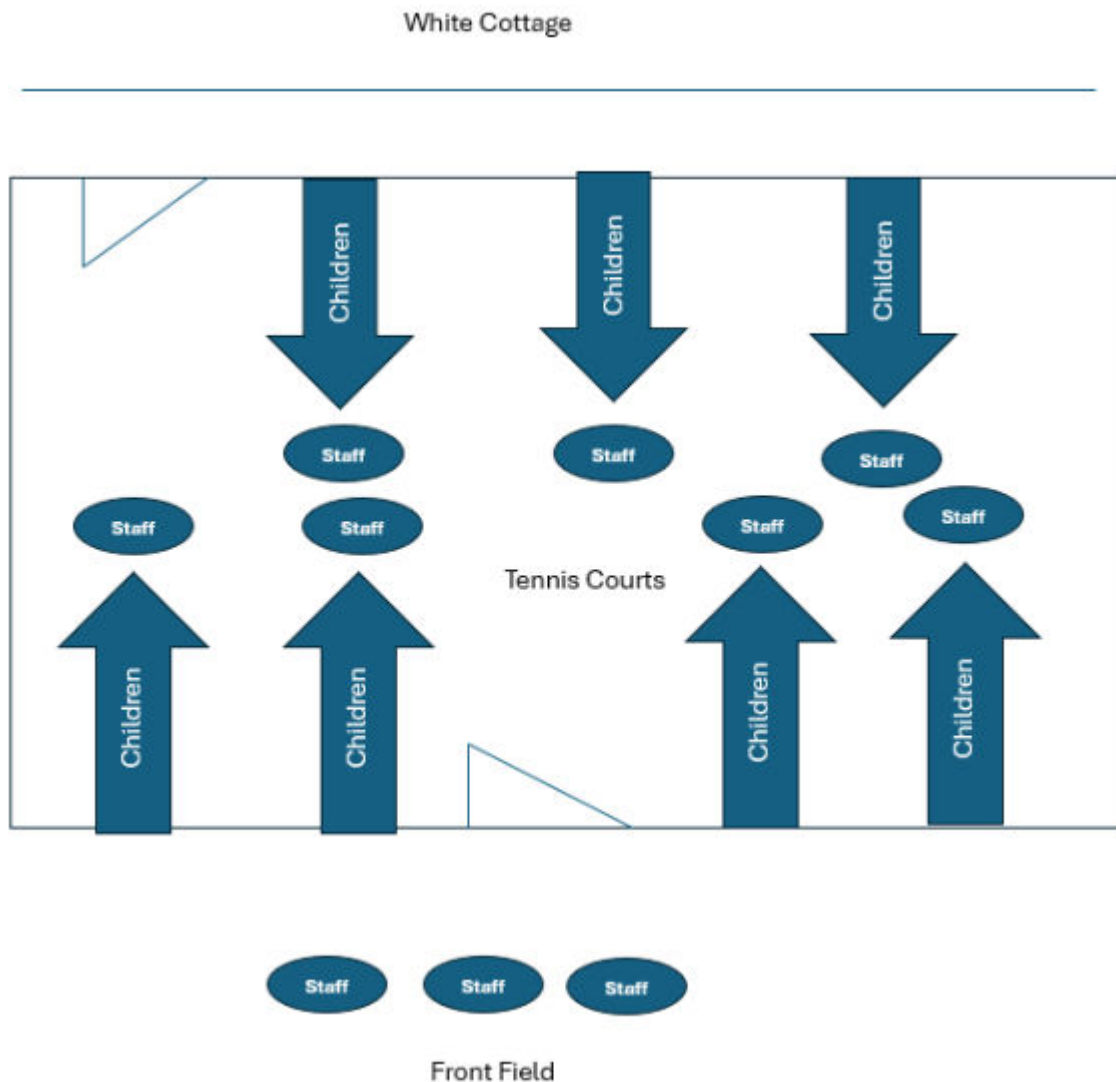
1. Manually break the call point glass
2. Contact the Fire Services directly by dialling **999**

The evacuation signal is a siren in the Main school, and a constant ringing bell in all other areas. In the following areas they are supplemented by visual alarms (red flashing lights): sound-proofed music practice rooms; recording studio

All staff and pupils and visitors should follow the evacuation procedure:

- Where possible, close all windows
- Switch off appliances such as D & T machinery etc (do not wait to shut down your computer).
- Leave the building by the nearest exit via the appropriate published route from the area of the school, closing the door behind you.
- Do not take anything with you, and do not allow pupils to take anything.
- All pupils and staff must walk in silence and gather at the assembly point on the tennis court to be registered and receive further instructions. See further instructions below for registration of pupils and staff at the assembly point.
- Swimmers should leave the pool. A member of the Site team will inform the teacher if the building needs to be evacuated. If any smoke or flames are visible in or around the pool then the building must be evacuated immediately. Do not collect any belongings. The teacher in charge of the swimming lesson must get a message to the registration point to say that all pupils are accounted for.
- The Office Staff are responsible for taking the fire registers, to the muster point. This member of staff plus one other designated member of non-teaching staff will be responsible for handing out the registers to class teachers or their representatives and confirming that all children are present and accounted for, and for confirming all other staff and visitors are present and accounted for using the InVentry record.
- Form Teachers will register pupils and Office staff will register staff, peripatetic staff and visitors.
- If anyone is missing, the Form Tutor or a member of staff taking the register must advise the Site Manager immediately. The Headteacher will then inform the Fire Services of any missing person.

Assembly Point Instructions– The assembly point in event of a fire or other situation requiring evacuation will be the tennis courts unless these are unsafe to use. There are signs attached to the fencing to indicate the assembly location for each year group. During the school day, in the event of an evacuation, staff should direct the children to line up in front of their relevant year group sign, facing into the centre of the tennis courts. Staff accompanying and registering children at the assembly point should stand at the head of the line in the centre of the tennis courts. All other staff, not accompanying children, or otherwise required to assist with registration at the assembly point should position themselves in one group just outside the tennis courts on the field side and directly visible to the Office staff who will be checking the staff register. See the diagram below for positioning.



Should the assembly point not be safe to use the Sports Grounds will be used as a contingency muster point. Pupils and staff will be directed from their designated point to the sports grounds by a member of SLT or the Site Manager

Site Team Actions and Declaring Incident Closure:

- The Site Manager and/or Site Assistants will check the fire panel to establish the area of the fire. The fire panel is situated in the main school reception by the front entrance door.
- The Site Assistants will then establish if there is a fire and contact the Site Manager by walkie-talkie to inform them.
- The Site Manager or a member of staff will then telephone the Fire Services and notify them on arrival of the position of the fire.
- Once the **ALL CLEAR** has been given to the Headteacher by the Site Manager, Site Assistants or the Fire Service, the Headteacher will dismiss pupils back into the building. On no account should anyone return to any building until given permission by the Fire Services, or the Headteacher/Site Manager in the event of a false alarm or drill.
- In line with the Critical Incident Policy, in the event of an emergency a message will be sent by Schoolpost to all parents, requesting that they collect their child from a designated location.

Using Smallshaws Sports Pavilion and Fields

If a fire alarm sounds at the main school site, anyone using this venue should remain in situ, the adult in charge should contact the RVP co-ordinator and provide full details of all children and adults at the venue.

An all clear will be provided by the Site Manager to the adult in charge when appropriate. No-one is to leave Smallshaws until such time as this has been given.

If a fire alarm sounds at the pavilion or a fire is found at the venue, all children and adults present should assemble as far from the pavilion as possible, on the sports field as close to the boundary as possible.

Once all are assembled alert School Office and Site Team. Ensure all children and adults at the venue are accounted for.

All other fire actions will be as the procedures for the main school site.

Out of School Hours

If the alarm sounds before 8.00am pupils and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior

Leadership Team, the Site Manager or a Site Assistant will inform the Fire Brigade that there could be pupils in the building who cannot be accounted for.

After 4.00pm all pupils, staff and visitors will evacuate and gather at the assembly point as per normal evacuation procedures. Staff running clubs should organise children into their respective co-curricular club or afterschool care groups to assist with registration at the assembly point. The member of SLT on duty will then register the pupils using the register in SOCS for co-curricular and afterschool care to establish children remaining on school site. They will be supported by teaching staff, after school care staff and staff running clubs.

At all times there is a trained Fire Marshall on the Premises.

Visitors

All visitors sign in and out of the School Office via the online InVentry system. The InVentry application is used to register staff and visitors on premises at the time of the alarm, at the assembly point. All visitors are given a badge, which should be worn at all times, they are made aware of the emergency evacuation notice and informed of the assembly point. When large numbers of visitors are at the school for open days, concerts, etc. a brief announcement is made advising them of the location of emergency exits that they should use in the event of alarms sounding.

Fire evacuation routes are clearly labelled around the school, which visitors should follow.

Fire Prevention Measures

The following fire prevention measures are in place at BPS:

Escape routes and emergency exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in buildings in accordance with the recommendations of our professional advisors. They are automatically activated when smoke/heat builds up. High risk areas which are not supplied with automatic smoke detection have manual smoke alarms which are tested and results recorded each month.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the main school and shows the location of a fire.
- Alarms sound in all parts of the building.

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- Plans showing the location of gas and electricity shut off points are kept in the Reception area and Site Manager's office.

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 current wiring regulations.
- Regular portable appliance testing takes place at least once a year.
- Records of all tests are kept in the Site Manager's office.

Lightning protection

- All lightning protection and earthing confirms to BS6651-1999. It is tested regularly by a specialist contractor.

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 Manager's office.
- Landlord's gas safety certificates are held for all boilers
- All kitchen equipment is switched off at the end of service
- Currently the gas supply to the science and science prep rooms is disconnected. If and when the gas supply is reconnected these rooms will be checked daily to ensure that the central gas supply is switched off

Safe storage and rubbish

- We ensure that flammable materials used in teaching or maintenance are locked in purpose made, flame-proof containers at the end of every day.
- Chemicals in Science are stored safely in a locked store.
- Flammable rubbish is stored away from buildings.

Letting or hiring the school

- Our standard contract that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A member of the Site team is always on call when the school is let or hired for an outside function or event.

Fire Safety Checks and Records

All records relating to Fire Safety are kept and maintained by the Site Manager. They are reviewed in consultation with the Headteacher/Business Manager and the Site Manager actions and records any matters arising. The following records are kept, maintained and reviewed:

- The Fire Risk Assessment and its review
- The Fire Safety Management Policy and Fire Procedures
- Training Records of Fire Wardens and other staff training
- The Fire practice drill log
- Certificates for the installation and maintenance of fire-fighting systems and equipment

The Site Manager carries out regular checks, walking the site and a termly checklist is completed. This is also in line with The Arson Prevention Bureau 1998 Regulations. Regular checks by the Site Manager include:

- Fire exits and emergency routes are kept clear – weekly checks
- Signs and notices are in place – weekly checks
- Emergency lighting is in working order and correct – weekly checks
- Fire extinguishers are in allotted places and not used to prop open doors – weekly checks
- Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. These doors will automatically close when the fire alarm activates – weekly checks.
- Annual maintenance of fire extinguishers is carried out by an approved contractor
- Fire alarms and emergency lighting is tested six monthly by an approved contractor
- The Site Manager and Site Assistant test the call points in each building weekly on and record the results in the log book.
- The Site Manager 'flick tests' the emergency lighting in every holiday period.

High Risk departments such as Food Tech and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances.

Communication between main school and the astro pitch is by way of the school radio, in the case of an evacuation. Staff will have a radio with them at all times when using the Astro pitch.

All Employees should

- Familiarise themselves with the fire procedures and escape routes.
- Report to the Site Manager any concerns regarding fire safety
- Ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked.
- In accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- Not attempt to extinguish a fire unless they have been specifically trained to do so.
- Comply with the School No Smoking Rule – the site is a smoke free zone within the school boundary including any external areas.

Personal Emergency Evacuation Plans (PEEPs)

A PEEP will be completed for all site users who may have special needs that could affect their ability to evacuate the premises safely. The UL template, available on the UL Hub via this link, will be used to comply with all necessary legislation and embrace best practice. Copies of completed PEEPs will be kept in the following locations at BPS:

Pupils – Alongside their Individual health care plan in the Teams Folder

Staff - In their employment file

All – in the Fire Emergency Plan maintained by the Site Manager

Staff working with individuals who have a PEEP will be made aware of the procedure to follow for these individuals.

Fire Training

- All employees receive regular training and instruction on all of the fire and emergency procedures. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment.
- Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis.
- New staff are inducted into the BPS Fire Procedures and they complete the checklist and return to the HR Manager for recording.

The staff trained as Fire Wardens are listed on Health and Safety notice boards.

Contractors

Any contractors working on site must sign in at reception and wear a visitors' badge at all times.



The contractors must ensure that they are briefed on the school's fire procedure including the no smoking policy.

Any 'hot works' must be authorised by the Site Manager before work begins, and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

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