



# **Fire Regulations and Guidance Policy (Whole School including EYFS)**

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**Independent Day School**

**Our Lady of Sion School**

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## **1. Definition and objective**

Our Lady of Sion School is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

The School Fire Regulations are to ensure the pupils, staff, and visitors, together with the fabric of the school, are always protected and to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer, the bursar, is responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures. Main records are kept by the Bursar and the interim records kept by the caretakers on each site.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm. Details of the school's emergency evacuation procedures are set out in a separate document and are also displayed on noticeboards.

The school has in place procedures for:

- the elimination or reduction of risks from dangerous substances
- providing staff training
- ensuring the safety of staff or anyone else legally on the school premises
- conducting fire drills
- conducting fire risk assessment
- preventing fires
- evacuation in the event of a fire
- maintaining and checking all fire detection, alarm and fighting systems

## **2. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2024) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Emergency Policy and Plan
- Personal Emergency Evacuation Plan (PEEP)

- Risk Assessment Policy

### 3. Roles and Responsibilities

The governing board, in consultation with the headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
  - A safe place for all users of the site, including staff, pupils and visitors.
  - Safe means of entry and exit for all site users.
  - Equipment, grounds and systems of work which are safe.
  - Safe arrangements for the handling, storage and transportation of any articles and substances.
  - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
  - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
  - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
  - Adequate funds to ensure the training of the fire safety officer and all other staff.

The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer (Bursar) to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the fire safety officer (Bursar) to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer (Bursar) will:

- Take responsibility for the school's fire safety matters.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- At least once per term, undertake a whole-school fire evacuation drill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.

- Ensure new and existing staff members undertake training sessions at least once per year, in line with the school's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and update where necessary the school's Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the fire safety officer (Bursar) and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the headteacher or fire safety officer.

#### **Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals**

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is located at the tennis courts in the Senior school and the playground in the Junior school.
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

#### **4. Checks made and records kept**

- Weekly checks are made and recorded by the caretakers on a different Fire Alarm call point at each site.
- Fire alarm tests and practices are held each term, at both the Senior and Junior school premises.
- Fire alarms and smoke detectors are serviced annually by our electrical contractor and the reports are received and logged.
- A full Fire Risk Assessment was performed in 2022 by an external safety consultant. Each year the Bursar and consultant re-inspect the premises and produce a report of their findings. The risk assessment includes an assessment of the risks posed by dangerous substances such as flammable liquids at the school.
- Surprise Fire Drills are held each term at both sites. Records are kept, including any action taken.
- Fire Procedures and Escape Route Notices are reviewed annually and displayed in each classroom and most other rooms.
- Visual inspections are made of the premises at least weekly by the caretakers to include fire door closure, blocked escape routes and empty fire extinguishers.
- Records of checks made are stored in the Bursar's Office.

## 5. Risk Assessments

The fire safety officer (Bursar), in cooperation with the premises manager, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.
- Ensure that the walkways are kept clear of obstruction and tripping hazards.

The Fire Safety Risk Assessment may be conducted by an external consultant or other competent person. And will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place. A copy of the fire risk assessment report will be available on site from the Bursar and employees' attention brought to any hazards found in the assessment.

**Termly** assessments of high-risk areas, such as kitchens, will be undertaken. **Annual** risk assessments will be conducted for all other lower-risk areas of the school. The fire risk assessments will be reviewed by the fire safety officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The fire safety officer will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

## 6. Fire Detection

Each of the school premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## 7. Fire Alarm

Each of the school premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the caretakers. The alarm will be activated using a different activator point each week, where this is practicable.

The fire alarm system will be serviced quarterly by a competent contractor

Records of these tests and servicing are maintained in a fire logbook held by the caretaker.

## **8. Fire Drills**

Fire drills will be held every term at the school. Written records of fire / evacuation drills will be maintained in the fire logbook which is kept by the Premises Manager.

## **9. Emergency Lighting**

Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg, stairs, passageways, and emergency exits.

Emergency lighting will be tested annually (charge & illumination) by a full discharge test by a competent contractor.

Records of testing and servicing of emergency lights will be maintained by the Bursar.

## **10. Emergency Procedures**

Written emergency procedures will be provided – as below. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

Notices will be displayed in each building of the school premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included in the appendix to this guidance.

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed.

The means of escape will be regularly inspected by the Bursar and caretakers to ensure they are kept clear of obstructions and tripping hazards.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place; visitors will be catered for by the Bursar when notified.

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 name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar and/or Chief Fire Marshal. It is the responsibility of Bursar and/or Chief Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**SUMMONING THE FIRE BRIGADE:** The School Office is manned between 8.00am and 5.00pm during weekdays throughout the year in term-time and between 9.00am and 4.00pm during half terms and holiday apart from the Christmas closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is in the reception area in the senior school and in the entrance hall in the junior school.



The receptionist is always given advance warning of fire practices. If the alarm goes off for any other reason, the Bursar has the responsibility to summon the Fire and Emergency Service at once. One of the caretakers is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the school office is staffed (unless warned of a planned fire practice).

## 11. Fire Training

**Staff** are provided with fire safety training when they join the school, and their training is updated regularly as required. Staff will be informed in relation to: -

- action to take if they discover a fire, including how to activate the fire alarm.
- action to take on hearing the alarm, including location and use of exits and escape routes.
- Action to take in the event of a bomb alert.

The fire safety officer will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

**Pupils** will be informed of exits and escape routes. These are also displayed around the school.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

**Fire Marshals** will be trained in: -

- emergency evacuation procedures.
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

**Visitors and contractors:** -

On arrival at the school will receive a copy of the safety briefing, detailing what to do in the event of the alarm sounding and assembly points in the event of an evacuation.

For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

**Disabled Persons:** The fire safety officer and headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions are in place.

Staff will be taught to modify evacuation routes for people with disabilities as part of their annual training.

## 12. Fire Prevention & Fire Safety Equipment

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of

prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Premises Manager and Heads of Department will: -

- Always comply with relevant regulations on the storage, transportation, handling, and disposal of flammable materials (including weapons and ammunition, hazardous substances, etc);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult regularly with the Fire Marshals;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate. The Bursar/Premises Manager will inspect the school's fire prevention measures **termly** to ensure the school is achieving maximum fire safety.

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the school premises. The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Facilities for the fire service, including:
  - Access for emergency vehicles
  - Emergency switches for installations
  - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding and using bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities. Relevant risk assessments will be undertaken before using certain equipment.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids and materials will be kept separate from each other in storage, and stored properly in suitable containers or cages.

### **Good housekeeping**

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The school recognises the importance of good housekeeping, including not

obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

### **Provision and maintenance of emergency routes and exits**

As part of the school's regular fire safety inspection, the fire safety officer/ Premises Manager will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

### **Maintenance of preventative measures**

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- Intumescent strips and smoke seals are in place and not damaged.
- Fire doors are not propped open.

Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher.

Fire blankets will be inspected at least annually and replaced as required.

Hose reels will only be used by the fire service; however, the school will ensure that hose reels are inspected on a yearly basis by a competent person. Hose reels will also be recorded in the risk assessment for Legionella and maintained accordingly.

Fixed systems will be inspected on an annual basis or to the manufacturer's guidelines. A record will be kept of any maintenance and testing.

The school will ensure that all facilities for the use of the fire service are maintained and kept in good order.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. The school will also conduct a more detailed condition test every six months, including a three hour battery test by a competent person.

Any lightning protection such as lightning conductors and surge protection will be inspected and tested at least annually. A fully qualified engineer will be responsible for ensuring that all joints and bonds are not corroded and still have electrical continuity.

### **13. Cooking Facilities**

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day by the school's catering team, to ensure potential fire hazards, such as excess grease, are mitigated. The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson by the cleaning team. The cleaning team will undertake a thorough clean weekly.

The school's site manager will check all electrical equipment in the school canteen and classrooms termly, to ensure their usability and safety. An electrical engineer will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Pupils aged 10 and under will not be permitted to use the cookers and microwaves. Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if the school receives permission from parents.

Staff members will report any defective equipment to the site manager, fire safety officer or headteacher as soon as possible.

### **14. Fire Hazards**

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the fire safety officer. Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

### **15. Protection Equipment**

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles

- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher will be placed at every exit; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. At least two sand buckets are provided in each science laboratory. Fire blankets are available in all school kitchens, laboratories and workshops.

The fire safety officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked quarterly. The emergency lighting is quarterly inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

## **16. Emergency Evacuation Notice**

All new staff and pupils, all contractors and visitors are shown the following notice: 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. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the tennis courts (Senior School) or in the playground (Junior School).

If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

The Bursar will summon the Emergency Services if the alarm sounds. In the case of absence, the Headteacher will summon the Emergency Services.

If you have a disabled pupil in your class, you should move them downstairs, using one of the special evacuation chairs OR direct them, together with their carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.

Take the register of your class as soon as you reach the assembly point.

Report anyone who is waiting to be evacuated from a designated refuge or who is missing immediately to the Bursar who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

Remain at the assembly point with your pupils until the all-clear is given.

## **17. Emergency Evacuation Procedure**

### **1.1 AIM**

The aim of the Emergency Evacuation procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff, and visitors.

### **1.2 FIRE SIGNAL**

Continuous sounding of the fire alarm at the Senior School or Junior School will prompt a fire evacuation.

### **1.3 ASSEMBLY POINT**

The Assembly Point is the tennis courts at the Senior School, to the rear of the astro turf and the playground at the Junior School.

All staff who are not responsible for a Tutor Group will also line up.

Visitors and Contractors will also line up in a separate line.

### **1.4 RESPONSIBILITY – see current list of Fire Marshals**

It will be the responsibility of the Bursar to oversee the evacuation. In the case of absence, one of the Fire Marshals will deputise.

Bursar/Fire Marshal responsibilities will be as follows:

- Location to be in the vicinity of the School until the Emergency Services arrive and consult with the Emergency Services Incident Commander - when appropriate proceed to the tennis courts/playground
- To ensure that a 999 call is made to the Fire and Rescue Service - this is essential.
- To be in overall control of the evacuation until the arrival of the Emergency Services.
- To relay to & consult with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation (particularly any persons not accounted for) and any relocation of those at the Assembly Point in case of drifting smoke, etc.
- To initiate contingency plans for extended evacuation, inclement weather, transport recall, etc.
- To ensure that buses are held at the boarding point if the evacuation overlaps normal dismissal time
- To issue instructions to staff and pupils, only after consultation with the Emergency Services.

Reception/School Secretary responsibilities will be as follows:

To liaise with the Bursar/Fire Marshal and assign a Member of Staff to check the Register where a Tutor or Head of Year is absent from School and report once the following is complete:

- To collect attendance registers from the Administration Staff.
- To check with a list of known absentees and those out of school.
- To check with a list of known staff absentees.
- To be reported to by all staff who are not registering a class.
- To check attendance of all visitors and contractors to the school.

## **2.0 ACTION**

All Staff in Charge of a Class (including Off Site on Visits and Games Lessons /Matches)

An up-to-date list of all pupils on a School Trip or being taught off site must be given to the receptionist/school secretary immediately prior to leaving the school.

If it is found that the list is not correct, then the member of staff responsible for the class must telephone the school office with any amendment to that list at the earliest opportunity.

## **2.1 ALL STAFF IN CHARGE OF A CLASS**

If you discover a fire, Staff will:

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point
- Return to your class and follow the evacuation procedures detailed below
- Report any relevant information to the Bursar

On hearing the fire alarm, Staff will:

Evacuate pupils by the nearest safe exit route to the Fire Assembly Point.

If safe to do so, and without delaying your evacuation:

- turn off all appliances;
- turn off Gas Valves and machinery (excluding PC's), and
- close windows and doors if possible but do not lock doors.

### **Do not stop to collect personal belongings.**

All Staff will make a quick check where practicable as you make your way to the exit that the areas you pass have been fully evacuated, but do not open doors to check that rooms are clear as the fire may be in that room.

All senior school pupils and staff will normally exit the building via the fire exits and the front doors and proceed to the tennis courts

All junior school pupils and staff will normally exit the building via the fire exits and the rear doors and proceed to the playground

Do not re-enter the buildings until the all-clear has been given.

NB: Staff (eg, PE teachers) who take groups of pupils off the school premises for lessons must inform the office and must carry mobile phones so that they can be contacted to check if any pupil(s) may be on their way back to school. (Phone numbers must be notified to the school office on the List of off-site Pupils when handed in.

## **2.2 ALL OTHER STAFF - NOT IN CHARGE OF A TUTOR GROUP**

Leave the building by the nearest safe exit and proceed to the relevant Fire Assembly Point.

Report any relevant information regarding the fire or missing staff to the Bursar.

## **2.3 TUTOR GROUP TEACHERS (AND THOSE COVERING FOR A TUTOR WHO IS ABSENT FROM THE PREMISES)**

- collect a copy of your register from the receptionist/school secretary
- assemble your register class in single file at the appropriate Assembly Point
- conduct a check on attendance
- report the attendance check to the relevant Year Head, together with any information which you have gained from the class, eg, reasons for absence, last location of missing pupil, etc

There is no need for Tutor Group Teachers and Year Heads to report to the Bursar. This will be done by the receptionist/school secretary

If a register teacher is absent, the person who registered the class that morning should conduct the roll call.

Remain with your Tutor Group until further instructions are given and ensure that pupils remain within the lines of the designated Assembly Area in total silence.

### **3. RECEPTION STAFF/SCHOOL SECRETARY**

On hearing the alarm:

Collect relevant registers as set out below: -

- the printout from SIMS of pupils registered that day
- the Staff, Visitors and Contractors Signing in/out book
- the Pupil Signing in and out book
- daily absence sheet
- lists of pupils on outside activities and lessons
- supply cover sheet for the day if applicable

Proceed to the Fire Assembly Point and distribute registers to teachers.

If the Junior School Receptionist is absent, the person who is covering the role that day should carry out these responsibilities. If there is no cover available, the Year 6 teacher (classroom opposite reception) will do so.

If the Senior School Receptionist is absent, the person who is covering the role that day should carry out these responsibilities. If there is no cover available, the School Secretary will do so.

#### **3.1 SCHOOL CARETAKER(S)**

On hearing the alarm:

Check the location of the Fire Alarm and report this information to the Bursar.

### **4. BURSAR'S CHECKLIST / (in Bursar's Absence member of SLT)**

- 999 phoned
- Fire Brigade notified of fire location and other information
- Roll call of pupils complete
- Roll call of staff complete
- Unaccounted pupil's Y/N
- Unaccounted staff, visitors, and contractor's Y/N
- TIME OF ALARM
- Record the time of the Alarm
- TIME OF ALL CLEAR

OTHER INFORMATION TO OFFER FIRE BRIGADE location, extent etc. If yes, name(s) and possible location



## **18. Current Fire Marshals**

### **Secondary School:**

Julie Ayling, Senior School, chapel building

Mandy Cool, Senior School, chapel building

Emily Croy, Senior School, chapel building

Helen Davis, Senior School, A block: first floor

James Gardner-Martin Senior School, chapel building: second floor including sixth form

Jane Glynn, Senior School, A block: ground floor

Victoria Greco, Senior School, chapel building

Wendy Jenkins, Senior School, chapel building

Vicki Hoarty, Senior School, A block: second floor

Aidan McDonagh, Senior School, A block: first floor

Gemma Puddle, Senior School, chapel building

Stacey Revell, Senior School, reception

### **Junior School:**

Amina Joda, Junior School: Nursery – First Floor

Peri Kirk, Junior School: Second Floor

Maria Manco, Junior School: First Floor

Rob Staggs, Junior School: ground floor/Y6

Sarah Summers, Junior School: First Floor

Sophie Tanner, Junior School: Reception/Y1

**Approved by Chair of Governors**



## Welcome to Our Lady of Sion Senior School

Gratwicke Road, Worthing, West Sussex, BN11 4BL T: 01903 204063

### **Visitor Information** **Please read the following on arrival**

#### **Security and Safeguarding**

You will appreciate that the safety of our pupils is our top priority. Please remain with your host for the duration of your visit. All visitors must sign in at Reception and be issued with a Visitor's badge which must be worn at all times. This badge must be returned to Reception before leaving.

Everyone at Our Lady of Sion works together to ensure that our pupils are kept safe. If, during your visit, you have any concerns about the wellbeing of a pupil, please report this to your host or Reception. Our Designated Safeguarding Leads are Mr Steve Jeffery and Miss Davis.

The West Sussex Multi-Agency Safeguarding Hub (MASH) phone number is 01403 229900 or Out of Hours 0330 2226664.

#### **Use of Technology**

Do not use any recording equipment without permission (e.g., cameras, telephone cameras or video/audio recording equipment). Children may not be approached or photographed using any device while in school without the school's permission.

#### **Smoking**

The school has a strict no smoking policy (including e-cigarettes) and smoking is not permitted by visitors anywhere on site.

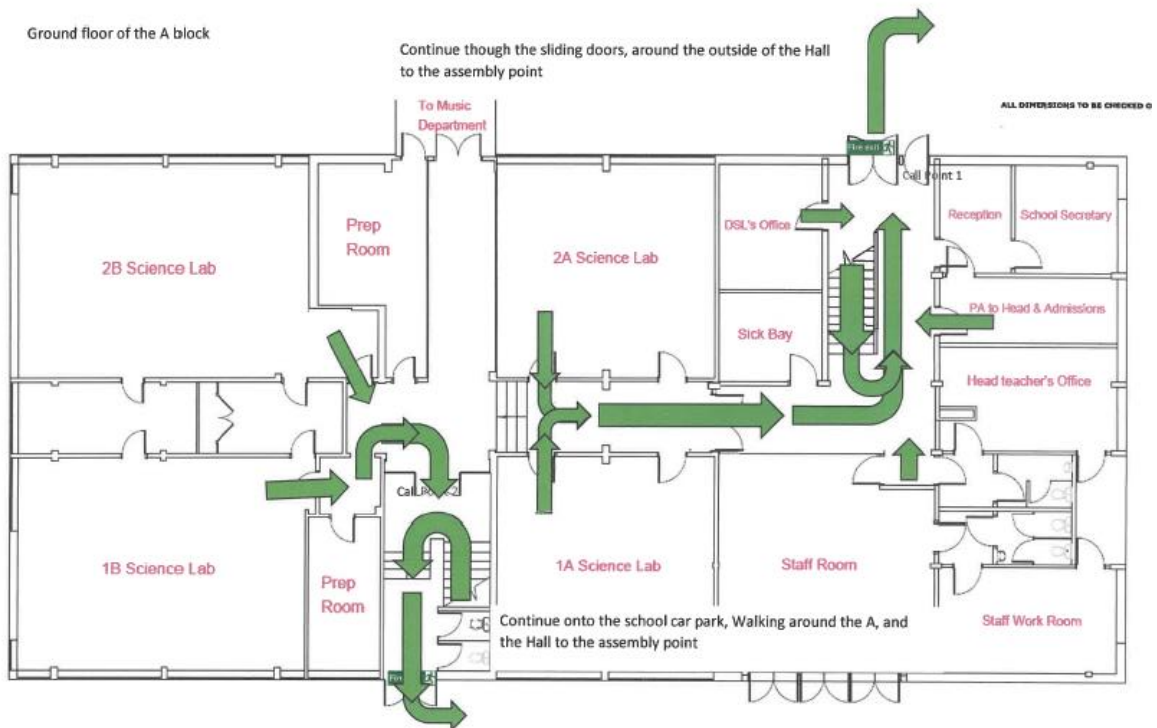
#### **Health and Safety**

Please report any accidents to Reception. You may be asked to record details in the school's accident log. Any health and safety concerns should be reported to Reception.

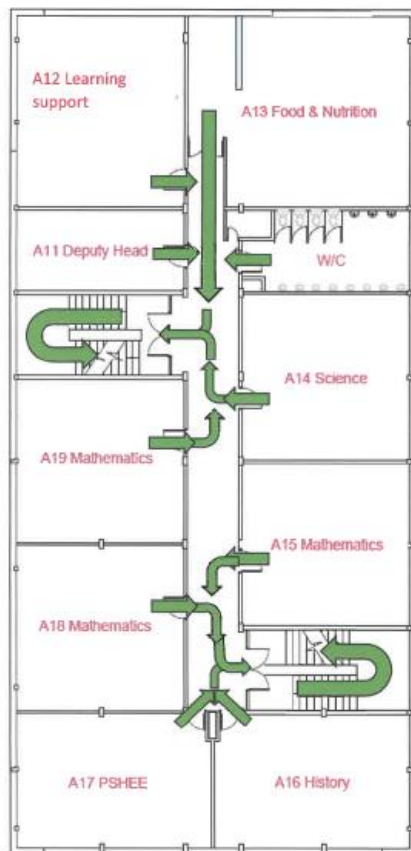
#### **First aid**

Trained First Aiders are located around the school should you require assistance. Please ask your host or Reception if you require assistance.

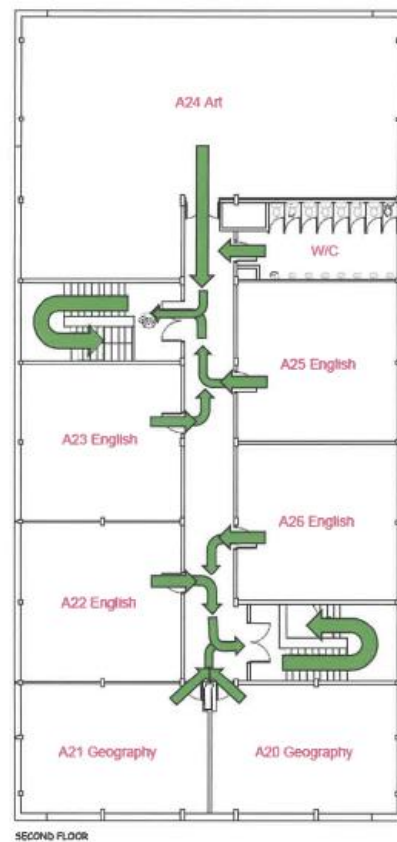
Ground floor of the A block

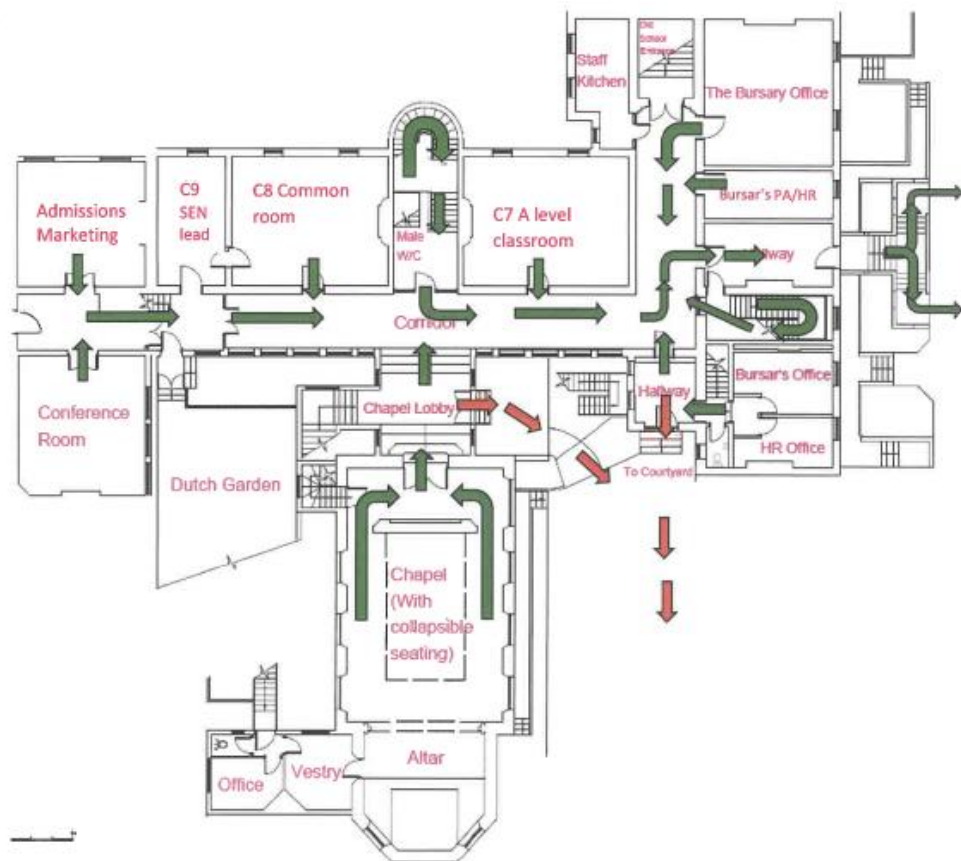
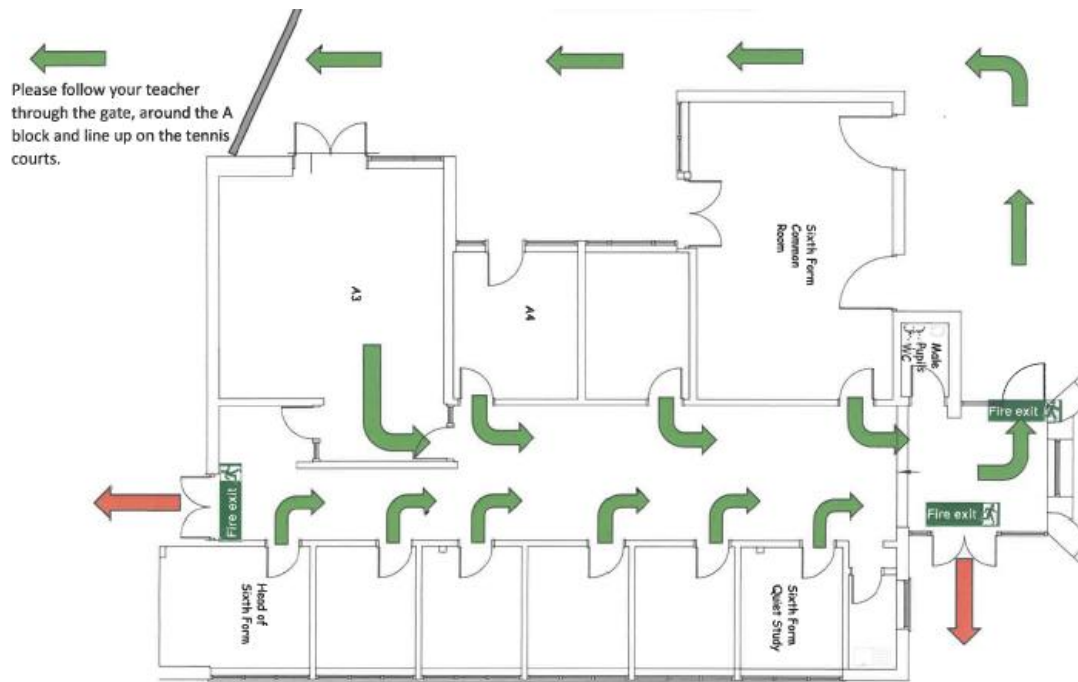


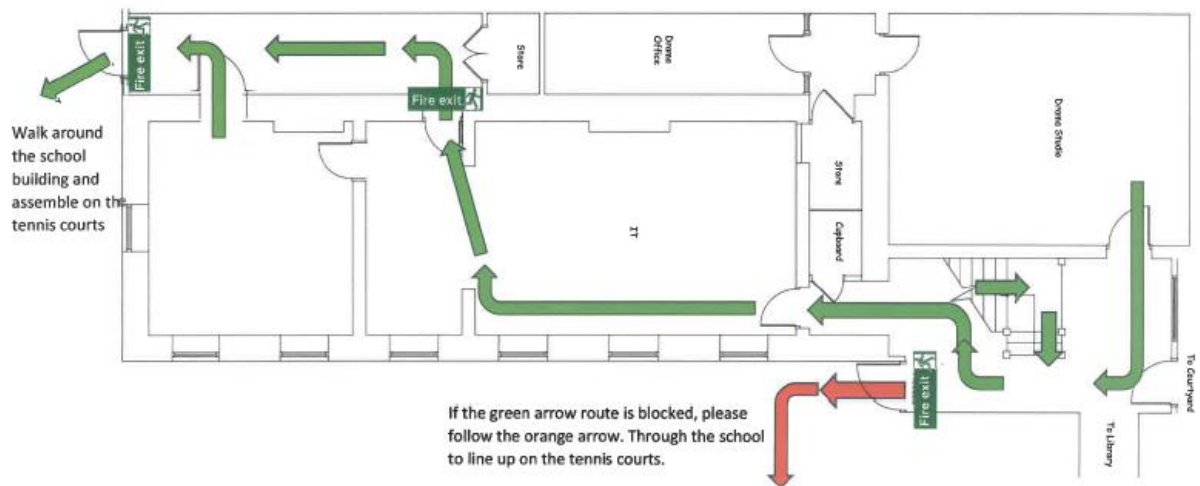
1<sup>st</sup> Floor



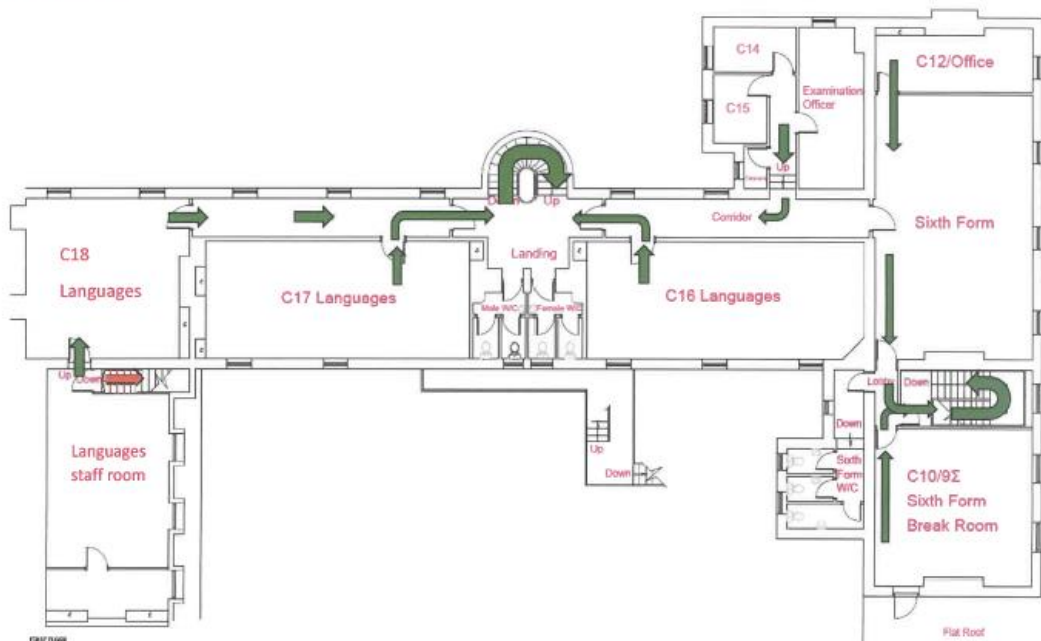
2<sup>nd</sup> Floor

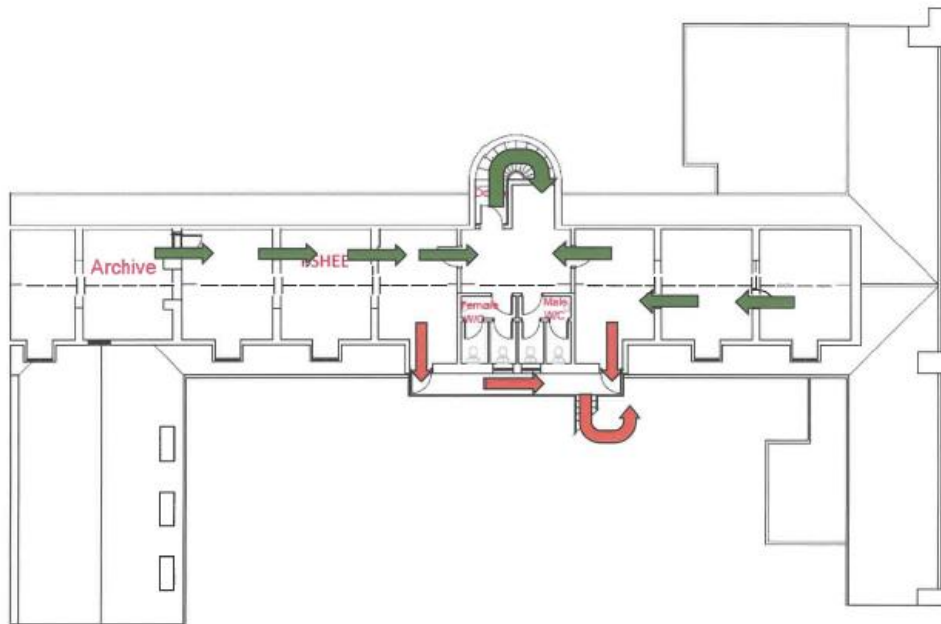




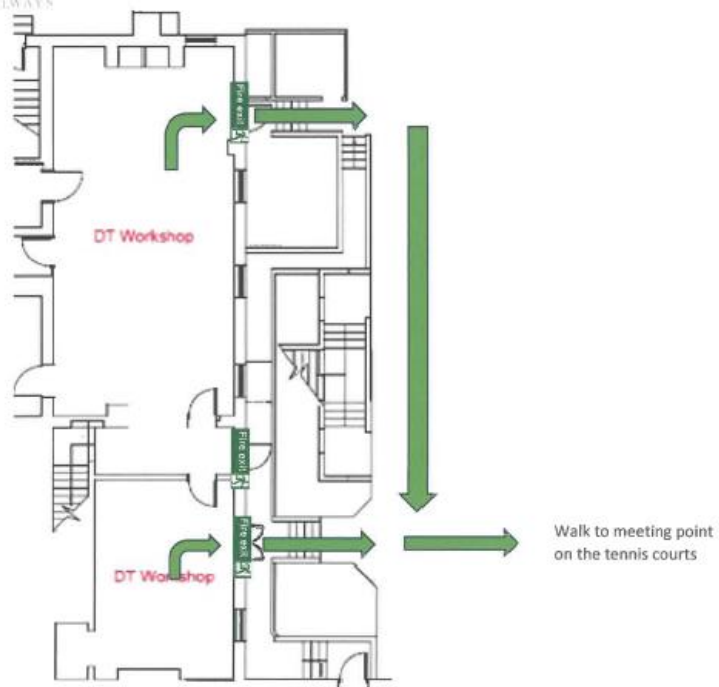


#### Chapel Block - First Floor





CONSIDERATION: ALWAYS





## Welcome to Our Lady of Sion Junior School

16 Westbrooke, Worthing BN11 1RE T: 01903 204062

### **Visitor Information**

**Please read the following on arrival**

#### **Security and Safeguarding**

You will appreciate that the safety of our pupils is our top priority. Please remain with your host for the duration of your visit. All visitors must sign in at Reception and be issued with a Visitor's badge which must be worn at all times. This badge must be returned to Reception before leaving.

Everyone at Our Lady of Sion works together to ensure that our pupils are kept safe. If, during your visit, you have any concerns about the wellbeing of a pupil, please report this to your host or Reception. Our Designated Safeguarding Leads are Mr Steve Jeffery and Miss Helen Davis.

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#### **Use of Technology**

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#### **Health and Safety**

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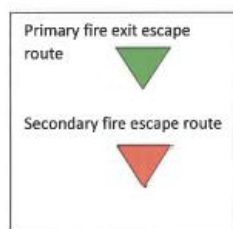
#### **First aid**

Trained First Aiders are located around the school should you require assistance. Please ask your host or Reception if you require assistance.

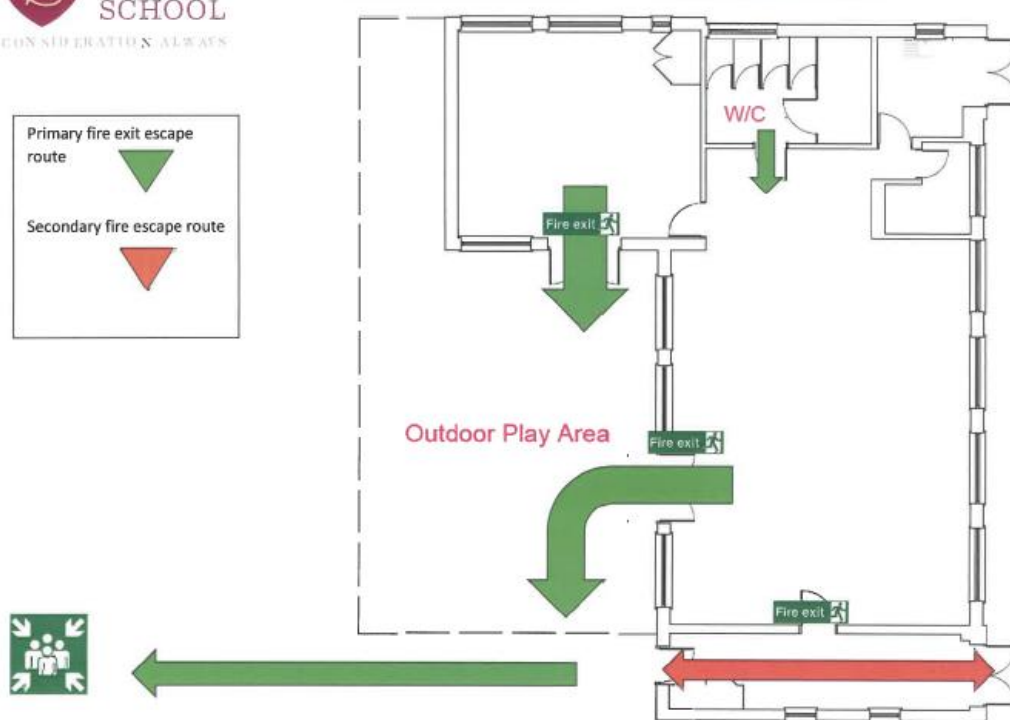
#### **Emergency Evacuation/Fire Alarm**

In the event of a fire, if it is safe to do so, you must make your way to the designated Fire Assembly Point which is on the school playground. Your host will identify the safest exit. Please await further instructions from the Fire Marshals.





### Nursery school evacuation map.



### Junior school evacuation map.

