



# CHANNING SCHOOL

## Fire Prevention Policy

*This policy also applies to the whole School including to the EYFS*

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**Approved by:** Roy Hill (Bursar)

**Signed by:** Board of Governors (Estates Committee)

The Governors of Channing School recognise the dangers associated with fire and will take all reasonable steps to ensure that its premises have appropriate measures to fight, detect and give warning of fire and to ensure the safe evacuation of persons, via emergency routes and exits. The Governors will ensure that suitable team members are selected to manage fire prevention and comply with the Regulatory Reform (Fire Safety) Order 2005

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# **I. Introduction**

This document sets out our arrangements for controlling fire risk at Channing School. It has been written with regard to the Regulatory Reform (Fire Safety) Order (RRO) 2005.

Our priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, management plans, protective measures, training / instruction and monitoring. The aim of the fire safety procedures is to ensure that clear guidance is given to ensure that our school community can respond calmly and effectively if fire breaks out.

The policy has regard to the Government's guidance Fire safety in new and existing school buildings (2014):

*"Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.*

*Under the Regulatory Reform (Fire Safety) Order 2005 (RRO) fire legislation has become simplified. The Department for Communities and Local Government has produced a guide for schools (fire safety risk assessment: educational premises). The guide deals with the provision and management of fire safety.*

*You will need to:*

- *ensure procedures are in place to reduce the likelihood of fire*
- *maintain fire detection and alarm systems*
- *ensure staff and pupils are familiar with emergency evacuation procedures*

*It is important that:*

- *fire risk assessments are kept up to date*
- *fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)"*

## **This policy covers the following areas:**

Fire Safety Responsibilities including for Fire Risk Assessment

Fire Prevention

Evacuation Plans

Prevention of Arson

## **2. Responsibilities**

- The Governors are accountable for fire safety matters at Channing School. They work with the Bursar and Health and Safety Manager to ensure that the school meets its legal obligations

- The Governors delegate duties to Roy Hill, Bursar to manage the day to day duties of fire prevention assisted by Caron Hesketh, Health and Safety Manager.
- The Estates Committee meets termly and reviews the Fire Action Plan.
- The Health and Safety Committee meets termly or more regularly as required and reviews the operation of the school's Fire and Emergency procedures.

The Bursar will ensure that

- Fire risk assessments and fire management plans are in place ;
- The requirements of this fire safety policy and procedures are made known and available to the whole school community;
- Adequate resources are available for fire prevention and fire precautions;
- Responsibilities for fire prevention/precautions are clearly identified and assigned;
- Appropriate instruction and training are provided to staff and pupils.
- He will, or in his absence the Health and Safety Manager or the Estates Manager, act as the main interface with the Fire Brigade once on site and when evacuation complete

The Health and Safety Manager, accountable to the Bursar, is responsible for ensuring that:

- A suitable and sufficient fire risk assessment (FRA) is carried out every year by an approved assessor, and that control measures are implemented;
- Fire risk assessments are reviewed yearly;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- ~~Systems are in place to maintain and test all fire safety equipment i.e. fire doors, alarms systems, emergency lighting, and that appropriate records are kept;~~
- Adequate means of escape are provided for all employees including those with disabilities and all other school users;
- Adequate number of fire marshals are identified and appropriately trained;
- Information, instruction and training is provided to all staff and pupils;
- Everyone in the school (including visitors and contractors) are given clear written instructions on what he/she should do in the event of fire;
- Records are kept of the fire induction training given to new staff;
- Procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt;
- ~~The premises fire logbook is maintained and kept up to date;~~
- Fire incidents and unplanned activation of the fire alarm systems are reported;

- That a Guest Emergency Evacuation Plan (GEEP) is in place and that there is a system in place for Personal Emergency Evacuation Plans (PEEPS) to be developed for staff and pupils where necessary;
- Warning is given in the event of a fire and the safe evacuation of pupils, staff, visitors and contractors;
- Identified risks are addressed with appropriate control measures;
- Adequate measures are in place to reduce or eliminate the risk from fire;
- Adequate means of escape in case of fire are in place for all areas of the school.

The Estates Manager, accountable to the Bursar, is responsible for ensuring

- All means of escape are correctly maintained and kept free from obstruction;
- Fire doors are kept shut and free from any obstruction which may force the door to remain open;
- Fire fighting equipment is maintained regularly and records kept;
- Emergency lighting is maintained regularly and records kept;
- Weekly alarm tests are carried out;
- Systems are in place to maintain and test all fire safety equipment i.e. fire doors, alarms systems, emergency lighting, and that appropriate records are kept;
- The premises fire logbook is maintained and kept up to date;
- Fire evacuation training is provided to all staff annually in September;
- All staff need to read and sign the Fire Policy to say they have understood the school's procedures annually in September;
- Fire drills are held termly and more frequently if there is cause for concern;
- A "walk through fire drill" is held in September within the first two weeks of term;
- Fire notices and fire assembly points are displayed around the school and reviewed annually;
- Appropriate signage to comply with fire regulations is in place;
- There is adequate Fire Officer cover on a day to day basis during term time;
- Where the school is subject to a visit from the local fire authority any resulting report will be kept on file and any subsequent actions will be carried out.

Heads of Department and Designated Managers are responsible for ensuring that:

- Information regarding fire safety and emergency procedures are provided to new staff on their first day of employment as part of the induction process in conjunction with the HR Manager/H&S Manager;
- Fire safety procedures are observed within work locations and risk assessments for activities under their control include any necessary local fire precautions;

- Managers with responsibility for electrical or network installations, or where highly volatile or flammable substances are used must ensure that fire arrangements and good housekeeping are maintained so as to minimise fire risk.

#### Responsibilities 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 taking the register at the assembly point (or if not a form tutor/deputy keeping the girls silent), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Team or SMT. It is the responsibility of the H&S Manager/SMT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

#### All Channing Employees are responsible for ensuring that:

- They are aware of the fire safety arrangements and are fully conversant with the emergency evacuation procedures and assembly point;
- When the fire alarm sounds, they 'sweep' the building as they leave to ensure that all building users are safely evacuating as detailed in the fire procedures;
- They do not increase fire risks by following poor housekeeping and/or waste disposal practices;
- They do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers / blankets, removing signs or notices or blocking call points from clear view;
- Report dangerous situations or fire risks to their manager and the Health and Safety Manager.

#### Pupils, contractors and other persons:

- Form tutors and Department Managers will ensure that all pupils, contractors and other persons that attend Channing are made aware of the current arrangements for emergency evacuation and that they must obey all fire safety instructions;
- Pupils, contractors and other persons must report any fire incidents, however small, and any concerns they may have about fire safety to the Health and Safety Manager or the Bursar.

#### Fire Marshals:

- The Premises Team and designated staff are Fire Marshals for the school (see Appendices 1 and 2);

- The Health and Safety Manager or in her absence the Bursar or Estates Manager will take charge during alarm activation and direct the Fire Marshals to designated roles;
- Caretakers/H&S Manager/Bursar/Estates Manager will identify the location of an activation;
- Caretakers/H&S Manager/Bursar/Estates Manager will confirm whether there is an actual fire or whether it is a false alarm;
- Caretakers and designated staff will check areas are clear of all people and close all doors and windows if safe to do so;
- Caretakers/H&S Manager/Bursar/Estates Manager/designated staff direct people to the assembly point;
- Caretakers/H&S Manager/Bursar/Estates Manager will liaise with the emergency services;
- Prevent people from re-entering the building until safe to do so;
- In the absence of a 'buddy' or carer, assist disabled people to the appropriate assembly point;
- Caretakers to complete inspection of fire safety equipment as directed by the H&S Manager/Estates Manager;
- Caretakers to ensure that all gates are open and that traffic access to the Bank is stopped.

The following staff have specific responsibilities as shown:

Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of experienced staff who help to ensure that the School can be safely evacuated in the event of a fire - **Deputy Head and H&S Manager**

Keeping fire routes and exits clear - **Bursar, who in turn has delegated day-to-day management to the H&S Manager and Estates Manager**

Ensuring that flammable rubbish and combustible materials are stored away from buildings - **Bursar, who in turn has delegated day-to-day management to the H&S/Estates Manager**

Arranging the annual service and maintenance of fire alarms, smoke detectors, emergency lighting, fire extinguishers and other alarm systems - **Bursar, who in turn has delegated day-to-day management to the Estates Manager**

Checking that all Science and Art and Design equipment is switched off, where appropriate, at the end of the school day - **Heads of Biology, Chemistry, Physics and Art and Design (working with the relevant technicians)**

Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers - **Heads of Biology, Chemistry, Physics, Drama and Art and Design (working with the relevant technicians)**

Fixed Electrical Safety Testing - **Bursar, who in turn has delegated day-to-day management to the Estates Manager**

Portable appliance testing - **Bursar, who in turn has delegated day-to-day management to the Estates Manager**

Switching off all kitchen equipment at the end of service - **Catering Manager**

### 3. Fire Prevention

In order to ensure that the school prevents the outbreak or spread of fire, the following actions are required to be undertaken

Estates Manager and Catering Manager

- Copy of current electrical installation certificates
- All gas appliances and installations (boilers, kitchen equipment, etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers
- Implementation of robust permits to work for all physical works on the fabric of the buildings and associated equipment, including hot works if necessary.

In addition all members of staff are to ensure that they comply with the following basic safety rules and where appropriate ensure that pupils also comply:

- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for other purposes. When such materials are retained, they must be kept tidily in designated storage areas.
- All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
- Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
- Rubbish must be placed in metal bins or areas made of a non-combustible material. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards, etc.). Particular attention should be paid to general tidiness and areas around electrical appliances.
- The stationery store and other cupboards containing stationery and other combustible materials to be kept locked and tidy.
- Boiler rooms must be kept clear, clean and locked.



- Electrical equipment must be used properly and kept in safe working order.
- Electrical sockets must not be overloaded and use of extension leads must be kept to a minimum.
- Clothing and costumes are often highly inflammable, they must be stored tidily and well away from any heat source.

## 4. Fire Evacuation and Fire Information for Staff

### Fire Drills

It is the responsibility of the Headmistress and Governing Body of the premises to ensure that fire evacuation drills are carried out regularly. Fire drills must be conducted in both the Senior and Junior School at least termly or more regularly if there is any cause for concern. Further a Fire Drill must be conducted on completion of any major construction projects at the school. Staff must be compliant with the new interim arrangements that have been put in place.

### Fire Fighting Equipment

In the event of Fire, it is the first duty of all concerned to prevent injury or loss of life. There is no obligation on staff to attempt to control a fire by using extinguishers. The prime responsibility of staff is to escort all pupils to safety. Fire extinguishers may help in this process. If staff do use fire fighting equipment, they should take no risks with their own safety and should remember the following:

If extinguishers contain :	They are best used against fires involving :
Water	Wood, paper, plastics
Carbon Dioxide	Live electrical equipment
Foam	Flammable liquids e.g. oil & petrol
Water Mist	All of the above

Be aware:

- Fires involving electricity are best extinguished by turning off the power and using carbon dioxide or water mist extinguishers. Do not use water or foam based extinguishers.

- Water based extinguishers should not be used on flammable liquids such as fat, oil or petrol.

## Fire safety in the Kitchen

Additional Fire Fighting equipment is provided for use in the kitchen including

- Automated Fire Suppression system in the event of a kitchen fire

Kitchen staff will be given regular training in the use of this equipment

## **Evacuation Procedure During School Hours (For St. Aloysius' please refer to the St. Aloysius' Handbook)**

1. The Assembly Points for the Senior School are Year 7 - 13 and visiting Year 6 and Partnership School pupils on The Bank. Tutors and co-tutors assemble with their relevant section and support staff and visitors assemble between the HR Office and Brunner House. Unattached teachers should report to the Y12/13 assembly area on The Bank. For the Junior School it is the multi use games area.

In the event of an alternative site being required, all the Junior School staff and pupils should vacate to Waterlow Park. The Senior School staff and pupils should await further instructions if there is a need to vacate The Bank which will either be to the Junior School or Waterlow Park. There is a secondary escape route onto Cholmeley Park which is currently part of the building site. During the school day the contractors are instructed to open the building site gates as soon as the alarm is sounded. If necessary staff and pupils can be escorted by the fire marshalls through the building site and along Cholmeley Park to The Bank assembly point.

2. The person in charge of each class must indicate the exit route to be used and everyone must be directed to the assembly point.
3. All staff and girls should evacuate buildings by the most direct route in silence and move in an orderly manner to the assembly point.
4. Staff should close doors and windows.
5. No running is to be permitted to avoid panic.
6. On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
7. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
8. Girls should line up in form groups according to year once at the assembly point.
9. Girls with temporary or permanent disabilities, which impair their mobility, hearing or sight are to be escorted by a nearby member of staff to the evacuation area and their location made known to the Deputy Head.

10. Visitors with disabilities which impair their mobility, hearing or sight are to be escorted by the member of staff they are visiting to the evacuation area and their location made known to the Deputy Head.
11. Any contractors based on site (other than occasional visitors) must have their own evacuation procedures which they must agree with the school prior to work commencing on site.
12. During the evacuation the following personnel should check the areas nominated below:

Senior School (See appendix 1)

- Samantha T/Joanna B/Nicholas S/Rosie G/Hanna F/Marisa G/Kimberley C/Charlotte G – all offices and ancillary spaces in Haigh House and Slingly House
- Laolu H - ICT offices, toilets and Assistant Heads' Office, First Floor Channing House
- Catherine Selina (Biology Technician) - Main Staffroom/Eng Staffroom/Staff Toilets Second Floor Slingly House
- Isobel R (Librarian) (in the interim Marie Levontine) - Library and adjacent offices
- Head of Music – to conduct a check of all music practice rooms
- Simon G (Theatre Manager) - The Arundel Centre theatre and offices/ancillary spaces
- Art Technicians – to check all unlocked storerooms and other non teaching spaces (kiln room/dark room/toilets) in Art Department
- Senior Science Technician – to check nobody is in ICT Server Room and also to check Staff Common Room and lower toilets
- Resource Technicians – To ensure pupil toilets in the Ark are vacated
- PE Staff - to check changing rooms and toilets are vacated in the Sixth Form Centre on the lower ground floor.
- Geography office, Asst Dir of Sixth Form and Head of Y12 to check Disabled toilets and sweep each others' offices.
- Director of Sixth Form/Catering Staff to check the 6th Form Dining area is vacated.

### Junior School (See appendix 2)

- School Secretary / Receptionist – inform the Senior School Office and Caretaker that the alarm has been activated.
- EY/Y1 Teachers and TA's- Check toilets in Reception, the Y1 lower ground area and Fairseat Hall.
- Art & DT Coordinator - check the Art Store room on the lower ground floor.
- School Secretary / Receptionist - check Reception toilets, Medical room, Counsellor's room on ground floor, SMT Offices and check staff room/toilets while passing.
- SMT - check the Deputy Head's Office, SMT Office, Head's Office and Counsellor's Room.
- Y3/ Y4 TA's - check Resources Area, pupil and staff toilet on ground floor.
- Juliana K, Ana J and Dina P - check the Staff Workroom, Meeting Room, Learning Support Room and Y5/6 toilets on the first floor.
- Y2 TA's- check toilets on the second floor.
- Drama Coordinator to check the Drama room.
- Music Teachers and VMS - check the Music Practice Rooms and toilets in the Stable Block.
- P.E. Teachers - check the Pavillion changing rooms and toilets.
- Catering Manager – check Fairseat Hall and ensure all power in the kitchen is switched off during evacuation.

### Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. This task is designated as the responsibility of the School Secretary in normal conditions as a telephone will be readily available at that location.

### Roll Call – Senior School

- The School Office staff should take the registers and fire lists and Late and Signing Out Books from the Office to the Assembly Points and distribute to the Form Staff as promptly as possible.
- Form Tutors take the register (if a Form Tutor is not there, the Co-Tutor should take the register or the Head of Section / Deputy Head should appoint another member of staff to deputise). Co-Tutors should also register with their forms.
- On completion, Form Staff confirm attendance with Heads of Section, who report to the Deputy Head.

- Designated members of staff check Visitors, Late, Absence and Signing Out Books.
- In the Senior School the Deputy Head registers form tutors and co tutors in Years 7-11; Director of Sixth Form registers Years 12 and 13 tutors and the Director of Music registers visiting music and LAMDA staff. The Headmistress' secretary registers admin staff and members of SLT; the Catering Manager registers kitchen staff/daytime cleaning staff and the School Office staff register visitors.
- Everyone on the premises, including visitors and instrumental music staff, must attend fire drills. All visitors need to read and confirm when they sign in electronically that they have read the fire procedures. A hard copy is also available.
- Names of unaccounted staff or girls should be forwarded to the Headmistress/Bursar.
- Final confirmation of the check is given to the Headmistress or, in her absence, the Deputy Head.
- Pupils and staff should remain in position until dismissed by the Headmistress or a member of the Senior Leadership Team.
- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

#### Roll Call –Junior School

- The Junior School Office staff should take the class register fire packs and absence list from the Office to the Assembly Points and distribute to the Form Teachers as promptly as possible.
- Form Teachers take the register (If a Form Teacher is not there, the member of staff teaching the class at the time should do so).
- On completion, Form Teachers confirm attendance with the Head of the Junior School (Dina)/ Deputy Head.
- The School Secretary is to check Visitors, Late, Absence and Signing Out Books and liaise with the Head of the Junior School (Dina) and Deputy Head (Molly).
- Everyone on the premises, including visitors and visiting music staff, must attend fire drills. All visitors are to be shown a note of fire alarm procedure when booking in.

- Names of unaccounted staff or girls should be forwarded to the Head of the Junior School (Dina) and Bursar (Roy).
- Pupils and staff should remain in position until dismissed by the Head of the Junior School (Dina) or a member of the Junior School Senior Management Team (Molly, Dina, Rachel, Dulcie, Sophie).
- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

#### Summary of personnel roles during school hours

Caretaker (Alan/Suge/Michael/Declan) – to wait at the front of school and unlock main gates and side pedestrian gates. To meet and brief the Fire Brigade about the site, location of fire if known and risks on site.

Bursar (Roy) H&S Manager (Caron) or Estates Manager (Mel) – to act as the main interface with the Fire Brigade once on site and when evacuation complete.

Senior Person present (usually Headmistress (Lindsey) /Head of the Junior School (Dina) or Deputy Head (Freddie in SS / Molly in JS) – Oversee roll call in assembly area/s. Once complete to go to front of school to brief the Fire Brigade on their arrival about any concerns regarding missing/absent personnel.

Person discovering fire – Raise the alarm by breaking glass at a call point. Subsequently to notify school office who will inform the Fire Brigade as below:

- Call the Fire Brigade using the nearest available telephone
- Dial 999
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

Other staff present – to supervise the safe evacuation of the building and ensure that all pupils in their immediate vicinity evacuate the building. The priority will be the preservation of life.

Form Tutors/Form Teachers– To register their forms and report to Head of Section/Key Stage/Senior Member or Staff after conducting registration

Senior School SLT/Junior School SMT as nominated – To register staff

IN ORDER TO AVOID FALSE ALARMS BEING PASSED ONTO THE FIRE BRIGADE, THE SCHOOL OFFICE(S) ARE TO BE NOTIFIED IMMEDIATELY PRIOR TO ANY FIRE PRACTICE TAKING PLACE.

### **Evacuation Chairs:**

Evacuation chairs are based in the Junior School and Senior School and the caretakers are trained to use these if required. Staff should inform fire marshalls as soon as possible in case of fire evacuation to alert the caretakers to help any person unable to evacuate themselves safely. If it is unsafe for the caretakers to help a person evacuate emergency services will be informed of their location.

## **Fire Alarms out of normal school hours**

**(at weekends, vacations and between 3.55pm/3.10pm and 8.25am)**

- On hearing an alarm within a building, it must be evacuated and all pupils and staff must report to the assembly point.
- The person discovering the fire should raise the alarm and phone the fire brigade by dialling 999. **They should then contact the school caretaker who will wait at the front gates on The Bank and brief the Fire Brigade.** The senior person present should proceed to the assembly point and conduct a roll call.
- Those staff managing pupil activities should escort girls to the assembly point with their register.

It is important that staff realise that the school has no direct link to the Fire Brigade and that in all situations where fire is detected or suspected, the Fire Brigade should be contacted by the person discovering the fire

### **Summary of personnel roles out of hours**

Caretaker (if on site) wait at the front entrance of school to meet and brief Fire Brigade about the site, location of fire if known and risks on site

Senior Person present – Conduct roll call in assembly area

Person discovering fire – Raise the alarm by breaking glass at a call point. Subsequently to phone 999 and report the fire to the fire brigade. Inform senior person present (if possible) about fire and then wait at front of school to brief Caretaker or Fire Brigade

- Call the Fire Brigade using the nearest available telephone
- Dial "999"
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

Other staff present – to evacuate the building and ensure that all pupils in their immediate vicinity evacuate the building

LAMDA Students – The Fire Assembly Point is in front of The Arundel Centre. Students must register with their LAMDA teacher if the fire alarm sounds. The Librarian has lists of all LAMDA students and will give these to the appropriate teachers.



**BREAKFAST CLUB** - The Fire Assembly Point is in front of The Arundel Centre. All students must register on arrival.

**AFTER SCHOOL SPORTS IN THE SPORTS HALL OR ON THE MUGA** - The Fire Assembly point is The Bank. The club leader should meet the students at the rear of The Sports Hall and take the register before leading the students to The Bank. All students must register on arrival. A mobile phone should be held by the club leader at all times in order to liaise with the school caretaker in case there is a false alarm or if it is necessary to evacuate via the secondary escape route via the building site. The caretaker can open the building site gate or if necessary tell the senior person/sports coach the code to open the gates. The students can then be escorted to The Bank along Cholmeley Park.

*Fire Notices are displayed in Founders' Hall and in the Arundel Centre Foyer (teaching space) for LAMDA; in the Dining Hall for Breakfast Club and the Sports Hall for sports clubs.*

Any contractors based on site (other than occasional visitors) must have their own evacuation procedures which they must agree with the school prior to work commencing on site. This includes the school cleaners.

### **Fire Safety in the Halls/Arundel Centre**

Prior to any major evening performance involving the use of a hall, the following actions should be undertaken:

- All performers on stage must be informed of their most direct escape route
- Those manning the lighting box should be informed that all house lights should be brought up in the event of the alarm sounding.
- An adult (usually one of the SLT) is nominated to call the Fire Brigade in the event of an emergency by dialling 999 from the nearest telephone. S/he should make the following announcement and to guide people to the assembly point. S/he should meet the Fire Brigade and assist them as required.

Hall/Arundel Centre Announcement (Please give hand signals to reinforce these instructions)

You are requested to remain calm and to leave by your nearest exit. Everybody should assemble in the Assembly Point and await instructions.

## **Fire Safety on Open Days and Founders' Day**

- Assembly Point for visitors will be on The Bank alongside Y7 (Outside the Ghana High Commission).
- Dedicated Fire Marshalls should escort visitors to this location.
- Announcement to be made about the assembly point before presentations in either of the halls.
- Tour leaders (pupils) to be briefed about directing visitors within their group to the assembly point and then presenting themselves in their own designated assembly point (with their form group).

## **Instruction, Training and Recording**

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, are shown the primary escape routes of the school. They also receive instruction on the school fire evacuation routine.

All members of staff receive instruction and training appropriate to their responsibilities in the event of any emergency. All members of staff will each receive a personal copy of prepared written instructions. Such instructions shall include details of how to call the Fire Brigade. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

Instructions for the person responsible for calling the Fire brigade

On hearing the Fire alarm:

- Call the Fire Brigade using the nearest available telephone
- Dial "999"
- Give The Operator Your Telephone Number And Ask For "Fire Brigade",
- When The Fire Brigade Replies, give the call distinctly: e.g. "Fire at Channing School, Highgate Hill, N6 5HF"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade

## **Fire Doors and Escape Routes**

- Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time unless using properly authorised Dorgards.
- Escape routes must be kept clear from any obstruction or storage. Floors and walkways should not be used for general storage.

- Fire exits must never be locked when people are on site

## Fire Risks

- Never obstruct the ventilation of electrical equipment particularly by storing items on top of computer monitors.
- All items of electrical equipment should be switched off when not in use especially at night and weekends.
- Close all doors and windows when leaving the school premises in the evening
- Avoid storing combustible materials near sources of heat.

## Smoke Free Policy

Smoking is prohibited in all enclosed and substantially enclosed premises within the school. This policy applies to all personnel present on the site including visitors and contractors.

# 5. Prevention of Arson

## Introduction

Arson attacks on schools are serious and frequent. Twenty schools a week suffer an arson attack in the UK. A third of these happen during normal school hours. Around 90,000 children are affected by school arson each year. Arsonists are most commonly 10–18 years of age and live in the local area. School arson is frequently carried out by either a pupil, ex-pupil or someone with siblings at the school. Many arson attacks are opportunist.

## Practical Advice on combating Arson in schools

Schools can protect themselves against the threat of arson with a few simple techniques. Protection does not need to mean 24-hour security, expensive alarm systems or hours of risk assessment. A few simple, low-cost housekeeping techniques can help to reduce the vulnerability of a school to arson and vandalism.

This section on the Prevention of Arson at the School has been developed in line with the Fire Safety Advice Centre (FSAC) guidance How to Combat Arson in Schools, which gives some practical advice for schools as to how to make themselves less of a target. Not only will this reduce the risk of arson but will also improve security and the health and safety standards of the school. The guidance is addressed primarily at school governors, head teachers and their deputies, school premises managers and risk

managers. It aims to alert those responsible for school premises to the continuing dangers of arson attacks on schools and suggests means by which such a potential can be reduced.

### Prevention of Arson During School Hours

#### Education

Staff should be made aware of the potential for daytime fires to occur (few schools have risk assessments for fire that mention daytime arson as a potential risk).

Headteachers should be aware that they are responsible for the legal requirement to carry out and maintain risk assessments in case of fire. In particular, staff should be made aware of the danger of pupils being unsupervised in common rooms and corridors.

Parents should be notified about occurrences of fires at their children's school. They should also be informed if arson is known, or suspected, to be the cause. This should be repeated whenever an incident occurs.

Fire Safety Awareness sessions (including the risks of malicious calls) provided by the local fire service, should be held at regular intervals for all pupils.

Regular fire drills should be undertaken as part of the Risk Assessment and records of them should be kept.

Pupils should be told regularly that cigarette lighters and matches are not allowed in schools. Any breach should be treated as a serious disciplinary matter.

Pupils who are suspected of involvement in starting fires should be considered for referral to Fire Service fire setting aversion schemes (there are different names for these schemes). Consultation with parents is essential as these schemes are often conducted at home.

Members of staff responsible for PSHE should consider making fire issues and risks a part of everyday school life.

All fires, no matter how small, should be reported to the Fire Brigade. Sometimes waste bin fires and the like are not considered worthy of reporting, or staff feel embarrassed or think of the repercussions.

The Fire Brigade will understand and can assist with possible solutions to prevent further occurrences.

### Prevention

Architects responsible for school building projects (new and alterations to existing) should consult with Fire Service and Insurance specialists.

Stores in and around the School that contain combustible materials should be kept locked.

Stores that contain chemicals and hazardous materials, often adjacent to chemistry laboratories, should be well managed, clean and kept locked. The Fire Brigade should be advised of the location of such rooms for their records.

Waste bins and wheelie bins should be located well away from the buildings, preferably in locked compounds. Waste skips used for any purpose should be located well away from buildings but not near perimeter fences or walls. Litter bins should be emptied before / at the start of lunch break and at the end of each school day.

#### Prevention of Arson Outside of School Hours

Deter unauthorised entry onto the site - Ensure perimeter fencing is maintained in good order and consider the use of boundary signs to deter intruders, particularly at vulnerable spots, or areas known to be used for unauthorised access to your site.

Prevent unauthorised entry into the building - The easiest points of entry into school premises will be via the doors and windows. Skylights are also a weak point unless fitted with internal bars or grills. Ensure the burglar alarm system is maintained fully functional.

Reduce the opportunity for an intruder to start a fire - Arsonists seldom bring combustible items with them but tend to use what is available on site. External combustible storage within the school should be removed or located elsewhere.

Reduce the scope for potential fire damage - Small fires should be reported via the School's Health and Safety reporting procedures; the Bursar and/or H&S Manager/Compliance Manager will notify the Fire Brigade where appropriate.

Closing all doors at night will help contain any fire or smoke within the room of origin, or at the very least, slow down the rate of fire growth.

Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan. The time and effort put into creating a plan will pay dividends in the event of a serious fire, whether started accidentally or deliberately.

#### Specific steps to reduce the risk of arson at the School

The security of the building is maintained by always having staff on duty at the main points of entry including Reception (during core opening times)

Security Guards in attendance in silent hours

When not in use, flammable materials are to be locked away in the correct storage containers / appropriate cupboards / locked prep rooms:

- o Science Area
- o Art (and DT - Junior School) department
- o Drama

Fire Prevention is included in the PSHE programme. Fire inspections are undertaken regularly including vulnerable areas (such as those mentioned above)

## **6. Monitoring and Review**

The Bursar is responsible for this policy, with the support of the H&S and Transport Manager and the Estates Manager who review this policy annually.

## APPENDIX I

### CHECKING OF UNMANNED SPACES IN THE SENIOR SCHOOL

<b><u>HAIGH HOUSE</u></b>	Responsible	Checked
<b><i>THIRD FLOOR</i></b>		
Art Technician Room	HA/TL	
<b><i>SECOND FLOOR</i></b>		
Senco Office	MG/KC/CG	
Dir of Marketing Office	RF/MG/KC/C G	
Head of Year 8 Office	MG/KC/CG	
Counsellor's Office	MG/KC/CG	
Head of Year 10 Office	MG/KC/CG	
JN Office	MG/KC/CG	
Staff Room	MG/KC/CG	
<b><i>FIRST FLOOR</i></b>		
HM Office	HM Sec	
HM Sec Office	HM Sec	
Deputy Head Office	HM Sec	

Admissions Office	RG/VR	
Marketing Office	NS	
Staff Toilets	RG/VR	
CP Office	CP	
Examinations Office	CP	
<b><i>GROUND FLOOR</i></b>		
Disabled Toilet	NS	
Interview Room	NS	
<b><i><u>SLINGLY</u></i></b>		
<b><i>THIRD FLOOR</i></b>		
Art stores	HA/TL	
Kiln Room	HA/TL	
Dark Room	HA/TL	
<b><i>SECOND FLOOR</i></b>		
Staffroom	CS	
Staffroom Annex	CS	



Staff Toilets	CS	
<b>FIRST FLOOR</b>		
ICT Offices	Laolu H	
Asst Heads' Office	Laolu H	
Estates Office	Laolu H	
Toilets	Laolu H	
<b>GROUND FLOOR</b>		
ST/JB Office	ST/JB	
Nurses Rooms	ST	
RHi Office	ST/JB	
Accounts Office	VM	
Toilets by rear door	JB	
MH Office	MH	
Meeting Room	JB	
<b>BASEMENT</b>		
Boiler Room	JH	
Drinks Preparation Room	JH	

Dining Hall	JH	
<b><u>CHANNING HOUSE and ARK</u></b>		
<b>THIRD FLOOR</b>		
Biology Prep Room	CSe	
<b>FIRST FLOOR</b>		
Chemistry Prep Room	JS	
<b>GROUND FLOOR</b>		
Resources	TL/EMcB/SM	
Pupil toilets (Ark)	TL/EMcB/SM	
<b>BASEMENT</b>		
Science Prep Room	SW/RJ	
ICT Server Room	SW/RJ	
Staff Coffee Room	SW/RJ	
Staff Toilets	SW/RJ	
<b><u>FOUNDERS' HALL</u></b>		
Music Practice Rooms	HOM/DHO M	

The Arundel Centre	SG	
Drama Office/Control Room	SG	
Toilets	SG	
<b><i>SIXTH FORM CENTRE</i></b>		
<b>LWG Floor</b> PE Office/Changing Rooms/Toilets	PE Staff	
<b>Ground Floor</b> Geography Office, Asst Dir of Sixth Form, Head of Y12, Disabled WC	Geography teachers, RW, IW	
<b>First Floor</b> Dir of Sixth Form, 6th Form Dining Area	JT, Catering Staff	

## APPENDIX 2 – CHECKING OF UNMANNED SPACES IN THE JUNIOR SCHOOL

SPACE	RESPONSIBLE	CHECKED
<b>LOWER GROUND FLOOR</b>		
PUPIL TOILETS/ STAFF TOILETS/DISABLED TOILET	AD/SP/FS/KL/GC	
ART STORE ROOM/ RECEPTION STORE CUPBOARD	RF	
FAIRSEAT HALL	AD/SP/FS/KL/GC	
<b>GROUND FLOOR</b>		
MEDICAL ROOM	KB/SR Welfare Asst (DR)	
SMT OFFICE, DEP HEAD'S OFFICE. COUNSELLOR'S OFFICE	MB/RMcG/DW/SK/ MB/EM	
STAFF/ VISITOR TOILETS	KB/SR	
RESOURCES OFFICE	CA/AG/PL	
STAFF/PUPIL TOILETS (Resources Area toilets)	CA/AG/PL	
<b>FIRST FLOOR</b>		
STAFF WORKROOM/MEETING ROOM	AJ/JK/RJ/GE	
TOILETS	AJ/JK/GE	

LEARNING SUPPORT ROOM	AJ/JK/GE	
YEAR 5 / 6 TOILETS	MH/NM	
<b>SECOND FLOOR</b>		
TOILETS	FA/SI/SM	
<b>STABLE BLOCK</b>		
DRAMA ROOM	LL	
STAFF ROOM/TOILETS	OFFICE STAFF (KB/SR)	
LIBRARY	CJ	
MUSIC PRACTISE ROOMS	MM/VMS	
TOILETS	MM/VMS	
<b>PAVILLION</b>	CB/ MG/ DC	
TOILETS/DISABLED TOILET	CB/ MG/ DC	
PE OFFICE	CB/ MG/ DC	
CHANGING ROOMS	CB/ MG/ DC	