

SAINT NICHOLAS SCHOOL

EMERGENCY AND FIRE PROCEDURES POLICY



Approved by:	 Headmaster  Chair of Governors	Date: September 2025
Last reviewed on:	September 2023	
Next review by:	September 2026	

Note: This policy applies to all sections of the School including EYFS

This policy:

- Is non-contractual in nature;
- Applies to all members of staff except those who have not completed their probationary period;
- Can be adjusted by the School to suit specific circumstances;
- Can be varied unilaterally by the School.

1. PROCEDURES IN THE EVENT OF A FIRE

1.1 Discovering a fire and sounding the alarm

- On discovering a fire, any member of staff, pupil or visitor should shout 'Fire!' and operate the nearest Fire Alarm Manual Call-point. Some of these are the break-glass type, while the latest type has a plastic panel instead.
- The fire alarm is a continuous bell in Hillingdon House, but a siren in the other buildings; whenever it is heard it should be treated as a genuine emergency.
- The teacher in charge of the class or group at the time of the alarm is responsible for the pupil's movement to, and arrival at, the assembly point; this is located on tennis courts to the rear of the Swire Building.
- Members of staff should acquaint themselves with the location of the nearest Fire Alarm Call Point, main escape route and an alternative escape route for each room in which they work.

1.2 Action on hearing the fire alarm.

- The teacher in charge of the class or group at the time of the alarm is responsible for the pupil's movement to, and arrival at, the assembly point: this is located in the Arena opposite the stable building.
- Reception staff will note the location of the fire on the EMS Fire Panel in reception and advise the Fire Marshals at the Fire Marshal Control Point.
- Front office staff will treat the alarm as a genuine fire, regardless of what they are doing or who they may be talking to. They will collect the daily print out of absences and class lists and take the iPad with staff, pupil and visitors signing in and out, and proceed to the assembly point.

1.3 Evacuation Guidelines

- Pupils must lead out in single file and a strict no talking rule maintained.
- Coats, bags, books etc. will not be taken out.
- When possible, close, but do not lock, all windows and doors.
- When the fire alarm sounds, pupils should stand in their places in silence.
- When instructed by their teacher, pupils should file quietly to the nearest exit and follow the shortest route to the assembly point.
- Any member of staff who is not supervising pupils should check the toilets before leaving the building. IT IS ESSENTIAL THAT NO LIFE IS PUT AT RISK IN ORDER TO SAVE PROPERTY.
- Members of staff must insist on SILENCE AND ORDER so that clear instructions may be given and received during the emergency - for example, the route to the assembly point may have to be changed according to the location of a fire.

1.4 Non-teaching staff

- Non-teaching staff will evacuate the building and proceed to the assembly point
- Visitors will be escorted to the assembly point by the nearest available member of staff.

2. ASSEMBLY POINT

The assembly point is in the Arena which is located opposite the stables. Pupils should line up in forms in register order facing their form teacher, see attached plan.

The office staff will bring the daily print out of absences and class lists, staff and pupil signing out books, visitors' book to the assembly point.

On reaching The Assembly Point each teacher will maintain their pupils there as a disciplined group until further instructions are given. Each register should be called by the form teacher or class teacher who should immediately alert the Head of Section who in turn will notify the Headmaster or Deputy Head if any pupil is unaccounted for. Any missing pupil, or staff member, will be reported immediately to the Incident Officer at the Fire Marshal Control Point.

On no account must any pupil or member of staff re-enter the building until instructed to do so by the Headmaster, Deputy Head

2.1 Emergencies outside of lesson times

Should an emergency occur during lunch, break or assembly, the member of staff on duty is responsible for evacuating the area using the most appropriate exit. All members of staff should immediately join the school at the assembly point.

3. FIRE MARSHAL TEAM

The team of Fire Marshalls are made up of competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation). The fire marshals are given regular and specific training in their duties.

The Fire Marshal Team consists of:

- Ryan, Peter, Kate, Julie, John, Yvette, Lesley, Natasha, Paul, Steve, Mark

One person will act as Incident Officer and, working from the Fire Marshal Control Point, will give out the Evacuation Cards to ensure the whole site is checked for both fire and missing persons.

The Evacuation Cards give details of a limited area to inspect.

Should a fire be discovered during the course of this procedure, the **MARSHAL** will call the Fire Brigade from their mobile or the nearest telephone.

4. FIRE WARNING SYSTEM

A fire warning system is provided in all buildings, with the exception of the swimming pool plant room. Smoke detectors, Heat detectors and Manual Fire Alarm call points are provided throughout and the system is maintained on an annual contract with Active Security, Horsecroft Place The Pinnacles Harlow, Essex CM19 FBT

- The system is monitored 24 hours day by an Alarm Receiving Centre operated by Yeoman Monitoring, under licence from Active Security.
- The fire alarm system is tested every Thursday morning at 7.00am and the results recorded

5. FIRE FIGHTING EQUIPMENT

Fire fighting equipment is provided throughout the site.

The type of extinguisher is based on the risk assessment for the area and the equipment is maintained on an annual contract with Interserve UK

6. SECURITY

- The premises are secured at night by the last member of the caretaking team to leave. As part of the lock-up procedure, checks include switching off heaters, closing windows and doors.
- Where other staff or outside hirers remain on site, they have all been instructed on the correct lock- up procedure.
- In either case, the intruder alarm is always set
- The intruder alarm system is also maintained by Active Security, details as above.
- Highly Inflammable materials are stored in specialist Flammable Liquid cabinets in the basement, with a further one in the Design Technology classroom
- Gas cylinders are stored in a padlocked outside cage.

7. FIRE AWARENESS TRAINING FOR STAFF

- New members of staff are given fire awareness training on their first day of employment.
- Fire awareness training is included as part of the regular staff training programme for all staff

8. HOT WORKS PERMIT

- Contractors are required to have hot works cover as part of their Public Liability Insurance Cover.
- A system of Hot Works Permits is in place for any works which involve welding, brazing, soldering, grinding or use of blowtorches.

9. SMOKING

The whole site including buildings and grounds is designated as no smoking.

10. ELECTRICAL APPLIANCES AND FIXED WIRING

All portable electrical appliances are subject to annual PAT testing. This was carried out in July 2023.

11. FIRE RISK ASSESSMENT

These are carried out annually and include:

- the elimination or reduction of risks from dangerous substances;

- the development and implementation of fire procedures and staff training (repeated periodically where appropriate) to ensure the safety of staff or anyone else legally on the school premises;
- a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved).

12. FIRE DRILLS

- Fire Drills are carried out termly.

13. FIRE ALARM MAINTENANCE

Maintenance is carried out yearly by Active Security.