



**ORWELL PARK SCHOOL**  
**Nacton, Ipswich IP10 0ER**

**SCHOOL FIRE AWARENESS POLICY**

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# ORWELL PARK SCHOOL FIRE AWARENESS POLICY

## 1. Purpose

The Governors and Senior Management Team of Orwell Park School (“the School”) are committed to maintaining the highest possible standards of fire safety within the School and correspondingly to raising the profile of fire awareness in the School community.

The Governors and Senior Management Team recognise that good management and careful maintenance of the School will reduce the risk of fire; also, that the School has a statutory responsibility under the Regulatory Reform Order (Fire Safety) 2005, issued 1<sup>st</sup> October 2006, to undertake a fire risk assessment of the premises and to act upon the findings of that assessment to reduce the danger from fire.

This policy sets out the responsibilities, arrangements and procedures to ensure that the School fulfils its statutory responsibilities and constantly works to provide and maintain a safe and secure environment for pupils, staff, contractors, commercial clients and any other visitors to the premises.

## 2. Organisation and arrangements

The Governors and Senior Management team will ensure that this policy is effective by:

1. Making suitable and sufficient assessment of the risks to which persons are exposed, at least annually or earlier if there are significant changes.
2. Making appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
3. Ensuring that where a dangerous substance is present in, or on the premises, risks from that dangerous substance are either eliminated or reduced.
4. Ensuring that the premises are equipped with appropriate fire fighting equipment and with fire detectors and alarms and that any non-automatic fire-fighting equipment is easily accessible, simple to use and indicated by signs.
5. Ensuring that routes to emergency exits from the premises and the exits themselves are kept clear at all times and that emergency routes and exits lead as directly as possible to a place of safety.
6. The establishment of procedures in case of serious and/or imminent danger.
7. Ensuring that any facilities, equipment and devices provided in respect of fire safety are maintained in an efficient state, working order and good repair.
8. The appointment of a sufficient number of competent persons to assist in undertaking the preventive and protective measures.
9. Providing pupils, staff, contractors and other visitors with comprehensible and relevant information.
10. The provision of adequate safety training to staff at the time when they are first employed and on their being exposed to new or increased risks.

### 2.1 Responsibilities

Responsibilities for fire safety are as follows:

Fire Officer – Deputy Head (Pastoral) Health and Safety Coordinator (Bursar)

<b>RESPONSIBILITY</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>DEPUTY (in event of absence)</b>
Overall responsibility for fire safety at the School	Headmaster in conjunction with the Health and Safety Coordinator	Deputy Headmaster
Ongoing responsibility for monitoring fire safety policy and procedures and ensuring that these are put into practice	Health and Safety Committee	N/A
Day to day inspection, maintenance and testing of fire fighting equipment and alarm system	Site Manager in conjunction with equipment providers	N/A
Development and updating of 'Fire Evacuation Procedures' and publication of documentation to all staff	Fire Officer in conjunction with Health & Safety Coordinator	N/A
Provision of lists and documents in relation to Fire Evacuation (see Appendix 3)	Fire Officer in conjunction with School Secretary	Head of Boarding or designated Deputy
Co-ordination of emergency evacuations and fire drills	Day: Deputy Head Pastoral. Night: Head of Boarding In conjunction with the Health & Safety Coordinator	Designated Deputy or Senior Management Team member on duty
Ensuring that all pupils, staff and other visitors leave the buildings safely in the event of emergency evacuation	All Staff	
Manually ringing handbell outside (8.00 am – 7.30 pm)	Head of DT	Designated Deputy
Calling Fire Brigade	School Secretary (office hours) Fire Officer(all other times when pupils on site)	Designated Deputy Designated Deputy
Fire safety induction training for new staff and regular training updates for all staff	Health & Safety Coordinator in conjunction with the Fire Officer	N/A
Fire safety training for pupils and specific training for Dormitory Captains	Fire Officer in conjunction with the Head of Boarding	Deputy Head Pastoral and Head of Boarding
Instruction and training on Fire Evacuation Procedures for Pre-Prep staff and pupils (see Appendix 6)	Pre-Prep Coordinator in conjunction with Fire Officer	Designated Deputy
Fire awareness and information on evacuation procedures for 'signed in' visitors and contractors	Receptionist	N/A
Regular checking (daily/weekly) of designated areas and maintenance of high standards of housekeeping and safe working practices (See Appendix 8)	School Caretaker overall responsible in conjunction with all staff (Support staff)	Designated Deputies
Monitoring weekly fire safety checks	Site Manager	Designated Deputy

Recording attendance of pupils (during normal School hours)	Class teachers (Pre Prep School and Years 3-5) Tutors (Years 6-8)	Designated Deputy / Cover staff
Recording attendance of pupils between normal School hours and boarding time	Duty Member of Staff & Activity leaders (for pupils involved in activities)	Designated Deputies
Recording attendance of pupils during boarding time	Boarding House Staff on Evening Duty – refer to rota	Head of Boarding
Signing out pupils leaving the site (see 2.1.1. below)	Parent / Guardian	N/A
Production / update of signing out lists	School Receptionist	Designated back-up
Recording attendance of staff (Academic)	Individual members of staff (see section 2.1.1)	N/A
Recording attendance of staff (Support staff)	Head of Department / Supervisor/Shift Leader	Designated back-up
Recording attendance of visitors on site	School Receptionist	Designated back-up
Recording attendance of contractors on site	Site Manager	Designated Deputy
Collating, checking and attaching daily absentee list and visitor list to Fire List Board	School Receptionist	Designated back-up
Compliance with fire safety policy, rules and procedures and a proactive approach to maintaining and improving fire safety	Health and Safety Coordinator in conjunction with all staff	N/A
Portable Appliance (PAT) testing	Contract electrician	N/A
Maintenance/update of Fire Review Logs	Fire Officer	N/A
Fire Risk Assessment	Health & Safety Coordinator in conjunction with External consultant	N/A
Ensuring that fire doors are kept closed except when in use.	Department Heads (department areas) Boarding Staff (dormitory areas) All staff and pupils (classrooms and other communal areas)	

The Health & Safety Coordinator is the School Bursar.

## 2.2 Signing out

**Pre-Prep School:** Parents/Guardians are required to sign their child out before removing them from the Pre-Prep School. Signing in and out sheets are situated in the main entrance.

**Main School:** Signing out lists will be updated daily by the School Secretary/Receptionist and kept in Year group folders on the desk in the North Hall. The School Secretary/Receptionist or duty Gap Assistant between normal end of School and boarding time will oversee signing out.

**Away matches and other off-site activities:** The member of staff in charge of the activity must ensure that all pupils in his/her charge return to the School. If the return is outside normal School hours, the member of staff will remain with the group until all pupils have been signed out in the proper way. If a parent/guardian wishes to collect his/her child directly from the off-site venue or make some other alternative arrangement, this must be arranged, if possible in advance, with the member of staff in charge.

## 2.3 Procedures

### General

Before the start of each School term the Health & Safety Coordinator / Fire Officer will:

- ❖ Remind all staff of the 'Fire Evacuation Procedure' (see Appendix 1)
- ❖ Ensure that relevant documentation is up to date and published to all staff.
- ❖ Ensure that new members of staff are familiar with and understand their role in the Fire Evacuation Procedure.
- ❖ Check that residential members of staff are aware of and fully understand their responsibilities with regard to 'night time'.

### Weekly Fire Safety Checks

All staff and pupils will be educated to remain aware of fire safety at all times and to adopt and maintain good housekeeping routines on a day-to-day basis.

Fire safety checks will be carried out, logged and recorded each week by the Site Manager. The appropriate form will be filled in and reviewed by the Bursary / Maintenance Department.

(Appendix 7). Checks will be monitored and records kept by the Health & Safety Coordinator.

### 2.4 At the beginning of each School term:

- ❖ Staff with night time fire evacuation responsibilities will be fully informed of their duty nights/times and responsibilities by the Head of Boarding. These staff will be provided with a full set of documents detailing their duty times and responsibilities. Staff will be required to acknowledge receipt of this documentation, in writing (see Appendix 4).
- ❖ A full evacuation will be practised within the first few days of term on the first morning of each term with staff in position. Any problems will be followed up and rectified.
- ❖ All pupils will be advised about fire procedures, with reference to this document, at the first assembly of each School term.
- ❖ Dormitory Captains will be specifically trained in their duties and responsibilities by the Fire Officer and Head of Girls Boarding (see Appendix 2).
- ❖ A night time fire drill will be completed during the first two weeks of each School term, on a busy boarding night or early morning when pupils are asleep and it is dark.
- ❖ All practices and drills will be recorded by the Fire Officer in the Fire Review Folder stored on the extranet and a copy of the review is given to SMT.

#### **Ongoing throughout the year:**

- ❖ The fire alarms are tested once a week by the Site Manager or Caretaker to ensure that the alarm is audible in all areas of the School. Every test will be recorded by the Site Manager and action will be taken immediately to rectify any problems (these usually take place at 2pm every Thursday whilst the pupils are in school).
- ❖ The Fire Panel Board is checked daily and all faults shown on the Fire Panel Board will immediately be reported to the Site Manager and/or Health & Safety Coordinator, who will take the necessary action to rectify any problems.
- ❖ All staff completing risk assessments and fire safety checks will consider and report any fire hazards to the Health & Safety Coordinator / Site Manager e.g. faulty electrical equipment, blocked fire exits etc.
- ❖ All fire doors will be kept closed at all times when not in use and free from obstructions.
- ❖ Staff and pupils will immediately report all possible fire hazards to a responsible person i.e. pupils will report to any member of staff, staff report to Health & Safety Coordinator.

### **3. Training**

- All staff will receive Fire Awareness training as part of their employment induction process.
- All staff will receive update/refresher training at least every two years.
- All staff will be required to acknowledge receipt and understanding of the School's Fire Awareness policy and procedures. Failure to comply with the Fire Awareness policy and procedures will result in action being taken in accordance with the School's Staff Disciplinary policy and procedures.

### **4. Smoking**

Smoking is not allowed on the School site. Failure to adhere to this will result in disciplinary action.

### **5. Housekeeping**

Every member of staff will ensure that their own work area is kept tidy and that combustible material is kept clear of electrical appliances, lights etc. All staff will also ensure that fire exits in their work area are not blocked and that fire doors are kept closed when not in use.

Heads of Department (or designated deputies) and designated academic staff will carry out regular inspections in their area of responsibility to check for potential fire hazards and to ensure that good housekeeping is maintained. All pupils will be educated and regularly reminded so that they understand the importance of fire awareness, remain vigilant and practise good housekeeping around the School and grounds.

### **6. Hazardous Materials**

The School has a separate policy relating to management of hazardous materials and waste.

### **7. Maintenance and Security**

#### **Maintenance**

The Senior Management team recognises that maintenance of buildings is an essential part of fire protection. Whenever workmen or contractors are carrying out repairs or alterations, there will be adequate supervision by the Site Manager to ensure that any temporary arrangements made for heating or lighting, or for 'hot work' are properly risk assessed and that adequate precautions are taken in respect of fire safety.

Fixed and portable fire fighting equipment will be regularly inspected, maintained, not used for any other purpose and protected against sabotage attempts.

Fire doors will be fitted with self-closers and regularly checked / maintained to ensure that they meet the standards required.

#### **Security**

Doors, windows and cupboards containing inflammable materials will be kept in good repair and locked when not in use (including the Science Laboratory). Keys will be distributed only to a restricted number of people.

The Caretaker or designated deputy will undertake a lock-up routine at the end of every day to ensure that:

**Every entry point to the School building is secure against intruders.**

**No combustible material is left lying around.**

**No unauthorised people are on the premises.**

**Alarms are switched on.**

**External lighting is switched on.**

**Equipment is safely shut down where necessary.**

**Fire doors are closed.\***

\*In the dormitory areas, this is the responsibility of the Head of Boarding in conjunction with the other Boarding Staff.

All staff have a responsibility to comply with the School's rules regarding Security. Staff should challenge anyone who they believe should not be on the premises and report any suspicious activities immediately to a member of the Senior Management team.

## 8. Fire Evacuation Procedure

- 1) On the sounding of the alarm, all staff should ensure all pupils and any adults leave the building in an orderly manner to the registration point.
- 2) Where possible, staff should ensure that doors and windows are closed and that electrical items are switched off (staff should not put their own safety or that of the pupils at risk). Staff should report any concerns or issues to the Headmaster (or Deputy in his absence).
- 3) All pupils to line up outside Orangery (or Cricket Pavilion if secondary point) in male & female year group order (where possible, in alphabetical order).
- 4) All registers to be produced as full lists on laminated sheets with appropriate pens to mark sheets.
- 5) All registers to be kept on Fire Board near Main Entrance Hall (and updated by School Receptionists/Secretary).
- 6) Office Staff to produce daily absentee list – which will be compiled in year groups. i.e there will be 6 sheets each day with only absentees marked  
Office Staff to manually update absentee list as and when pupils leave during the school day.
- 7) When the fire alarm sounds, all pupils and staff evacuate to Orangery via the nearest exit (or to secondary place by Cricket Pavilion).
- 8) Fire Officer to check panel and location/ cause of alarm – liaise with Fire Brigade.
- 9) School Secretary to take out Fire Registers, Absentees List and Pens.
- 10) School Secretary to hand out registers to teachers responsible for each year group (in their absence – the next available teacher / adult).
- 11) Teachers to carry out individual registers and report any absences to Headmaster (Deputy Headmaster in his absence).
- 12) Headmaster to liaise with Fire Officer for any unexplained absences to pass information onto Fire Brigade.

5pm – 8pm

- A) As above, all pupils to line up in male and female year group order
- B) Duty staff to take registers out from fire board and absentee list; **and to bring out all signing out sheets from main entrance on way out**
- C) All other points as above

8pm – 8.20am

- i) Pupils to be registered as they come up to dorms each evening
- ii) Boarding Fire Evacuation Procedure to take place in the event of alarm/fire (see attachment for Staff to check floors and ensure dorms are evacuated – Dorm Captains to be regularly briefed)
- iii) Pupils to line up in year groups as either girls or boys in same places as day time routine
- iv) Boarding registers to be compiled each evening as year groups in either male or female order (dorms in which pupils sleep also included)
- v) 4 copies to be made of dorm list each evening

- vi) In the event of evacuation – registers to be handed out to 4 available adults
  - ie, boys 7 & 8, girls 7 & 8, boys 3,4,5 & 6, girls 3,4,5 & 6 (where less adults available – one adult boys, one adult girls)
- vii) The Houseparent on overnight duty is responsible for bringing out the registers.



## **APPENDIX 1**

### **PROCEDURE UPON DISCOVERY OF A FIRE (MAIN SCHOOL)**

The first assembly point is the area outside the Orangery. If the fire is in the Orangery, the second assembly point is the area outside the Cricket Pavilion.

In the event that a fire is discovered, the procedures to be followed are detailed below:

#### **Pupils:**

- ❖ Inform a member of staff immediately.
- ❖ Follow the instructions given by the member of staff, quickly and quietly.

If there is no member of staff nearby:

- ❖ Leave the building by the nearest safe route.
- ❖ Inform the first adult that you see that there is a fire.
- ❖ Go to the area outside the Orangery.
- ❖ If already outside when the fire alarm sounds, walk via the quickest route to the grass outside the Orangery.

**PUPILS MUST NOT ATTEMPT TO PUT OUT THE FIRE\*.  
PUPILS MUST NOT RE-ENTER THE BUILDING ONCE THEY HAVE LEFT IT  
UNTIL INSTRUCTED TO DO SO BY THE HEADMASTER OR FIRE OFFICER.**

#### **Staff:**

##### **Take action as follows:**

1. Keep children away from the fire area i.e. if inside the School buildings, tell the children to leave the room and inform the first adult they see that there is a fire.
2. Make a judgement about whether to try to control the fire with extinguishers.

##### **If you are absolutely certain that you are able to extinguish the fire without putting yourself in danger:**

- ❖ Ensure that all pupils in your charge are present, then take them to an alternative location
- ❖ Put the fire out, then close all windows, switch everything off and leave the room, closing the door behind you.
- ❖ Put a notice on the door, saying DO NOT ENTER.
- ❖ Inform the School office so that the Maintenance team can be contacted to check the room and assess any damage.
- ❖ Contact the fire brigade.

##### **IF YOU ARE IN ANY DOUBT WHATSOEVER about your ability to put the fire out without endangering yourself, take action as follows:**

- ❖ Switch everything off and close all windows (if this can be done without endangering yourselves) before leaving the room, closing the door behind you.
  - Raise the alarm by pressing the nearest call button.
  - Tell the first adult you see to call the Fire Service (999 +9 for outside line) through School Office or directly if out of office hours.

##### **Parents, commercial clients and other visitors in the building:**

- Leave the building by the nearest possible exit. Instructions indicating the route to follow are displayed in every room in the building.
- Go to the Fire Assembly Point outside the Orangery and assemble in a group, keeping clear of any pupil groups that may be in the assembly area.
- Await further instructions from a Senior Member of Staff, or the Fire Brigade.

**NOBODY SHOULD RE-ENTER THE BUILDING ONCE THEY HAVE LEFT IT UNTIL INSTRUCTED TO DO SO BY THE HEADMASTER OR FIRE OFFICER.**

**PROCEDURE UPON ARRIVAL AT THE FIRE ASSEMBLY POINT**

**Day time i.e. 8.00 am to 7.30 pm:**

- ❖ Pupils will line up in silence, in separate male & female Year Groups (alphabetical order where possible) at the Fire Assembly point (outside the Orangery, the back-up Fire Assembly point is outside the Cricket Pavilion).
- ❖ Assigned Staff on registration duty that day will take roll call for their Year Group and inform the Headmaster (Deputy in his absence) if there are any pupils missing. Other members of staff will be called upon to assist if necessary.
- ❖ Members of the academic Staff who do not have direct responsibility for carrying out a roll call will report their presence to the Deputy Head Academic and then line up beside the children and take over roll call for any Group whose assigned member of staff is missing.
- ❖ Members of the Support Staff will line up in their Departments. The Head of Department (or Deputy) will report to the Bursar when everybody is accounted for, or report anybody who it is believed may still be in the building and then inform the Headmaster (see below).

**Roll call responsibilities**

<b>IN RESPECT OF:</b>	<b>TIME OF DAY/NIGHT</b>	<b>RESPONSIBLE PERSON(S)</b>
Pupils	Day time (8.00am to 6.45pm)	Staff on registration duty or in their absence, other available staff
Pupils	Boarding time (6.45pm to 8.00am)	Houseparent Head of Boarding Boarding Staff
Staff (academic)	Any time	Deputy Head Academic
Staff (Housekeeping)	Working hours	Site Manager or designated deputy
Staff (Matrons / Laundry)	Matrons any time Laundry working hours	Duty Matron (or designated deputy)
Staff (Maintenance)	8.00 am – 5.00 pm Mon - Friday	Site Manager (or designated deputy)
Staff (Grounds)	8.00 am – 5.00 pm Mon – Fri	Head Groundsman or designated deputy
Staff (Kitchen)	Any time	Shift leader
Staff (School Office / Registrar)	Office hours	Headmaster’s PA or designated deputy
Finance Office / IT Technician	Office hours	Bursar or designated deputy
‘Signed in’ visitors	Any time	School Receptionist
Contractors	Any time	Site Manager

In the event that any pupil, member of staff or other person is believed to be missing, the Headmaster or Deputy in his absence will report this information to the Fire Brigade immediately upon their arrival.

**NOBODY SHOULD PUT THEMSELVES OR OTHERS AT RISK BY RE-ENTERING THE BUILDING TO CONDUCT A SEARCH.**

## **APPENDIX 2**

### **DORMITORY CAPTAINS' INSTRUCTIONS**

#### **General**

At the start of each term, all Dormitory Captains will be trained in the School's Fire Procedures by the Fire Officer/ Head of Boarding.

#### **Every night**

- ❖ At bedtime, all Dormitory Captains must know exactly how many boarders are in their dormitory for that night and who they are.
- ❖ All Dormitory Captains must know exactly what the two prescribed fire exit routes are for their dormitory.
- ❖ Before going to bed, all Dormitory Captains should check their dormitory and report to staff anything that they believe is a potential fire hazard.

#### **If the fire alarm sounds during the night, Dormitory Captains must:**

##### **Before leaving the Dormitory (to the best of their ability without putting themselves at risk)**

- ❖ Wake all the others in their dormitory.
- ❖ Tell everybody to put on footwear and dressing gowns if these are close at hand.
- ❖ Where possible, Dorm Captains to ensure that all boarders in their dorms have woken up and left the dorm, but if in doubt, Dorm Captains should ensure their own safety and report any concerns immediately to a member of staff.
- ❖ Shut the door on the way out.

##### **On the way out**

- ❖ Where possible, lead their dormitory out of the building by the nearest safe route.
- ❖ Tell everybody to keep quiet.
- ❖ Walk quickly, but do not run.

##### **At the Assembly Point**

- ❖ Line up in Year Groups and sex in alphabetical order – report any concerns or issues to a member of staff immediately
- ❖ Ensure the boarders around you remain quiet and calm.

Dormitory Captains **MUST NOT UNDER ANY CIRCUMSTANCES** go back into the building until given the 'all clear' by a member of staff.

## APPENDIX 3

### PROVISION OF LISTS AND DOCUMENTS IN RELATION TO FIRE EVACUATION

- ❖ The Fire Officer and Health & Safety Coordinator are responsible for the collation and publication of all lists and documents relating to Fire Evacuation.
- ❖ The Fire Officer (or designated Deputy), in conjunction with the School Secretary, will ensure that the Fire List Board is kept up-to-date in the School Office lobby.
- ❖ The School Secretary (or designated back-up) is responsible for collating, checking and attaching the daily absentee list and visitor list to the Fire List Board.

### LISTS TO BE ATTACHED TO THE FIRE LIST BOARD AT ALL TIMES

DOCUMENT	TO BE UPDATED/PROVIDED BY:
Registration lists	School Secretary
Current Dormitory list	Head of Boarding
Every night – Dormitory list for that particular night, with exact totals	Boarding Staff on Duty
Full list of all staff (up-to-date Blue Book)	Deputy Head Accademic
Full list of visiting music staff	Director of Music
List of all visitors 'signed in' to the building	School Receptionist
Full 'Parents address and telephone' list	Database Manager

### ITEMS TO BE KEPT WITH 'FIRE BOARD LIST'

- ❖ A breakable lightstick
- ❖ Pens and pencils

**APPENDIX 4**

**NIGHT TIME FIRE EVACUATION RESPONSIBILITIES**

**STAFF DOCUMENTATION**

**Orwell Park School**  
**Staff Night time Fire Evacuation Responsibilities**

Issue:

Date:

The Fire Officer is currently: .....The Head of Boarding.. ..

**To all residential and boarding staff involved in fire  
evacuation cover:**

Please read this set of documents. A new set will be issued at the start of each term, or sooner should circumstances dictate.

Please sign below to acknowledge receipt of issue 1. Your signature also indicates that you appreciate and understand all that is contained in issue 1 and that you know your specific duties in relation to fire evacuation.

Should there be any doubt in your mind about this then please speak with the Fire Officer personally before signing below. Please photocopy this front page, once signed, and return it to the Fire Officer as soon as possible.

Your name.....

Signature..... date.....

Your specific area(s) of duty:.....

.....  
.....  
.....

**Orwell Park School**  
**Staff Night Time Fire Evacuation Responsibilities**

Please see the Staff Duty Grid for fire evacuation cover. Please read and digest the following information. It is ESSENTIAL that all staff view fire evacuation extremely seriously. Those on specific duty have an overt responsibility, which includes:

- a) **Ensuring that you are in the building during the indicated duty times**
- b) **Informing the Fire Officer IN PERSON, if for any reason you cannot be in the building during your specific duty times or you cannot perform your duties due to illness or injury. You must give sufficient notice so that alternative cover can be arranged.**
- c) **Not being under the influence of alcohol or any other drug likely to impair your mental or physical faculties whilst on duty.**

The Staff Duty Grid will be updated whenever necessary by the Fire Officer and staff informed of any changes. New grids and this guidance document will automatically be re-issued to all staff concerned at the start of each term. Staff will be asked to sign to confirm receipt, reading and understanding of all Fire Evacuation documents.

## **STAFF RESPONSIBILITIES IN THE EVENT OF FIRE ALARM SOUNDING**

When you are on night time fire duty, make sure that you have a torch and a mobile phone to hand at all times.

### **In the event that the fire alarm sounds:**

#### **1. Before leaving the building:**

- ❖ Go quickly to your allotted area.
- ❖ Go to each of the dormitories and
  - Turn the light on and check that each bed in each dormitory is empty.
  - Pull back the duvets on every bed to ensure the bed is empty.
  - Check under beds, behind curtains, in cupboards to ensure no child is left in the dormitory.
  - Shut the dormitory door as you leave.
- ❖ Check the lavatories, washrooms and bathrooms.
- ❖ If you have cleared your area, and circumstances allow (no fire there!), assist other staff to check their dormitory areas.

#### **2. On your way out\*:**

- ❖ Exit the building as soon as possible by the nearest safe route, giving assistance to any children who are still making their way out.
- ❖ Do not run yourself and advise the children not to run.
- ❖ Should an area be blocked by smoke or fire, direct the children to the nearest alternative safe escape route.

#### **3. After leaving the building:**

- ❖ Proceed to the Fire Assembly Point and stand by, close to the children, to assist further as directed.

### **Make sure that you are always up-to-date with the Fire Awareness policy and procedures and most importantly:**

- ❖ Know where all the fire exits are
- ❖ Know the lay-out of the entire dormitory area
- ❖ Regularly consult the Staff Duty Grid, which is posted on the wall on the Main Landing and in the Staff Room on the Fire Notice Board.
- ❖ Be vigilant and inform the Fire Officer or Health & Safety Officer of any concern regarding Fire Evacuation.

## **APPENDIX 5**

### **Emergency plan following evacuation of the main School building**

In the event that pupils, staff and/or visitors cannot return to the Main School Building following an emergency evacuation, action should be taken as detailed below. In the event of a lesser incident, the procedure detailed below should be used for guidance.

#### **5.1 Immediate action**

- i. The Fire Officer will seek advice from the Emergency Services regarding safe areas of the School (if any).
- ii. The Fire Officer will designate a member of staff to be attached to each Dormitory group / Year group.
- iii. Each member of staff in charge of a group will count the number of pupils in the group out loud, so that each pupil knows his/her number.
- iv. The member of staff will escort the group to the safe area of the School, as directed by the Fire Officer.
- v. Upon arrival at the safe area, the member of staff will check that all members of the group are present.
- vi. The member of staff will remain with the group until:
  - Every pupil has been collected by parents
  - Another member of staff arrives to take over.
  - Further instructions are received from the Headmaster (or designated deputy), or the Emergency Services.

#### **5.2 Temporary Accommodation**

In the event that there are no safe areas in the Main School or Sports Hall, pupils will be escorted, in their groups as above, to the Pre-Prep. If additional accommodation is needed, pupils will be taken into the Church adjacent to the School and will be looked after by staff as indicated above.

#### **5.3 Temporary Headquarters**

The Headmaster will:

- Set up a control centre in a safe place i.e. the Headmaster's House, the Pre-Prep or one of the Woodland Houses.



## ORWELL PARK PRE-PREP

### 1. STAFF PROCEDURE UPON DISCOVERY OF A FIRE

**Take action as follows:**

- ❖ Tell the nearest adult to take the children outside by the quickest safe route.
- ❖ Make a judgement about whether to try to control the fire with extinguishers.

**If you are absolutely certain that you are able to extinguish the fire without putting yourself in danger:**

- ❖ Put the fire out, then close all windows, switch everything off and leave the room, closing the door behind you.
- ❖ Put a notice on the door, saying DO NOT ENTER.
- ❖ Inform the other Pre-Prep staff and also the School office so that the Maintenance team can be contacted to check the room and assess any damage.
- ❖ Ensure that all pupils in your charge are present and take them to the tennis courts at the back of the Pre-Prep (Fire Assembly Point).

**IF YOU ARE IN ANY DOUBT WHATSOEVER about your ability to put the fire out without endangering yourself, take action as follows:**

- ❖ Tell the nearest adult to take any children in the classroom to the Fire Assembly point, by the quickest safe route.
- ❖ Switch everything off and close all windows (if this can be done without endangering yourself).
- ❖ Take the class register and go quickly to the Fire Assembly point by the nearest safe route, closing the door behind you.
- ❖ Raise the alarm by pressing the nearest call button on your way out.

### 2. STAFF PROCEDURE UPON HEARING THE FIRE ALARM

Before leaving the building:

**Teaching Staff:**

- ❖ Switch everything off and close all windows – to the best of your ability without impeding the evacuation of the building for pupils and other staff.
- ❖ Escort your pupils out of the building to the Fire Assembly point on the tennis courts next to the Astro, quickly and quietly by the nearest safe route.
- ❖ Close the door behind you.

**Pre-Prep Coordinator (or designated deputy):**

- ❖ Tell the nearest adult to take the children in her classroom to the Fire Assembly point on the tennis courts next to the Astro, by the quickest safe route.
- ❖ If possible, check that everybody is out before leaving by the quickest safe route.

On arrival at the Fire Assembly point:

**Teaching Staff:**

- ❖ Line the children up on the tennis courts in class lines.

- ❖ Take the roll call for the children in your class and report to the Pre-Prep Coordinator.

**Pre-Prep Coordinator (or designated deputy):**

- ❖ Check with each member of the teaching staff that his/her class is complete.
- ❖ In the event that any pupil or member of staff is believed to be missing, organise a search of the grounds.
- ❖ Report anybody still missing to the Fire Service immediately upon their arrival.

**NOBODY SHOULD PUT THEMSELVES OR OTHERS AT RISK BY RE-ENTERING THE BUILDING TO CONDUCT A SEARCH.**

**PROCEDURE FOR PRE-PREP PUPILS WHILST IN THE MAIN SCHOOL**

In the event that the fire alarm sounds in the main building the Class Teacher will:

- ❖ Follow the instructions for vacating the room that they are in.
- ❖ Escort the pupils to the Senior School assembly point quickly and quietly.

If classes are in the Main School building when the fire alarm goes off in the Pre-Prep, they should remain where they are. The Pre-Prep Coordinator will contact the teacher in charge to register their class and report any child missing or left with another class e.g. if off PE.

**NB:**

- The Pre-Prep Coordinator must remain aware of which classes are not in the Pre-Prep throughout the day.

## APPENDIX 7



### Orwell Park Weekly Fire Checks

Date:- ..... Checks Carried Out By .....

The following areas must be checked to ensure that the fire exits are clear and that there are no obstacles / issues that may increase the chance of fire or hinder evacuation. (THIS SHEET IS TO BE RETURNED TO BURSAR FOR FILE)

AREA	TICK IF AREA IS CLEAR	ACTIONS IF AREA IS NOT CLEAR OR INCREASED RISK OF FIRE / HINDERING EVACUATION
Orangery / Alston Room		
North Hall		
Music Department Fire Escapes		
Changing Room Exits		
Courtyard Classroom Exits		
New Block Door – next to Boys’ Toilet		
New Block Exit – next to bottom of stairs (Art Room)		
New Block Fire Escape – top of stairs black stairs to sports hall		
Sports Hall Fire Exits		
Boarding House – door next to Head of Boarding’s Flat.		
Boarding House – exit into finance area (next to boys washrooms)		
Boarding House – exit route past washing machines		
Boarding House – main stairs		
Boarding House – fire escape Girls’ Boarding (leads to main car park)		
Door under kitchens (escape route from music department)		

**ORWELL PARK SCHOOL**  
**Fire Prevention Checklist (weekly monitoring)**

**AREA:**

**RESPONSIBLE PERSON:**

**Date:**

<b>Check</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions and Comments</b>
1. All fire exits clear and free from any items of rubbish or equipment				
2. All fire exit doors in an immediately 'ready to open' condition (not locked, jammed, sticking etc)				
3. All fire extinguishers in their correct position and mounted properly				
4. All fire extinguishers readily accessible with signs clearly visible				
5. All fire alarm call points clearly visible and readily accessible				
6. All fire exit signs clearly visible				
7. All fire doors closing correctly and completely by means of their own self-closure units				
8. All fire doors kept closed and without any gadgets used to prop them open				
9. All corridors and stairwells free of any equipment, bags furniture, rubbish etc				
10. All flammable substances, aerosols etc that are not in use for the day, stored correctly				
11. All flammable substances, aerosols etc that are in use, kept away from direct sunlight, heat sources and oxidising substances				
12. Area clear of any signs of unauthorised smoking				
13. Areas around heaters clear of combustible materials e.g. paper, plastic, aerosols etc				
13. Area clear of any unauthorised use of mobile heaters				
14. All persons in the area heard the fire alarms being tested in the last week				
15. All flammable materials and rubbish properly disposed of				

## APPENDIX 8

### (Non School Staff)

#### **EMERGENCY EVACUATION PROCEDURE**

##### **School and other Functions/Events/Activities**

**(Event Coordinator or nominated person)**

In the event that you or others discover a fire, the procedure to be followed is detailed below.

- Sound the alarm using the nearest alarm activation point.
- Ensure that all persons from your area are evacuating the premises.
- Inform the nearest member of the Orwell Park school staff of the fire and if possible its location.
- Leave the building by the nearest safe route. (Instructions indicating the route to follow are displayed in every room in the building).
- Go to the Fire Assembly Point (outside the Orangery – grass area at the rear of the school, if this is blocked the secondary Fire Assembly point is outside the Cricket Pavilion) and assemble in a group, keeping clear of any pupil groups that may be in the assembly area.
- Await further instructions from a Senior Member of the Orwell Park Staff or the Fire and rescue authority.

In the event that the fire alarm sounds and you have not been informed by staff in advance that a test is planned, the procedure to be followed is detailed below.

- Leave the building by the nearest safe route. Instructions indicating the route to follow are displayed in every room in the building.
- Go to the Fire Assembly Point (outside the Orangery – grass area outside at the rear of the school, if this is blocked the secondary Fire Assembly point is outside the Cricket Pavilion) and assemble in a group, keeping clear of any pupil groups that may be in the assembly area.
- Await further instructions from a Senior Member of Staff, or the Fire and rescue authority.