



## Fire Safety Policy & Procedures

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Applicable to:	SPJ & SPS		

**This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk).**

### 1. Introduction

The Governing Body is very aware of the importance of fire safety. For this reason, the Fire Safety Policy has been formulated to be compliant with legal obligations to students, staff and visitors under the 'Regulatory Reform (Fire Safety) Order 2005 (as amended)'. These include the provision of a safe place of work where fire safety risks are minimised, and are subject to annual, independent verification. Due to its importance, this Fire Safety Policy also forms part of the School's overall Health and Safety Policy. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. The Fire Safety Policy, procedures and risk assessments at St Paul's School, St Paul's Junior School and the Boarding Houses are designed to help our community to respond calmly and effectively in the event of fire. The Director of Operations will keep staff informed of any changes that are made to the fire safety procedures and as a result of the outcome of the annual check of Fire Risk Assessments. We will also ensure that all visitors to the premises are aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, the fire safety procedures.

## 2. Responsibilities

The **Governing Body** and the **High Master** are ultimately responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. Some of this responsibility has been delegated to senior members of staff.

The **Director of Operations** is responsible for:

- Ensuring that fire risk assessments are undertaken and regularly reviewed. Any recommendations made are reviewed by management and implemented if appropriate. They will be formally reviewed by an external fire safety consultant each year. Any changes to the fabric of the school or procedures will be considered in relation to fire safety.
- Ensuring an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken regularly for St Paul's School, St Paul's Junior School and the Boarding Houses.
- Consulting with and managing the implementation of any recommendations made by the Fire and Rescue Service or independent Fire Safety Adviser.
- Reporting on fire safety-related matters to the Governing Body, Health and Safety Committee and/or High Master, as appropriate.
- Advising staff the fire safety implications of events organised in the school and approving the use of specific fire-related hazards (such as stage smoke ('haze') during a Drama performance) as part of a formal risk assessment. Acting as the Head Fire Marshal during a fire or practice drill co-ordinating the response of key personnel.
- Ensuring that no-one re-enters the buildings until instructed to do so.
- During a practice note escape time and general observations for improvement. Seek feedback from participants and ensure that any necessary remedial action is taken.
- Nominating sufficient staff to undertake the role of a Fire Marshal. Conducting Fire Marshal training where appropriate.
- Ensuring that suitable provisions are made should a Fire Marshal and their deputies not be present during working hours.
- Ensuring that easily verifiable and accurate records are kept of fire drills and evacuations.
- Ensuring that appropriate fire safety training is provided for all members of staff.
- Keeping accurate Training records of all staff members
- Ensuring that the Fire Marshal list is kept up-to-date.
- Ensuring that fire safety related matters are included in any workplace inspections and risk assessments undertaken in their areas.
- Risk assessing and advising on specific fire-related hazards during events.
- Ensuring sufficient fire action notices and fire evacuation signage throughout the site.

The Head of **Estates** and the **Estates Team** are responsible for:

- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, evacuation lifts, evacuation chairs, and portable fire extinguishers, emergency escape lighting and signage, is provided and undertaken in accordance with the relevant British Standard.
- Weekly testing of all residential accommodation fire alarms and of fire doors including recording all tests and defects.
- Weekly testing of all school buildings fire alarms (using a different call point on each successive occasion) including fire doors. Different zones are checked on a rota, ensuring that all zones are checked every 4 weeks. The routine 'in house' testing of the fire alarms - weekly. An annual service of and fire extinguishers.

- Monthly servicing of alarms and smoke detectors.
- The routine 'in house' testing of the emergency escape lighting - monthly function test.
- Monthly checks and annual discharge test on the emergency escape lighting.
- Arrangements for an ISO9001 certified/BAFE approved contractor to carry out at least six-monthly professional checks on fire detection and warning equipment.
- Ensuring that easily verifiable and accurate records are kept with regard to the testing and maintenance of all fire safety related equipment.
- Undertaking room audits, alongside the Director of Operations which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices.
- Ensuring that an up to date Emergency Services On-Site Information Pack is maintained and kept readily available at the main reception, for use by the Fire and Rescue Service.
- During a Fire or practice, the Estates Team will investigate the alarm by liaising with Reception. If it's a real evacuation they will evacuate the building. If not, they will reset the alarm.
- Ensuring that all evacuation chairs are sufficiently maintained.
- Acting as Head Fire Marshal or Assembly Point Controller, in the event that the Director of Operations is off-site or unavailable during a fire evacuation or drill.

The **Facilities Manager** is responsible for:

During a Fire or practice, the Facilities Manager is to act as the Assembly Point Controller and collect the list of Fire Marshals from Reception. The Facilities Manager will then stand in a visible location and ensure that Fire Marshals have reported their areas as clear, and alert the Head Fire Marshal of any concerns. Acting as Head Fire Marshal or Assembly Point Controller, in the event that the Director of Operations or Head of Estates is off-site or unavailable during a fire evacuation or drill.

The **Head Porter** is responsible for:

- Alerting the Fire and Rescue Service if there is a fire.
- Ensuring that adequate access to all parts of the School is maintained for the Fire and Rescue Service.
- Liaising with the Estates Team and informing them of the information displayed on the fire panel, and whether it is a real or false alarm.
- Allocating a team member to check the Emergency Voice Communication Panel, located in a locked room with the fire alarm panel on the ground floor of GTB2, in the event that the alarm in GTB2 is activated.

The **Porters** are responsible for:

Overseeing the use of evacuation chairs and escorting staff, students or visitors by the evacuation chairs if it is safe to do so.

The **Security Manager** is responsible for:

Acting as fire marshal for the Boarding House where there are boarders in occupation during the school day due to illness. The **Matron** informs the Security Manager when this occurs.

The **Lettings Coordinator** is responsible for:

Providing appropriate training and information (Emergency Plan) to the 'Responsible Person' of any third party who hires any part of the premises. For hires of Wathen Hall this responsibility is held by the **Music**

## **School Manager.**

The **Licence Holder** is responsible for:

Providing training and information to the **Duty Manager** supervising events covered by the Premises Licence.

The **Heads of Departments** are responsible for:

- Making their staff and students aware of any potential fire hazards and emergency procedures.
- Consulting with the Director of Operations with regard to any proposed changes of use of a particular area or room or the introduction of new processes or equipment, so as to ensure that it does not conflict with the fire safety risk assessment and guidance.

**Tutors** and **Line Managers** are responsible, in consultation with the **Director of Operations** and **Head Nurse**, for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for each individual member of staff, student or visitor who would need special arrangements to enable them to evacuate the premises in the event of an emergency.

**Disabled staff** are responsible for informing the School or their Line Manager of any disability which may affect their ability to evacuate the premises in the event of a fire or other emergency.

**All Teachers** are responsible for:

- Evacuating their class in the event of a fire alarm. They should ensure that the classroom is empty, that they are the last person out, and close the classroom door behind them.
- Ensuring that their classroom is kept free from hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom has been suitably maintained.
- Reporting any hazards to the Estates Team.
- Ensuring that new pupils are suitably trained in evacuation procedures (for example show them the signage) and confirming the location of the Assembly Point.
- Controlling their class during the whole evacuation process, until they reach the assembly point, ensuring that no pupils leave the assembly point or re-enter the buildings before the Head Fire Marshal announces it is safe to do so.
- Physics teachers who have radioactive sources in the classroom/laboratory at the time of a fire evacuation must ensure that the sources are placed in a suitable cupboard before checking that the room is empty and closing the door behind them. They should take the log book with them, so that it is available to the Fire Service. The location of the radioactive sources must be communicated to the Fire Officer or Fire Brigade via the fire marshals.

**All staff and students** must take care not to put themselves or others at risk, to follow instructions and report any weaknesses in the fire safety arrangements. Everyone has a duty to ensure that the premises are safe from fire and its affects and not to damage or deliberately misuse any fire safety related equipment or facilities.

The Teaching Staff are responsible for escorting their students safely out of the building in an orderly fashion in the event of a fire, or the activation of a fire alarm. Once at the assembly area, Junior School pupils and teaching staff line up by class, senior school students and teaching staff line up by House, organised by Tutor Group. Tutors should report any missing pupils to the Assembly Point Controllers (usually Facilities Manager, Operations and Compliance Manager and Operations Coordinator), who will alert the Head Fire Marshal.

## Fire Marshals

The role of a Fire Marshal is to check that their delegated area of responsibility is clear of all personnel in the event of an evacuation. They should not have other specific duties (such as looking after certain children) in the event of a fire or another emergency. Once the area is clear, the Fire Marshal should go to the assembly point and report to the Assembly Point Controller that they have completed their check of the area.

It is the responsibility of the Fire Marshal and the designated deputies to ensure that one is onsite at all times during working hours. If that is not possible it must be reported to the Director of Operations.

Fire Marshals receive regular refresher training. A list of all Fire Marshals and the areas for which they are responsible is located on the intranet. It is regularly updated on the intranet Staff Handbook as required. A **role description** is also posted on the Operations Page of the intranet under "Health and Safety and Risk Assessment".

Science technicians, in their role as fire marshal, are responsible for confirming all radioactive sources are stored in their secure location at the time of an evacuation or, if being used for a lesson at the time of a fire alarm, reporting their location to the Fire Officer.

## 3. Fire Drills

The School holds separate fire drills every term across the site, including one for St Paul's Juniors, St Paul's School and the Boarding Houses. This, combined with a programme of inducting new staff and students with emergency escape procedures, and the presence of trained Fire Marshals in every building, helps to ensure that the schools can be safely evacuated in the event of a fire.

- Drills in Boarding Houses are completed at least termly during 'Boarding Time'. At least one drill per year is carried out overnight.
- Flexi boarding drills are planned to ensure that pupils know what to do in an emergency. This may include additional drills to ensure that all flexi boarders have been drilled.

## 4. Training and Instruction

Training and instruction will be provided as follows:

- Induction training for new members of staff on the actions to be taken on discovering a fire or on hearing the fire alarm will be given via an online presentation and reinforced by **relevant Teaching Staff or Line Managers**. The induction will usually be issued on the first day for staff; if not they will be given a verbal briefing informing them of the Assembly Point in the interim.
- The **Director of Operations, Head of Estates, Estates Team, Event Manager (or Duty Managers), Head Porter, Fire Marshals and their deputies, the Porter team, Security Team and any other staff members with specific responsibilities** will be provided with specific fire safety training. This will be organised by the Director of Operations.
- Nominated members of staff will be provided with training in the safe use of portable fire extinguishers.
- All members of staff will be provided with information in relation to fire safety at the School. Such information will include, but is not restricted to, the specific risks identified in the fire risk assessment, the applicable fire safety control measures in place and the identities of all those with

fire safety responsibilities, including details of who to contact in an emergency.

- All members of staff will receive annual refresher training and/or specific updated training if the fire risk to them changes e.g. such as those introduced to new or different work practices or equipment. This will be organised by the **Director of Operations**.
- Training records will be maintained by the Director of Operations on receipt of details relating to any fire safety training undertaken/provided by **Heads of Departments**.
- The **Lettings Coordinator / Music School Manager** will be responsible for providing appropriate training and information (Emergency Plan) to the 'Responsible Person' of any third party who hires any part of the premises.
- The **Licence Holder** will be responsible for providing appropriate training and information (Emergency Plan) to the **Duty Managers** responsible for supervising events covered by the Premises Licence.
- **Fire alarm activations** will be fully investigated and logged by the **Director of Operations and/or Head of Estates** with any subsequent recommendations implemented and recorded.

## 5. Fire Evacuation Procedures

Separate fire evacuation procedures for the Boarding Houses can be found in the 'Boarding – Fire Evacuation Procedures.'

This section describes the procedures for evacuating buildings in the event of a fire alarm. The evacuation procedure differs, depending on the time of day.

The day is split as follows:

- a. Working Hours (0700 to 1900 hours Monday to Friday).
- b. Evenings and Weekends (the remainder of the time).

### Fire Evacuation Procedure DURING Working Hours

These hours are: 0700 to 1900 hours Monday to Friday.

**When the fire alarm sounds: With the exception of the Boarding Houses, there is a double knock system which is separate for each school. Senior or Junior will evacuate on activation of the alarm at either school.**

- Staff, students and visitors immediately evacuate the building and make their way to the appropriate assembly area (see Appendix 1).
- During the investigation period, the Porters will call the Director of Operations, the Head of Estates (or designated deputy) and Estates Team who will immediately investigate the cause of the alarm.
- Once the Director of Operations and Head of Estates (or designated deputy) have established the cause of the alarm they will either:

### Respond to a real fire by:

- Instructing Reception to call the Fire and Rescue Service.
- Instructing Reception to sound the fire alarm in any adjoining or adjacent building if deemed necessary by the use of the Key Switches which are located by the Main Panel in the Main Reception. This decision will be made by the most Senior member of staff at the scene (Head Fire Marshal, usually the Director of Operations)

- Upon resolution of the incident (or earlier if possible), the Director of Operations will inform the High Master, Surmaster and Head (as applicable) and invoke the Critical Incident Plan, if appropriate.

**Respond to a false alarm by:**

- Informing the Porters.
- Silencing the alarm.
- Allowing staff, students and visitors back into the building. **(N.B. This decision can only be taken by the Head Fire Marshal).**
- Thoroughly investigate the area of the alarm to identify the cause and take any necessary remedial action.
- Record the incident on the Fire Alarm Report.
- Reset the fire alarm panel.

## **6. Fire Evacuation Procedure OUTSIDE Working Hours**

These hours are: (1900 to 0700 hours Monday to Friday and all Weekends)

**When the fire alarm sounds, (with the exception of the Boarding Houses) the alarm is a double knock system which is separate for each school. Senior or Junior will evacuate on activation of the alarm at either school.**

- Staff, students and visitors immediately evacuate the building and make their way to the appropriate assembly area (see Appendix 1) and await the arrival of the Fire and Rescue Service. The on-duty Porter or Night Watchman will call the Head Porter to inform them.
- The Fire and Rescue Service are called automatically.
- The Fire and Rescue Service will then investigate the cause of the alarm, following which the on-duty Porter or Night Watchman will:

**Respond to a real fire by:**

- Sound the fire alarm in any adjoining or adjacent building if deemed necessary or when requested to do so by the Fire and Rescue Service. This is done by the use of the Key Switches which are located by the Main Panel in the Main Reception.
- Upon resolution of the incident (or earlier if possible), inform the High Master, Surmaster and Head (as applicable) and Director of Operations and invoke the Critical Incident Plan, if appropriate.

**Respond to a false alarm by:**

- Informing the Porters.
- Silencing the alarm.
- Allow staff, students and visitors back into the building. (NB This decision will be taken by the most senior member of staff present if the Director of Operations is not on site).
- Thoroughly investigate the area of the alarm to identify the cause and take any necessary remedial action.
- Record the incident on the Fire Alarm Report.
- Reset the fire alarm panel.

## **7. Fire Evacuation Procedure for Staff, Students and Visitors**

On hearing an alarm:

- All personnel are to immediately evacuate the building using the nearest safe exit.
- With the exceptions of handbags, personal possessions should be left where they are.
- Staff should check that their classroom/office is clear and close all doors behind them.
- All personnel are to assemble outside the building at the assembly point until the cause of the alarm is established.
- In the event that the cause is a real fire, personnel will be told to remain in the assembly area until informed otherwise. Assembly areas are shown in Appendix 1.

## **8. Fire Exits/Protected Routes**

Escape routes are indicated by appropriate fire exit signage where necessary. The majority of escape routes are protected by fire resisting construction and fire doors. Their aim is to protect people for the length of time it takes them to exit the building.

## **9. Clearing the Building**

Once the alarm sounds and evacuation is underway, staff should check that no one remains in their classroom/office. Once they have left the building no one will be permitted back inside. For this reason, checking that classrooms and offices are clear is very important.

Fire Marshals will check their areas of responsibility and should include toilets, showers and changing rooms. Once the check is complete, the Fire Marshals will report to the Assembly Point Controller (the Facilities Manager or nominated Deputy) confirming that their area of responsibility is clear of all personnel. An up-to-date list of Fire Marshals is maintained by the Director of Operations and displayed on the Intranet.

## **10. Persons with impaired mobility**

In an emergency situation, persons with impaired mobility will have been provided with a carer. The carer will have been introduced to the person they have been paired with. During teaching time in the senior school, the carer will usually be the Teacher of the class that they are in when an evacuation is necessary. The responsibility of the carer is to help the mobility impaired person to evacuate the buildings and escort them to the assembly area. This will be achieved by adopting the procedures set out in the Personal Emergency Evacuation Plan (PEEP). Pupils with a PEEP may also be allocated a 'buddy' to accompany them at break and lunchtimes.

## **11. Liaison with Emergency Services**

On the arrival of the Fire and Rescue Service, the person on duty within the main Reception will give the attending Fire Officer the Emergency Services On-Site Information Pack. Once on site the Emergency Services take over responsibility of the emergency situation. The Director of Operations will act as liaison between the School and the emergency services.



## **12. Fire Safety Procedures**

Fire action notices are displayed on the walls of all rooms occupied by five or more persons adjacent to all fire alarm call points, and the School ensures that everyone knows what they look like, and where they should go on hearing the fire alarm. The safe evacuation of all staff and students is the priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School provides fire awareness training, including the basic use of fire extinguishers, to staff who are located in the more vulnerable areas of the School, such as Engineering and Technology, Estates, Science Laboratories' and the Art Department. We also offer regular refresher training. No one should attempt to use a fire extinguisher before they have been trained in its use.

## **13. Summoning the Fire and Rescue Service**

### Main Reception

The main fire alarm panel is in the Main Reception. This panel will show the building in which the fire alarm is sounding.

Each individual building has its own fire alarm panel which provides further details as to the location of the alarm.

The Porters and Night Watchmen are trained to understand the information displayed on the panel and have instructions on how to react to any alarm activation. The Main Reception is staffed during the following time periods:

### Term Time

- Monday to Friday from 07:00h until 19:00h
- Saturday from 08:00h until 15:00h

### School Holidays

- Monday to Friday from 07:00h until 17:00h (or 07.00h to 18.00h if there is an event)
- Saturday from 08:00h until 12.00h

### Christmas Closedown & Bank holidays

- **Closed**

The Porters are given advance warning of fire practices. The Porters are trained on how to contact the alarm monitoring station and how to call for assistance. One of the Porters remains on call 24 hours a day throughout the year and is further supported by the Head Porter. All on call personnel are furnished with a contact list of senior school management.

## **14. Visitors and Contractors**

All visitors are required to sign in at Reception, where they are issued with a visitor/contractor badge. This should be worn at all times whilst on school property. While on site, visitors are always supervised by a member of staff.

Contractors, when first working on site, are sent a Health & Safety booklet prior to arrival, then given a Health & Safety Induction by the Operations Coordinator when they first arrive on site.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding and where they should assemble, or a Duty Manager and appointed ushers will supervise the event if alarms are put into performance mode

## **15. Fire Safety Measures**

All of the School's buildings are provided with a sufficient number and type of escape routes:

- Fire action notices and evacuation signs are displayed at appropriate locations throughout the school.
- Fire extinguishers of the appropriate type are located throughout the School.
- All stairs, passages and emergency exits are illuminated by emergency escape lighting.
- Fire resisting self-closing doors, some of which are activated by the operation of the fire alarm system, are provided to protect escape staircases and sub-divide corridors.
- The master panel for the alarm system is located in the Main Reception and shows the location of a fire. It is fitted with an uninterrupted power supply
- Alarms sound in all parts of the relevant building
- Fire routes and exits are kept clear at all times.
- The Night Watchman is responsible for unlocking buildings in the morning when they unlock all final exit doors and remove security devices from all emergency exits, check that escape routes are not obstructed and report any defects.
- Relevant checks of all fire alarms, fire doors and escape lighting is carried out by the Estates Team.

## **16. Other Safety Checks.**

### **Electrical Safety**

The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.

Regular Portable Appliance Testing (PAT) takes place. A member of the Services Department or appropriate nominated representative conducts PAT. However, there are some departments who are responsible for undertaking their own PAT, including IT, Biology, Chemistry and Theatre departments.

Records of all tests are kept in the Operations office.

### **Lightning Protection**

All buildings with lightning protection and earthing, have systems which conform to BS 6651-1999. They are tested annually by a specialist contractor. Records of all tests are kept in the Operations office.

### **Gas Safety**

All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Operations office. Landlord's gas safety certificates are held for all school residential accommodation, where applicable. All laboratories are checked daily to ensure that gas taps are turned off.

### **Safe Storage**

We ensure that flammable materials used in teaching or maintenance departments are locked in purpose-made, flame-proof containers at the end of every day, as detailed in the School's COSHH system

and the Science departments CLEAPSS guidance.

### **Flammable and Hazardous Materials**

The School makes every effort to ensure that the risks posed by flammable and hazardous substances are reduced so far as reasonably practicable.

The use of flammable or hazardous substances at the School is restricted, in so far as is possible, to designated areas at the School such as laboratories or workshops, where they are covered by separate Risk Assessments.

Such substances will be safely stored when not in use in metal bins or cupboards designed for the purpose and are marked with the sign "Flammable Liquids" or 'Hazardous Materials'. The containers or cupboards will be kept closed at all times when not in use.

The total quantity of flammable liquids stored in any one room will not exceed 50 litres.

The School will ensure that all staff are provided with sufficient information in relation to the additional emergency measures they should take in order to safeguard the safety of staff, students and others in the event of an accident, incident or emergency related to the presence of the flammable or hazardous materials in or on the premises.

Further information in relation to the use of flammable and hazardous substances can be found in the Health and Safety Policy and in the Hazardous Materials Register which is maintained by the Head of Estates and kept in his office.

### **Rubbish and Combustible Materials**

Combustible rubbish is stored away from buildings in a dedicated area known as "The Service Yard".

Flammable materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

### **Duty Management**

The School has a separate policy to cover the isolation and silencing of alarms during music and drama performances. Information about this may be obtained from the Director of Operations.

## **17. Letting or Hiring the School**

The School's standard contractual terms used for letting and hiring the school cover fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A Duty Manager is always on duty when the school is let or hired for an outside function or event and is the responsible person in the event of an evacuation.

## **18. Fire Risk Assessments**

The School's Fire Risk Assessments meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (as amended). Specifically, it identifies:

- The hazard;
- The people at risk;
- The measures to evaluate, remove, reduce and protect from the risk;
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal;

- The arrangements for reviewing the assessment.

All fire risk assessments are based on the format set out in 'PAS 79:2020 Fire Risk Assessment – Part 1: Premises other than housing Code of Practice.

The School employs an external professional fire safety consultant who undertakes the fire risk assessments on all of the School's buildings. The assessments are reviewed annually or more frequently if any changes are made which could affect the outcome of the assessment or if additional buildings are brought into use. These Risk Assessments may be viewed by any member of staff, upon request.

## 19. The Fire Alarm Systems

The school is protected by two linked alarm systems; the main fire panel is situated in the Main Reception of the new Science Building. This panel will display the alarms for the new Science Building and it will indicate what other building may have an alarm. When the alarm is raised in any building other than the new Science Building, the staff investigating should go to the building within which the main fire panel indicates the alarm has been raised in order to determine the location of the alarm. Further information can be obtained from addressable fire panels; these are the major part of the school's existing fire alarm system.

A number of systems are in use are now wireless and these buildings and are linked by a radio link to the main fire panel. The exception is a standalone system for the Ichthys changing block.

**The majority of the system is organised as follows:**

### Link to the Fire and Rescue Service

The fire alarm system is linked by a BT telephone line. This is administered by a secure monitored line through **REDCARE/southern monitoring** call the Fire and Rescue Service in the event of alarm activation, other than between the hours of 0700 and 1900 Monday to Friday, when the monitoring station will not automatically call the Fire and Rescue Service. Instead the School must call the Fire and Rescue Service if necessary, once the cause of the alarm has been established.

### Fire Panels

The alarm system has a number of fire panels which indicate the state of the system. The fire panels are located as follows:

1. Main Reception
2. West Pavilion, main room to the right of the entrance
3. Ichthys main entrance Lobby
4. Centenary Building main entrance lobby
5. Junior Music second lobby
6. Sports hall
7. Dorfman Theatre
8. Wathen Hall
9. East House
10. East Pavilion/Grounds
11. Milton Building
12. Boat house
13. Engineering Block
14. GTB 1
15. GTB 2

16. School House
17. West House
18. Junior Pavilion

### **Stand Alone Fire Alarm Systems**

There is currently one separate standalone Fire Alarm System on the grounds which is located in the Ichthys changing block.

In the event of a fire in Ichthys Changing Rooms the Fire and Rescue Service **must be called by a member of staff**, as this system is not connected to the main school panel or the monitoring station.

### **Zones**

Each alarm system is subdivided into zones. Please see Appendix 3.

### **Sub-zones**

Zones are further broken down into sub-zones, such as corridors and large rooms within the Schools. The newer panels will tell you the location of the alarm, the older panels give the zone which relates to a diagram or a listed plan showing the sub-zones is located at each control panel.

### **Detectors**

Within each sub-zone the following detectors can be found:

- A. Optical (for smoke)
- b. Heat detectors (for heat in dusty or steamy environments, such as kitchens).

Detectors are generally located on the ceiling, in ceiling voids in ducting.

### **Fire Alarms Configuration**

The site has had an L2 system installed in most areas, which includes detection in all spaces except voids – this is an enhancement to the minimum system requirements for a general use, but also allows for risks from unoccupied spaces to be mitigated.

The warning system reports back to a panel in the reception block, which will initiate a response from the Emergency Team. There is a 24hr security presence.

**Boat House:** Fire alarm sounds and sends an alert to the main Reception.  
No other adjoining buildings are alerted.

**SPJ Buildings:** (Including all junior School Buildings including Library, Art, Drama, Music, Science)  
Fire alarm sounds and send an alert to the main SPS Reception. All junior school building alerted and the sports complex

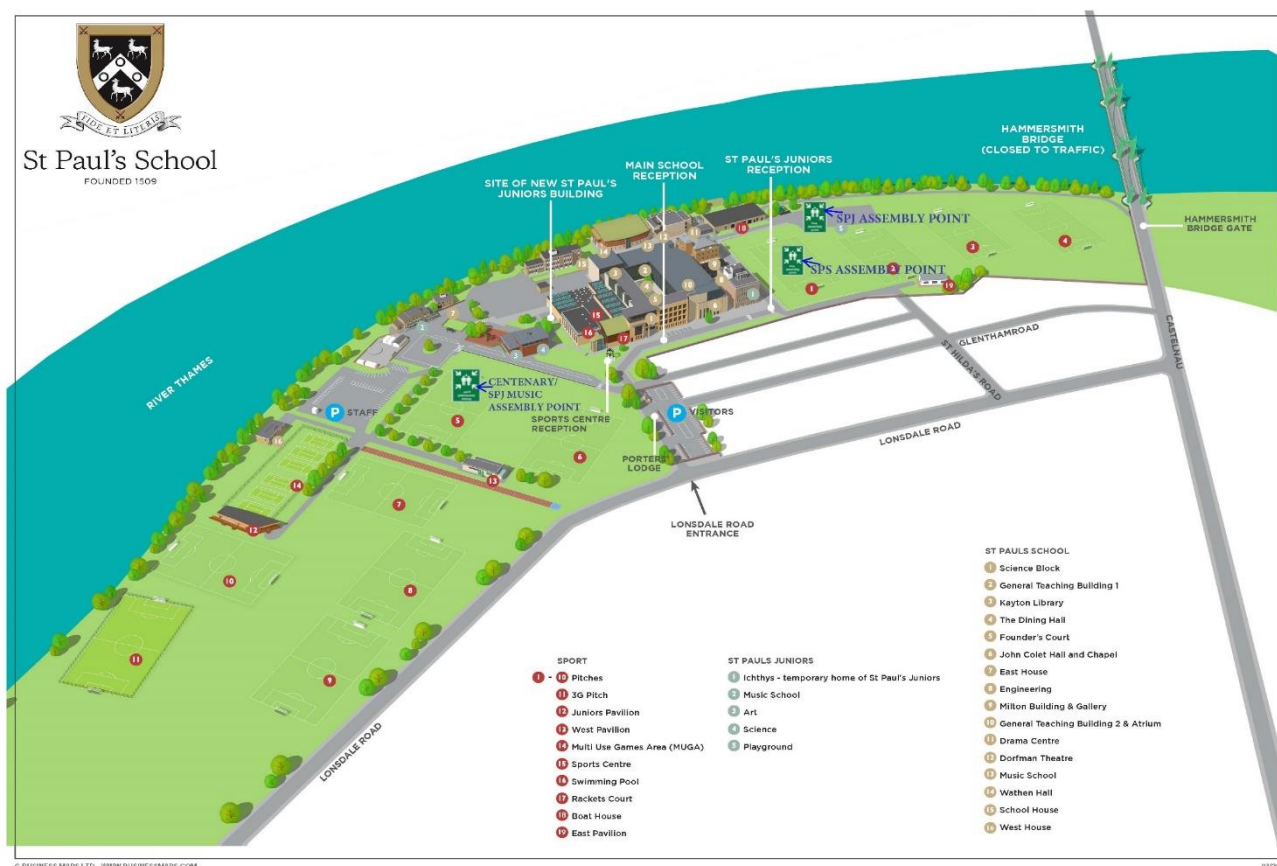
**Music School including Wathen Hall:** Fire alarm sounds and sends an alert to the main Reception.  
No other adjoining buildings are alerted.

**Dorfman Theatre:** Fire alarm sounds and sends an alert to the main Reception. No other adjoining buildings are alerted.

List of Appendices:

1. Fire Evacuation Locations
2. Permit to Silence the Alarm System
3. Fire Zones
4. General Fire Risk Assessment
5. Personal Emergency Evacuation Assessment and Plan (PEEP)

# Fire Evacuation Locations



Organiser		
Director of Operations	Facilities Manager	Head of Estates

1.	To	Director of Operations, Head Porter, Estates			
2.	Date			Location	
4.	From			Event	
6.	REASON FOR ISOLATION OF ALARMS				
7.	Dates and Times	Isolate from _____ (hours), to _____ (hours) on _____ (Date) Isolate from _____ (hours), to _____ (hours) on _____ _____ (Date) Isolate from _____ (hours), to _____ (hours) on _____ _____ (Date) Isolate from _____ (hours), to _____ (hours) on _____ _____ (Date) Isolate from _____ (hours), to _____ (hours) on _____ (hours) on _____ (Date) Isolate from _____ (hours), to _____ _____ (hours) on _____ (Date)			
8.	Organiser	1. The organiser's risk assessment should be in line with the schools Fire Risk Assessment for the Isolation of Alarms, this is a separate document. With particular attention to Ref. No. 6 and the notes associated with the further actions required. They will be responsible for organising the staffing of the patrols and any other necessary personnel required. 2. The risk assessment should also cover the following items:			
9.	Isolate	<b>St Paul's: -</b> Theatre - Operated by key on the Fire Panel – either in the theatre foyer or from main reception panel. Milton Studio : - the Zone or the whole of the Art block can be isolated. Wathen Hall – operated by key on the Fire Panel – either in the music office or from main reception panel.			
10	Isolate	<b>St Paul's Juniors: -</b> Not applicable during construction of new buildings and temporary occupation of Ichthys.			
11	<u>Precautions Necessary</u>	In addition, risk assessment of the use of pyrotechnics or smoke generating devises in any venue was carried out (notes shown overleaf) and this included the following: 1. A nominated person <u>is</u> instructed to watch the use of the pyrotechnic and they will extinguish the device in the event of a problem and they will be equipped with a fire extinguisher. 2. Confirmation that the fire proofing of scenery was carried out.			

		<p>3. Careful consideration for the safety of children in relation to exploding pyrotechnics has been carried out.</p> <p>4. The instructions on the pyrotechnics or other devices have been carefully followed.</p> <p>5. Remains of the pyrotechnics or other devices must be carefully disposed of.</p> <p>6. The organiser will confirm that the alarm is isolated before the event.</p> <p>7. The organiser will confirm that the alarm is reactivated after the event.</p> <p>8. The organiser will check that:</p> <ul style="list-style-type: none"> <li>• The necessary number of fire extinguishers are in position.</li> <li>• The Fire Escapes are clear.</li> </ul> <p>The organiser will check that all staff involved in the performance are warned that the alarms in and around the auditorium are isolated and that if they detect a fire the alarm must be set of by hand using a convenient call point, for example in a stair well.</p>
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**ADDITIONAL RISKS ASSESSED OR INSTRUCTIONS ISSUED**

See Risk Assessment for the isolation of Alarms supplied as a separate Document with this Permit.	



## 20. ISOLATION OF THE ALARM SYSTEM TO PERMIT THE USE OF SMOKE OR PYROTECHNICS

When the fire alarm needs isolating to permit the use of smoke generators or pyrotechnics the Head of Drama or Theatre Technical Manager requests the isolation on the enclosed form which is sent to the Head of Estates who will obtain the Director of Operations authority and organise the isolation with the Head Porter.

**Precaution** Isolation of part of the system is only permitted when the Head of Drama has completed the risk assessment for the specific activity. He is likely to consider the following:

Smoke Generator	Pyrotechnics
<ol style="list-style-type: none"><li>1. A risk assessment of the use of Smoke Generator will include: -</li><li>2. The issue of clear instructions on when the alarm is isolated and to check it is isolated before the event, using the enclosed form.</li><li>3. The issue of clear instructions on when the alarm is isolated and to check it is isolated before the event.</li><li>4. The issue of clear instructions on when the alarm is to be reconnected and to check it is connected after the event.</li><li>5. To ensure that suitable fire extinguishers are in place on the stage/performance area.</li><li>6. That all staff are warned that the alarms in and around the hall are isolated and that if they detect a fire the alarm must be set off by hand using a convenient call point, for example in a stair well.</li></ol>	<ol style="list-style-type: none"><li>7. A risk assessment of the use of pyrotechnics will include: -</li><li>8. A person specified to watch the use of the pyrotechnic will extinguish the device in the event of a problem and they will be equipped with an appropriate type of fire extinguisher.</li><li>9. The fire proofing of scenery.</li><li>10. Careful consideration for the safety of children.</li><li>11. The issue of clear instructions on when the alarm is isolated and to check it is isolated before the event.</li><li>12. The issue of clear instructions on when the alarm is to be reconnected and to check it is connected after the event.</li><li>13. To ensure that suitable fire extinguishers are in place on the stage/performance area.</li><li>14. That all staff are warned that the alarms in and around the hall are isolated and that if they detect a fire the alarm must be set off by hand using a convenient call point, for example in a stair well.</li></ol>

### Precautions

1. The whole building may not be isolated.
2. The alarm will not normally be silenced during school hours.

For the duration of a silenced alarm, an appointed Duty Manager must be present and in radio contact with the main reception. Additional staff will be required to operate as ushers in the relevant building according to a set of written instructions. The Duty Manager will be appointed by the Licensee or the Director of Operations to take responsibility during any such silencing. This appointment is recorded via a Public Performance Plan or Acknowledgement of Procedures for each event.

**FIRE ZONES**

**Reception and New Science**

1	NEW SCIENCE GND FLOOR
2	RECEPTION AND IT SUPPORT
3	NEW SCIENCE GND FLOOR PLANT RM
4	NEW SCIENCE STAIRCORE 1
5	NEW SCIENCE FIRST FLOOR
6	NEW SCIENCE SECOND FLOOR
7	NEW SCIENCE THIRD FLOOR
8	NEW SCIENCE ROOF
9	NEW SCIENCE IT COMMS 2ND FLOOR
10	NEW SCIENCE BOOK ROOM
11	SUB STATION ADJ SPJ BUILDING SITE
31	DRAMA BLOCK
13	SCHOOL HOUSE
14	COLET HOUSE
16	CENTENARY BLOCK
17	EAST HOUSE
18	JUNIOR MUSIC
23	BOILER
24	BOAT
25	MILTON
26	C.D.T.
27	ICHTHYS
29	EAST PAVILION

**General Teaching Block GTB1**

33	GTB MEDICAL AND STAFF LOCKERS
34	GTB ESTATES WORKSHOP AND OFFICE
35	GTB CONCRETE STAIRCASE
36	GTB KITCHEN CORRIDOR AND OFFICES
37	GTB DELIVERY BAY
38	GTB KITCHEN AND STORE
39	GTB KITCHEN AND STORE VOID
40	GTB DINING ROOM
41	GTB WATER TANK ROOM
42	GTB SWITCH ROOM
44	GTB 1ST FLR EAST
45	GTB 1ST FLR STAIRS CORRIDOR
46	GTB 1ST FLR CENTRE
47	GTB 1ST FLR WEST
48	GTB 1ST FLR LIBRARY

49	GTB 2ND FLR EAST
50	GTB 2ND FLR STAIRS CORRIDOR
51	GTB 2ND FLR CENTRE
52	GTB 2ND FLR WEST
53	GTB 2ND FLR LIBRARY
54	GTB ROOF PLANT ROOM
55	GTB ROOF EXTERNAL
56	GTB 1ST FLR RARE BOOKS

**Sports Block**

61	SPORTS BLOCK 1ST FLR RAQUETS
62	SPORTS BLOCK 1ST SQUASH AND VIEW
63	SPORTS BLOCK GRD RAQUETS ENT
64	SPORTS BLOCK GRD SWIMMING POOL
65	PLANT ROOM
66	SPORTS BLOCK GND FENCING SALLE
67	SPORTS BLOCK GRD CORRIDOR
68	SPORTS BLOCK GND GYMNASIUM
69	SPORTS BLOCK GND SPORTS HALL

**Ichthys**

70	OLD ELECT & PREFECT GND FLR
71	OLD PHYSICS & LIFT 1ST FLR
72	1ST FLR CENTRE AREA
73	OLD PHYSICS LAB 1ST FLR
74	OLD CHEM LAB & LIFT 2ND FLR
75	OLD CHEM LAB 2ND FLR
76	STAIRS FRONT
77	STAIRS REAR
78	OLD GEOG LAB & STAFF GND FLR
79	OLD BIO LAB & LIFT 3RD FLR
80	OLD 3RD FLR BIO LABS
81	EAST PAVILION

**Engineering Block**

84	ENGINEERING WORKSHOP
85	ENGINEERING PLANT ROOM
86	ENGINEERING VOID
87	ENGINEERING T4 AND T5 CLASSROOMS
88	ENGINEERING CORRIDOR AND STORES

**Milton Building**

89	ART GROUND FLOOR
90	ART FIRST FLOOR
91	ART SECOND FLOOR
92	ART THIRD FLOOR

**APPENDIX 4**

**St Paul's School General Risk Assessment Form**

<b>Date:</b>  04/04/2024	<b>Assessed by:</b>  Ops & Compliance Mgr	<b>Validated by:</b>  Ops Director	<b>Location:</b>  Fire Risk Assessment	<b>Assessment ref no</b>	<b>Review date:</b>  04/04/25
<b>Task: (7)</b>  <b>Isolations of Fire Alarm Systems</b>					

	Activity	Hazard	Person(s) in danger	Existing measures and Requirements to control risk	Risk rating	Result
	Fire Alarm	A Fire in the Building	Pupils, Staff and Visitors	<b>During a normal day</b> (the normal Day is 07:00 – 19:00 Monday to Friday) the alarm sounds and all evacuate the buildings. Teaching Staff are responsible for taking their classes out of the building.	Low	
	Fire Alarm	A Fire in the Building	Fire Marshals	Designated Fire Marshals are responsible to ensure the building is emptied of staff and pupils. (Fire Marshals receive training and guidance on their responsibilities in the event of an alarm and in order to remain safe).	Low	
	Inspection of Buildings to confirm the fire	A Fire in the Building	Estates Staff	Identifying location of the alarm and ascertaining whether a fire or false alarm. All staff and pupils should leave the building. If a member of staff has received training, they may tackle the fire with an appropriate extinguisher if confident to do so. After investigation and when satisfied, on approval of the Director of Operations (or the Head of Estates in their absence), silence the alarm, reset the panel and give permission for re-occupation of the building. <b>See further actions 1.</b>	Med	

	Activity	Hazard	Person(s) in danger	Existing measures and Requirements to control risk	Risk rating	Result
	Storage of Gas Cylinders and Radioactive Material	A Fire in the Building	Fire and Rescue Service	<b>Location of radioactive materials and gas storage cylinders included in the Emergency Services Information Pack. Keys provided to Fire Service on arrival.</b> <b>Procedure in place with Science Technicians (acting as fire marshals) to advise the Fire Officer/Fire Service if any of the materials had been taken out of storage at the time of evacuation.</b>	Med	
	Fire Alarm	A Fire in the Building	Pupils, Staff and Visitors	<b>Outside of the normal day</b> (the normal day is 07:00 - 19:00 Monday to Friday) the alarm sounds and all evacuate the buildings. Any staff on site that are responsible for pupils and visitors on the premises need to ensure their safe evacuation, and await permission to return inside the building. <b>See further actions 2.</b>	Med	
	Fire Alarm	A Fire in the Building	Porters and or Night Watchman	<b>Outside of the normal day</b> (the normal day is 07:00 – 19:00 Monday to Friday) the Alarm sounds, the call centre calls the Fire and Rescue Service, the Porter provides the Fire Officer with the Schools Fire Folder, the Fire and Rescue Service investigate and when satisfied silence the alarm, reset the panel and give permission for re-occupation of the building.	Low	
	Fire Alarm	Silenced Alarms.	Pupils, Staff and Visitors	Alarms are silenced for specific reasons to avoid disruption or to allow certain activities in the school. School Staff are made aware and are asked to be vigilant, making sure that areas are kept under observation or patrols are instigated. <b>See further actions 3 and 4.</b>	Med	
	Fire Alarm	Isolated heads or Zones	Pupils, Staff and Visitors	Some detectors or zones are isolated for concerts, plays or other School activities, with the appropriate permit. During these times a Duty Manager is appointed and patrols are instigated around the isolated areas. <b>See further actions 5.</b>	Med	

Action plan				
Ref No	Further action required	Action by whom	Action by when	Done
1.	Initially ascertain from the Porters by radio as much information about the location of the fire alarm or information reported. If possible the engineers should meet up and search the premises in pairs and use their radios to advise the Fire Officer and Porters of all progress.	Head of Estates and Staff	At time the Alarm is raised.	
2.	Faults outside of normal hours would be investigated by the Duty Engineer or a Fire Alarm Engineer.			
3	Some alarms are silenced for some religious ceremonies, dress rehearsals, and to manage fault conditions. If this occurs <b>during a normal school day</b> (the normal day is 07:00 – 19:00 Monday to Friday) a competent and trained member of staff must be continuously present at the main fire alarm panel, which will still register an alarm. The Estates Department would be contacted, with the location of the alarm, to make immediate inspection of the area. If a fire was discovered, the alarm would be triggered via the nearest break-glass and the building(s) evacuated. Estates Staff would also inform the Main School Reception who either call the Fire and Rescue Service or initiate the stand down procedure. In order to invoke this procedure, a Permit to Isolate form must be completed and approved by the Director of Operations prior to the event. Isolation of smoke detectors in the John Colet Hall and Chapel, every Wednesday between 8am and 1pm, is an established practice to enable religious ceremony.	Head of Estates and Staff	At time the Alarm is raised.	
4.	Sometimes the alarms are silenced for essential maintenance, at which time the School is also offline from the ADT call Centre. In these circumstances, the Isolated Fire Panel must be monitored by a competent and trained member of staff who must be continuously present; the panel will still register any alarm. In the event of an alarm, the person will make emergency contact with the Estates Department, who will investigate and respond accordingly.	Head of Estates and staff, Porters	At the time an alarm is registered.	

5	<p>When the silencing of alarms occurs <b>Outside the normal day</b> (the normal day is 07:00 – 19:00 Monday to Friday) a competent and trained Duty Manager must be continuously present at the relevant Fire Panel, which would still go into alarm. The southern monitoring call centre would also receive an alarm signal and they would call the Fire and Rescue Service. The Fire and Rescue Service would investigate the alarm and they would be responsible for resetting the Fire Panels and initiate the stand down procedure.</p> <p>The Duty Manager would be responsible for managing the evacuation of the building which they were allocated to.</p> <p>The person responsible for ensuring that the procedure is followed will be the Organiser of the event requiring the alarm to be silenced, who will request the appointment of a Duty Manager at least two weeks prior to the event, and appoint additional staff to assist with fire marshal duties during any such silencing.</p>	The organisers of the event or play, Duty Manager and Porters.	At time the Alarm is raised.	
	Should anything suspicious happen or a cause for concern be found, the alarm is raised by the operation of the Fire Break-Glasses and an evacuation in the normal way undertaken.	All	At time the Alarm is raised.	

## Personal Emergency Evacuation Assessment and Plan (PEEP)

This form is designed to be filled in by a student's Tutor and the Head Nurse when the student in his/her care requires special assistance with evacuating the building in case of an emergency. On completion the Head Nurse should send a copy of the form to the Director of Operations and ensure that the necessary copies are made and distributed as indicated on the back page.

### Why is this form important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995, and Disability Discrimination Act 2005 place duties on St Paul's School to implement effective arrangements for access and emergency evacuation for employees, students and visitors. As the Tutor of a student who requires special assistance with evacuating the building in an emergency, you are asked to complete this form, with the assistance of the Head Nurse, on behalf of the student so that any particular needs are established and can be planned for. Any detail you provide will be handled in confidence and stored only with the necessary parties required to ensure the student's safety and that of others.

**Student Name:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**Tutor:** \_\_\_\_\_

**Date of this assessment:** \_\_\_\_\_

### A. Please tick which of the areas in school the student normally attends during the week

Main teaching building ☐

Music School ☐

Dining Room ☐



Science Building ☐

Sports centre ☐

School House ☐

Boat House ☐

Pavilions ☐

B. Please answer the following questions on behalf of the student in your form

1. Does the student have problems reading and identifying the emergency exit signs and evacuation routes to the emergency exits?

Yes ☐ No ☐

2. Does the student have any problems hearing the fire alarm when in the school building?

Yes ☐ No ☐

3. Would the student experience any problems raising the alarm if he discovered a fire?

Yes ☐ No ☐

4. Does the student need assistance to evacuate the building in an emergency?

Yes ☐ No ☐

5. Is the student likely to experience difficulties in travelling to the nearest emergency exit for a safe and timely evacuation?

Yes ☐ No ☐

6. Does the student have difficulties using the stairs?

Yes ☐ No ☐

7. Is the student dependent on a wheelchair for mobility?

Yes    ☐                      No    ☐

If you have ticked “Yes” to any of the above, then please complete the Personal Emergency Evacuation Plan overleaf.

**This form is confidential when completed.**

## Personal Emergency Evacuation Plan

This form should be completed for a student who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail provided will be handled in confidence and stored only with the necessary parties required to ensure the student’s safety and that of others.

The Head Nurse will then, on receipt of the completed form, distribute it to:

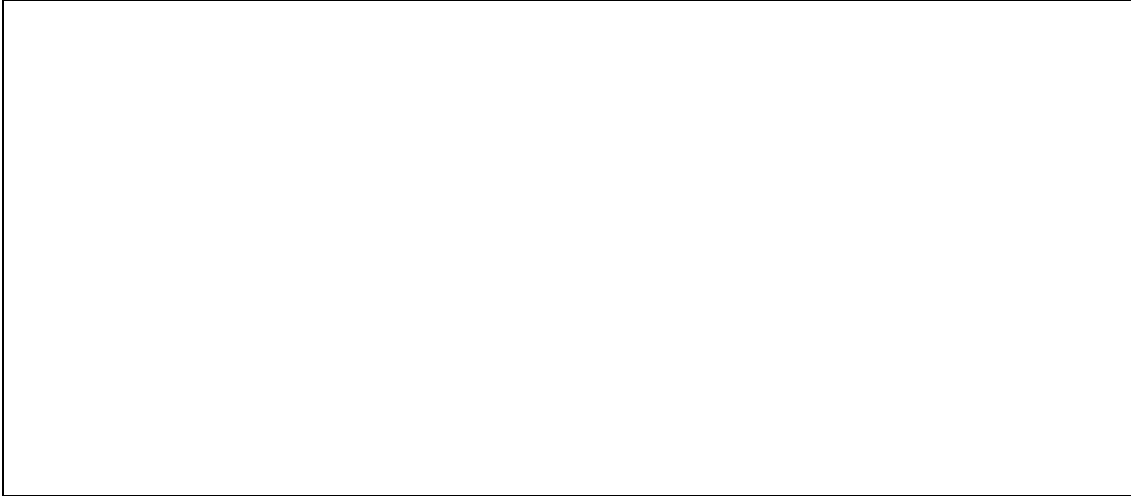
- The Student’s Tutor (for onwards transmission to the pupil’s subject teachers via ISAMS)
- The Director of Operations
- The Facilities Manager

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or the student concerned).

### A: Alarm System

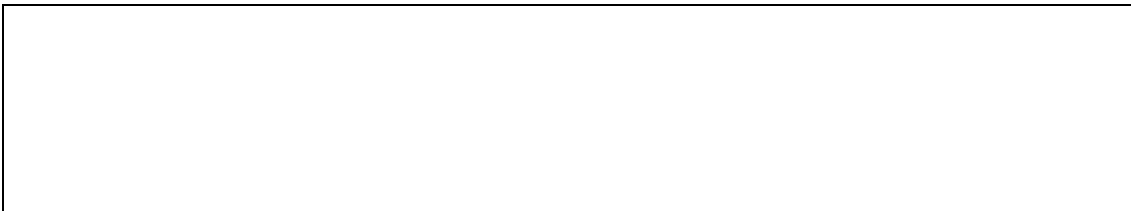
1. The student is able / unable to raise the alarm (delete as appropriate).

If the student is unable to raise the alarm independently, please detail the alternative procedures.



2. The student is able / unable to hear the existing audible alarm system (delete as appropriate)

If the student is unable to hear the alarm when it sounds, please detail the alternative procedures.



**B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)**

Please detail below any special assistance that the student requires that will allow him to safely evacuate the building.

Any designated helper(s) should be named and their role(s) made clear. If this includes the subject teachers, please refer to them by name and ensure that they are fully briefed on the evacuation procedures.

**C: Details of any specific equipment required and its location**

Please detail below any equipment required by the student to evacuate the building and the location(s) where this will be stored.



The student and all designated helpers are aware of the emergency evacuation procedures and I believe them to be appropriate to the needs identified above:

**Tutor's Signature:**

**Date:**

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**Student's Name (please print):**

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**Assessor Signature:**

**Date:**

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Copies to:

Tutor

Director of Operations

Head Porter

Subject Teachers (via ISAMS)

Student's parents

Head Nurse